



# 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)

Minutes of meeting held at 10 Fox Green on Monday 23<sup>rd</sup> May 2011.

## Present

Rachel, Jenny, Tiffany, Sheena, Karen, Angela, Tanya, Michelle W, Maddie, Mavis, Vron, Carla, Ann, Hannah, Dani.  
(15)

## Apologies

Michelle M, Jo C, Lisa D, Kim.

## Minutes of last meeting

These were approved by the committee.

## Finance

Ann advised that the balance in Playgroup's account is £8643.19. Following a worrying start to the year, income has improved mainly due to the increase in NEF receipts due to more children claiming NEF and claiming for more sessions. It is anticipated that Playgroup will break even by the end of the school year.

Ann advised that the income from NEF covers salaries only. All other expenditure has to be covered by fundraising (equipment, rent, insurance etc).

Playgroup currently receives the lowest payment possible from NEF as we are defined as a "low flexibility" setting. This means that we do not offer flexible start / finish times or afternoon sessions. Much discussion was had regarding the viability of offering more flexibility in the future. It was agreed that this should be discussed between the staff and that Trustees at a separate meeting.

Since the introduction of a £25 penalty, fees have been coming in more quickly, thank you to parents.

Lunch club is running at a small profit – parents have indicated that they would like more days introduced – this needs to be decided by Staff and Trustees.

Ann described how she has to forecast numbers for NEF. It is important that all parents complete the declaration forms on time every term as this affects the amount that parents can claim. Ann also requires all dates of birth for new starters by 20 June – Mavis to action.

It was agreed by the committee to increase fees from 1<sup>st</sup> September from £2 p/h to £2.50 p/h and this would be reviewed annually. Our session fee will therefore be £8.75 for 3.5 hours.

Ann to provide the charity commission with our audited books and a financial report as soon as possible.

Vodafone have written to Ann offering Playgroup a new way to raise funds. "Just Text Giving" is a free service where donations can be made to Playgroup via a text message. All agreed that this was a good idea and Ann agreed to set it up.

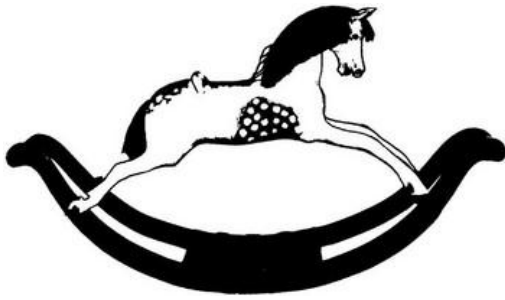
## Burrough Green Fete

Tanya advised that 25% of the takings from this years' fete will be donated to Burrough Green Playgroup. This was negotiated by Debbie Weekly. Carla to do letter of thanks.

The fete will be on Sunday 12<sup>th</sup> June. Angela agreed to do a 100 square board to win a cake. Karen suggested "guess how many sweets in the jar". Committee agreed that all parents should supply a packet of wrapped sweets to fill the jar up. Carla agreed to help on the day. Carla to email all parents.

## Nearly New Sale

This will be held on Saturday 18<sup>th</sup> June at Burrough Green Reading Room from 10am – 12pm. Michelle advised that she has had interest from sellers and explained how the sale works. Sellers will be able to drop off their items on Friday evening between 7-8pm. Volunteers required to help set up and help on the day. Committee agreed to help



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with marketing – posters to be available from Playgroup this week for distribution. This will hopefully be our biggest fundraiser so please spread the word !

## Trike Ride

This will take place w/c 13 June. Carla to provide sponsor forms to all parents. 50/50 split with Playgroup and Homestart East Cambs.

## Farm Outing

A walk to Angela's family farm in Burrough Green will take place on Wednesday 29<sup>th</sup> June – weather permitting.

## French Day

Tiffany advised that she has singing and games arranged for the children. All children to be dressed in red, white and blue. Parents to donate French food to sell at a break time "tuck shop" in school. Suggestions – cakes, bread and cheese etc. Carla to do a list and request permission from School and arrange parentmail to advertise.

## End of term event

Following the success of last year's family picnic at Brinkley park it was agreed to do this again on Sunday 17<sup>th</sup> July. Carla to email parents.

## Trip to Seaside

It was agreed to arrange a coach trip to Frinton on Wednesday 6<sup>th</sup> July. Carla to get coach prices and availability.

## Parents night out

It was agreed that we will go to the Thai Street Café in Newmarket on Monday 20<sup>th</sup> June. Carla to arrange.

## Secretary

Carla advised that she will be stepping down as secretary at the AGM, but will remain as a trustee of Playgroup.

## Next Meeting

AGM – Wednesday 14<sup>th</sup> September 7.30pm at Playgroup.