

# MINUTES OF COMMITTEE MEETING

25/9/14

## ACTION

1. **Present:** Michelle Lawfull (Chair), Erica Corbett (Secretary), Lisa Smith (Pre-school Leader), Ruth Mattison (Administrator), Lucy Johnson (Treasurer), Terry Warren (Pre-school worker), Kitty West (Pre-school Worker), Vicki Calle (Pre-school Worker)

**Apologies:** Jonathan Williams (Vice Chair), Janet Cushing (Deputy Pre-school Leader), Tina Daniels, Bea Taylor

2. The minutes of the last meeting (15/5/14) were agreed.
3. **Pre-school Leader's Report:** 16 new children in the setting, 12 children who were here last year. 2 more children to start. All is going well so far.

Ofsted came to the Pre-school last Wednesday. The Ofsted inspector gave good feedback, and the staff are feeling confident that they showed the Pre-school at its best. 15 children were in, with 6 staff and 2 volunteers. The result should come through in 3-4 weeks.

When the result comes, it would be a good idea to call in the photographers from the Chingford Times and the Chingford Guardian, hopefully to do an article about the Pre-school getting a 'good' rating. This would be valuable free advertising for us.

ML

4. **Administrator's Report:** 27 children on the books at the moment. 1 more to come. 28 children on the waiting list. Advertising needs to be done to start building up a waiting list for the year September 2014 – July 2015. More leaflets can be taken to the library, GP surgery, local playgroups, Tesco etc. Checked and topped up termly. Another excellent place to advertise is the 'Let's Inject Some Life into Highams Park' facebook page.

ML/  
EC/J  
W

BT

Jon has offered to look into an advertising strategy.

JW

5. **Treasurer's Report:** We have £8,082.69 in the current account and £35,419.82 in the deposit account. We're hoping to be in profit again this year, by about £300. Paying for the awning used up a big chunk of money but it didn't come out of the deposit account.

The end of year accounts have gone to Norman to reconcile. Lucy suggested increasing Norman's gift to £50 which will be given to him in vouchers. This was agreed by the Committee.

6. **Events:** Coffee morning. Thursday 23<sup>rd</sup> October, 11.30am. November, after half term – children's photos. Michelle to find out about photo companies to take individual photos of the children. November would

be a good time to have photos taken so they are ready for Christmas.

ML

This year we will do a Christmas shopping evening, possibly on Thursday 20<sup>th</sup> November, 6-8pm. £2 entrance fee to include mince pie and mulled wine / soft drink. £10 per table. Michelle to find stall holders. The Church could have a table for free instead of us paying for the hall. Michelle to ask stall holders for a donation to the raffle.

ML

Posters and flyers will be needed for all events, including asking parents for cake donations. Erica to ask Bea Taylor if her Mum would be able to do a Christmas shopping evening poster for us.

EC

**7. DATE OF NEXT MEETING: AGM: 27<sup>th</sup> NOVEMBER 2014.**