

# Minutes

## Committee Meeting

Monday 8th July 2024 at Tywardreath Preschool Playgroup

**1 Present:** Tracy (Pre-school Manager), Sarah (Chair), Catherine (Secretary), Annette, Harley, Kay and Tamsyn

**2 Apologies:** None.

**3 Safety Share:** Ticks, Keep covered, don't pull straight out. As per tick removing instructions twist. Ensure whole tick is removed.

**4 Summer clean up tip run:**

Grass, tip run- dates TBC

**5 Open Day:**

Open day craft afternoon and Open day. Sunday 27<sup>th</sup> October

**6 Staff meal:**

Include Kara as has worked incredible hard and became part of the setting.

To be held as a lunch meal

**7 Maintenance:**

Ramp

Quotes for Lino

Internal doors

**8 Manager and Finance Reports:**

Finance – place £100 monthly into contingency account and staff bonus'. Flowers for JS  
See separate report

See managers' report.

**9 staff training**

Neurodiversity

**10 Next meeting and AGM:**

Tuesday 8<sup>th</sup> October 5:30pm

