



# Burrough Green Playgroup

Registered Charity Number: 1031074

**Burrough Green, Nr Newmarket. CB8 9NH**

**Tel: 01638 506003**

Email: [playgroup@burroughgreen.cambs.sch.uk](mailto:playgroup@burroughgreen.cambs.sch.uk)

[www.burroughgreen.com](http://www.burroughgreen.com)

## Playgroup Committee Meeting – Wednesday 16<sup>th</sup> March 2011

### Minutes

#### Present

STAFF – Lisa, Jenny, Tanya, Karen

CHAIR – Michelle Wishart

SECRETARY – Carla

PARENTS – Hannah, Sheena, Angie, Tiffany

#### Apologies

Vron, Ann, Kim, Michelle M, Maddie, Jo C, Mavis.

#### Minutes Of Last Meeting

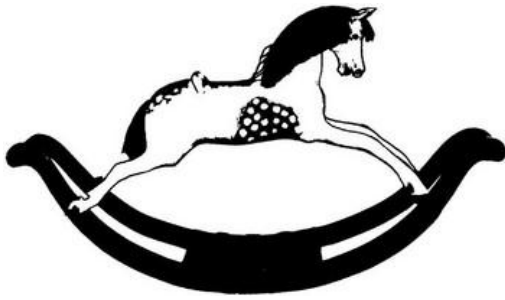
These were agreed by the committee. Michelle advised that the move to the new premises had been successful and all the staff and children are happy.

#### Finance

Ann sent the figures via Carla who advised that the Playgroup is still running at a loss. This academic year income minus expenditure is -£1113.89. However, this Spring term is much healthier than the Autumn term mainly due to increased NEF payments and this term we expect to turn a profit. Jenny advised that more children will be on NEF after Easter. Bingo raised £245.00 which was good news. Ann reported that payment of fees from parents was much more prompt and thanked them. Also that parents will be reimbursed on their next invoice for the session missed due to the heating breaking down.

#### Rising 5's

Jenny advised that the rising 5's Wednesday afternoon session will start after Easter and all 11 children will be invited to attend. Jenny and Lisa to staff this session. The first session will be on Wednesday 4<sup>th</sup> May and will run from 12.15 – 15.15. The new times were agreed by the committee. This session can form part of a NEF claim. All children will be required to have school dinner at a cost of £2.00. Any extra cost will appear of the Playgroup invoice. The first half of the summer term will be spent in Playgroup. The second half of the summer term will be spent with the reception teacher Mrs Downes. Jenny to communicate with parents regarding these arrangements.



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## Yoga

Christine Young attended the meeting to talk about the Yoga sessions she can offer the children. The staff reported that the taster session was a big success and the children really enjoyed the experience. Christine is willing to offer a half hour session a week. Committee agreed that Wednesday would be a good day to do this. The cost of this would be £3.50 and is optional. Carla to do letter to parents asking if they are interested.

## Lunch Club

Jenny advised that around 9 families were interested in Playgroup offering a Lunch Club. This was agreed to be viable and we would pilot a Tuesday and Thursday session from 12.15 – 13.15. Jenny and Lisa to staff. This session will cost £2.50 and children will be required to bring a packed lunch. This will start after the Easter holidays and will be charged on the Playgroup invoice. Carla to email all parents to advise.

## Train Trip

Carla has organised and emailed all parents. This will take place on Wednesday 6<sup>th</sup> April. All monies must be in at Playgroup by 25<sup>th</sup> March to allow time to pre book tickets.

## Cake Stall

This has been confirmed for May Day celebrations on Friday 6<sup>th</sup> May. The theme will be Cupcakes and Cookies. Angela agreed to provide a big cake to raffle via 100 squares (Carla). All parents will be required to provide cakes for us to sell. Karen suggested doing fruit kebabs. All cakes must be delivered to Michelle Wishart by Thursday 5<sup>th</sup> May to allow time to bag and price them. Hannah volunteered to man the stall – although we still need more volunteers to help with the prep and on the day. More to follow via email.

## French Day and Lessons

Tiffany offered to do French lessons for the children from September. Committee thought that this was a great idea, Tiffany to advise a charge for this. We also decided to have a Playgroup French Day on 14<sup>th</sup> July – more to follow.

## Recipe Book

Tiffany suggested we produce a recipe book to sell with contributions from parents and children of their favourite recipes. Carla to collect from parents – Angela to design and print.

## Royal Wedding

It was agreed that Playgroup should mark the Royal Wedding on Thursday 28<sup>th</sup> April with our own celebrations. More news to follow.

## Mad Hatters Tea Party

On the last day of term (8<sup>th</sup> April) it was decided to have a tea party for the children with a mad hatters theme. More news to follow.



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## Sponsored Trike Ride

This was agreed for w/c 13<sup>th</sup> June. 50/50 share of funds raised to Playgroup and Home-Start East Cambs (Reg charity nbr 1106772)

## Farm Visit

Angela has offered to host a visit for the children to her family farm. This was agreed for the end of June. Suggested walking there and taking a picnic – weather permitting.

## Nearly New Sale

A date was agreed for Saturday 18<sup>th</sup> June. Michelle to organise again. Agreed to have it in Burrough Green this time.

## Haven

We easily reached our target to get the fun pack – thank you to parents. The children have lots of new equipment to play with.

## Smart Board

Jenny advised that a laptop that is compatible with the Smart Board has been sourced and will be ready shortly.

## Telephone Number

Carla to change headed paper and speak to Rachel Lewis regarding the new telephone number being on the website. 01638 506003.

## Marketing Material

Jenny to provide Angela with some photos for the marketing leaflet.

## Burrough Green Fete

Tanya advised that this year BG Fete will be on 12<sup>th</sup> June. One third of all profits from the fete will be donated to Playgroup. This was greatly appreciated by the committee. Tanya asked if anyone would be able to run one of the stalls on the day. Carla to email parents.

## Next Meeting

Due to poor attendance at the meetings, it was agreed that we should try another day of the week to see if we can improve the situation. The next meeting will be MONDAY 23<sup>rd</sup> May at 7.30pm.