

Stoke Gabriel Pre-school Committee Meeting Minutes for 26/09/07

Present:

Kelvey Andrews, Kate Peakman, Allyson Mercer, Emma Bridge, Laura Kies, Kate Marke, Marie Hazell, Rebecca Gilmore, Sarah Caisley.

AGENDA

1. **Apologies:**
Caroline Duckett.
2. **Minutes of last meeting**
 - Committee members agreed to each take responsibility to look at the Pre-school's Operational Plan kept at the Old School Rooms. **Action: All Committee Members**
3. **Session Booking Procedure**
 - Discussed process for parents/carers wishing to amend pre-school sessions. It was agreed that it will be the responsibility of parents/carers to initiate requesting such changes and these will be processed by Allyson Mercer (Admission's Officer) on a regular basis. A letter will be sent out informing parents/carers' of this change. **Action: Allyson Mercer**
4. **Health and Safety**
 - A Health and Safety Audit of the Pre-School has been undertaken by Kelvey Andrews (Health and Safety Officer), who reported that all health and safety standards were still being met.
5. **The Orchard.**
 - The addition of new bark chippings and the removal of a fallen apple tree has improved the Orchard Play area and is much appreciated by the Committee.
 - The condition of the play equipment in the Orchard was discussed and due to concerns about maintaining safety standards, it was agreed that a previous request to the Parish Council for a Safety Inspection be raised again at the next Parish Council meeting. **Action: Emma Bridge**
6. **Session Times.**
 - The Pre-school had been approached by the local mother and baby group with a request to change its session times on Fridays. After consideration it was agreed that this request be turned down, as it would involve a great deal of upheaval to the pre-school including disruption to parents and children, amendments to county funding and contract changes to staff. **Action: Kate Peakman.**
7. **Treasurer's Update.**

Account summaries presented for end of May:

 - Day to Day: £11,795.43 (Prior to staff wages being paid)
 - Fundraising: £478.96
 - Emergency: £3000.00
8. **Premises.**
 - The ongoing issue of exploring the pre-school's premises needs was discussed. In order to re-open this issue, contact will be re-established with representatives from Devon County Council, Learning Alliance South West and Stoke Gabriel Primary School. **Action: Laura Kies**

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9. Purchasing Update.

- New Muddy Puddles outdoor suits have been ordered for wet play outdoors.

10. A.O.B.

Planning for Future Committee Member Changes

- Vicky Porter (Fundraising Co-ordinator) has notified the Committee that from March 2008 she will be stepping down from this position. This change also coincides with Laura Kies' (Committee Chairperson) decision to step-down from the role of Chair from March 2008. In light of these important roles becoming vacant, it was agreed that the process of raising awareness of committee roles and vacancies begin as soon as possible. An open evening will be arranged at Pre-school with a guest speaker, as an opportunity for socialising and sharing information about the committee's work as well as encouraging interest in joining the committee team in 2008. **Action: Allyson Mercer**

11. Christmas Social

- Initial discussions about the Christmas social led to the decision to look into options such as hiring a River Link boat. **Action: Sarah Caisley**

12. Village Hall Committee request for Pre-school Representatives

- A request from the village hall committee for representatives from the pre-school to be part of their committee team was discussed. Allyson Mercer and Emma Bridge agreed to take on these roles. **Action: Allyson Mercer and Emma Bridge**

13. Date of Next Meeting: Open meeting with speaker January Date TBC