



# Pippins Pre-School

Registered Charity 1061164

## **Present:**

Ella (Chair)	Fiona	Trudi	Lucy
Debbie	Amy	Kate	

## **Apologies**

Gillian  
Caroline

**Corrections to minutes from AGM** – Staff pay rise to take effect from September not October. Set up on Sunday afternoons – staff will be paid for 1 hour not 1 ½ hours.

**Appleshaw Fete** – We have received £475 from the fete committee for some outdoor play equipment, a 'Dark Den' and accessories.

**Pampered Chef** – Tuesday 2<sup>nd</sup> December. The Walnut Tree have agreed to sell tickets behind the bar, Debbie and Nikki have agreed to be in charge of selling tickets at the school, Lucy will take some tickets to sell at film night tomorrow. Posters have been produced and will be displayed and information about the night has been put in the school's newsletter. Debbie and Fiona have agreed to help out on the night checking and adding up orders.

**Raffle** – Amy and Ella to continue asking local businesses for donations, we already have a few donations. We will then sort out which prizes to use for the various draws with the possibility of making up some hampers for the quiz night.

**Quiz Night** – Saturday 13<sup>th</sup> December. The Walnut Tree will organise, £1 entrance fee per person. Raffle to be held, tickets sold on the night.

**Nativity and Cake Sale** – Wednesday 17<sup>th</sup> December. Parents to bring in cake donations in the morning. **Change of date – Cake Sale Monday 15<sup>th</sup> December 2008**

**School Christmas Fair** – Thursday 4<sup>th</sup> December. Ella to revamp/repaint 'Advent' Christmas boxes. Some boxes contain a sweet, others contain a raffle ticket. Trudi has lots of raffle prizes left over from the fete. Trudi, Kate and Fiona will help on the stall.

## **Other Fundraising Ideas** –

Race Night with BBQ

Bingo

Nearly New Sale – Ella to look into organising. NCT charge £15 per table plus an entrance fee. It was thought that this was quite expensive and we could charge less.

Spring Fair – Big raffle, face painting, bouncy castle

Toddlers Disco – hire smoke machine and lights

**Website** – It was thought that we could make better use of our wonderful website:

- as an information source for parents with newsletters, fundraising events etc..
- making a direct link to our Ofsted Report will make it easier for parents to find.
- having a downloadable Application Form which parents can print off
- it was agreed not to have a copy of our handbook online but copies can be obtained from Trudi or emailed by Ella
- adding some photographs of the children (with permission from parents) and staff

*Trudi will ask parents for their email addresses so that we can email important reminders and information including minutes from meetings and newsletters.*

**Feedback Form** – Questionnaires to be sent out to parents, it was suggested that this could be available to complete online. Ella to collate results and print out for Trudi.

**Ofsted/CRB Checks** – Ofsted are now aware of committee changes and CRB forms need to be completed.

**Finances** – Finances are looking healthy as the money has come in from the grant, Debbie will transfer some money into the savings account. It has been agreed to give a Petty Cash allowance of £100 to save staff having to pay for resources out of their own money and then claiming back. Debbie will look into Gift Aid and whether we would be able to claim any tax allowances.

**Any Other Business** – Fiona is collating a recipe book to 'sell' at the Pampered Chef event. Any recipes please email to [f\\_hayndavies@yahoo.com](mailto:f_hayndavies@yahoo.com) or put in Owen's drawer. A selection of the tastiest recipes will make the final copy!

**Next Meeting** – Monday 8<sup>th</sup> December 2008, 7.30pm at The Walnut Tree. All welcome!