



**Gower Lodge, Fleet Rd, Farnborough, Hants. GU14 9RA**

**Telephone: 01252 510449**

**[www.southwoodfamilypreschool.org.uk](http://www.southwoodfamilypreschool.org.uk)**

## Committee Meeting Minutes

### Website

Website is all up and running. Information is needed from staff. There are also mistakes in the staff qualifications that need changing. We will have a meeting at pre-school and go through changes.

### Autumn Fayre

The Autumn Fayre is on Saturday 11<sup>th</sup> October 11.00-1.00. Setting up from 9.00. We will have the following stalls:

Door Admission – 50p per family. Will also sell raffle tickets.

Raffle – Do letter home to pre-school with raffle tickets.

Toy/Book Stall – There are toys left from last year.

Teddy Tombola

Face Painting

Tattoos & Nails

Balls Tombola

Cakes – Send plates home to pre-school children.

Refreshments – Buy refreshments.

Bags – Buy pens.

Tombola

Sweets in Jar – Organise sweets and Jar.

Lolly Game

Hook a Duck

BBQ

Beat the Goalie

Lottery Sheet – with the raffle.

Quiz

Phoenix – Private stall

Splat The Rat

Kerry is to approach supermarkets for donations of food for BBQ or anything else they are willing to donate! Also contact Billingham Martin reference sponsor or to do house price stall.

Jo to put posters at Londis in Fernhill Road and Giffard Drive, Speedys and local schools, put advert on Eagle radio and Newspapers. Colin to put poster at Medway Drive. Sam to do Southwood School. Kerry will do leaflet drop in local area.

Do letter home to parents asking for donations, will send cups home for sweets donations, will put letter up on door asking for help on the day.

#### AGM

The AGM will be Monday 20<sup>th</sup> October at 8.30pm. Setting up time from 8.15pm. The letter asking for nominations will be sent out next week. Parents need to know what the committee roles are before they commit themselves.

Kerry needs to do Chair report for the meeting, Sue asked if it could be read out rather than just put on the chairs.

For the meeting we need minutes and chairs report from last year.

Karen to talk to parents next week, reference AGM, and try and get some nominations for the committee.

There will be a short meeting straight after the AGM, for the new committee and do new contact list and arrange a meeting within 4 weeks of the AGM.

#### AOB

##### Fees

Fee increases need to be agreed and told to the parents at the new parents evening in March.

##### Gift Aid

We need to do a letter to all parents asking if they are willing for us to get gift aid on any money we receive from them.

Sam suggested doing chocoholics; she is to look into this.

Sue asked if parents could bear with us, as we are still getting to know all the children and parents, we sometimes have to question the people who are picking up the children.