

## Combe Pre-School Committee meeting 18th May 2016

Present	Sally, Charlie, Rebecca, Vicky, Andrea, Sarah, Alison and Annemarie	
Apologies	Gemma, Hannah, Hannah, Erin and Claire.	
Last Minutes	Ok'd	<b>Request for minutes to be done sooner than the day before the next meeting!! (Sorry!!)</b>
Committee contact details	Sent out by Vicky to all the committee members.	
DBS	Sally, Rebecca and Alison almost completed theirs. Email to be sent out to rest of committee to check progress.	<b>Sally to send out email and check progress.</b>
Clarify roles within the committee	<b>Alison</b> to take on signing off on banking. <b>Rebecca</b> to take on staff appraisals. <b>Targets to be set for ASC staff.</b> All other roles to be discussed with rest of the committee and be decided.	<b>Committee roles to be decided once all the committee are together.</b>
CIO status	The process has started already in that we have had an EGM. CIO status means the committee members will no longer hold personal responsibility. Rachel has all the current information.	<b>Alison to research CIO and speak to Pre school learning alliance.</b> <b>Andrea to email Alison membership number.</b>
Combe courier	Vanessa to now send to Sally to proof read before sending to Combe Courier.	
Staff meeting	A staff meeting is needed and decided an evening for the staff and new committee to all meet informally would be a good idea.	<b>Andrea to send out session request forms and then meet with Sally and Rebecca once they are returned.</b> <b>Sally to send out email to staff and committee to arrange an evening to meet at the pub.</b>
Liaison with Combe Hub	Vicky R will now be standing down as liaison and needs to be replaced. Many thanks Vicky!	<b>Andrea and Sarah H agree to jointly take this on.</b> <b>Vicky to send the Combe Hub Andrea and Sarah's contact info.</b>
School lunches	So far, very successful. A dishwasher would be greatly appreciated by staff who now have lots more clearing up to do each lunch time. We do have some funds to try and purchase one. Staff will be offered a cooked dinner if they would like one as a new incentive.	<b>Sarah H to look at what dishwasher could be purchased.</b> <b>Sally going to Ikea to purchase new cutlery.</b> <b>Sarah T to organise ordering staff lunches.</b>
Staffing	Is a new member of staff needed?	<b>Sally, Rebecca and Andrea to meet 19th May @ Vicky R house to discuss.</b>

Fundraising	<p><b>Open Gardens 4th and 5th June 2-6pm</b> Being organised by the Combe hub and help is much needed. There is a list on the kitchen door to sign up. 400-500 scones are needed, they have to be a proper scone size and not too small (These can be pre made and frozen)</p> <p><b>Cream Tea 17th July and 7th August</b> Helpers again will be needed and raffle prizes sourced.</p> <p><b>Flower Festival 11th and 12th June</b> Combe church is asking all organisations to make a flower arrangement to be shown in the Church to celebrate the Queens birthday.</p>	<p><b>Sally happy to take on the main lead for the Cream tea and delegate accordingly.</b></p> <p><b>Sally to take on organising and delegating hampers and prizes.</b></p> <p><b>Sally to contact Margaret Moore to ask if the children could possibly make the flower arrangement?</b></p>
Picnic	A picnic (byo) is being organised on the little green by the Reading room to celebrate the Queens birthday. Disco, band and cake 2-5.30pm.	
Health and Safety	Annemarie has put up new fencing and it is so far working. The gate in the garden will need to be replaced at some point. Some new resources are needed.	<b>Sort out of resources to be done in the summer holidays. Mark Tompkin to come and complete the list of maintenance jobs.</b>
Autism Family Support	Andrea was approached by Becky Lovelace about hosting this training and inviting other settings to also attend to help with the cost - £400.	<b>TBD</b>
Timesheets	There has been some confusion over Andrea's pay from the ASC. Rachel has asked if timesheet's are necessary or if there is an easier system?	<b>Chairs to discuss with Rachel.</b>
Next meeting	Tuesday 14th June @ Pre school	<b>7.30pm for ASC 8.00pm Pre school</b>