



Minutes Committee Meeting

Tues 17 Jan - 6.30pm

Present: Tracey (pre-School Manager), Sarah (Chair), Lucy (Staff Rep), Jo (Secretary), Michelle, Kay & Catherine

1. APOLOGIES

ACTION

2. SAFETY SHARE

Be careful if walking dog or walking generally at night. Make sure you can be seen

3. Minutes of last meeting

Sarah to contact brewery about getting the front door replaced.

Sarah

4. MANAGERS REPORT

See the separate report

5. FINANCIAL REPORT

See the separate report

Finance meeting required at the beginning of March when the Gov funding is known. To review wages and session fees.

6. CULTURAL CAPITAL TRIP

Tracey would like to run the CC trips this year for school risers (March - April).

To visit Eden Project - Cardinham - Fire Station - forest school at the school (June)

There are 14 school risers and so we would take up to 5 children at a time.

Forest School would just be two groups.

These will be on Mon - Tues - Friday

This can work if there is a parent rota we can manage the transport

Spoken to school risers and parents are happy to contribute to trips.

Tracey to send Jo the budget, so Jo can see if there is any funding available.

Tracey

7. COMMITTEE SETTING MEETING

Committee members should visit pre-school during session hours as we are responsible for the running of the charity.

Please ensure all attend during sessions occasionally.

All

8. WATERPROOFS



Discussed that there are items that are required by pre-school such as waterproof trousers. Tracey to ask parents if they have any spare or old ones. Lucy to get some from Lidl as well
Discussed that there are other things that preschool needs:

- socks
- Saucepans
- Fruit

Tracey to add a list of things required to the newsletter and a link to the preschool Amazon wishlist **Tracey**

9. MAINTENANCE HIT LIST

- a. Internal door**
- b. Coat pegs** - Sarah to ask Tim to pop up to have a look
- c. Heating** - Kay and Lucy's electricians to be asked to come and have a look at what the issue is and how we can improve/replaced. Agreed we need heaters that are not part of the building but could be relocated.

10. OFSTED

We had an ofsted visit on Thurs 5th Jan - they stayed all day. We are awaiting the final report.

11. FUNDRAISING

- a.** Tracey attending Pub meeting on Friday - to discuss joint fundraising and easter egg hunt
- b.** Tracey to discuss whether we can do a quiz in the pub - aim for end of Feb
- c.** Michelle to get raffle prizes

12. DATE OF NEXT MEETING

- a.** Finance meeting in 6th March - 6pm - (Jo, Lucy, Tracey & Sarah)
- b.** Committee Meeting - 27th March - 6pm (Full Committee)