

12.10.2020

Pre-school committee Minutes

**TITLE**

**Present:**

Susie Chester		Chairman
---------------	--	----------

**In Attendance:**

Rosie Jones Monika Gray		
----------------------------	--	--

	<b>Action</b>
<b>Agenda</b>  <ol style="list-style-type: none"><li>1. Covid-19</li><li>2. Occupancy/Open days</li><li>3. Staffing</li><li>4. Committee member new</li><li>5. Tapestry type software</li><li>6. Fundraising</li><li>7. SEN</li></ol>	
<b>1. Covid-19 Policy</b>  Rosie had made a Covid-19 policy, Susie and Monika have read and approved it.	
<b>2. Occupancy/Open days</b>  Open days: 23 <sup>rd</sup> of January 2021 (Saturday) 9 <sup>th</sup> of March 2021 (Tuesday) 13 <sup>th</sup> of May 2021 (Thursday)  Ask committee members to volunteer to attend the open days.	Monika
<b>3. Staffing</b>  New member of staff to join pre-school in January, interviews are ongoing during October half term with other candidates to start ASAP.	
<b>4. New committee members</b>  Monika Gray joined us as a secretary.  Susie to add Monika on Google drive, send her EY2 DBS link and chase up Antoinette's DBS.	Susie

<p><b>5. Tapestry app</b></p> <p>We shall give Tapestry a try as a new way of communicating with parents and to keep a track of children's development. For 60 children it's £128 per year (90 children is £178 per year).</p> <p>Family app provides support with the business side of things, however we have decided to wait till Covid lets us do more fundraising.</p>	
<p><b>6. Fundraising</b></p> <ul style="list-style-type: none"> <li>• Halloween treasure hunt -Ellen to do bags (FRI so far 21 tickets, SAT so far 19 tickets).</li> <li>• Xmas hamper box -Bottle of gin, few bottles of various tonic waters, few snack bags -Price per box to be costed once we find out gin price -Parents would pre-order -Monika to look at gin prices at Costco -Susie will try sort out boxes for hampers</li> <li>• Mufti day 22nd &amp; 23<sup>rd</sup> of October, £1 donation to dress up</li> <li>• One can trust fundraiser after half term, donations to be accepted from 2-6.11.2020</li> <li>• Virtual Duck Race – 23<sup>rd</sup> of November - Children can pay to sponsor a duck in virtual race, the program picks a random duck as a winner. Susie has a remote control car as a main prize</li> <li>• January pre-school family muddy walk on the Dashwood estate</li> <li>• Cookbook idea with the pre-school recipes and children's photos as a present for families.</li> <li>• February Sponsored Read</li> <li>• Joules event in need of a date</li> <li>• Smarties tubes - children would do chores at home to get paid 20p per chore to see if they can fill up Smarties tube (and donate said tube to pre-school).</li> <li>• Waitrose has given our pre-school £333 as a part of their Green coin scheme.</li> </ul>	<p>Ellen</p> <p>Monika Susie</p> <p>Susie</p>
<p><b>7. SEN</b></p> <p>We might need to apply for more funding to have a staff for additional needs child(ren)</p>	
<p><b>Next meeting 9<sup>th</sup> of November at the school house 9:30 AM</b></p>	

M Gray  
Secretary  
secretary@westwycombepreschool.com

Approved S. Chester Chair, 19/10/2020