

# MINUTES OF COMMITTEE MEETING

30/01/14

## ACTION

1. **Present:** Michelle Lawfull (Chair), Jonathan Williams (Vice Chair), Erica Corbett (Secretary), Lisa Smith (Pre-School Leader), Janet Cushing (Deputy Pre-School Leader), Terry Warren (Pre-School Helper), Ruth Mattison (Administrator), Tina Daniels and Marilene Falqueiro (Parents)  
Apologies: Kitty West, Lucy Johnson
2. The minutes of the last meeting (AGM, 21/11/13) were agreed.
3. **Pre-School Leader's Report:** Preparing for Ofsted. Everything is in place. They will just turn up without any prior notice. It is five years since the last inspection. Gill Hassan has resigned so staffing is being slightly restructured (see section 7).
4. **Administrator's Report:** The setting is full with 28 children on the books, of which 22 are funded three year olds, 5 are funded two year olds and 1 fee paying child. An invoice for £807.70 has been sent to the borough for equipment/resources that we paid out for when we took on the funded two year old children.
5. **Treasurer's Report:** We currently have £10,489.83 in the current account and £35,406.25 in the deposit account.  
The accounts have been reconciled from September 2013 to the end of December 2013 and at present we are £1,594.27 in profit.  
We are looking at prices for awnings and comparing permanent and temporary ones.
6. **Register and Waiting List:** We have 45 names on the waiting list, of which the vast majority will probably not start at our setting as they would be more likely to go to nursery in the Autumn term.
7. **Staffing:** Restructuring due to Gill leaving. Terry will be promoted to Pre-School Assistant and will take on Key Worker duties. Terry's post needs to be filled. Gill will stay till this is achieved, which will hopefully be by Easter. The new post will be a fixed term contract to be renewed annually (as long as funding for 2 year olds continues). After four years the new member of staff will have the right to a permanent contract. Hopefully someone who already has relevant qualifications can be recruited as they will be the lead person for 2 year olds. Advertising for the new post will be done locally.  
Sara Sapsford has just been taken on as cover staff.
8. **Marketing:** How do we promote ourselves to the local community? We used to have leaflets at All Saints, Winchester Road, Handsworth Surgery, library etc. but they have not been distributed for about 18 months. Ruth still has some leaflets which can be distributed.  
We can advertise on 'Let's inject some life into Highams Park' which is the Facebook page run by Bea Burton.  
Find out if the 'What's On' section of the Waltham Forest News is free to

LS  
JC

LS  
RM

ML  
JW  
EC

EC

advertise in.	JW
Same with Primary Times.	
Leaflets can be given out at school events.	ML ML
9. <b>Spring Fair:</b> To be on Saturday 10 <sup>th</sup> May. The Church needs notifying of the date. The fair needs to have more activities for the children to do, rather than the emphasis being on stalls that sell things. Suggestions: cake pop stall (Terry has a cake pop maker); hook a duck; lucky dip; fire engine; beat the goalie. Find out from Katherine Bromley at Friends of Handsworth what we might be able to borrow. Ask parents what talents they might be able to offer on the day. Spring Fair Sub Committee will meet to discuss details.	RM JW ML EC TD
10. <b>Fundraising Targets:</b> Buying the awnings and replacing Colin the Caterpillar in the garden are the two main targets. After that, in the near future the Pre-School will need a new Little Tykes climbing cube, extensions for the 'home corner' frame, and a new toy garage.	
11. <b>Increased Parental Involvement:</b> Jonathan suggested a parents' night out and will arrange this. 'Do you have a talent' leaflets to go out to parents.	JW EC
12. <b>Website:</b> Chunks of the website are missing. It has only been up and running since September. Ruth and Lisa have been trained on how to administer the website but don't get a lot of time to do the necessary work. Garip Aksut (who set up the website) is moving his websites on to a new server so has been unable to do the next phase of the training. Lisa will contact Garip to arrange the training. Ruth will put a note on the front page of the website to explain that it is a work in progress and is in the process of being updated. The Pre-school's policies need to be downloaded on to the website. The committee section needs to be updated with photos of the committee and a description of each role. About 10 new visits to the website are made each day.	LS RM RM ML RM
13. <b>Rainbow Day:</b> Janet has offered to run another sponsored 'rainbow day', where the children will come in dressed in lots of different colours and patterns and be sponsored for this. They will be given a photo and certificate to take home and will be able to join in with lots of colour-themed activities. Date for rainbow day set for Tuesday 18 <sup>th</sup> March. In the first week back after half term a letter and sponsor form will go out to parents, and a poster will be put up in the foyer. On the same day the committee will run a coffee morning. Letter to inform parents of this and to ask for colourful cake donations.	JC EC EC
14. <b>Diary Dates:</b> 18 <sup>th</sup> March – rainbow day and coffee morning. 10 <sup>th</sup> May – spring fair.	
15. <b>DATE OF NEXT MEETING: THURSDAY 6<sup>TH</sup> MARCH.</b> Hall to be booked.	RM

