



Barleyfields Children's Centre Advisory Group Meeting

5 October 2011 12 – 2 pm
Barleyfields Children's Centre, Woolmer Green Village Hall

Action Minutes

Present: Tanya Bedford, Parent; Fiona Deans, Parent; Glenys James, Knebworth Pre-school; Teresa Harris, Parent; Michael John, Knebworth School; Helen Jones, Pre-School Learning Alliance (PsLA); Caroline Long, Parent (Chair); Sue Smith, PsLA

Apologies: Sue Clark, Stepping Stone Pre-School; Ilaria Inghima, Woolmer Green Parish Council; PC Jamie Johnson, Welwyn; Brendan Mallon, St Michael's Woolmer Green School; Charmaine Rogers, HomeStart North Herts; Nina Willcock, NHS Primary Care Trust – Southgate Health Centre

Agenda Item	Item / Discussion	Action – by whom and by when
1	Lunch	
2	Welcome, Introductions and Apologies	
3	Minutes of last meeting (8 July 2011)	
4	Feedback from Children's Centre Forums	
5	Feedback from parents	<p>Sue will talk to the dads about buying in bacon sandwiches at the next Saturday Dads session.</p> <p>Sue to amend the email that goes out promoting Saturday Dads to include reference to a voluntary contribution of £2.</p> <p>Sue to send Michael John the information about Down the Woods.</p>

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6	Update from Children’s Centre Manager	
7	Review of Focused Actions	Sue to write a letter to be included with the registration form to encourage fathers to register.
8	Review of 2011/2012 Budget	Tanya will consider ways that fundraising for Barleyfields can be taken forward for consideration at the next meeting.
9	Advisory Group Terms of Reference and membership	Sue to send letters of invitation to toddler group, Job Centre Plus and the Local Partnership.
10	SEF – leadership section	
11	Evaluation of Safeguarding Audit	
12	Any other business	Sue will contact the Parish Councils, Police, Pre-schools and Schools about the poster campaign suggested by Tanya.
13	Date and time of the next Advisory Group meeting Wednesday 1 February 2011 From 12 noon – 2 pm at Barleyfields Children’s Centre, Woolmer Green Village Hall.	The posters would highlight the anti-social nature of leaving dog poo and broken glass in parks.

