

Bradpole Pre-school Committee Meeting

Monday 11th February 2019

Present: Helen Fry, Lee Stork, Kathryn Cosser, Jo Hughes, Kirsty Moore, Roxanne Cary, Anita Brake

Apologies: Clarissa Parkin, Bryony Brock, Dee Lanning

Meeting Venue: 6 Knightstone Rise, Bridport

1. **Laptop** – a new laptop will be purchased to enable the Pre-school staff to undertake their computer work on those days when Jo is also in the office.
2. **TSB Banking Arrangements** – Helen to verify her details at the bank and then the bank mandate can be sent off to add Jo and Helen to the bank account.
3. **Finance** – Lee provided everyone with a statement of the account for the year to date position which indicated that income and expenditure were on target when compared with the previous year.
4. **National Minimum Wage and Pension Contributions** – due to the increase in NMW and employer pension contributions from April 2019, Lee and Jo to look at the possible options for increasing fees and circulate via email for consideration.
5. **Pay Scale Structure** – Kathryn suggested that the pay scale structure and rates of pay need to be reviewed before April 2019. Lee and Jo to look at and Helen (Chair) and Lee (Treasurer) to then arrange a meeting to discuss and finalise in time for April.
6. **Fundraising** – having reviewed the finances and discussed staff pay etc. the Committee understood the value of fundraising for the Pre-school.
 - Jumble Sale – Roxanne will look into organising a jumble sale for later in the year (summer) possibly on a Sunday.
 - Film Night – Roxanne also suggested that a film night at the Tithe Barn, Symondsburry or a similar venue could be a good fundraiser so she agreed to look into.
 - Easter Egg Hunt – the annual Easter Egg Hunt is booked for Saturday 6th April at Bradpole Village Hall from 10am-12pm. The hall is booked from 9am-1pm. The format will run the same as in previous years with an Easter Egg Hunt followed by refreshments and a raffle back at the hall. Kathryn suggested that this year the children receive a bag of mini eggs rather than an Easter

egg. Roxanne and Lee agreed to walk the route to check the clues are still relevant (Jo to provide copy of the route). Helen agreed to approach supermarkets etc. for donations of raffle prizes and to write to parents requesting donations of cakes etc. for the refreshments stall. Volunteers for the day will also be required. Dee to be asked to produce a poster advertising the event.

- A4 Quiz Sheet – Kirsty suggested producing an A4 quiz sheet for a £1 that is left at various venues with a money collection box. The quiz sheet then needs to be returned to Pre-school by a certain date to win a prize. Kirsty to look into.
 - Science Morning – Helen will look at running a science morning in May aimed at Pre-school children. Admittance will be by ticket and will run on a Saturday from 10am-12pm. Possible venues either Lodders VH or Salwayash VH due to the onsite parking. Volunteers and refreshments will be required and Dee to be asked to produce a poster advertising the event.
 - Easy Fundraising – Jo mentioned the ease of fundraising for the Pre-school via the easyfundraising.org.uk. Jo to produce a letter to distribute to parents asking them to sign up to raise vital funds for the Pre-school.
 - Co-Op Fund – Lee to look at reapplying.
 - Car Treasure Hunt – Kirsty suggested the possibility of a car treasure hunt.
 - Quiz & Curry Night – following the success of the previous Quiz & Curry night, it was felt that this was a good fundraiser. Kirsty to make initial enquiries with the Kings Head.
7. **Pre-school Entry Gate** – Kathryn requested that the Committee consider a key pad entry for parents on the gate to the Pre-school as the current gate set up enables children to leave the Pre-school unnoticed at collection time if their parents are still in the Pre-school. Kathryn also requested that the fencing from the gate to the corner be replaced as it is now loose. Helen agreed to speak to John Bright Fencing about a quote for new fencing and a higher gate. The new exterior noticeboard that the Pre-school recently purchased to then be put up once the new fencing has been completed.
8. **Wood Chippings** – despite numerous requests to Forest & Tree Care for wood chippings, these have still not been delivered. Kirsty advised that her husband may be able to get some for the Pre-school.
9. **Block Storage** – Kathryn requested that the Pre-school purchase some new block storage as the existing structure is not suitable. Committee agreed to purchase.

10. **Salary Miscalculation** – Lee to speak with his HR department for advice on this matter.

11. **Children's Behaviour** – Anita raised the issue of the challenging behaviour of some children that the Pre-school is currently dealing with and if Kathryn and her team required any extra support or volunteers. Kathryn advised that various external agencies have visited the Pre-school providing advice and guidance (some conflicting) but she felt that the Pre-school team were managing the situation.

12. **Any Other Business** – None.

13. **Date of Next Meeting** – To be arranged.

Meeting closed at 9.30pm