

Meeting Minutes for Bradpole Preschool Committee
4th November 2018

Present: Nicole, Emily, Kathryn, Macarena, Gemma, Claire, Helen

Apologies: None

Meeting Venue: Gemma's House

Time: 7pm

1) DBS checks for committee members to comply with Ofsted regulations

Nicole and Emily are waiting for their DBS check to be processed and both will update preschool. Macarena has a previous DBS, but needs to check hers is still valid. Helen has completed her DBS check. Sue Chudley (Safeguarding lead is on the committee, but will not be attending meetings) - Kathryn is to contact her to make sure she has valid DBS.

2) Car boot sale grant from Bridport Town Council

We can apply for a grant from Bridport Town Council for up to £500. Claire and Helen have arranged a meeting to complete the grant application form this Friday 8th November. If grant successful, then the money will be used towards purchasing a new washing machine, cooker and extractor fan. Kathryn to get some quotes for this ASAP as needed for application.

3) Updating outside space at preschool

Kathryn to write a list of what needs updating outside. Claire's husband Ed to look at mud kitchen and hopefully repair it. He will go into preschool to size up and arrange a convenient date to fix it. We need to arrange a painting afternoon during February half term or Easter (shed, fence etc)

4) Ongoing fundraising events

Quiz

Helen has prepared a new quiz sheet and will draft a letter to go along side this. She will email copy to preschool. Jo to print copies and put in trays at preschool. Need to circulate extra copies to Bradpole Post Office, pubs, friends and family. £1 per quiz and money to be put in red tin at preschool. Deadline for quiz to be completed is 6th December.

Christmas Fayre

Kathryn to confirm date of 14th December at 10-12pm. Leanne has offered to help advertise the event. Banners and posters need to be made. Macarena has offered to help with art work on the posters. Hall needs to be required the night before in order to set up.

Ideas for Christmas fayre stalls

- Writing Santa Letters- need a parent to organise this
- Christmas game- Emily will think of one and organise

- Christmas craft stalls- organised by Helen. Helen has two ideas (making a Christmas decoration and making a Christmas bauble keepsake. Helen has priced the bauble craft at £15 for 30).
- Homemade calendars to take home- Claire to organise this
- Tombola- parents/friends/family to donate prizes and bring in to preschool
- Raffle- Emily has some prizes already. Raffle tickets need to be printed and put in drawers ASAP. Emily to email Jo a list of prizes.
- New/used toys stall
- Left over jumble sale stall (Jumble is at Helens house)
- Lucky dip with left over cuddly soft toys
- Homemade stall (jams, chutneys etc) - need to ask parents to bring in
- Christmas biscuit decorating stall- Nicole to ask Morrison's to donate biscuits.
- Face painting- Emily to organise
- Santa's lucky sock game- Helen to organise as she did this stall last year
- Jolly Jars- ask each parent to donate one or two jolly jars.
- Christmas Bear game- use and adapt teddy bears picnic game
- Guess the weight of the cake- need a cake to be donated?
- Tea/coffee/cake stall
- Science experiment stall and selling tickets for Fizz Bang 2. Kathryn needs to ask husband if he will man the stall.

Kathryn to ask staff if they can help at Christmas Fayre

Fizz Bang Science Day 2

Date arranged for 18th Jan at Loders village hall. The event time is 2-4pm but the hall is required from 1-4.30pm. Need to ask Colfox students to help man stalls again. Tickets to be priced at £5 per child (£3 per sibling). Helen to adapt previous poster and tickets. Jo to print copies. We will sell tickets at Christmas fayre and at preschool. Helen has thought up new experiments but will need to price up.

Quiz and Curry Night

?to be arranged for March time. Macarena to ring up halls and arrange a date. ?have the event at the WI or British Legion hall. Kathryn to ask husband if he will be quiz master.

Christmas Party

To charge £5 per child (to include party food, visit from Santa and refreshments for parents). Jo needs to change pricing as ticket will now include mince pie and mulled drink for parents. Need to organise a mini raffle.

5) Any other business

Roxanne, Verity, Cianne, Leanne and Lucinda have previously offered to help with fundraising. Need to inform these people about future fundraising events verbally and see if they can attend next meeting.

6) **Date of next meeting** – Tuesday 12th November at Helens House. Agenda for meeting is to design Christmas fayre posters, draft letters and wrap toys for lucky dip game. Everyone welcome. Bring newspaper, celllotype etc.

