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| Meeting Minutes |

A meeting of **West Wycombe Preschool** was held at **School House, West Wycombe** on **Monday 21st October**

Attendees included **Rosie, Susie, Ellen, Gemma, Natasha, Steph**, Kerrie

Members not in attendance included **Helen Durran Porter, Toni- Jade, Karen House**

# Finances

We have unaccounted cash of £1189.15 from year 18/19. Ellen has supplied spreadsheets explaining cash being received and cash being banked and move to petty cash. Previous committee chair and treasurer have been informed. Susie is in process of speaking to staff to see if they could help shed some light. If they have had cash for payments and not handed in receipts. Ellen has found receipts of £342.75 we don’t believe has been accounted for. £845.40 is left unaccounted. We are unsure is the money was banked and not registered by bank, but due to the lack of documentation when banking we can’t pursue this. The unaccounted fund is due to mismanagement of cash and this has already been rectified by processes in place by Ellen.

Committee Management will be meeting BCC Early Years Business Support on 13th November, about getting Sustainability Grant.

Rosie has spoke about how some early years settings use consumables top up for Fundable Children. She has asked BCC if they know of any of setting in Bucks does this.   
  
2 year old funding is £5.43, 3-4 year olf funding is £4.33, Non Funded is £7 an hour. Ellen is going to looking into what this compares to our running costs.

The committee we send out an email explaining the funding gap and asking for donations through PayPal to help fund snacks etc (Rosie will provide a list)

Committee will send an email regards to picking up children late from preschool., stating the safe guarding issues and policy. Will implement a £20 fine for those who do this.

Committee will send out questionnaire asking if we had breakfast club from 7.30 if anyone would be interested

Ellen will be sending out invoice for the next term earlier and still allow parents to pay 14 days into the term.

Susie will design Joules event poster and set up Eventbrite.

Committee will work with staff to ensure we have stock take of equipment but also regular daily stock.

Ellen is looking into getting grants or donation for better storage both in office or loft.

Rosie will work with Susie and Ellen to come up with proposal for the garden so we can look into grants

# Next Meeting Booked

11th November 2019

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| Secretary |  | Date of approval |