

LADYBIRDS PLAYGROUP COMMITTEE MEETING  
MONDAY OCTOBER 3<sup>RD</sup> 2005

1. Present: Beverly Coleberd, Sarah Girling, Jo Cox, Marie Hatherly, Jenny Bennett, Anne Carstairs, Sarah Woods, Karen Caile
2. Apologies: Christina Diment, Nikki Pruden, Henry Lovegrove, Kate Bartlett, Philippa Legg  
Congratulations go to Nikki Pruden and Hubby Simon on the birth of Christopher, a brother for Hollie, we send them our love and best wishes.
3. Minutes of Last Meeting: Minutes were read and approved
4. Matters Arising (as per last meeting)
  - i) All outstanding top up fees have now been paid.
  - ii) The Volunteer rota is reported to be going better, still a few minor problems, SW to develop a telephone list for all volunteers, so that no last minute hiccups develop.
  - iii) Future Developments - extended hours - The subject of extended hours has been discussed at toddlers and quite a few mums have expressed an interest especially for Wednesday mornings and also longer hours. At present Jo has reported strong interests in Weds sessions from to following:

Jo (Oliver)

? Phoebe

Anne (Luke)

? Leah / Buffy

Julie (Joey)

? Hollie / Nikki

Jo to canvas parents at toddlers and need to fill in reg. form and pay £10 admin deposit by end of Nov if want to start in Jan. (esp. Weds)

*Thank you to Karen who has put together detailed costings.*

Finances - at present for sessions

We need 22 paid sessions per week; we have got at present 13.

We still need to raise £900 per term. For Wednesday opening after Christmas until 2.00, we need 7 to cover costs, we have 6 possibles at present so we need 1 more funded place to break even.

Overall we need 9 more paid sessions ie 4-5 children more coming both Mondays and Fridays to cover our costs of the sessions. It was also agreed that we would start with minimum of 3 children on Wednesdays.

This all emphasises the need to market the playgroup more effectively especially in Beaminster and Halstock - flyers and posters

- to be put up. Sarah Woods also to follow up contact with Beaminster playgroup, and look into taking children unable to get a place there. Jo to do a newsletter to advertise these developments.
- iv) Staff changes - assistant post Fridays PL wants to stop Fridays forthwith (told SW this morning verbally). Chris coming 21<sup>st</sup> to cover staff appraisals. Jo expressed interest in job to fill in application form, CV and refs by Tues / Weds and will start Friday. Ann to take over as secretary. Oliver won't come on Fridays while Jo is working. Buffy to be sounded out as to whether she would be interested if another job came up.
  - v) Kids Club. Sarah W reported that it was a great success apart from being let down by some children that had been booked but failed to turn up. It was agreed that a deposit would be taken to cover this for future events. Well Done must go to Sarah for arranging such great Kids clubs for us.
  - vi) Christmas party Booking Bouncy castle for Friday 16<sup>th</sup> December. Toddlers invited for whole session - this will be their last session - will pay £2.50 as per normal session. Will be a mini - open day with activities before bouncy castle and ball pool and party food brought to share.  
PG last session is Mon 19<sup>th</sup> there will be no toddlers on the 22<sup>nd</sup>.
5. Financial Report.  
£550 in bank as at Oct 1<sup>st</sup>. Looking forward to fundraising in Nov and before March wages bill.
6. Fundraising
- i) Appoint sub-group it was agreed that the same people would on the sub group so not much point!!
  - ii) Bonfire night - Nov 5<sup>th</sup> - Although Henry was not here, it seems like it is all sorted. Playgroup to get hold of some glowsticks to sell NO SPARKLERS! Insurance is all sorted (has subsequently been confirmed). Mr Franklin from Bridport will be doing an organised display for us. Jo to do some posters and also some posters for rubbish for the bonfire. Helpers needed. Check last years prices go for £3 adult and £1 child and SG to give prices to JC for posters
  - iii) Other events. Nov 26<sup>th</sup> Auction of Promises night with a pot luck supper, make a note and come and support. This is held by the Village Fundraising Committee who have been very generous to the playgroup in the past. Everyone encouraged to support this event by donating a

- promise and or turning up on the night.
- iv) March 4<sup>th</sup> 2006. Another dinner on the lines of the last two years with Jo and Steve's auction/raffle. Think of ideas and discuss at next meeting so can do publicity through Chimes, early Jan to go in Feb issue. The Hall is booked for Sat 4<sup>th</sup> March 2006.
7. Any Other Business.
- i) Village Hall meeting - Marie to represent us at the meeting and to bring up the following:
- carpet in store-room
  - Fencing the playing field
  - The mouse problem in store-room
  - Septic tank smells
- Jo to remember the catch for the kitchen cupboards.
- ii) Staff appraisal 21<sup>st</sup> October 10.30 onwards with SG and KC with staff
- iii) Harvest Festival - find out from Sally Else what the PG need to do
- iv) CRB Ofsted - Bev to Jo and Anne
- v) Toddlers over summer - please let hall booking clerk know exactly what days we have the hall.
- vi) We are going to approach the Orchard FM charity to see if we can get some funding for new equipment.
- vii) Bev, Karen and Sarah G had meeting with the Surestart lady, it was a little bit pointless unless we are prepared to give care from 8am until 6pm
- viii) There is a nursery closing in Beaminster, Bev to approach to see if we can get some cheap Equipment.
- ix) We now have a bag of PE type equipment thanks to Top start.
- x) We have been given some play balls; we need a paddling pool of some description to put together a ball pool.
- xi) Well done to Sarah Wood who has passed her Basic Sign Language Level 1
- 8,Date of next meeting      Monday 5<sup>th</sup> Dec. 7.30
- Review above business and make firm plans for spring bash.