

## **Bradpole Preschool Committee Meeting BPS: 6<sup>th</sup> November 2018.**

White Lion, Bridport. 8pm to 9.45pm.

**Present:** Helen Fry Chair, Lee Stork Treasurer, Anita Brake Secretary, Kathryn Cosser Preschool Leader. Bryony Brock. Kirsty Moore

**Apologies:** Clarissa Parkin, Dee Lanning, Roxanne Carey.

1. **Welcome and introductions** by Helen.

2. **Committee members/ volunteers.**

DBS for key roles: outstanding for Helen- info via Jo Hughes.

Kathryn reports that spoken to many parents/carers who would like to volunteer and/or be part of the BPS fundraising team although unable to commit to committee meetings due to other commitments.

Kathryn to compile a list of names of volunteers for events. Request Jo Hughes to set up contact list.

3. **Communications.** As the committee will be supported by a range of volunteers, a new approach to be considered about asking for help or donation for specific events.

**Emails.** Continue with circulating committee information by email list.

**Facebook.** Add fundraising information to BPS Facebook page.

Facebook admins: Helen Fry, Katherine Cosser, Jo Hughes.

**Loomio.** Mixed opinions about accessibility.

**Other options:** Whats App group. Mobile text messages.

Newsletter: committee to decide if either add to preschool newsletter or make committee newsletter.

4. **'A Christmas Jolly'** Christmas Fayre 8<sup>th</sup> December 10-12am. St Mary's church hall, South Street, Bridport. Committee decided to the name event so more inclusive to community and not just for children.

**Posters:** request Dee Lanning to design a poster when information formalised and forward to Jo for printing, consider putting poster/s in children's drawers for advertising/circulating.

**Wessex FM:** Helen planning to add to event listing.

**Donations:** Kathryn/Jo to compile a list of support/donations and request parents/carers to tick off from that list.

**Volunteers:** Kathryn/Jo to compile a list of volunteers required. Ask if BPS staff willing to help.

5. **'A Christmas Jolly'** activities/tables.
  1. Refreshments- tea, coffee, cake/mince pies, biscuits. **Sally.**  
Table cloths. T-towels. Bin bags. Washing up stuff.
  2. New Gifts. Donation of suitable items eg. toiletries, chocolates- sealed and in date.
  3. 'Homemade'. Homemade jam, pickles, craft items. Price range £1 to £1.50.
  4. Pocket money children's gifts.
  5. Santa Lucky Sock. Numbered socks with small gift/choc. Helen source Baker Ross.
  6. Design brown wrapping paper. Child made 'thank you card/postcard'. Stamps, stickers- Kathryn has supplies at BPS. Buy rolls of brown wrapping paper. **Bryony.**
  7. Jolly jars/bags 3x chances for 50p. Donations: Filled with sweets, small toys etc.
  8. Teddy stall. Buy teddies 50p to £1 or donation. Donations of teddies/soft toys.
  9. Pirate Treasure board. Picture made with pinholes filled with coloured ended sticks to win a prize. **Kirsty**
  10. Tombola stall. Donations: bottles, new goods.
  11. Raffle. Hampers. Donations of goods, prizes from local businesses.  
Kathryn said that Jo will send formatted letter to businesses.
  12. Face painting from BPS. Skin transfers. **Lee**
  13. Craft xmas decoration table. Pine cones, pipe cleaners, ribbon, paper cups. **Helen**
  14. Discussed background Christmas music. CD/ CD player
  15. Consider Dress Rehearsal for BPS Christmas nativity. Kathryn to discuss with staff and invite older children to perform a dress rehearsal as will have costumes/words.  
Consider 11am showing.
  16. Christmas themed Photo Booth for children/parents. Dressing up costumes from BPS: Nativity clothes (mary, shepherd, animals, baby in basket). Santa hats-glasses-props. Princess/superhero. Allow children to dress up, parents/carers pay (£2) for privilege of dressing children and take own photos. Kirsty cardboard photo frame.

**Anita and oldest daughter offered to help.**

6. **Notice board.** Kathryn reports new outside noticeboard has arrived, this will replace the old noticeboard which on fence and A-frame noticeboard. Decide on positioning and remove old noticeboard.
7. **Fundraising.** Helen highlighted community fundraising that BPS can access.  
Kathryn would like to consider updating the kitchen area to enable children to partake in cooking skills.  
**Easy Fundraising. Lee** to write parent letter with information.  
**Co-op** application, still waiting for application response - **Lee** to follow-up.  
**WHsmith Fund. Lee** to make an application

**Parish Council**, consider Jo to complete application.

**Washingpool Farm visit** for children. Application via Melplash society. **Bryony**

**West Bay car boot fund.**

**Waitrose fund.** Previous scheme in Dec 2017, consider if reapply. **Lee**

**Gift Aid.** Lee has setup forms, needs a sponsored event.

8. **Fundraising events ideas for forthcoming year.**

Children's science day. **Helen**

Film club.

Curry night

Themed dance night. Dee Lanning offered to host event.

9. **AOB.**

Boxing Day sponsored swim, West Bay. No-one on committee interested. Invite volunteers via BPS.

Anita requested to step down as secretary, committee agreed. As no secretary nomination has come forward, Kathryn to discuss with Jo Hughes admin to be committee secretary.

Safeguarding lead. Kathryn reports that Sue Chudley, Colfox Academy has agreed to take on this role.

**Next meeting:** planning for Christmas event, open invitation.

Tuesday 20<sup>th</sup> Nov 3.30pm at preschool.