



# PTA MEETING MINUTES

13 October 2016

Present:	Ellie Hollingworth	Parent	Chair
	Rachel Priest	Parent	Vice-Chair
	Paddy McClelland	Parent	Committee Member and 1L
	Louise Finden	Manager	
	David Shapter	Owner	
	Amy Smith	Parent	
	Ken Wayman	Parent	
Apologies:	Samantha Shapter	Owner	

## 1. Welcome

The Chair opened the meeting and welcomed all participants, particularly the parents who are new to the nursery.

## 2. Minutes from Last Meeting

### A. Committee Appointments

There are still positions to be filled on the committee and a request goes out to all parents to consider getting involved in the PTA. All new joiners to the nursery will receive a PTA newsletter within their joining pack which will include a questionnaire concerning the PTA.

**Action: Ellie/Louise**

### B. Minutes from Feb Meeting

The window blinds have still not been replaced and it was decided that the MOD grant would be used to pay for new blinds. David is to obtain new quotes and David/Samantha to submit the paperwork as required.

**Action: David/Samantha**

Hashed lines will be painted outside the nursery in 2017 when the painters are in attendance at the new dunker facility.

**Action: Rachel**

The visit of the station ambulance is yet to be arranged, however all agreed it should be a termly visit alongside a visit from the fire engine. Louise is to contact the fire station and Amy volunteered to arrange the ambulance visit in liaison with Louise.

**Action: Amy/Louise**

### C. Nursery Update

It was agreed that the nursery should aim to conduct one day trip/term. Louise and Ellie are to come up with ideas for agreement at the next meeting.

**Action: Ellie/Louise**

---

There is better liaison now between the base and the nursery concerning base events that the children may like to attend. The children will not attend the base carol service but will attend the station families day in the Spring. Rachel will confirm whether a Squadron is conducting a Christmas Flypast this year.

**Action: Rachel**

A base-wide survey is being conducted into the suitability of childcare provision for Yeovilton personnel. The survey closes at the end of October and results will be discussed at the next meeting.

**Action: Ellie**

**D. AOB**

It was agreed that an addition of a front fence and gate should be included in any future scheme for the garden.

**Action: Louise**

The bills have been amended to be more customer friendly, although Louise advised that they would have to change again soon.

**Action: Louise**

The nursery leaflets still need to be updated.

**Action: Rachel/David**

The PTA section of the website has been updated.

### **3. Treasury Update and Future Spending**

#### **A. PTA Funds**

The current PTA funds are £2349.82.

It was decided that the PTA (possibly jointly with the MOD Welfare Grant—to be decided out of meeting) would fund a course of 6 x half-day sessions of 'Forest School' which will be for all Children and will cost £450. Ellie has the details and will liaise with David/Samantha/Louise over funding and dates.

**Action: Ellie/David/Samantha/Louise**

#### **B. MOD Welfare Grant**

No details were available on how much of the MOD Welfare Grant was remaining, however it was agreed that this would be provided for all future meetings and the one of the aims for the next meeting will be to determine spending of the MOD Welfare Grant for 2017/2018. Post-meeting there is c. £3000 remaining in the Welfare Grant for 2016/2017. David/Samantha are to provide the balance of the Welfare Grant for all future meetings. It was agreed that there should be an MOU between the PTA and Nursery covering how the PTA fund and MOD Welfare Grant will be administered. Ellie, Louise, David and Samantha will discuss the MOU before the next meeting.

**Action: David/Samantha/Ellie/Louise**

#### **C. Fundraising**

It was agreed that there should be a significant fundraising drive in order to increase funds for the proposed work to the garden and to demonstrate the PTA's commitment to the project when applying for funding.

A pre-loved sale of Baby/Children's items will be held in the New Year alongside a cake sale. Parents will be asked to donate items and donation boxes will also be set up around the station. Amy agreed to organise the event and will liaise with Ellie and Paddy IDC.

**Action: Amy/Ellie**

Rachel volunteered to run a 'Goldenball' scheme whereby parents/base personnel pay £1/week

The takings from that week, with the remainder of the money going to the PTA.

**Action: Rachel**

Louise will organise for the children to create personalised tea-towels and Christmas cards, with a portion of the profits going to the PTA.

**Action: Louise**

It was agreed that during the Summer term there should be a sponsored toddle/walk for the children, possibly around Lytes Cary. The best date for this would be the Summer Divisional Day (date TBC).

**Action: Ellie**

The prize for this year's Christmas raffle will be a luxury food hamper with items donated by local companies/parents. Ellie will ask parents to donate products and will send letters to local companies.

**Action: Ellie**

It was agreed that Yeovilteenies would have a stall at Families Day/Air Day.

In 2017 there will be a bucket by the front door for parents to deposit foreign currency in to aid fundraising.

**Action: Ellie**

#### **4. Nursery Update**

Louise discussed the recent staff changes at the nursery.

#### **5. Garden Update**

Louise discussed the plans she had received for the Garden. She is awaiting another company to return their plans and estimates. There are savings that could be made on the estimate she had and she will sit down with the staff to analyse the bid. Ellie, Louise and Samantha will continue to look at the bids and will aim to have a final costings by the next meeting.

**Action: Ellie, Louise, Samantha**

David mentioned that there was wasted space around the nursery that could be reassigned to the nursery and would therefore deliver both a bigger garden and space for possible future expansion. David is to provide Paddy with a map showing the current boundaries of Yeovilteenies and the proposed new boundaries.

**Action: David**

#### **6. Yeovilteenies AGM**

It was agreed there was no requirement for a separate AGM but that the next meeting should be timed so as to encourage all parents to attend for an AGM portion of the meeting.

**Action: Ellie**

In order to allow better interaction between the PTA and all parents it was suggested that a Parents of Yeovilteenies/PTA Facebook page be created where quick surveys and information could be shared. The current Yeovilteenies page cannot be used for this as there are strict limitations as to what can be shared on the page. Rachel offered to set up the new page.

**Action: Rachel**

#### **7. Christmas at Yeovilteenies**

It was decided that the best date for the Christmas party was Thu 15 Dec. Louise and Ellie will

liaise with Samantha to confirm this date.

**Action: Ellie/Louise**

## **8. PTA Positions/Set-Up**

There are still several PTA positions to be filled. It was agreed that it would be best if the PTA had a formal set-up and constitution. Ellie will look into joining the PTA association which delivers guidance on setting up the PTA and also provides insurance for fundraising events.

**Action: Ellie**

## **9. AOB**

### **A. Nursery-Parent Handovers**

It was generally agreed that parents with children in the baby room feel fully informed (via the diaries) on what their child has eaten, how they slept etc during the day. It was requested that all staff give parents the same level of information for children in the Rainbow Room as this affects their routine for the evening.

**Action: Louise**

### **B. Christmas 2017**

It was agreed that the nursery should ask the Pantomime company whether they can provide a shortened version of their show for the children next year. This could be combined with a short nativity play by the children. Ellie will liaise with the Base Warrant Officer.

**Action: Ellie**

## **10. DONM**

TBC — Jan/Feb 17 1530-1700 in order to maximise parent participation.

**Action: Ellie**