



# Hilltop and Brampton Pre-Schools

## Committee Meeting September 2007

Date	10/09/2007	
Present	Committee	Sally, Lisa, Rachel, Ruth
	Brampton Staff	Rose, Hilary, Steph, Sue, Sally, Caroline
	Hilltop Staff	Carole, Debbie, Joanna, Geraldine, Claire, Kathleen, Sue
	Parent Reps.	Sue, Mel
	Potential New Chairman	John Furness
Apologies	Julie Kirk	

### 1. Welcome.

- Sally welcomed everyone to the meeting.

### 2. Agree & sign minutes from last meeting.

- These were agreed and signed off.

### 3. Matters arising from last meeting.

- Two collection boxes now in force.
- T shirts sorted.
- Fees increased.
- Carnival successful.
- Fete - fantastic day.
- Bristol City College - still to be done.
- Noah's Ark went well.
- Burglar alarm now sorted.
- Leavers Parties went well.
- Portraits now stopped but successful up until a time.
- Garage door still a problem but will be sorted.

### 4. Chair's Report.

- Sally's last meeting before AGM..
- T shirts - Sally has ordered pink, blue and yellow haze.
- Staff t-shirts - to be sorted.



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- Tesco sports and school vouchers - boxes received.
- Sweatshirts were discussed - may go ahead and order depending on demand.
- Mobile number to be given for Hilltop, also to discuss if Brampton require one for field trips.
- Shared children - 18 children who go to both preschools, how to minimise paperwork, etc. Sally will put a letter out to the parents advising of collection of information for their children. Majority of information will be collected by pre-school child attends most.
- Centralised File Store - idea from Peter Melson, around 1,700 hits from website, well used, Peter will stay on maintaining website, suggested share point (Sally explained set up). Cost £210 a year - no objections to going ahead.
- Grants being applied for Local Network Fund applied for £7,000 and will have a decision hopefully end of October. Also doing an Awards for All application for same amount.
- Masons - applied for the cost of shed to be reimbursed.
- Trustees - Sally emailed to advise of Hilltop move and AGM - awaiting reply.
- AGM - Rachel McClary, Link Worker, will be present to talk to parents and literacy in education.
- AGM - wine to be sorted, voting on of new Chairperson, board to be sorted beforehand, parent reps do not need to be voted on.
- Donation from Brewsters - £350 received split between two preschools. Publicity still being sorted.
- Information Guide - to check if this is up to date and also prospectus up to date.
- Policies - to be readopted at AGM - check these are correct.

## 5. Treasurer's Report.

- 31 August - end of year - profit of £5,000 made at present.
- Fundraising up.
- Payrises - 3.5% payrise on hourly rate with effect from 1 September 2007.
- Wages online - for last month all sorted. All staff to check if there are any problems.
- Carnival - £205.
- Fete - over £400.
- Yellow Moon - £8.

## 6. Brampton Report.

- Quiet on afternoons, temporary places being offered.
- New gate needed - to be sorted.



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## 7. Brampton Parent Reps. Report.

- None.

## 8. Hilltop Report.

- Successful first week.
- 2-3 year old session full.

## 9. Hilltop Parent Reps. Report.

- None.

## 10. Any Other Business.

- Victorian Evening - 14 December 2007. Trays to be sorted.
- Thank you to Carole for hosting evening at her house.
- Karen Millington, Rachel and Sue organised fundraising concert, end of November in Clarence House - to be included on Newsletter, raffle prizes needed.
- Introduction of new Chairman John Furness and staff introduced.

## 11. Next Meeting.

- AGM 12 November 2007.