

**PAINSWICK PLAYGROUP**  
**Minutes of Committee Meeting held on Wednesday 1<sup>st</sup> November 2017**  
**at 7.30pm at Playgroup**

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

Apologies: Laura Drake, Marisa Aker, Sam Cooke, Chloe McCarthy, Lisa Wamaby, Liz Hughes, Tiar Darrock Fuller.

**1 DBS Checks**

- Carly will pass new members of the committee details of how to apply online and will advise Ofsted.

**2 New Policies to be signed**

- Policies have been written and Kirsten is to sign them.

**3 Christmas Arrangements**

- Staff / Parent Christmas Party – Falcon now booked for the 1<sup>st</sup> December, Kirsten to do quiz.
- Christmas gifts from Father Christmas – staff to organize.
- Father Christmas – Carly to organise.
- Christmas party food list – will be available for signing up in the foyer.
- Raffle prizes – will be a note in newsletter asking for donations for raffle prizes.
- Parents to help with selling raffle tickets and serving mince pies on nativity days, note to go in newsletter.
- Nativity – details are to be released this week, parents to sign the list for child attendance. Initially 2 tickets per family, with hopefully more being released later.
- A list of all dates for the end of term is to be issued to parents in the Newsletter, with email reminders nearer the time.
- A thankyou and photo for the whiteboard to be organized for the Beacon, letting people know what we've bought with the money from the Easter Egg hunt.

**4 Review of early Collection**

- Sarah and Sharron are concerned about the disruption of the early collection. This will be reviewed for one more term, with a polite reminder and procedure in the next newsletter. Parents need to let playgroup know that they are collecting early, either in the morning or a phone call during the session. Parents must then be prompt to collect and wait for a member of staff to send the child out to them. Review at the next meeting.

**5 Toys being brought into playgroup**

- Staff has asked that no toys from home, are to be brought into playgroup, note to go in next newsletter.

## **6 Health and Safety Check**

- The kitchen light and lobby heater to be looked at by an electrician – Carly to organize
- Lizzie and Sarah will do this terms risk assessments at playgroup
- Guttering and panels on the roof need to be looked at – Carly to organize
- Give the go ahead for the window glazing quote – they will contact playgroup.

## **7 Easter Fundraiser – date for sub-committee meeting**

- First meeting set for the 22<sup>nd</sup> November 7:30pm at the Falcon, note to go in newsletter and on facebook.

## **8 AOB**

- Playgroup to contact Anne Marie for photos.
- Alison will take over managing and updating of the playgroup website. The newsletters to be updated soon as possible. Sarah Bishop is happy to send login information to Alison and meet with her if needed.
- Sarah and Sharron proposed whether the new whiteboard needs to be added to the contents insurance and maybe having an alarm fitted on the building. Playgroup will talk with Lisa regarding this.
- Sarah and Sharron were concerned a letter home from playgroup was shared on social media in a negative way. The committee agreed this is not acceptable and a note to parents will be put in the newsletter, asking parents not to share on social media.
- Past committee members to fill out EY3 form, Carly will organize.
- Playgroup Staff are having issues with late collection of children, one parent too frequently, staff will discuss this with the parent. A polite reminder of procedure will go into the next newsletter. Review at the next meeting.

## **9 Next Committee Meeting Time and Date**

- Tuesday 16<sup>th</sup> January 2018