

**PAINSWICK PLAYGROUP**  
**Minutes of Committee Meeting held on Tuesday 1<sup>st</sup> May 2018**  
**at 7.30pm at Playgroup**

Present: Sharron Andrews, Sarah Taylor, Kirsten Smith, Lizzie Bennet, Susie Andrews, Lisa Warnaby, Carly Lloyd-Jones, Sarah Leaver.

Apologies: Tiar Darrock- Fuller, Chloe Mearthy, Marisa Vaughan, Alison Smith, Sam Cooke.

**1 DBS/EY2 Checks**

- Update on who is still to do DBS and EY2 forms also need to be completed. **ACTION:** Those waiting for certificates to bring into playgroup, all EY2 forms are being done online.

**2 Indoor Shoes**

- The Ladies have asked that wellies are not worn inside at playgroup, if a child wishes to wear their wellies, for parents to bring an extra pair of shoes for inside. **ACTION:** Marisa to write a note in the newsletter for parents.

**3 GDPR/New Policies**

- Leaflets given to committee explaining GDPR and what needs to happen. update from Sarah and Sharron after their course. Policies and procedures have been re-written, and contracts drawn up for new parents. Sharron and Sarah have requested we have notice period that parents must give to leave the playgroup, agreed by committee. **ACTION** Kirsten to sign updated polices and procedures.

**4 Staffing**

- Sarah and Sharron have asked for increased hours for Vicki Boon to cover Friday's and paperwork, this was agreed by the committee. Pay rises were discussed, the committee agreed that no pay rises would be given until the wage review in September 2018. A pay rise was given to all staff in September 2017. **ACTION:** Sarah and Sharron to organize Vicki's extra hours.

**5 AOB**

- The committee discussed the success of the Egg hunt and how money would be spent. Sarah and Sharron have asked for a new shed, new play kitchen and more kindles for the children. Lisa and Committee agreed.
- Sarah and Sharron have suggested Playgroup to close for the end of term fun day and we organize the bouncy castle for the rec, with all children, parents and siblings invited. Confirmed – Tuesday 10<sup>th</sup> July 11:00am – 2:00pm. **ACTION:** Carly to book two bouncy castles.
- Playgroup will take preschool pictures this year.
- Lisa asked to discuss increasing playgroup's fees. Committee agreed. **ACTION:** Carly to send out and email to all parents, Marisa to include in the next newsletter.
- Tiar Darrock-Fuller will no longer be on the committee. New recruits for September discussed. **ACTION:** Carly to notify Ofsted.

**6 Next Committee Meeting and date**  
Tuesday 19<sup>th</sup> June 7:30pm