



# Hilltop and Brampton Pre-Schools

## Committee Meeting September 2009

Date	14/09/2009	
Present	Committee	Kate, Andrew, Debbie, Jon (Ruth standing in)
	Brampton Staff	Rose, Caroline, Sue, Hilary, Steph
	Hilltop Staff	Carole, Joanna, Geraldine, Sue, Claire, Tanya
	Parent Reps.	
Apologies	Sally, Susan, Debbie, Kathleen, Mel	

### 1. Welcome.

- Kate welcomed everyone to the meeting.

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

- Signed and agreed last meeting's minutes.

### 3. Matters arising from last meeting.

- CRB checks for Tanya still not sorted - Kate chasing.
- Brewsters collection boxes - still to be checked.
- New contract for Hilltop is with solicitors (Wards have been appointed), Kate asked them to check on termination of contract and rate increases. Carole has received an update on room at Hilltop, to discuss with Kate.
- Pampered Chef now been rearranged for 8 October, leaflets and posters handed out to Rose and Carole, also other boards around town.
- Petty cash - now received.
- Paying bills - now sorted.
- Welcome letters and Information Packs - done by Ruth and husband.
- New Contracts - Kate signed SLA's.
- Increase of hours to 15 done and working well.
- Brampton at Flower Show - went well.
- Wages - a few points to be discussed with Andrew - he also apologised for errors and will correct.
- Carnival on 20th June - success especially the sweets.
- Committee - posters to be done advertising for Vice Chairman as Jon is leaving, Susan staying on as Fundraiser, Ruth to be Secretary, Christine Brown has expressed an interest and keen to do Vice Chairman. 60% of committee needs to be parents.



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## 4. Chair's Report.

- Contract - ongoing.
- Ofsted - Kate handed out some inspection guides.
- Fundraising scheduled being:
  - Photos at Brampton on 6th November.
  - Quiz Night on 19th November possibly at Brampton though Sue enquiring about Hilltop (Susan Gaman is organising quiz, etc).
  - Chocoholics at Brampton and Webb Ivory - ongoing.
  - Victorian Evening in December.

## 5. Treasurer's Report.

- Accounts being tidied up, at present there is a small loss of £2,000 partly due to fee income and insurance rise.
- There is £50k in reserve.
- 2% pay reward with effect from 1 September - to be made in September pay.
- Payroll - new software to be used.
- Any queries on wages to let Andrew know and he will sort out.

## 6. Brampton Report.

- Rose to speak to Andrew at end of meeting on a few issues.
- Photocopier needs updating, a deal has been arranged which will mean paying less.
- New phone also needed - to be arranged.
- Raft Race - submitted as a charity as new shed needed.
- Numbers done - slow to start, January full and temporary places been sold.
- Grant possibly for a new canopy.

## 7. Brampton Parent Reps. Report.

- None.

## 8. Hilltop Report.

- New session times - settled well.
- New one way system changed position of coat hangers - working well.
- Parent Reps - to be invited to meetings.



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- We may be able to claim against solicitors fees through Quality and Access at Early Years, Carole emailed correspondence to Kate to check, needs to be done by 19 October.

## 9. Hilltop Parent Reps. Report.

- None.

## 10. Any Other Business.

- T-shirts and sweatshirts needed for both staff and children, Sue to arrange.

## 11. Next Meeting.

- 9<sup>th</sup> November - 8pm at Brampton.