

OWLETS PRE-SCHOOL

Committee Meeting Agenda

2nd March 2020

Owlets Pre-School
Methodist Chapel Hall
High Street
Langford
SG18 9RU



Telephone: 07935784567
Email: owletspreschool@outlook.com

Title: General Committee Meeting

Date: 2nd March 2020

Time: 9am

Venue: Methodist Chapel

Attendees Confirmed:
Donna Lawton
Joanne Hankins
Tara Martin
Joanne Rockall

Apologies:
Jenna MacGuinness
Barbara Smethurst

Agenda:

1. Confirm Committee members & discuss recruitment of new members
2. DBS Forms
 - a. Have all members completed online DBS yearly check?
 - b. EY2/EY11 Ofsted form completed?
3. Social Media - FaceBook
 - a. Review of parents/carers no longer required on page
 - b. Confirmation of what to include on different pages
 - c. We love Langford / Langford parents page?
4. Website
 - a. New photos of staff required
 - b. Still recruiting?
 - c. Any upcoming news/activities – Easter/Mothers day?
5. Staff
 - a. Confirm all staff contact details are up to date
 - b. Confirm qualifications for all staff, both achieved & to be taken
6. Parent Days
 - a. How to get parents/carers more involved? Craft days? Stay & Plays?
7. Fundraising
 - a. Tesco blue chip scheme
8. Any other business
 - a. New signage?
 - b. Advertising? – Posters/leaflets
9. Next meeting date

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Telephone: 07935784567
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owletspreschool@outlook.com

Charity Number: 1030866

Title: General Committee Meeting	Date: 2 nd March 2020
Time: 9am	Venue: Methodist Chapel
Attendees Confirmed: Donna Lawton Joanne Hankins Tara Martin Joanne Rockall Michelle Shaw	Apologies: Jenna MacGuinness Barbara Smethurst

Agenda:

1. Confirm Committee members & discuss recruitment of new members **Donna confirmed all members were registered with Ofsted. Joanne suggested one parent would like to join the committee so a welcome pack would be given to her.**
2. DBS Forms
 - a. Have all members completed online DBS yearly check? **Yes, although Joanne highlighted that there is no proof of this**
 - b. EY2/EY11 Ofsted form completed? **Yes**
3. Social Media - FaceBook
 - a. Review of parents/carers no longer required on page **Done, few parents added**
 - b. Confirmation of what to include on different pages **Jo & Joanne to continue with updates as they have been**
 - c. We love Langford / Langford parents page? **Again, this will be updated as & when**
4. Website
 - a. New photos of staff required **Joanne to take pictures on her phone & send to Donna**
 - b. Still recruiting? **Joanne discussed advertising for Level 3 bank staff. This would be for a few hours a week to relieve pressure from Joanne & help with increased child numbers**
 - c. Any upcoming news/activities – Easter/Mothers day? **Confirmed Mothers Day session Wednesday 18th March 1.30-3pm, Easter crafts & tea/biscuits for parents/carers. Jo advertised on FB, Donna to add to website**
5. Staff
 - a. Confirm all staff contact details are up to date **Yes still up to date**
 - b. Confirm qualifications for all staff, both achieved & to be taken **Michelle to complete in 2 weeks. Joanne to send updated list to Donna for inclusion to website**
6. Parent Days
 - a. How to get parents/carers more involved? Craft days? Stay & Plays? **As 4c**

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7. Fundraising

- a. Tesco blue chip scheme Joanne confirmed email received to say our application was unsuccessful as it didn't benefit the community

8. Any other business

New signage? Michelle confirmed sign had been damaged in recent weather. Donna confirmed she would order a new, different coloured banner for the front railings & another smaller square banner to fit to the side gates. The small banner would have more details on it, with the large banner just having our name, contact details & Ofsted rating on it

Advertising? – Posters/leaflets Donna confirmed she had new posters & leaflets & asked if these could be distributed. Tara took some for Lollipops playgroup. Donna confirmed she would update the one in the shop & on the village notice board.

- Jo confirmed she had emailed Ocado asking for Easter eggs.
- Joanne suggested new funding/ donations could be used to buy a new computer – Donna to look into this to try & find the best one
- Donna to issue coronavirus update on website
- Donna to produce school readiness leaflet to issue to parents, Joanne to send through information
- Joanne issued her managers' report
- Donna & Joanne had a look on the stage & agreed that it needs better organisation & possibly even using the small room as a secure office. This will need a lot of work & may not even be feasible as small room leaks. Donna suggested a weekend/half term out of hours visit to clear area & see exactly where leak is & how bad. Joanne to advertise on FB for any storage boxes. Donna to also look for better storage solutions.

9. Next meeting date TBC – Early June