**Minutes of Committee Meeting  
2nd May 2018 at 3pm**

**Present:** Carey West, Kelly Leadbetter, Zoe Smith, (See sign in sheet)  
**Apologies:** Larissa James

**The previous minutes were signed as a true and accurate copy.**

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| **Matters Raised and Action Points** | **Action** |
| There were no outstanding action points. |  |
| **Preschool Leader’s /Deputy Leader’s Report – Main Points (Reports circulated at meeting)** |  |
| Everyone was thanked for attending and all reports were distributed. It was explained that all parents had to attend as we are a committee run preschool and if we do not hold committee meetings then we would have to close.  The preschool is currently full and our waiting list is very healthy. Parents were informed that we are looking for bank staff and if anyone was interested to speak to Carey.  The 12 week assessments are still showing numbers as the area to focus on. It is suspected that it is the vocabulary which is hindering the scores and they will be working on this.  The preschool will be purchasing a summer house for an outside classroom, small group work, and meetings. It was also suggested that a toddler group and coffee mornings could be held although these would have to be run by a parent. |  |
| **Financial Reporting Main Points (Reports circulated at meeting)** |  |
| Please see attached financial reports which were circulated at the committee meeting. The cash balance at present is at £74107.01 and it is expected to be around 50k at the end of the summer term.  It was explained that we need a healthy balance to adhere to the Preschool Learning Alliance recommendations of retained funds. We have invested in costly improvements in the preschool; the garden last summer and a summer house this term which we are sure will make a big impact on the preschool. |  |
| **AOB**  A parent enquired why the window was not claimed through insurance. It was explained that this was still being dealt with and financially it may not be viable to claim due to the excess etc. |  |

**Signed as a true copy: …………………………………………………………………………..**

**Position …………………………………………………………………………..**