

LANGTON MATRAVERS PRE-SCHOOL COMMITTEE MEETING **Thursday 12th November 2009**

Present – Kelly Fenech, Cassie Feltham, Sam Turner, Sarah Corben, Nicky Marsh

Pre-school Updates -

- Hannah will be starting her maternity leave Jan / Feb, need to ask Hannah for a definite date after Christmas, Cassie to look out official form which needs to be completed. We can claim for Hannah's maternity pay in one lump sum.
- Ofsted have been consulted regarding parent cover if necessary due to staff sickness and we can providing they have an enhanced CRB check. Ruth has agreed to be bank staff on Mondays and Fridays and we have had 2 additional checks completed on Amy Jones and Natasha Norman.

Fundraising to date –

The swimathon was a great success, raising £170 of which we get half, there will be a presentation evening on the 9th December when the cheque will be given. We have also been given 2 generous donations, £160 from Charlie Millman's mum and £50 from the Purbeck Artists and Stallholders. The Lions Club have also donated £300 to us to be used on IT equipment.

Outings –

- The Christmas party will be held on Thursday 10th December at the Pre-school & school hall. Lindy and the staff are organising an old fashioned Christmas party, there will be a concert for parents first and food afterwards which the committee will be doing (provided by parents, letters to be sent out by Lindy regarding this and costumes required)
- Summer Outing – Pam will book Leeson House again however this year we will be unable to subsidise the costs so parents will have to pay the full amount.

Marketing –

- Leaflets and posters have been printed and distributed to various places, health centre, dentists, library etc, we need to print out more and look for further opportunities for advertising, Sam to send leaflets to Surestart in Wareham, Kelly to give some to Sarah Painter to distribute at Notelets and Molly Thake for Corfe Castle toddlers.
- Kelly wrote a lovely piece in the Dubber and will do another to thank everyone for their support at this difficult time and highlight our fundraising coming up.
- Website – Cassie will speak to Matt Drew regarding updating the site, need to put leaflet on homepage & rest under construction for now, Nicky Marsh has experience in this area so will have a look and keep it updated.

Finances –

- Unfortunately we didn't fulfil the criteria to enable us to get an overdraft so in order to cover the wages bill we had to take out a loan for £2,000. As of this point in time based on our current financial situation we will run out of funds on the 18th December, however this does not include any extra cash from our fundraising or other opportunities such as our Surestart application.
- We put Jason Ford at risk of redundancy on 5th November and we confirmed the redundancy today, 12th November, he will be working 4 weeks notice, his last working day being 11th December. We thought that he was entitled to statutory redundancy pay of 2 weeks but the payroll people have advised us this is not the case as he hasn't been employed with us for over 2 years, however as a gesture of goodwill we will be giving him a further 2 weeks pay in his final pay.

- We met with Lindy on the 5th November regarding reducing her weekly hours from 38 to 34 hours, this will be effective from Monday 16th November until further notice and will be reviewed at a later date.
- The charity commission end of year report has been completed and submitted by Cassie.
- Magic Dragons – Belinda will be running the baby & toddler group on a voluntary basis as of 1st November.
- Surestart application – Cassie will be sending the final application off on Monday and we should hear back soon as to whether we have been successful. A massive thanks to Cassie for doing this, it was a mammoth task and she has spent a great deal of her time and effort on this.
- We need to look into sources of free food and milk for the pre-school – Sam to do.
- Need to look into trusts that donate to educational / childcare facilities in Dorset – Sarah to do.
- Midas charity appeals, Lions Club, Co-op, Roundhouse / table. Need to draft letter to send off to charity appeals / trusts etc.
- Dorset Community Action have a meeting / fundraising seminar in Dorchester at the end of November which Cassie is going to attend in order to get details of fundraising opportunities.
- Betterware – Isobel Joliffe's dad is an area manager for Betterware, he earns 30% commission on orders and has very kindly said that he will give us all the commission he earns from any orders we can get, we will be getting the catalogues shortly so need to get as many orders as we can.

Fundraising coming up –

- School Fayre on Friday 20th November (3.15 - 5.15pm) – we are having a table free of charge, Lyn & Sarah to man the stand, fat balls, candles, prize board & games (guess the no of sweets & marble game)
- Talent show – Saturday 21st November – (4pm-7pm) - Cassie has sold 30 tickets so far and has various acts confirmed. We have some volunteers to help with teas and coffees, free ice-cream donated by Fortes and chocolate sauce by Chococo, Bruins bears have donated a gift for each act and we have some raffle prizes but looking for more, we also need more help on the day, on the door, selling raffle tickets etc. Nicky has borrowed lights / music / PA from a very kind friend FOC on the condition that if we break anything we fix it. We will meet at 3pm at the village hall to set up.
- Village fayre on 28th November in the Village hall, Kelly & Nicky Marsh to man the stand, Prize board, seeds, fat balls, candles & plant pots. Kelly to talk to Nicky about sharing the rota.
- Putlake Xmas Fayre on Saturday 12th December 4-7pm – we will be having a table again this year, Kelly, Sam & Cassie to man the stand. Prize board, cakes, fat balls and candles.
- Other ideas –
Meal at the Ship,
Table top & teas – baby & toddler sale,
Hamper raffle - All children to bring in an item or 2 in to make up a hamper we could then raffle off in the village shop.

Session fees –

Our fees do not cover the cost of running the pre-school. We must increase hourly rates to generate an income nearer to the hourly rates but can't price ourselves out of the market. Corfe Castle has one of the higher rates per hour - £9 morning, £2 lunch & £8 afternoon. Initial increase after Jan 2010, Cassie to look at hourly rates i.e. £3.10, £3.20, £3.30. MUST increase in stages.

