

and act as the first point of contact for parents regarding playroom activities, queries or issues/concerns. We are very pleased to announce that this position has been filled by Tracey Woodman as from 3rd January. Most if not all of you will know Tracey already so this will be an easy transition and Tracey is very much looking forward to working with you and your children.

We have also created a further new position, that of a Business Manager. This role will primarily be responsible for the office and administration of the pre-school, be the first contact point for external contacts, liaison with the school and ensuring that we meet our legal and statutory obligations. This role is also a qualified level 3 post and we are very pleased to announce that this position has been filled by Julie Crosby, as from 3rd January. Again, most if not all of you will also know Julie so we envisage a smooth transition and Julie is very much looking forward to developing this role and making positive changes for the pre-school as well as continuing to work closely with our children.

Tracey and Julie (both Level 4 qualified) are the Senior Supervisors when in the playroom; they will split the sessions across the week between them. They will work very closely together both in supervising the playroom and in managing the pre-school and will deputise for each other in both roles.

Filling the above positions has meant that we've also advertised 2 new Level 3 / Assistant Supervisor positions and we are pleased to announce that we have been able to fill both posts. We will announce the details once reference and CRB checks have been completed but we look forward to welcoming our two, experienced, ladies to the team early February.

We are also delighted to announce confirmation of our new bank (relief) staff, Moira O'Connor and Kerry Lodge and very much welcome them onboard.

Next Steps: The Committee will be meeting shortly to look at our fundraising calendar to determine what activities we'll undertake next. Following the successful Christmas shopping evening (huge thanks to all that helped and particularly to Cassie Knight and Maxine Saunders who started work on it last January!), Christmas parties (special thanks to Maxine Saunders and Sam Pearson), Christmas mugs, cards and hampers (extra thanks to Sarah Reilly, Charlene Norman and Sam Pearson) and the Barleylands trip (extra thanks to Tracey Woodman) we now turn to the Disney Disco and planning for Easter.

A large piece of work that is already underway is our applications for a number of grants to raise much needed funds for our Sensory Room. This room is not only to be greatly enjoyed by our own children with the opportunity to really use their senses and experience a world of sight, touch and sound but is to be a community-wide facility which could benefit many other children, some with additional needs, who would greatly benefit from the equipment we hope to install. A very big thank you to all who have contributed so far in getting the grant applications completed and submitted, this has been a complex and time consuming exercise and special thanks go to Ruth Havis (committee member) who has tirelessly pursued external references and written the documents with input from others, Louise Knight and Juliet Hughes (staff members), who are training to be our new SENCO (Special Educational Needs Co-ordinators) who have conducted a lot of research and provided invaluable information and contacts to ensure that we are looking to obtain the best, most useful and fun equipment, suitable for our children.

Next, the Committee, need to work up a marketing plan on how we can advertise the whole pre-school and the wonderful opportunities it can provide within the playroom, sensory room and training room - do you have any ideas or a marketing background?

We also want to create a communication plan to ensure that we are effectively providing you with all the necessary and desired information, by the right method at the right time. Again, anyone with any knowledge, ideas, thoughts are more than welcome – and watch this space, there may be a questionnaire coming to you soon so please complete them so that we can make the right changes!

A CRY FOR HELP! If any of you would like to get involved in the Committee or as a Parent Helper and can offer even a small amount of time, either to help run fundraising activities, give ideas or share specialist knowledge/skills then please let a member of the committee know. Many hands make light work and any help, no matter how small (blowing up balloons, washing up, preparing snacks, designing a flyer, making a phone call), is very much appreciated. **The next meeting is booked for 7.30pm on Tuesday 24th January at the Inn on the Green pub** and we hope that you can come along, even if it's just for a chat and a coffee/glass of wine!

The Committee Directors (who have additional managerial and accountability responsibilities) are also busy liaising with the school regarding our working arrangements as tenants of their building and the 'snag list' of outstanding building work issues (as expected with any new building), amending staff contracts, finalising a new financial forecasting and spending process and supporting Tracey and Julie as they take on their new roles. Some of the Directors will be stepping down this year as their children move to the Infant school so again, if you are interested in learning about the 'business' side of the pre-school and helping to shape and drive it forward then please let us know.

We would like to thank all of the committee members for their ongoing support, ideas and enthusiasm. They take these roles on with professionalism but at the end of the day are volunteers, parents with children who attend our pre-school and without whom the pre-school could not run nor be viable.

We also thank our wonderful staff for their continued dedication and professionalism that makes Buttsbury so special and we are sure that they have lots of fun in store for our little ones for the coming year! We operate an open door policy and are always happy to discuss your child's progress; however, as sessions are very busy, if you would like a detailed discussion, please can we ask that you make an appointment so that the staff can give you some dedicated attention and time. Many thanks.

Our last big thanks is to you, our parents, who offer such great support to our pre-school, we know that we sometimes ask a lot in terms of contributions, information and time but can we reiterate that all of the fundraising money we accumulate is spent on our children by way of equipment, events and activities and that's why we do it!

So all that is left for us to say is that we thank you in advance for your continued support and look forward to an exciting and fun 2012 for all the children!

Justine Yaxley-Smith, Committee Chair on behalf of the Pre-school Committee

January 2012