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## Committee Meeting Minutes – March 2022

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A meeting of: **West Wycombe Preschool Committee** was held on **Monday 14 March 2022**

Attendees:

Jo (Manager)

Susie (Chair)

Louise (Secretary)

Pooja (Secretary)

Grace

Camilla

Nicola

Apologies:

Katie

Alex

Charlotte

Sinead (Fire Officer)

Jacob (Treasurer)

## I. Committee

**Clarification of Roles** – Committee members are the Trustees of the charity of the pre-school, and also Jo's manager.

The Management Committee is made up of; 1 x Treasurer (Jacob), 2 x Secretaries (Louise & Pooja), and 1 x Chair (Susie) who are responsible for the bigger decisions, which is then fed back into the committee.

Safeguarding – Susie

Fire Officer - Sinead

## II. Jo's update

### a) Ofsted/Food Inspection

Ofsted draft received & will be published within the next week. There were no concerns.

Food inspection - Officer visited Weds 9<sup>th</sup> March and gave a 'level 4'. This was due to the fridge being overstocked (due to a recent large shop). Also, aprons on the wall need to be hung up. We are however, classed as a low risk setting so the level 4 is not detrimental. We can requested further inspection in 4 weeks after work has been done.

We are keen at making more storage in the kitchen area also.

### b) Staffing

Aqsa joined us in January and is now leaving the setting. Kerry will be starting with us next week and will cover 1 x 121. We are still looking for another person to fill the SEN role.

### c) Update and plans for this term

Fundraising

Open day 23<sup>rd</sup> April – we already have a waiting list in place. We also need to approach existing parents to see if they need/want to increase their hours.

### III. Fundraising/Events

- a) Raffle & Readathon combined = over £1k raised
- b) *Raffle* - we have 2 x unclaimed prizes from the raffle
- c) *Readathon* – well done to Lizzie’s mum (**Nicky**) who raised a fantastic £168!
- d) *Green coins* – Asda no longer do this. **Grace** approached Tesco (an online application is required & has been forwarded to **Susie** to complete). They have community champions and we have also approached Princes Risborough
- e) *Mother’s Day* – Thursday 24 March – West Wycombe Village Hall. We have the hall from 9.30-11am, which is costing £12.50p/h. We will be charging £5p/p which will include; hot drink/cake/crafting/singing. We have emailed the Community Champions on 18/03 to arrange for some cakes to be donated (**Louise/Pooja** will continue arranging this). **Susie** is putting together a poster for the event. We suggested having a crafting table for the children to make their own cards and crafts at, for mum
- f) *Smarties Challenge* – over the Easter break. £0.20 for each ‘job’ done around the house – checklist of the type of jobs to be put together
- g) *Easter Bonnet Parade* – Thursday 7 April – **Nicola’s** mum has some crafts to donate to pre-school
- h) *Spring Hunt* – Sunday 10 April – purchase a map and find the word through the village, & children can collect a prize at the end. Work with the Church St Pauls as a joint fundraiser. They will be providing refreshments, we will be providing prizes, craft table and face painting
- i) Dance Day – 29 April – Louise has arranged for N’s dance teacher to come and do a voluntary dance session with the children at pre-school (10-11am)
- j) *Chicks* – 9 May - new arrivals coming to the pre-school!
- k) *Walk to school week* – 16 to 20 May – Maps will show routes to walk from certain areas in the village to pre-school (provided by **Susie**). **Jo** will talk to the lollipop lady also to come and have a chat with the children.
- l) *National Bee Day* – 20 May – **Nicola** to source local beekeepers to come and do a talk and presentation at pre-school. We will do a walk in West Wycombe Park in morning with all the families.
- m) *Platinum Jubilee Fete* – West Wycombe school – will be holding a fete (TBC) and pre-school have a table/stall booked
- n) *Sports Day* – 21 & 23 June (as a reserve) – a.m. only for both. Committee to provided refreshments.
- o) *Village Summer Fete* – 2 or 9 July – being organised by the West Wycombe Events team, we will hold a stall with games like hook a duck, tombola, **Nicola** to get a ‘key-box’ game
- p) *Father’s Day* – Sunday 19 June – TBC
- q) *Summer Fun Day* – 17 July – Horse confirmed. Nicola will contact Stokenchurch fire brigade
- r) Class photos – Booked for June with Luarena
- s) Graduation – to be discussed at next meeting

#### IV. Other Business

- a) Queens Canopy – Next to St Paul’s church the community are making a community orchard with the school for the jubilee. We have missed this season for planting; next season is in October which the preschool can participate in
- b) Getting families more involved – when join the pre-school will be a ‘parent sign-up sheet’ which will outline a list of the jobs that need doing. We will get parents to sign-up and note down any specific skills they have. This will take some of the pressure off the committee but also, a good opportunity for parents to be involved in the upkeep and running of the pre-school. Also, committee members to actively seek new committee members.
- c) Susie to approach Lacey’s to see if they can come in and talk to the children about farming and bring tractor and wooden milking cow
- d) Approach Tesco’s for regular fruit/veg boxes (**Pooja**)
- e) We are looking to get a Defibrillator for the driveway
- f) **Nicola** has managed to source 2 x planters
- g) Parents to add ‘secretly’ to the fairy garden as and when they can – can this be posted out in the weekly newsletter?
- h) There will be a face on the driveway each morning and afternoon

#### V. Finance Update

There is no finance update at present as Jacob has been away. He has been working on the budget and looking at our reserve, which is currently £12k, to which we are looking at putting in an additional £10k. We want to increase this up to £50k which would cover 6 months of wages/rent (if needed).

#### VI. ANOB

Next meeting will be on Monday 4 April – please note different due to Easter Holiday.