

Meadow Nursery & Parents' Association Committee Agenda

Autumn Term

- ✓ E-mails and posters out for Cheese & Wine Evening
- ✓ Fundraising meeting for Autumn Evening
- ✓ Meadow Committee Cheese & Wine Evening
- ✓ Committee Meeting – pre AGM to agree the Trustees' Report and Financial statements
- ✓ ALL POLICIES MUST BE READ AND SIGNED OFF
- ✓ Internal Audit of nursery
- ✓ Fundraising meeting for Autumn Evening
- ✓ New parents' coffee evening (for children just started Nursery)
- ✓ Annual General Meeting
- ✓ (Tickets on sale for Autumn Evening)
- ✓ Family Autumn Evening
- ✓ AUTUMN HALF TERM
- ✓ Committee DBS and Ofsted registration forms completed
- ✓ "I am 2" forms to be handed out
- ✓ Family photographer
- ✓ Home visits
- ✓ Home visits
- ✓ Committee Meeting
- ✓ NEW COMMITTEE MEMBERS TO HAVE COMPLETED ONLINE SAFEGUARDING COURSE

- ✓ UPDATED SEF TO BE PRESENTED TO COMMITTEE BY NURSERY MANAGER
- ✓ Open Week / Parent Consultations (during Nursery sessions)
- ✓ New Parents' Evening
- ✓ Chair to attend
- ✓ Purchase Christmas vouchers for staff
- ✓ Christmas Concert / Nativity Story
- ✓ Christmas Parties

Spring term

- ✓ Prepare Meadow Mayhem sponsor spreadsheet and mail merge
- ✓ Committee meeting
- ✓ New Starters Coffee Evening
- ✓ Fundraising meeting for Meadow Mayhem
- ✓ SPRING HALF TERM
- ✓ WAITING LIST CHECK DATE
- ✓ Staff mid year appraisals

- ✓ Home Visits
- ✓ Committee Meeting
- ✓ Health & Safety Site Risk Assessment
- ✓ Home Visits
- ✓ "I am 2" forms to be handed out
- ✓ Open Week and Parent Consultations
- ✓ Fundraising meeting for Meadow Mayhem
- ✓ New Parents' Evening - Chair to attend

Summer term

- ✓ WAITING LIST CHECK DATE
- ✓ Fundraising meeting for Meadow Mayhem
- ✓ Bank Holiday
- ✓ Meadow Mayhem
- ✓ Committee meeting
- ✓ New Starters' Coffee Evening
- ✓ SUMMER HALF TERM
- ✓ Inset Day (Nursery closed)
- ✓ WAITING LIST CHECK DATE
- ✓ Photographer
- ✓ Budget meeting with sub committee and Caroline Starkey
- ✓ Committee meeting – presentation of budget & agreement of parent questionnaires
- ✓ Parent questionnaires out
- ✓ Parent questionnaires in
- ✓ (to be collated before staff appraisal week)
- ✓ End of Year Reports handed out
- ✓ Open Week and Parent Consultations
- ✓ Staff Appraisals
- ✓ Chair to monitor one staff appraisal
- ✓ Chair + 1 committee member to complete Nursery Manager's appraisal
- ✓ New Parents' Evening - Chair to attend
- ✓ End of Year Picnic