

Brant Broughton Pre-School Meeting

Monday October 16th, 2017
6.30pm
Held at Brant Broughton Pre-School

Attendees: Neal Lyon (NL, Chair); Beverley Blackwell (BB, Treasurer); Deborah Tomblin (DT, Secretary); Sally Harper (SH, BBPS Manager); Anthony Ward; (AW committee member) Adam Fryer (AF committee member); Joules Roach (JR committee member); Tom Garford (TG committee member); Alex Palfrey (AP, committee member); Gemma Shaw (GS, committee member)

Apologies: Sophie Croft (SC, committee member);

Minutes

Agenda item: 1. Welcome & Apologies

Discussion: The Chair opened the meeting at 6.37pm and presented the apologies.
The Chair opened proceedings by welcoming everybody to the meeting.

Agenda item: 2. Minutes of the last AGM meeting (3rd October 2017)

Discussion:

The Minutes of the last meeting had been read by all and accepted as a true reflection of that meeting.

Proposer: DT

Seconded: JR

Agenda item: 3. Committee Management

Discussion:

Election of positions

Position	Elected	For	Against
Chair	Neal Lyon	7	0
Treasurer	To be decided		
Secretary	Deborah Tomblin	7	0

(Beverley Blackwell arrived after the voting had taken place)

Manager's Report

The new 30 hour funding is in place for some children, and all codes have been received. The system is working well.

Treasurer's Report

BB provided a list of jobs that she has undertaken as the treasurer within the last year, so that the work load could potentially be shared out.

JR has volunteered to do the payroll - BB to run through with her as to what is required.

AP has volunteered to do the banking - BB will run through with her as to what is required.

AW mentioned that his wife works for a firm of accountants locally, and that they may be able to help out with some of the treasurer's jobs. There may be a cost for this, but he will look into it for us.

Currently the role is taking half a day a week, some weeks more, some less.

BB will continue in the role until further information has been gathered, including looking at the purchase of some software.

Claire Gill (previous treasurer and parent of children at the school) will audit the previous year's accounts.

EY2 Application

Everybody who needs to apply have confirmed that their application is in progress.

Halloween Disco

The first main fundraising event of the school year, being the Halloween Disco on Sunday 29th October 2017, 4-6pm at Brant Broughton Village Hall. This has been advertised in pre-school and around the local villages. Unfortunately the school have said they are unable to advertise the event.

The following people have confirmed that they will be able to help out at the event either for some of it or for all:
Gemma, Adam, Joules, Beverley, Alex, Tom (TBC), Deborah

Sally, Emily and Mrylen will all be helping at the event too.

Karen Johnson (parent of Brandon Johnson at school) said she will be willing to help out in the kitchen.

SH has spoken to Linnhe and Chris Bush and they are going to sort out the music for the event.
Cakes ordered, bread rolls etc.

Decorations - SH has got some boxes of bits and pieces at pre-school, and has some of her own in the loft at home.
Children will also be making items this week which will be used in the village hall.
SH and Emily have been looking at craft ideas of things to make.

Previously around eight tables have been set up with different activities and games, including apple bobbing, something gooey, a game involving skulls! Prizes will be available for each table.

Bread rolls and cakes have been ordered, with some further items to be purchased at the sausages etc. An order will need to be collected from Morrisons. SH will let us know what she needs help with.

Donations of cakes would be gratefully received for the adults.

Two people will be required to be on the door - one writing down the child's details, and another letting them in. SH to devise a form to be used.

Agenda item: 7. AOB

Discussion:

Agenda item: 8. Date of the Next Meeting

Monday 20th November- 6.30pm - Brant Broughton Pre-School.

The meeting was closed at 7.41pm.