

LADYBIRDS PLAYGROUP COMMITTEE MEETING
TUESDAY 28th MARCH 2006

1. Present: Anne Carstairs, Jo Cox, Sarah Girling, Nikki Pruden, Sarah Woods.
Apologies: Kate Bartlett, Jenny Bennett, Karen Caile, Beverly Coleberd, Christina Diment, Henry Lovegrove, Philippa Legg, Marie Haverly.
2. Minutes of Last Meeting:
Minutes were read and approved.
3. Matters Arising (as per last meeting):
 - i) Newsletter
It was agreed that Jo would produce the next issue for the beginning of the summer term.
 - ii) Toy sale/Jumble
The end of September was agreed as a good date for a jumble sale. The village fund raising committee need to be approached. Sarah W. suggested raising money for a specific project, rather than general playgroup funds. Sarah to liaise with Beverly about the cost of booking a children's entertainer for the Christmas party. It was also agreed to talk to Evershott playgroup about running a joint party this year. Early discussion with them about possible dates will be needed to ensure they don't clash.
 - iii) Heating of hall
The problems with the heating seem to have been resolved, as long as it is left on. Sarah has put a note on the heating controls to ensure that other hall users are aware of the correct setting.
4. Committee Changes
Nikki officially volunteered to be trainee treasurer. She was nominated by Sarah G, seconded by Jo and voted in unanimously by the rest of the committee.
Jenny and Henry have now tendered their resignations. Many thanks to both of them for all their help over the past few years. Good luck to Jenny with her house move.
Anne is also moving house and will be resigning as Secretary at the AGM. Luke will continue to attend the playgroup until the end of the summer term.
Sarah G. will also be resigning as Chairperson at this time.
The playgroup would be delighted if any parents would be interested in filling any of the vacant positions.

5. Treasurers Report

Current assets are about £800.

Nursery voucher funding will be received before next wages pay date.

The wages are currently averaging £700 per month.

Some more expenses have been submitted for the Spring Dinner. Profits now at £428. Well done to everyone.

Nikki will be gradually taking over the treasurer's duties over the next few months.

Many thanks are expressed to Jenny Bennett for all her help as Assistant Treasurer.

6. Staffing

A Staff meeting was held on 15th March.

i) The police checks are all in order, apart from Jo, who has had a letter from Ofsted stating that they no longer carry out the checks. This needs further investigation.

ii) Jo is happy working the 2 days.

iii) Additional hours were discussed. Several parents have expressed a definite interest. Confirmation is needed from Karen about the minimum number of children required, but it was agreed that if the numbers were close to breaking even, it would be a good idea to offer the extended hours on the Monday sessions, at the beginning of the summer term.

iv) The birth to three course has been completed.

Jo is to start NVQ Level 2. Jan Beckingham is visiting on Friday to discuss the course and available funding.

There was a discussion as to whether staff should be paid whilst attending training courses. It was thought that they should, but that the number of days training should be capped. Sarah to find out what other playgroups offer and to see how many courses she has attended in the past, so that a reasonable limit can be decided on at the next meeting.

v) Kids Club is not going to be run at Easter.

Planning is needed for the summer. It was agreed to run it for the first three weeks, although Sarah will not be available for one session. Christina has NVQ Level 3 and could be asked to cover. The Kingcombe field studies centre was suggested as a possible field trip, investigation into prices and availability required.

7. Fund-raising

i) Spring Dinner

A debrief was held on Wednesday 15th March.

Great fundraising effort considering we only had 28 paying customers.

Suggestions for improvements in the future included sending out

formal invitations to previous attendees, keeping the posh format but changing the date back to valentines and having joint fund raising to widen the pool of available people attending.

It was agreed to look into the costs of formal lottery tickets so they could be used to fundraise from people who did not attend.

ii) School Dinner

The next fund raiser to be held on 28th July. School dinner theme to include school uniforms and sausage and mash. The cooking is to be shared, with people bringing puddings. Steve has agreed to do the disco.

£8 per person, £15 per couple, £45 per table of 6.

iii) Summer Fete

Sarah and Terry not available for BBQ this year.

The playgroup has offered to help the fundraising committee set up and to contribute to the salad bar.

iv) Bonfire Night

Sarah W. has booked Ryan for the disco. Proper quote needed.

8. Any Other Business

i) Craft Fundraising.

It was agreed that it was not worth £20

Jo may devise some Christmas cards for fundraising.

ii) Playgroup Photos.

It was agreed that this would be a good idea. Paul Atwell could be asked.

iii) Exit Questionnaire

The tendency is for people to write negative things. It was thought that this may cause upset and bad feeling and that people should be encouraged to give suggestions and feedback whilst still attending playgroup.

iv) Website

Discussion needed with Karen as to how to update the website and to train other people so they can contribute to it.

iv) Summer Splash

The swimming pool at Western Farm has been offered for the end of term party.

It was decided that the best date would be Friday 21st July, for BBQ lunch after the playgroup session. Graduation could be held at snacktime on that day.

9. Date and time of next meeting

Tuesday 23rd May 7.30pm.