



early years
@ lightcliffe

Committee Minutes

Date – 10th January 2019

Time – 7:30pm

Venue – Wyke Lion

In attendance Gemma Turner (GT) – Committee Chair
 Kirsty Marsden (KM) – Committee Secretary

Sam Pearson (SP) – Staff (Team Leader)

Carly Durrans

Cameo Preston

Kim Lambert (KL) Committee Treasurer

Laura Midgley

Suzanne Cheshire

Apologies Kim Szyczak
 Kate Varley
 Kristel Kristjansdottir



Agenda Point	Comments	Action & Owner
<p><u>Minutes from previous meeting</u></p> <p>Building matters</p> <p>DBS Checks</p> <p>Sickness policy</p>	<p>The church has now agreed to the use of half of the office. The outside door and the sink for Room 2 to go ahead. Need to arrange a date for the work to be done, preferably in February half term. Possibly get new carpets/flooring. Think about the possibility of buying the building.</p> <p>Kim S to do EY2 form again. GT to chase up Ofsted re EY2 form and EY3. Cameo to chase up letter from Ofsted as not received yet. Suzanne to do DBS and EY2 form.</p> <p>Review and change. Will need to be read and signed off.</p>	<p>GT</p> <p>SP</p> <p>SP</p>



<p>Fundraising</p>	<p>Figures raised are: Bun sale £70.32 Christmas raffle £127.40 Christmas cards £31.92 Photos £103.17</p> <p>Feedback from questionnaire – improve outdoor area. Could also possibly use fundraising money to get some outdoor toy storage which could also be used for children to play/draw/read when outside.</p> <p>New fundraising ideas to think about are: -Tabletop sale -Pottery painting for mothers/father's day -Tea towels - Easter bonnet parade -Christmas fair - Bun sale</p>	
<p>Holiday club</p>	<p>4 weeks in Summer Easter, Spring bank, Feb and Oct Closed at Christmas</p> <p>Need to look at advertising again – on the website, school bulletin, leaflets, in the Grapevine magazine and on Facebook. Kim S to look at sorting some flyers for both preschool and holiday club. Look at figures and possibly adapt prices. Minimum wage is rising to £8.21 from 1st April. Need to work out whether to up everyone's wage by 42p or possibly by a percentage.</p>	<p>KL SP</p>



Treasurer report	See report from Kim L	KL
Any other business	Website is out of date – Kristel to update. Website to include holiday club with photos showing children of all ages. To be updated with photos and a blurb about staff.	
Next meeting	TBA	Prepare and circulate meeting minutes (KM) Send out regular meeting reminders (SP) Circulate meeting Agenda (GT) Book Venue (GT)