



Barleyfields Children's Centre Advisory Group Meeting

11 January 2011 12 – 2 pm
 Barleyfields Children's Centre
 Woolmer Green Village Hall

Action Minutes

Present: Tanya Bedford, Parent; Sue Clark, Stepping Stone Pre-School; Fiona Deans, Parent; Michael John, Knebworth School; Helen Jones, Pre-School Learning Alliance (PsLA); Caroline Long, Parent; Hansa Nariapara, District Partnership Team; Nicky Pedder, Extended Services – Consortium 22; Charmaine Rogers, HomeStart North Herts; Sue Smith, PsLA; Nina Willcock, NHS Primary Care Trust – Southgate Health Centre

Apologies: Maureen Clarke, NHS Primary Care Trust; Jacqueline Harniman, District Partnership Team; Teresa Harris, Parent; Glenys James, Knebworth Pre-School; PC Jamie Johnstone.

Agenda Item	Item / Discussion	Action – by whom and by when
1	Lunch	
2	Welcome, Introductions and Apologies	
3	Minutes of the last meeting (28 September 2010)	
4	Feedback from Children's Centre Forums	
5	Feedback from parents	Sue to send out an email reminder two days before the booking window opens to remind parents to book for activities.
6	Update from Children's Centre Manager	

7	Review of Focused Actions	
8	2010/2011 Budget	Sue to contact the Parish Council to ask whether it would be possible for the Children's Centre to rent out rooms at the Village Hall at a reduced rate.
9	2011/2012 Draft Budget	Sue to email out a draft 2011/12 budget when details of the funding are received.
10	SEF – Advisory Group Involvement	Sue to include SEF on the agenda for the next meeting.
11	Any other business	
12	Date and time of the next Advisory Group meeting	
	5 April from 12 noon – 2 pm at Barleyfields Children's Centre, Woolmer Green Village Hall.	

