

Minutes of Meeting 163 of the Chelford Village Pre-school Committee

Date: 7th March 2006
Venue: 39 Clay Heyes, Chelford
Present: Carl Worthington, Jane Eastaugh, Annette Smith, Barry Davies, Rebecca Bradley, Laura Chadwick, Rachel Egerton
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**
 - As Carl is stepping down as Chairman this summer, Carl is to write a letter to all pre-school parents asking if anyone would be willing to take on the role (as a charity run by a committee, the pre-school needs a chairman, secretary and treasurer to remain open). **Action: Carl**
 - It was agreed to pay the staff for an extra 15 minutes per day for the time that is spent getting out and putting away the equipment.
4. **Secretary's Report**
 - Website to be updated shortly – to include updating the typical day to mention the new café snack system. **Action: Jane/Annette**
5. **Admissions Officer's Report**
 - The numbers of children are very good at the moment, with more children due to start after Easter or in September.
6. **Treasurer's Report**
 - Discussed equipment needed – Sue to look at buying staff uniforms, Jane to buy some new software and look at what other new equipment the pre-school needs. **Action: Sue/Jane**
7. **Supervisor's Report**
 - Due to the high numbers of children on a Monday and Wednesday, it was agreed to employ an extra member of staff on these days. (Post-meeting note: Caroline Wilkes has agreed to work on Mondays and Rachel will work on Wednesdays after Easter – to be reviewed at Whitsun).
8. **Any Other Business**

None
9. **Next Meeting**

Wednesday 9th May, venue to be confirmed