

Brant Broughton Pre-School Meeting

Wednesday April 3rd, 2019
7.00pm
Held at Brant Broughton Pre-School

Attendees: Neal Lyon (NL, Chair); Joules Roach (JR committee member); Sophie Croft (SC, committee member)

Apologies: Sally Harper (SH, BBPS Manager); Alex Palfrey (AP, committee member)

Minutes

Agenda item: 1. Welcome & Apologies

Discussion: The Chair opened the meeting at 7.05pm and presented the apologies; it was noted that there were again insufficient attendees to hold a full committee meeting. The meeting continued in order to discuss and prepare arrangements for the Birthday Quiz event on 11 May 19.

Agenda item: 2. Preschool Fundraiser Planning: Birthday Quiz

Discussion:

Advertising

SC showed the poster for the event. She also proposed and will action the seeking of sponsors; for a small fee of £30 we will advertise their logos as "Sponsored by..." on the poster and provide flyers to attendees in return. The posters should be ready to go for the new Term (Late April). SH to contact parents to "Save the date".

JR and SC will contact relevant publications for advertising; SH to advertise poster on FB when it is available and to contact Lincs FM and local papers.

Food

The plan will be to have platters at the table with savoury items during the quiz. Later the cakes and biscuits will be brought out.

Progress made so far:

Morrisons: offered 4 x 20-sandwich platters. These are adult-oriented platters so it might be necessary to prepare our own sandwiches for children.

JR said that a friend who works for Waitrose had heard about the plan and was investigating their help.

JR will be arranging a birthday cake for an official photo of the event.

Still needed:

Crisps, carrot/cucumber sticks, cakes, choc fingers, party rings, cold sausages

It was suggested that a table decoration of cheese and pineapple *or d'oeuvres* would be a nice touch, perhaps with a '40' decoration spiked in the centre.

A rabbit jelly would also be a fun addition.

We still require some paper plates, cups and napkins.

Decorations

We will decorate the hall in advance with bunting (during play group on Weds, perhaps) to allow for a quick set-up time.

AP was seeking the provision of balloons via McDonalds.

Games to be put around the walls of the hall for attempting during the quiz if kids get bored. Pin the tail on the donkey, for instance, with a donkey painted by the preschool children.

It was also suggested that the preschool children could create a banner (on a bedsheets, say) that they have painted with handprints etc and wishes the preschool a "Happy 40th Birthday".

Decorations and tables can be put away at the end with adult help if we organize a few party games to entertain the children (musical statues, chairs etc).

Games

The plan will be to run the quiz questions at the same time as some family-oriented games to get the children involved. It would also be good to have Bonus Points that the children can earn. A suggestion is that each round children come to see a tray with items on – one item is removed and they get 10 secs to decide what it is before the tray is covered again and they have to go back to their teams to report the missing item. See this [site](#) for ideas and also the list SH prepared. Family quiz questions and answers can be found [here](#).

JR will create a 'touch' game where hidden objects in a pillow case need to be felt and written down as part of quiz.

One of the rounds will be music from kids TV shows – from today and yesteryear. Also, a kids game could involve characters from current shows – kids need to link the character to the programme or another character.

Secret Auction

JR reported the items already pledged and the responses received. SC is to investigate the best way of implementing the auction and bidding process for our items. A Master List of items is to be drawn up and published online with weekly additions also visible at preschool.

Aim to widely publicize the Secret Auction to as many people as possible – even those not attending the party, as the items are of some value and can be reserved for highest bidder.

Miscellaneous

SH is to ask parents for tombola prizes and cake donations.

NL to get a tombola drum.

Compere/Quiz master needs to be sought.

Action	Person Responsible	Deadline
Poster and sponsorship	SC	23 Apr 19
Check how the secret auction will run	SC	11 Apr 19
Contact parents to: Save the date; purchase tickets from preschool; Ask for tombola prize and cake donations; Ask parents to join in to make the party a success!	SH	23 Apr 19
Monitor the food situation – pledges etc and ensure we will have sufficient for attendees.	JR	25 Apr 19
Compere/Question Master – JR & SC to ask around	JR	04 May 19
Quiz questions	NL	04 May 19
Games for teams to do during quiz	NL/SH	04 May 19
Get a tombola drum	NL	04 May 19
Balloons	AP	11 May 19
Birthday cake	JR	11 May 19
Monitor the pledges for gifts for secret auction	JR	11 May 19
Prepare birthday banner and other decorations (pin tail on donkey)	SH	11 May 19

Agenda item: 3. Management issues**Discussion:**

It was discussed that the committee needs a new member to continue running effectively. SH is to appeal to parents for support via the newsletter; it would be particularly helpful if any volunteers for next years' committee could be sought as early as possible to ensure continuity is as smooth as possible. It will also allow for the EY-2 and DBS applications to be completed in good time.

NL reported on the latest progress re: the school taking the preschool on. We expect to hear more after the Governors' meeting at the end of April.

Current forecasts predict a £4000 deficit this year; however, increases in children numbers and attendance could reduce this over the coming months. It also looks much healthier for Sep intake in terms of daily numbers. With the surplus of £2000 from last year, this equates to a loss of £2000 over the last two years, which, considering the challenges we have experienced, is quite pleasing.

The steps for the rear exit have been quoted for; there has also been the offer of potentially free set of steps which is being investigated. If these are suitable, we can reserve our request to the [Waynflete Trust](#) to help with repairs to the roof (those highlighted in the condition report carried out for the school in Jan 19). Quotes for this still need to be sought.

Action	Person Responsible	Deadline
Contact parents to appeal for committee members	SH	23 Apr 19

Agenda item: 4. AOB**Discussion:**

Nil

Agenda item: 5. Date of the Next Meeting

A date for the next meeting was not arranged.
