

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 7th November 7:30pm 2011

PRESENT:

Mavis, Madeline, Rachel, Emma, Angela, Michelle W, Ann, Vron, Sheena, Karen

APOLOGIES:

Jenny, Lisa, Dani

MINUTES OF LAST MEETING

These were approved by the committee.

MATTERS ARISING

Mavis and team researching climbing frames. No swings wanted. Mavis to forward current items of consideration to Ann and Michelle for feedback.

Trustee Meeting needs to be arranged. Michelle to become a trustee.

Snack money has been increased.

HOUSEKEEPING

The committee and meeting members agreed to adopt the schools “Safeguarding Children Policy” as requested by Headteacher Mr Archer. This will be used in conjunction with our current policy. This was signed at the meeting. All present at the meeting signed the confidentiality agreement forms.

FUNDRAISING EVENTS

▲ Bingo Night 12th November Reading Room

Kim and Angie to source bingo machine. Books and tickets are available. 9 bottles of wine needed to playgroup ASAP along with raffle prizes. Vron to deliver tea and coffee to playgroup. Mavis to get milk and hot chocolate and the keys for the Reading Room.

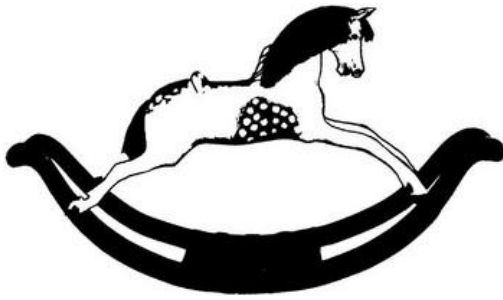
▲ Christmas Shopping – Friday 25th November. Brinkley Village Hall.

15 stalls in total at present. Full details from Rachel or Maddie. Mavis and Vron to do door and Raffle – Maddie to source raffle tickets. Michelle to run cake stall (and Vron). Kim to source cake stands. Vron to do requests to parents for individual cakes to be delivered to playgroup by 24th November. Rachel and Maddie to run refreshments. Angie and Jo to run a sweet stall. Kim to help source sweets. Ann to provide floats. Michelle to provide Christmas tree. Help required for set up from 5:30pm. Leaflets to be distributed. Ann to arrange via Linda Larner reminders to go via parent mail.

▲ Christmas Hamper. This is not taking place this year due to other fundraising activities.

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

Mavis to investigate using the school hall.



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- ^ **Christmas Craft Ideas** – Mavis and team to decide.
- ^ **Tempest Photography** (Reading Room) – Monday 14th November from 08:45. Siblings welcome. Kim to help.
- ^ **Auction of Promises** (in conjunction with the PTA) – date pending.

Playgroup committee to work with PTA to help organise.

- ^ **Table Top Sale** – Spring 2012

£5 per table. Date to be set next meeting.

CHRISTMAS PARTY – MONDAY 12TH DECEMBER (Reading Room)

Please note date change due to availability of Mr Rainbow. Mr Rainbow coming 12:45 to 13:30. Class 1 and 2 to be invited. No packed lunches. Vron to organise a food list for contributions please for a playgroup and parent lunch first. See notice board nearer event. 11 am set up – Vron, Michelle, Sheena, Jo. Michelle to finalise Father Christmas and Kim to source thank you gift. Vron to source Christmas Sack. All children requested to bring gift to the value of £5 to same sex as their child. Vron to organise posters and fliers.

TREASURERS REPORT

A detailed set of accounts is available from Ann. Bank account current around £3000 but awaiting this terms NEF funding. It is very important to continue fundraising and keep costs down. Lunch club continues to run at a loss. Numbers hopefully improve in January. Mavis to contact new parents to ask them to commit to their sessions.

ANY OTHER BUSINESS

Football match suggested between playgroup parents and school parents. To be discussed at next meeting.

Children in Need – Friday 18th November

Mavis to liaise with school regarding taking playgroup to assembly. Vron to display poster and distribute information. Theme is “spots”

Open Morning Thursday 24th November

Marketing material in development stages. Mavis to get pictures to Angie.

Carol Singing in Burrough Green 18th December. 50% to Playgroup.

DATE OF NEXT MEETING

Monday 16th January 2012 – 7.30pm – The Bull, Burrough Green.

Close 21.05