

# Minutes of Meeting 162 of the Chelford Village Pre-school Committee

**Date:** 29<sup>th</sup> November 2006  
**Venue:** 39 Clay Heyes, Chelford  
**Present:** Carl Worthington, Jane Eastaugh, Annette Smith, Barry Davies, Rebecca Bradley, Laura Chadwick, Lisa Carr  
**Apologies:** None

1. The Chairman welcomed everyone to the meeting.
2. The minutes of the last meeting were signed as an accurate record.
3. **Chairman's Report/Fundraising**
  - There is a need for more relief helpers - Lisa and Laura offered to be relief helpers when possible. Jane/Rebecca were advised of their new salaries and Christmas bonuses (all staff to be informed in writing). **Action: Barry/Carl**
  - It was agreed to replace some of the small toy cars and look for new storage boxes. The staff are also to look for some sort of uniform/tabard. **Action: Jane/Rebecca**
4. **Secretary's Report**
  - Rebecca's biography on the staff page has been updated. Jane has provided new information and the website will be updated shortly. To change some of the website photos after Christmas. **Action: Jane/Annette**
5. **Admissions Officer's Report**
  - 13 children are due to leave in July, which will leave 15 children in September.
6. **Treasurer's Report**
  - Financially, this has been a good year, helped substantially by fundraising and matching from Barclays.
7. **Supervisor's Report**
  - The pre-school is now very busy, with every day full except for Friday, which will be only school-leavers from January.
  - The road safety topic has been working well.
  - There has been a problem getting mum helpers on a Monday when many of the children stay for lunch. It was agreed that if a mum helper could not be found then the pre-school would pay for a relief helper to work that morning.
  - Rebecca has got the Christmas presents – need wrapping. **Action: Annette/Lisa/Laura**
  - Jayne Hart has arranged for Father Christmas to appear at the Christmas party.
  - Rebecca has purchased the Happyland floorplay to replace the old Fisher Price set, a new letter jigsaw and play money. To buy more mugs.
  - The café system for snacks is working well.
  - Jane to give electrical items to Carl to be safety checked. **Action: Jane/Carl**
  - The hall is now cleaner and any problems are sorted out more quickly than previously.
8. **Any Other Business**

None
9. **Next Meeting**

To be arranged