



## Burrough Green Playgroup

Registered Charity Number: 1031074

Burrough Green, Nr Newmarket. CB8 9NH

Tel: 01638 507920

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

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

Please use telephone number: **07796 944247**

### Minutes of Committee Meeting – Wednesday 19<sup>th</sup> January 2011

#### Present

Vron, Michelle M, Hannah, Michelle W, Jenny, Lisa, Carla, Tanya, Ann, Sheena, Madeline, Angela.

#### Apologies

Mavis, Karen E, Tiffany, Nicci B.

The minutes from the last meeting were approved.

The Chair thanked Hannah for her efforts with the Christmas shopping evening which was very successful. Also thanked the Committee for organising the Bingo and Christmas Concert which also raised vital funds for Playgroup.

#### Housekeeping

Jenny asked that we remind all parents and carers that Playgroup does not open until 0840. Many children have been arriving early, this does not give the staff chance to get organised for the session ahead. Ann suggested that parents with siblings at school should drop them off first and deposit children at playgroup after – this saves space in our current cramped conditions. When we move into the new premises we will have a corridor available for parents to wait in at the end of the session – children will be brought out individually to waiting parents as this reduces the safety risk of children weaving through grown ups and escaping outside unnoticed.

#### The Move

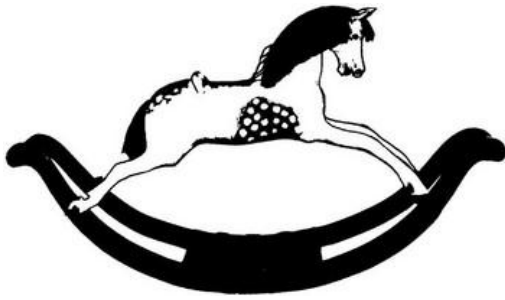
This is scheduled to take place 31 Jan and 01 Feb. Playgroup will be closed on these days. Committee agreed to pay all staff for any time spent helping with the move. Jenny agreed to call in help from volunteers as required.

With the school's new travel plan in operation, Ann suggested that some children may consider using the walking bus. You can drop your child off anytime from 0820 at Sheriffs Court. The walking bus operates at 0830 and 0840. Responsible volunteers will then deliver your child to Playgroup.

Jenny agreed to come up with a "wish list" of items required in the new building –e.g. a new desk and pictures for the walls. This will be discussed at the next meeting and purchases approved by the committee.

Committee agreed that we need to market the new building to attract new children to Playgroup. Angela kindly agreed to design and print a pamphlet which will be ready for Easter.

#### Yoga



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Jenny advised that a local yoga teacher had offered to do a weekly session at Playgroup. All agreed that this would be beneficial to the children and we would ask Christine to do a taster session (paid for by Playgroup) and review at the next meeting. Some discussion regarding cost / suitable timings to be resolved.

## Treasurers Report

Ann presented a lot of facts and figures and the Committee thanked her for her very hard work. Ann advised that we currently have £9k in the bank. This is a healthy balance, however during the Autumn Term 2010 we had an income of £6.6k and outgoings of £9.7k showing a substantial loss. There were many reasons for this including low initial numbers of children attending and high staff costs. Forecasts for the Spring Term are better where we hope to break even. We now have more children attending for more sessions and crucially more children claiming NEF. Currently NEF pays us £3.48 per child per hour, whereas we only charge £2.00 per child per hour – so the more NEF children we have on the books, the more money we have.

Ann advised that she has received a letter from Cambridge County Council warning that a review of the NEF payments is underway following a change in government. This may lower our NEF payment.

Ann also advised that she was having trouble collecting fees from some parents. This causes cash flow problems as our monthly outgoings (staff pay, rent etc) still have to be paid. It was agreed by the committee that from the second half of this Spring Term a late payment penalty will apply. Invoices must be paid within two weeks of receipt or there will be a surcharge of £25.00. The committee also agreed that Playgroup fees will rise to £2.50 per hour from September 2011 (£8.75 per session). This will not affect any parents claiming NEF.

Ann is currently negotiating our rent payment with the Chair of School Governors and will come back to the committee when she has news.

Ann also handed out a website address which give information for anyone who wishes to claim Childcare Vouchers. [www.computersharevoucherservices.com](http://www.computersharevoucherservices.com).

To increase our income, it was suggested that we could look at offering a lunch club from 12.15 until 13.15. This would be open to all children Monday, Tuesday, Thursday and Friday, and to the rising fives only on Wednesday. This extra hour would cost £2.50 and children would need to bring a packed lunch. This idea was very well received by the committee and Jenny agreed to gauge interest with parents.

A full report from Ann will be attached to the minutes of the meeting.

## Fundraising



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Michelle advised that the PTA had kindly donated £250.00 to Playgroup funds to contribute to new equipment for the move. The staff advised that they needed a new play kitchen. They have sourced a wooden one with many accessories at a cost of £299.00. Members of the committee dug deep in their purses and donated a further £35.00 at the meeting. Jenny thanked everyone for their generosity.

A cake stall has been organised for the May Day celebrations at school (Fri May 6<sup>th</sup>). Carla to organise donations and team to run on the day.

A Bingo night has been organised for Saturday 5<sup>th</sup> March – Carla to book Brinkley Hall and Keith Baldwin.

Carla advised that Haven Holidays are donating free sports equipment to Pre Schools. Carla to investigate and promote to Playgroup supporters.

Tanya advised that the Yorkshire Building Society have a charitable donation scheme. Tanya gave details to Carla to follow up.

### Social Events

Committee agreed to look at a trip to a new soft play centre in Mildenhall – perhaps on 31<sup>st</sup> Jan or 01 Feb whilst Playgroup is closed. Hannah to organise.

A parents meal out was arranged for Mon 7 Feb at the new Thai restaurant in Newmarket – Carla to book.

The annual train trip to Bury soft play will be on Wednesday 6<sup>th</sup> April. Carla to organise – details to follow.

### AOB

The committee thanked the staff for their hard work at Playgroup, particularly in Mavis' absence. The committee wish Mavis a speedy recovery.

### Next Meeting

Wednesday 16<sup>th</sup> March

Close