



PTA MEETING MINUTES

27 April 2017

Present:	Ellie Hollingworth	Parent	Chair
	Rachel Priest	Parent	Vice-Chair
	Paddy McClelland	Parent	Committee Member and 1L
	Louise Finden	Manager	
	David Shapter	Owner	
	Nicola Window	Parent	

1. Welcome

The chair opened the meeting and welcomed all participants.

2. Minutes from Last Meeting

A. Committee Appointments

There are still positions to be filled on the committee (Treasurer/Fundraiser/Secretary) and a request goes out to all parents to consider getting involved in the PTA. All new joiners receive a PTA newsletter within their joining pack, which includes an invite to join the PTA.

Amy Smith will take over as the Chair of the PTA when Ellie is on Maternity Leave (May-Nov)

It was agreed that the PTA should join the PTA Association at a cost of £63 to be covered by the PTA Funds. The PTA Association will provide it with a template for a constitution, insurance for events and advice on various issues.

Action: Ellie

B. Visits from Station facilities

It was agreed that it would be easiest for Paddy to co-ordinate visits to the Nursery from the various station facilities (Ambulance/Chaplain/Fire Engine/Police/Falconry). Louise should provide him with a list of dates that the nursery is free for visitors.

Action: Paddy/Louise

C. Road Markings

Date TBC for hashed lines with text 'Nursery Drop Off Only' to be painted outside the nursery

Action: Rachel

D. Day Trips/External Visitors

It was agreed that the following trips would take place:

Summer Term—Kingston Maurward Animal Park—For School Leavers—Wed 5 July. Funded by Nursery Owners. Parents who wish to help out are welcome to attend.



Winter Term– Haynes Motor Museum-September DTBC. The children can have a ride around the museum at a cost of £2/child which the Nursery Owners agreed to fund.

It was agreed that the MOD Welfare Fund would pay for Chick Hatching Kits in the Winter Term of 2018.

Action: Louise

E. Base Events

The Base Families Day is 31 May 17 and the nursery will take the children to the event. BV rides could be provided on another occasion if no time/space on the day. The nursery will provide a Nappy Change Facility at the event. It was agreed that the PTA would set up a pre-loved stall near the Nappy Change Facility and a Bran Tub on the day (Amy to arrange). There are still items left from the Feb pre-loved sale but a plea goes out to all parents for more donations. Yeovilteenies will also set up an information board with the leaflets on funding/Armed Forces Covenant etc.

Amy is to follow up with Denise at Welfare to see if the Pantomime Company could visit the nursery for Christmas 2017 in the Winter Term.

Action: Amy/David/Louise

F. Base Survey on Childcare

The work the nursery does to prepare children for school will be advertised on the information board.

Action: Ellie

G. MOD Welfare Fund

Ellie/Louise/David/Samantha will draw up an MOU discussing how the MOD Welfare Fund and PTA funds should be administered.

Action: David/Louise/Ellie

H. Fundraising

The Goldenball Scheme is ready to be rolled out. It was agreed that if no-one wins on a particular week then there would be a rollover. The PTA will pay for the £40 licence for the lottery which will also allow the PTA to hold raffles.

The sponsored Toddle/Walk around Lytes Cary will be on Fri 30 Jun at 1400. Rachel will email Lytes Cary to advise them and Amy will send out sponsorship forms.

The nursery will create a collection pot for foreign currency.

Action: Rachel/Amy/Louise

I. Garden Update

It was agreed that quotes should be sought for moving the fence/building a wall to encompass the new land around the nursery. The decision to replace the fence/wall will be reviewed at every meeting dependent on the expansion.

Action: David/Amy

J. Nursery and Infrastructure Update

Paddy will liaise with the logistics department to get the chairs replaced.

The Fire Chief advised Louise that the inner door at the front of the nursery could be locked but would need a Push Release system on the inside and key code on the outside. Paddy will ask



Mr Spencer (Change Management) to visit the nursery to discuss a Change Management Request for the door locks.

