**Impstone and Cherry Trees Preschool Committee Meeting**

**Monday 9th May 2022 at 13:30**

**Agenda**

1. Present

2. Apologise

1. Minutes of last meeting
2. Managers Update
3. Treasurer’s update
4. Events and Funding
5. AOB
6. Date of next meeting
7. **Attendees**

Amanda Davies

Christine McGarvie

Georgina Calladine

Rebecca Kingston

1. **Apologies**

Jenny Marshall

Lizzie West

1. **Minutes of last meeting**

The minutes of the last meeting were read, approved, and signed off.

1. **Managers Update**

* Numbers are looking good; we have 43 children on the book and a wait list which fluctuates a little but is in a good place. We have 26 children on the books for September.
* The summer house is nearly done, it is watertight and painted. Flooring will go in from the money raised at the Easter event and sports day.
* The aim is to have it complete with water and lighting by October so it can be used in the winter months too.
* A massive thank you to all the families that donated the new Greenhouse in the garden, it is already loved by the children who are excited to watch their seeds grow.

**ACTION:** AD to chase EMCOR for help with completing the summer house.

1. **Treasurer’s report**

* Things are still looking good; we are in the green until August which is always a tricky month due to closer but still needed to pay staff.
* Total count from the eater event is £311 but there is still some money to come in.
* Confirmed that Amanda needs a credit card in order to help with expense claims.

1. **Events and Funding**

**Mother’s Day and Easter Party**

* Mother’s Day gifts and the Easter Party went well. We received good feedback from the parents they enjoyed being able to play with their children in the setting.
* Co-op provided half the eggs, and we purchased the rest.
* One point to note was to hand out the eggs at the end of the session so that the children don’t eat them instead of buying a cake from the stand.

**Beale Park Day Trip**

* Great day out had by all; children really enjoyed themselves. Lovely feedback from the parents, the sun shone, and the children enjoyed a dip in the pool!

**Sports Day**

* GC confirmed that the hunt for raffle prizes is going well local businesses have offered prizes.
* The decision was made to advertise the prizes ahead of the event in order to encourage extended family and friends of attendees to buy raffle tickets.
* We will sell tea and coffee and ice lollies.
* If the weather is bad, we may decide to do the event inside and make it into a round robin event.

**ACTION**: AD to speak to hall committee about using the gazebo.

**Father’s Day**

* After some discussion it was concluded that we are now in a position to invite family members back into the setting to help children complete their Father’s Day gifts.

**Leavers Celebrations**

* Normal Wednesday until 11:30 then the celebrations will start out the back, setting will close at 12pm on this day for the summer holidays.

**Fundraising**

* Currently looking for donations for the doll’s house – anything doll related, beds, carry case, car seat, bath anything to encourage roll play within that area.
* We are also in need of some more soft balls but can’t seem to find them anywhere.

**ACTION**: GC to ask helping hands if they have anything they would like to donate.

**ACTION:** RK to speak to Tadley primary and find out where they source theirs from.

1. **A.O.B**

* Should we charge an admin fee from new starters – this is to help reduce the amount of people that accept a place then pull out once the paperwork has been completed wasting Amanda’s time.
* Discussion around charging the fee and deducting it from their first invoice or giving a free t-shirt / water bottle.
* Lots of other settings are doing with but after a discussion by all those in attendance we decided this isn’t the right option for Impstone and Cherry Trees.

1. **Next Committee Meeting**

The next committee meeting will be held on Tuesday the 5th of July between 1:30-2:30pm.

**Signed:**

**Dated:**