

## **LANGTON MATRAVERS PRE-SCHOOL COMMITTEE MEETING** **Monday 7<sup>th</sup> June 2010**

**Present** – Kelly Fenech, Sam Turner, Nicky Marsh, Lyn Gotch, Howard Joliffe, Vanessa Bell, Nicky Hunter, Anita Brown, Claire Moring, Nicky Glassock.

**Apologies** – Cassie Feltham, Becky Joliffe.

### **Surestart Grant Update**

- Kelly has met with Surestart today, 07/06/10. They are OK with the changes we have made. We need to produce a finance spreadsheet covering our monthly income and expenditure, to be done before end of July and submitted to Surestart. Kelly to talk to Cassie/Moira.
- Funding for sustainability grants via Surestart is to be cut. This was a major contributor to Corfe pre-schools refurbishment.
- Anita has approached Diocese for a room for pre-school when rebuild of school takes place. She will continue to push for this.

### **Finance Update**

- Balance today is £6817, with approx £6000 in fees due for 2<sup>nd</sup> half of summer term. This will cover wages until the end of October and is a better position than at this time last year. However, improved forecasting needed for next year.
- Wage forecast does not take into account the possibility of employing an EYFS qualified leader. This is not yet a legal requirement, but it is a target for 2014.
- Need to boost numbers and encourage parents to take more hours.
- We have 12 children on the books for the Autumn term, with a possible 7 extras.
- Consider offering childcare cover in Autumn term to children just starting school.

### **Staff**

- Lyn is the only NVQ3 qualified member of staff, full-time.
- Pam is full-time, off sick at the moment. Kelly to talk to Tasha to see if she can do Wednesdays until Pam is back.
- Sam is part-time, covering Tuesday all day and Friday to 1. Also 2 hours per week admin from home.
- Hannah on maternity leave until October. Would definitely like to come back part time, but we need to confirm what hours she would like to do. Possibly Wednesday all day and Thursday morning.
- Pam, Hannah and Sam to start NVQ3 ASAP – need to call and arrange starting date this week.
- Ruth is currently covering Monday and Friday mornings. Kelly to approach her to see if she is happy to be temporary from September, and if so what days can she do?
- We need to consider whether to employ another member of staff – Monday and Friday afternoons identified as periods that would benefit from extra cover. Should we (and could we afford to) recruit a pre-

school leader? Lyn is happy to continue as leader in the short term. The possibility was raised of advertising now to see if the right person fitting our criteria applies.

- Howard has offered to cover any shifts if needed – he is NVQ children and healthcare qualified and has a teaching degree.
- Need to organise a list of bank staff and contact details – Vanessa Bell, Becky Moar, Colette Drayson, Nicky Hunter, Nicky Glassock, Nicky Marsh all happy to be called upon.

### **Committee Changes**

- Kelly stepping down as chair from September. Need to recruit new chair ASAP.

### **St Georges School Update**

- School is safe, but with a reduced of 15 per year at present. There is a possibility that this could be raised in a couple of year's time if there is demand.
- Concert has been arranged by Manins dad at the school on Friday 16<sup>th</sup> July in aid of Pre School funds.
- Sarah Painter has offered to do music sessions at the Mother, Baby & Toddler group.
- Nicky Hunter has organised advertising leaflets for the toddler group and Pre School. Anita has said it is OK to get these printed at the school. Aim to put them through doors, in windows, in the Dubber, and hand out at children's groups. Anita to write a letter to the Advertiser.
- Anita has offered to help us cheer up the outside space of the Pre School building. Will arrange for front door to be painted red, possibly also have a dragon picture painted on it. She will help to arrange having new murals painted and purchase learning based wall décor.
- The schools new library and resource centre is now finished, and Anita has offered the Pre-School use of these new facilities. She told us that there are also plans to improve the play area for the reception children by adding an awning and fencing, and plans for a new outdoor classroom and the Pre-School is also welcome to share these.
- St Georges is sharing a £90,000 grant from NCSL for maximising potential in small schools – this will be used to employ a business manager from next year. Part of their remit will be to apply for grants, and they will also be able to help us with this.
- We need to promote the school and pre-school and reiterate that it is an excellent high-achieving school and its future is now certain. School carnival float to have a big 'We're Safe' sign on the back. Kelly to look into advertising and editorials in local magazines and newspapers.

### **Fundraising**

- Fri 2<sup>nd</sup> July 6-8pm – Stall at St Georges Fete. Games suggested – marbles/flowerpot game, guess how many smarties in the jar.

- Fri 23<sup>rd</sup> July – Either a Tapas evening at Windjammers or a meal at Tawnys. Nicky Hunter to organise. £10-£12 per ticket with £5 going to the Pre School. We will also do a wheelbarrow of wine or Raffle.
- 5k fun run suggested as a possibility for late spring next year. Swanage First School did this idea as a recent fundraiser – offered prizes for fastest man and woman and certificates for all entrants. £5 to enter and runners are also sponsored. Nicky Hunter to find out more details.
- Graham Millman will do another gig at the Ship or Bar 7 in Jan/feb, date tbc.
- Talent Show 'Langtons Got Talent' planned for November, date tbc. Also sell Shake Away style milkshakes and popcorn.
- July promotional picnic discussed, as an introduction to children and parents looking to join us next year.
- St Georges Christmas Fete – sell mulled wine and mince pies. We need to organise a temporary licence for this event which will cost approx £20.
- Putlake Christmas Fair – sell shaped chocolates and candles.
- Printed tea towels from Image House. Sam to speak to Lyn and arrange this.
- Thurs 8<sup>th</sup> July 10am – Toddle Waddle. Teas and cakes stall, Nicky Marsh and Sam to man this.

### **Summer Outing**

- Thurs 1<sup>st</sup> July 10-1 at Leeson House. Sam to ring Leeson House tomorrow re invites. There will be a £3.50 charge to parents for the outing, Pre School to pay any extra.
- 23<sup>rd</sup> July 9am – Leavers presentation.