

## **Minutes**

Tuesday 9th April 5pm

Present, Sarah, Jess, Harley, Kay, Tracey, Annette

Apologies, Cathee, Sinead

### **Safety Share**

Roads are worse/more slippery when dry for long time then have rain  
If front wheels wedged in mud use car mats under the wheels

### **Annual Accounts/Charity Commission Report**

Accounts signed, charity report to be completed on receipt of financial report

### **Committee Members – any benefits in kind**

Confirmed that none received

### **Setting Manager Report**

Have 38 children on role – Full

Only 16 school risers – but will have 22 minimum in September

1 pupil with EHCP and 8 on register of need for whom we get some financial support

### **Staffing - Booked Paediatric training for 4 staff over Easter**

Kara completed training – Safeguarding level 2 in May

Student volunteers – 2

Safe guarding and H&S audit completed – Climbing Frame being removed as no longer safe

Discussion regarding suitable inclusive equipment for the garden **Action:** Tracey to source for ordering

Maintenance – Porch – Use Easter fundraising money and money left from October fundraising to improve. Action: Tracey to get a quote from Reuben

Tracey tracking attendance – in relation to funding received and staffing

### **Financial Report**

#### **Banking (as of Monday 20<sup>th</sup> January)**

Current Account                      £20,503.09

Contingency Account                    £8,114.71  
Cash in Hand                            £20

**Invoices**

Overdue Invoices:                    42.25  
Open Invoices:                        £1,970

Agreed that If not paid by end of May start applying interest to overdue invoice

**Update on Spring Term fundraising**

Tesco – Received £1091.25

**Discussion regarding Easter Term fundraising**

Kelly and Tracey doing facepaints

Sarah will do tea and coffee, meet and greet, Harley to source papercups

Kay and Sinead not available,

Setting up at 9

Opens at 10

Jess and Harley to run tombola

Tracey to set up pictures or letters to make word for the eggs

Possible bucket of booze to be raffled

Raffle tickets on the day – possibly to be sold by Seb and by tombola ladies

Tombola - 3 tickets per £1 and every ticket wins

Amelia hat judge?

**Date of next meeting**

Tuesday 1<sup>st</sup> July 5pm

**A.O.B.**

Trips for the summer term. Heligan took too long on public transport last year but cars not practical. Eden might work. Will need to have 2 groups with 2 days each. New legislation means we must confirm it is voluntary unless any parents wish to donate. End May, early June – waiting to hear what dates for visits to school.