

**Meadow Nursery & Parents' Association Committee Calendar  
2016 - 2017**

**TERM 2016 AUTUMN**

First day of Autumn Term	Wednesday 7 <sup>th</sup> September
E-mails and posters out for Cheese & Wine Evening	Thursday 15 <sup>th</sup> September
Fundraising meeting for Autumn Evening	Week commencing 19 <sup>th</sup> Sept
Meadow Committee Cheese & Wine Evening	Monday 26 <sup>th</sup> September, 8pm
Committee Meeting – pre AGM to agree the Trustees' Report and Financial statements <b>ALL POLICIES MUST BE READ AND SIGNED OFF</b>	Week commencing Monday 3 <sup>rd</sup> October, 8pm
Internal Audit of nursery	Week commencing 10 <sup>th</sup> October
Fundraising meeting for Autumn Evening	Week commencing 17 <sup>th</sup> October, 8pm
New parents' coffee evening (for children just started Nursery)	Monday 17 <sup>th</sup> October, 7:15pm
Annual General Meeting (Tickets on sale for Autumn Evening)	Monday 17 <sup>th</sup> October, 8:00pm
Family Autumn Evening	Friday 21 <sup>st</sup> October, 4.30 – 6.30pm
<b>AUTUMN HALF TERM</b>	<b>24<sup>th</sup> – 28<sup>th</sup> October</b>
Committee DBS and Ofsted registration forms completed	By end of October
"I am 2" forms to be handed out	Week commencing 28 <sup>th</sup> November
Family photographer	Saturday 5 <sup>th</sup> November, from 9:00am
Home visits	Week commencing 14 <sup>th</sup> November
Home visits	Week commencing 21 <sup>st</sup> November
Committee Meeting <b>NEW COMMITTEE MEMBERS TO HAVE COMPLETED ONLINE SAFEGUARDING COURSE</b>	Week commencing Monday 21 <sup>st</sup> November, 8pm

<b>UPDATED SEF TO BE PRESENTED TO COMMITTEE BY NURSERY MANAGER</b>	
Open Week / Parent Consultations (during Nursery sessions)	Week commencing 5 <sup>th</sup> December
New Parents' Evening Chair to attend	Monday 12th December, 7:15pm
Purchase Christmas vouchers for staff	Week commencing 5th December
Christmas Concert / Nativity Story	Monday 19th December - am and pm
Christmas Parties	Tuesday 20th December – 8.45 – 12.45pm
End of Autumn Term	Tuesday 20th December

## SPRING TERM 2017

<b>INSET day – nursery closed</b>	<b>Wednesday 4th January</b>
First day of term	Thursday 5 <sup>th</sup> January
Prepare Meadow Mayhem sponsor spreadsheet and mail merge	Week commencing 16 <sup>th</sup> January
Committee meeting	Late Jan / Early Feb
New Starters Coffee Evening	Monday 6th February, 7:00pm
Fundraising meeting for Meadow Mayhem	Week commencing 6 <sup>th</sup> February, 8pm
<b>SPRING HALF TERM</b>	<b>Week commencing 13th February</b>
<b>WAITING LIST CHECK DATE</b>	<b>Monday 20<sup>nd</sup> February</b>
Staff mid year appraisals	Week commencing 20 <sup>nd</sup> February
Home Visits	Week commencing 6th March
Committee Meeting	Week commencing 6 <sup>th</sup> March
Health & Safety Site Risk Assessment	Week commencing 6 <sup>th</sup> March
Home Visits	Week commencing 13th March
"I am 2" forms to be handed out	Week commencing 13th March
Open Week and Parent Consultations	Week commencing 20th March
Fundraising meeting for Meadow Mayhem	Week commencing 20 <sup>st</sup> March
New Parents' Evening Chair to attend	Monday 27 <sup>th</sup> March, 7:15pm
End of Spring Term	Friday 31st March

<b>SUMMER TERM 2017</b>	
<b>Inset Day (Nursery closed)</b>	<b>Tuesday 18<sup>th</sup> April</b>
First day of Summer Term	Wednesday 19th April
<b>WAITING LIST CHECK DATE</b>	<b>Monday 24th April</b>
Fundraising meeting for Meadow Mayhem	Week commencing 24th April
Bank Holiday	Monday 1st May
Meadow Mayhem	Sunday 14 <sup>th</sup> May
Committee meeting	Week commencing 8 <sup>th</sup> May
New Starters' Coffee Evening	Monday 22nd May, 7:00pm
<b>SUMMER HALF TERM</b>	<b>Week commencing 29th May</b>
<b>Inset Day (Nursery closed)</b>	<b>Monday 5th June</b>
<b>WAITING LIST CHECK DATE</b>	<b>Week commencing 5<sup>th</sup> June</b>
Photographer	To be confirmed
Budget meeting with sub committee and Caroline Starkey	Week commencing 19th June
Committee meeting – presentation of budget & agreement of parent questionnaires	Week commencing 26th June
Parent questionnaires out	Monday 19 <sup>th</sup> June
Parent questionnaires in (to be collated before staff appraisal week)	Friday 30 <sup>th</sup> June
End of Year Reports handed out	Week commencing 3rd July
Open Week and Parent Consultations	Week commencing 10th July
Staff Appraisals	Week commencing 17th July

Chair to monitor one staff appraisal	Week commencing 17 <sup>th</sup> July
Chair + 1 committee member to complete Nursery Manager's appraisal	Week commencing 17 <sup>th</sup> July
New Parents' Evening Chair to attend	Monday 17 <sup>th</sup> July, 7.15pm
Picnics	Monday 24th July
End of Summer Term	Tuesday 25th July, Finishing 1 hour early.