David has ordered a new magazine rack.

Rachel will investigate whether it is possible to create a speed bump on the access road to the nursery.

Paddy will arrange parking for Nursery Staff 26 May—1 June.

Rachel will get 3 Yeovilteenies parking tallies made for the spaces outside nursery.

Action: Rachel/David/Paddy

K. *Armed Forces Covenant*

Rachel will ask the Commodore to visit the nursery and have his photo taken with the new sign to publicise the signing of the Covenant.

Action: Rachel

L. *Deployment Support Packs*

David agreed to look into Deployment Support Packs for children whose parents are deployed, modeled on the Little Troopers Packs.

Action: David

M. *Summer Garden Party*

The Summer Garden Party will be held 21 July 1400-1700. All parents are invited to attend, although any parents that are able to help are welcome. There will be a bouncy castle and Graham Window was volunteered to provide a BBQ for the event. The Nursery Owners will fund the event and the PTA will fund an entertainer (Bubbles/Balloons etc) (Nicola to arrange with funds available from the PTA up to £120).

Action: Louise/Nicola

3. *Treasury Update and Future Spending*

A. *Current PTA Funds*

There is currently £2430.61 in the account, awaiting £83.94 from the AWF to reimburse the fund for the new sign.

Action: Ellie

B. *MOD Welfare Grant*

The regular payments from the Grant are as follows and total c. £5000/year:

Laundry—£12/Wash

Tatty Bumpkin—£30/Week

Interactive Table—£126/month

Football—to be added by Louise

Boogy Bunnies—to be added by Louise

David will find out when we can leave the lease on the Interactive Table and how much it would cost to buy one as all felt this would be a more economical way to spend the money.

The nursery would like to use the grant to pay for another Chick/Duck Hatching Kit in the Spring Term of 2018 (£264/£280) and for another 6 Forest School Sessions in the Spring Term of 2018



(£475).

The nursery also intends to spend c. £1000 of the Grant on First Aid Training and on a nursery software package. There was discussion as to whether these items should be funded from the Grant. David is to provide further information/justification for the Grant to fund the First Aid Training at the next meeting, although it was agreed it could be funded for 2017/2018. A trial of the Software package will have been conducted prior to the next meeting and spending on this from the Grant will be reviewed post trial at the next meeting. All parent members of the committee felt that any spending from the Grant should demonstrate a clear benefit to the children, over and above what a non-MOD sponsored nursery would provide.

With the above expenditure there remains roughly £2000 unaccounted for and all were encouraged to draw up a wish list of items/visits/trips for the remaining grant to be spent on; the list will be reviewed at the next meeting. Louise suggested a visit from the Bug Man and Rachel suggested purchasing a bubble machine.

Action: David/ All

4. Nursery and Infrastructure Update

Alisha has left the nursery and Emily will be going on Maternity Leave at the end of May. Hayley is acting as the Deputy Manager. Louise has advertised for new workers and Ellie will provide her with Denise's (Welfare) details in order that the vacancies can be advertised to the Service Community.

Action: Ellie

5. Expansion/Garden Update

SON has been raised for the Expansion and is filed with the DLC. Wrencon builders will visit the site soon to see if the project is feasible and for a Rough Order of Cost.

The decision to upgrade/do work on the garden will be reviewed at all subsequent meetings depending on how the Expansion progresses.

Action: Ellie

6. Armed Forces Covenant

Armed Forces Day is 24 Jun 17 and will be marked by RNAS Yeovilton with a fete at Tall Trees. Yeovilteenies will have a table at the Fete and display posters/information leaflets about the nursery. The week will also be marked with Parents/Base personnel doing a 'Show and Tell' at Nursery to talk to the children about their job. Louise requested 1 person/day at 1000. Parent volunteers are requested.

Action: Amy

7. AOB

A. Water Wall

Louise will liaise with Rachel about getting a water wall made by the Station Workshops.

8. DONM

Thu 15 Jun 1200 Andover Room
