



PTA MEETING AND AGM MINUTES

2 February 2017

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	
	Claire Byrne	Parent	
	Catherine Hares	Parent	

1. Welcome

The chair opened the meeting and welcomed all participants, particularly the parents who are not on the committee.

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. Ellie will issue an update to the newsletter.

Ellie will be on maternity leave May—Nov so a stand in chair is required; Paddy to source.

No further progress had been made towards a formal set-up and constitution or towards joining the PTA Association. Ellie to progress.

Action: Ellie/Paddy

B. Window Blinds

Navy Command have approved the purchase and fitting of Window Blinds from a local company. Louise is arranging a Purchase Order for the blinds and will arrange fitting once payment means have been agreed between the Blind company and Navy Command.

Action: Louise



C. 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

D. Road Markings

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

Action: Rachel

E. Day Trips/External Visitors

It was agreed that the following trips would take place:

Summer Term—Kingston Maurward Animal Park—For School Leavers—July DTBC

Winter Term— Haynes Motor Museum—September DTBC

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

Action: Louise/Ellie

F. Base Events

The Base Families Day is 31 May 17 and the nursery plans to take the children to the event. Paddy/Rachel will ensure there are no issues with security passes for the staff/children for the event.

Ellie has emailed Denise at Welfare to see if the Pantomime Company could visit the nursery for Christmas 2017. To be followed up in the Winter Term.

Action: Paddy/Rachel/Ellie

G. Base Survey on Childcare

The survey had c.60 responses from across the base with the main points as follows:

- There was a demand for before/after school clubs for local schools. It was agreed this was not possible with the size of the nursery at present but was worth considering for a larger facility.
- Those that didn't send their children to Yeovilteenies used nurseries in Yeovil (Close to home)
- The most important factor in choosing a nursery was proximity to work/home, followed by suitability of hours for military work, cost, holiday entitlement and links to primary school. Yeovilteenies does a lot to prepare children for school and it was felt by the parents that this aspect of their care wasn't well advertised to current and prospective parents.
- Those that didn't use Yeovilteenies felt they would have done had there been extra spaces, more leave allowance and more indoor space. It was agreed that it should be well advertised that Yeovilteenies offers 6 weeks of holiday.
- 97% of respondents felt it was beneficial to have a nursery on site.

Action: Ellie/David

H. Nursery Leaflets

The leaflets still need to be updated.

Action: Rachel/David



I. PTA Funds

PTA Funds and the MOD Welfare Grant have paid for Forest School Sessions commencing on 21/2.

J. MOD Welfare Fund

David/Louise are to provide the balance of the Welfare Grant at all future meetings and David is to provide a forecast of spending on the 2017/2018 grant at the next meeting.

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

K. Fundraising

Pre-Loved Sale to be held on 5/2.

Rachel will continue to look into the Goldenball Scheme.

It was agreed that Louise should organize personalized tea-towels and Christmas Cards again in the Autumn Term and that the Christmas Card Company should be used this year. There was a request for non-Christmas themed tea-towels.

It was agreed that there should be a sponsored Toddle/Walk around Lytes Cary in the Summer Term and it was agreed this should be on a Friday PM after 1400 to encourage maximum participation from parents. Ellie to determine date.

It was agreed that a Christmas Raffle was a good idea but that planning and requests for prizes needed to start in September. To maximize participation the PTA will need to register with the Council (application will cover Goldenball Scheme and Raffle). It was mentioned that Safari Tots in Somerton may be willing to offer something for the Raffle/some form of sponsorship.

Details TBC of Yeovilteenies Stall at Families Day/Air Day.

Foreign Currency pot for the PTA still needs to be put into foyer.

Action: Louise/Rachel/Amy/Ellie

L. Garden Update

Plans to update the garden are on hold awaiting firm decision on expansion. The Nursery Boundary has been moved to encompass all ground within the curbstones. David is to get 3 quotes for moving the fence/building a wall to make the most of the new space.

Action: David

M. PTA Set Up

Parents of Yeovilteenies Facebook Page has been set up.

3. Treasury Update and Future Spending

A. 2016/2017 Welfare Grant

There is about £1000 left in the Welfare Grant for this FY. It was agreed that this should be spent on updating the Garden Toys.

Chairs and microwave are to be replaced through stores. Paddy will liaise with the Logistics Department to arrange.

Action: David/Paddy



4. Nursery and Infrastructure Update

A. Sign

A new sign will be procured with the Armed Forces Covenant Logo on it.

Action: Ellie

B. Door Lock

David will investigate the possibility of making the inner door lockable so that parents do not have to wait outside in the rain.

Action: David

C. Magazine Rack

David will provide a magazine/leaflet rack for the Foyer for Louise/PTA to pass information on to parents.

Action: David

D. Road

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

Louise is to police the parking area outside nursery and to issue tickets as required. More tickets can be obtained from Paddy.

Action: Rachel/Louise/Paddy

5. Nursery Expansion and Garden Update

There remains no firm plan for an expansion, although it was discussed that it may be useful for a new extension to be 2 storeys to allow for storage space. Ellie will mention the expansion in the next newsletter.

Action: Ellie

6. PTA Set Up

It was agreed that the PTA should apply to have charitable status.

Action: Ellie

7. Armed Forces Covenant

The Nursery Owners are in the process of signing the Armed Forces Covenant.

Action: David/Samantha

8. AOB

A. 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



B. Summer Garden Party

It was agreed that a Summer Garden Party should be held at the nursery mid-July.

Action: Ellie/Louise

9. DONM

27 April at lunchtime.