

# Ullesthorpe Pre-School Ltd

Charity No. 1112729

## Minutes

Date: Tuesday 16<sup>th</sup> March 2021

Time: 19:30 hrs

Venue: Zoom

Present: Christian Bean, Ruth Thompson, Christina Mactaggart, Lizzie Hind,  
Charlene Bird

### **1. Apologies**

Nicola Jenkins.

### **2. Approve and sign minutes of last meeting**

### **3. Matters arising from last meeting**

- Bank staff – Charlene, Nicola and Ruth interviewed for this position on 8<sup>th</sup> March and offered the successful candidate the position and will be commencing employment with ourselves on 12<sup>th</sup> April subject to satisfactory references.
- Marketing – prices obtained for swift flash and country voice.

### **4. Marketing**

- Agreed to have a 1/6 advert in swift flash in April at a price of £54 and a 1/6 advert in country voice at a price of £33. RT to arrange.
- To re-access after second advert has been published.
- To make use of social media more effectively currently Michelle is advertising through Facebook spotted pages. CLB would like to begin to add online activities for parents to look and interact with.

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## **5. Website**

- CT to begin to add a section on website to put all relevant, completed policies and procedures. (CT to send policies and procedures to RT to make corrections identified by CT, RT to send to CLB to check, CLB to send read and completed policies and procedures to CT to be published on website.
- CT to change managers name on website.
- CLB to obtain some new pictures of employees to be displayed on the website
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## **6. Finance**

- CB stated that we are now registered as a charity with the HMRC which now means we are exempt from paying tax on profits

## **7. Items for agenda of staff meeting**

- No items were identified by committee for upcoming staff meeting

## **9. Matters arising from staff**

- CLB is having issues with accessing the administrator on the computer so that names and information can be changed. There was discussion about how this should be done. Whether all information could be backed up and computer restored to factory settings or whether a new computer would be required. A previous committee members name keeps appearing so RT will try and make contact with previous committee member to see if they are able to help.

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- CLB has arranged a new mobile phone contract with Vodaphone at a very reasonable discounted price.
- CLB to look at prospectus being easier to read and in time parents to read and complete online.
- CLB to look at over time reducing printing and making more use of online materials and forms for parents to view and complete.

### **10. AOB (Any other business) for notification**

- Nothing was noted.

### **11. Date of next meeting**

- Tuesday 20<sup>th</sup> April 2021