

MINUTES OF COMMITTEE MEETING

27/03/14

ACTION

1. **Present:** Michelle Lawfull (Chair), Jonathan Williams (Vice Chair), Erica Corbett (Secretary), Kitty West (Pre-School Worker), Lucy Johnson (Treasurer), Ruth Mattison (Administrator)

Apologies: Lisa Smith, Janet Cushing, Terry Warren, Tina Daniels, Ollie Bryant
2. The minutes of the last meeting (30/01/14) were agreed.
3. **Website:** The website is being kept more up-to-date. Term dates to be put on there. Jonathan is drafting information for the Committee page. Rainbow Day photo and amount of money raised to be put on. RM
JW
LS
4. **Rainbow Day:** The sponsorship raised £321 and the coffee morning raised £58.06. This will be spent on a new Colin the Caterpillar tunnel for the garden. Poster to be done to let parents know. Thank you to Janet for doing the certificates. EC
5. **Administrator's Report:**
Numbers: Still 28 children in the setting. 55 are on the waiting list but at least 25 of these won't come to the setting because they will be too old in September. So far, 4 of the current children will be staying on in September.
Recruitment: Interviews for Gill's post were on 12th March. Out of 5 interviewees, 2 were called back to work in a session at the setting. Both of them did very well and it was a difficult choice, so in the end it came down to relevant childcare qualifications. Vicki Calle has been offered the job and has accepted verbally. She will be starting on 23rd April, on a fixed term contract. She will be in charge of funded 2 year olds. Gill will remain on the books as cover staff, 2nd to Sara Sapsford.
Income received: Received £3,707 from the Borough, which was the 5% kept back from last year's arrears pay which is only paid if this year's targets are met. The Borough has taken back £24 due to not enough children from deprived areas attending.
Staff pay rise: It was agreed that the staff should have a pay rise. Lucy will look at the figures and the Committee will then agree a percentage. L J
Increase of fees: Currently £11 a session. The fee wasn't increased last year. Ruth suggested £11.50 a session, which was agreed by the Committee. RM
6. **Treasurer's Report:** We have £16,563.34 in the current account and £35,410.66 in the deposit account.
Lucy had a quote for the awning of £5,500 including VAT and installation. This was the 2nd quote, and the 1st one was similar. It will be electrically operated and only the Pre-school would have a key to operate it. It's also waterproof. We haven't yet had clearance from the Church to install it. Kitty will find out who KW

the relevant contact is, then Lisa to approach them to get permission to install. Michelle knows someone else who installs awnings, and will arrange to get a quote from him to see if we can get it any cheaper. Once it is agreed and arranged Ruth will approach the Borough to find out if we could get any funding from Children's Services to help with the cost.

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7. **Spring Fete: 10th May, 10am–12pm:** Michelle has arranged for the photographer from the Chingford Times to come to the setting to take photos before the fete, to help advertise it. He will come on the day of the fete too. Michelle will try to get the Chingford Guardian to come too as they have a larger circulation. 22 people have agreed to have an estate agent's board outside their house to advertise the fete. The estate agent pays £5 per board. Jennie Stallwood has agreed to do the face painting. Caedan's mum will have a stall in the beauty area selling silver bangles. She will give her profits to the Pre-School. Simon Jarvis is doing the flyers to advertise the fete. He will be advertising his business on them instead of charging a fee. Ruth will write to all the parents on the waiting list to let them know about the fete. Lisa to invite the Church to have a stall. The most money raised by a fete so far has been about £1,200, so we're going to try to beat it!

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8. **Fundraising ideas:** The Committee is happy to organise 1 coffee morning per half term, rather than 1 per term. Will also do a welcome coffee morning for new parents in September/October. Nothing else planned for the Summer term because of the fete.

9. **Diary Dates:** Spring Fete – 10th May.
Coffee morning for 1st half of spring term: Tuesday 20th May, tbc.
Sports Day to be held the week before the end of term, date tbc.
Graduation ceremony and coffee morning to be held in final week of term, date tbc.
Michelle to arrange dates with Lisa for these activities.
Closed on 22nd May for voting.
Fete meeting to be held on 23rd or 24th April, tbc.

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10. **DATE OF NEXT MEETING: THURSDAY 15TH MAY.**