

Burrough Green Playgroup

Registered Charity Number: 1031074

Burrough Green, Nr Newmarket. CB8 9NH

Tel: 01638 506003

Email: playgroup@burroughgreen.cambs.sch.uk

www.burroughgreen.com

BURROUGH GREEN PLAYGROUP – Meeting Monday 16th January 7:30pm 2012

PRESENT:

Mavis, Rachel, Emma, Angela, Michelle W, Ann, Vron, Sheena, Karen, Stephanie, Dani, Jenny, Stacey

APOLOGIES:

Lisa, Maddie, Kim

MINUTES OF LAST MEETING

These were approved by the committee.

MATTERS ARISING

Search for the outside play frame is ongoing. Approximate costing is thought to be around £600.

Fundraising efforts last term –

Bingo £235.00

Shopping £467.50

Tempest £45.00

£100 from the Village Christmas Carol Singing

£100 was received from the Village Fete committee.

Vron is to arrange for thank you letters and Michelle to arrange for a “Thank you” to be placed in the Village Voice.

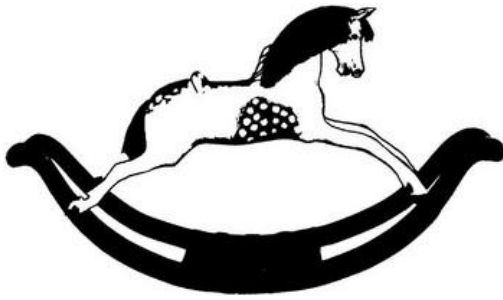
HOUSEKEEPING

Mavis put in a request for a new printer as the current one is broken. Angela has offered the services of a Kodak Printer for Playgroup to try, and if not suitable they will request a new printer. Michelle suggested having the children ready to go with coats and wellies on at 12.15pm, allowing parents to take their children promptly giving the staff time to tidy up. Parents are asked to arrive promptly and should they need to speak to any staff member they do so at drop off time.

Lunch Club

The lunch club is now working well. Tuesday is full. *Vron to resurvey parents as to the preferred day for lunch club to run as it has been a year since they were set up.* Wednesdays will not be running a lunch club to allow for the rising 5's to attend the afternoon session in the summer term. Thursday session can accommodate a total of 12 children but these are limited to rising 5's only. If younger children were to come then the staff numbers would have to increase compromising the viability.

It was agreed that the annual train ride from Dullingham to Bury St Edmunds will continue and a date was set for Friday 16th March. Details will follow. Playgroup will be shut on this day.



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FUNDRAISING EVENTS

^ **Bingo Night 10th March Burrough Green Reading Room**

Mavis to book the Reading Room. Vron to advertise in the Village voice and Great Bradley Bugle.

^ **New Year Concert – Friday 27th January 6pm. Save the Date!**

Mavis to book the Reading Room. The Playgroup children to produce a picture to be won on the night. Tickets are proposed at £5 each instead of auction. Vron is to check previous picture ticket sales from Ann. Angela to run a sweet stall and Maddie and Kim to be asked if they will run the children's craft stall. Vron and Michelle to source the Programs and Tickets. Mavis will circulate details of costumes to parents.

^ **Auction of Promises (in conjunction with the PTA) – 24th March Great Bradley Village Hall.**

This is a joint fundraising event between the PTA and Playgroup. £10 per ticket. Tickets will go on sale the week after half term on a first come first serve basis. Any donations of promises please to Karen. Playgroup will produce a piece of artwork to auction.

^ **Table Top Sale – provisional date of Sunday 29th April**

£6 per table. Emma is to identify whether the Green can be used for the event and confirm the date. Proposed time is 1100 to 2pm.

Treasurers Report

The lunch club is now in profit.

Computer share registration forms have now been completed and sent.

Ann gave an update on NEF funding. The total amount that can be claimed is 15 hours per week.

This can be split over 2 establishments but must requests must be made on 2 separate forms. NEF claims are made for the whole term and once the forms are submitted they cannot be changed.

The rent for the Playgroup is set to change. There will be no rent for the facilities but there will be a charge of £3 per hour to cover service charges. This is based on the opening hours. It will be approximately £780 a term will is about double our current rent payment. This will be a three year contract to be reviewed annually. It is important that where possible places are filled so please continue to promote the playgroup.

Full details of the finances are available on request.

DATE OF NEXT MEETING

Please note that the next meeting will be to Primarily discuss the Fundraising Events.

Monday 12th March 2012 – 7.30pm – The Bull, Burrough Green.

Close 21.00