

## **LANGTON MATRAVERS PRE-SCHOOL COMMITTEE MEETING** **Thursday 15<sup>th</sup> January 2010**

**Present** – Kelly Fenech, Cassie Feltham, Sam Turner, Nicky Marsh, Lindy Cameron,  
Pam Lander, Vanessa Millman

### **Pre-school Updates -**

- Hannah will be starting her maternity leave on 22<sup>nd</sup> January.
- Lyn has been signed off sick with her fractured shoulder until Feb half term, Julia & Ruth to provide cover until then. Belinda has also offered to cover Tuesday mornings, all committee members are CRB checked and able to step in in case of staff sickness.
- There will be no toddler group until the summer term as its just not viable, will put a message in the Dubber regarding this and contacting Cassie if interested after Easter.
- There are a few jobs which need doing, carpets need cleaning etc, Lindy and Pam will write a job list and we can then ask people to volunteer to help out.
- Chris Jones has installed new software and logo onto the Pre-school computer.

### **Financial position –**

- Cassie has contacted Barclays and they have confirmed that there will be no early payment penalty for repaying the loan which has now been repaid. Our bank balance stands at £6364, however £5000 of that is our grant from SURESTART. We have approx £1700 coming in from outstanding bills and a tax bill of approx £1800 to pay out shortly (**UPDATE: This has now been paid**). We have had donations from the Dubber appeal, Kay Burgess (Xmas lights), Heather at the Kings Arms and Bob & Anne from the Post Office.
- After Easter there will be no top-ups payable for funded children so over 3's will get 5 sessions a week completely free, need to advertise this as it is already the case for Swanage pre-schools.

### **SURESTART Sustainability Grant –**

- We have reduced staff hours, made the cleaner redundant and the toddler group leader became a voluntary post, will review at Easter.
- We have set budgets and are monitoring them closely, making use of the Treats toy library, this is ongoing.
- We have reviewed our fees and have implemented a stepped increase from Jan 2010, will review at Easter.
- Nicky has sent out a letter to parents detailing alternative payment options.
- Need to approach charitable trusts regarding fundraising, DCA?
- We have distributed posters and leaflets to Health Centre, Library, Dentists etc in order to increase occupancy.
- Nicky is currently updating our website now that she has received the information from Matt.

### **Fundraising –**

- Cassie applied for 15 places in the Great South Run and was successful however we have had to refuse as it would cost £735 to take part. Cassie will take part as an individual entrant and will get sponsorship on behalf of the Pre-school.
- Suttles Quarry (Chris Suttle) are interested in sponsoring one of our events, approx £500.
- Graham Millman's band RP3 have offered to perform for us at the Ship, possibly 13<sup>th</sup> March, also planning to have a 'Wheelbarrow of Wine' where everyone brings a £5 note with their name on and a bottle of wine, the winner receives the wheelbarrow of wine and the Pre-school keep the cash.
- Canape night at the Corner restaurant, along with a promise auction?

- Image tea-towels – Lindy to find info and look at doing again in the summer term.
- Mothers day ideas – possibly Sunshine ceramics, ask them if they would consider coming to the school for the children to make a pottery item for parents to buy.
- Meal at the Ship – Need to look into dates and availability.
- Spring clearance and Baby & Toddlers sale – Maybe end of Feb, Sat 27<sup>th</sup>?  
In the village hall, can sell tea and cakes.

**AOB –**

- With Sarah Corben recently stepping down we needed to enrol another committee member to take us to the required minimum, Vanessa Millman has kindly offered to join us, thank you!
- Lindy has 2 training courses booked for Saturdays in Weymouth, Kelly will look into compensating her for her time and fuel.
- Need to check training deadlines for First aid, food certificate and Health & Safety, Lindy & Pam to check the paperwork and let us know.