

PAINSWICK PLAYGROUP
Minutes of Committee Meeting held on Tuesday 16th January 2018
at 7.30pm at Playgroup

Present: Sarah Taylor, Sharron Andrews, Kirsten Smith, Lizzie Bennet, Susie Andrews, Marisa Vaughan, Tiar Darrock Fuller, Sam Cooke, Lisa Wamaby.

Apologies: Laura Drake, Sarah Leaver, Chloe McCarthy, Liz Hughes, Alison Smith, Carly Lloyd Jones

1 DBS Checks

- Carly has contacted new members of the committee regarding how to apply for a DBS check. However, they have not all been completed. **ACTION:** CL to re-send information to all committee members, including Kirsten Smith.

2 New Policies to be signed

- Kirsten has signed all new policies.

3 Painswick Beacon

- Lizzie placed a thank you and photo for the whiteboard in the Beacon so that local people could see what we had bought with the money from the Easter Egg hunt.

4 Review of early Collection

- Sarah and Sharron were concerned about the disruption of the early collection. A polite reminder and procedure was placed in the December newsletter. Sarah and Sharron are happy to keep early collection as long as parents carry on notifying staff.

5 Toys being brought into playgroup

- A note was placed in the December newsletter asking that no toys from home are to be brought into playgroup. The issue is improving.

6 Health and Safety Check

- The health and safety and risk assessments have been completed.
- The kitchen light, lobby heater, guttering and panels on the roof have all been fixed.
- The window glazing quote needs chasing as staff are unsure whether it has been completed or not. **ACTION:** CL to provide update.
- The garden fence trellis needs looking at. **ACTION:** MV to contact odd job man and ask him to get in touch with Playgroup directly.
- A letter from Gloucestershire County Council needs to be responded to. **ACTION:** S Andrews to contact Gloucestershire County Council to let them know what we have completed from the list.

7 Easter Fundraiser

- The meetings are going well, and progress is being made on the event. A reminder about the next meeting date to go in the next newsletter with details of how parents can help, for example, bringing in items for the chocolate and bottle tombola. **ACTION:** MV.
- Playgroup would like to see the minutes of the Egg Hunt meetings. **ACTION:** S Andrews to send minutes of the meetings so far.

8 AOB – updates from last meeting

- Managing and updating of the playgroup website and adding newsletters. **ACTION:** AS to provide an update on how this is going.
- Sarah and Sharron reported that the new whiteboard does not need to be added to the contents insurance.

10 AOB

- Sarah and Sharron reported that a work experience student would be starting at Playgroup on the 16h of July.
- Sarah and Sharron reported that the garden was getting cluttered and one option would be to hire a van and take the rubbish to the tip. The Committee agreed. **ACTION:** Playgroup to arrange a trip to the tip.
- Playgroup bikes need maintenance. In the past, a company came out to do this and the cost was around £80. The Committee agreed that this work should be carried out again. **ACTION:** Playgroup to arrange.
- The Committee reported that a Bookers account would be helpful in delivering the Easter Fundraiser. Everyone agreed. **ACTION:** LW to set up the account with Bookers, and arrange it so that spending is debited directly from the Playgroup bank account.
- Sarah and Sharron reported that a new garden shed was needed. Susie offered a surplus shed from her garden. **ACTION:** Playgroup to measure the current shed and Susie to take measurements of the one she is offering.
- Sarah and Sharron asked the Committee if they could purchase an early years online learning journal software called Tapestry. Playgroup are keen to acquire this software, as it will save a lot of staff time. Sarah and Sharron explained that currently, in order to keep up with workload, Playgroup staff are working weekends and holidays. The Committee agreed in principle but wanted more information. **ACTION:** Playgroup to find out exact costs. **ACTION:** LW to work out staff overtime costs to compare with the cost of Tapestry.
- Lisa wanted parents to be reminded that in order to claim the 30 free childcare hours they will need to reconfirm eligibility every three months on the Childcare Choices website. Lisa has already emailed through text for the next newsletter. **ACTION:** MV to include reminder in next newsletter.

10 Next Committee Meeting Time and Date

- Tuesday 27th February 2018