

# St Helen's Preschool Annual General Meeting

## Minutes of meeting held on 17<sup>th</sup> October 2013 Jubilee Hall, Alveston

### Present

Gemma King, Hannah Fugill, Tricia Pillay, Rebecca Meredith (parent), Nicole Carter (parent), Zoe Niccolls (parent), Melanie Monro (parent), Diane Ponting (parent), Kiki Mansbridge (parent), Danielle Airs (parent), Sarah Walters (parent), Nina Clay, Anna Johnston (parent), Jo Roper (parent), Laura Derham (parent), Caroline Hayward (parent).

### Committee Apologies

Zosia Young, Sam Clark, Jane Trevelyn, Julia McGregor

1.	Welcome and introductions	Actions
	Gemma opened the meeting with a warm welcome and thanked everyone for attending.	
2.	Minutes of last meeting	
	Minutes couldn't be signed off as correct as had not been circulated. Chair to chase Zosia please.	Gemma
3.	Manager's annual report	
	<ul style="list-style-type: none"> <li>• There are 25 children registered as attending the preschool.</li> <li>• We have 86 session places currently filled rising to 103 by January, and a further 12 places booked for Easter.</li> <li>• We continue to run our 2 forest school sessions on a Monday and Thursday.</li> <li>• Last term we introduced an outdoor session ('field Friday') which is thoroughly enjoyed.</li> <li>• We continue with cooking on a Wednesday and a song, story on Tuesday.</li> <li>• The staff has remained the same as last year.</li> <li>• Tricia thanked the staff for all their hard work and dedication.</li> <li>• The new EYFS is now firmly embedded in practise.</li> <li>• We have completed the submission for the Bristol Standard.</li> <li>• We received a 'good' following an Ofsted inspection.</li> <li>• We continue to strengthen the links with St Helen's school.</li> <li>• Tricia thanked the committee for their hard work over the last year.</li> </ul>	
4.	Treasurer's annual audit report	
	<ul style="list-style-type: none"> <li>• The preschool made a loss of £310 versus last year.</li> <li>• Jo felt this was down to a reduction in fees, cuts in our leadership grant (down by £2,000) and expenses rising (rent has gone up, staff wages and we have a few bad debtors).</li> <li>• Cash flow has been good however general expenses have risen by £1,000.</li> <li>• Jo thanked Roy Meredith for his excellent audit of the accounts.</li> <li>• The Chair thanked Jo and Anna for their sterling work and dedication in keeping the accounts on track.</li> </ul>	
5.	Chairs' annual report	
	<p>Gemma presented the Chairs' Annual Report, a copy of which is attached at the end of these minutes. Some important points are summarised below (please also read the full report attached):</p> <ul style="list-style-type: none"> <li>• The numbers of children attending has been good.</li> <li>• 21 children left in September, 14 stayed on and 5 new starters.</li> <li>• The Chair thanked all the staff for their hard work and passion.</li> </ul>	

	<ul style="list-style-type: none"> <li>Well done to Dawn in completing her course.</li> <li>Fundraising has been fruitful with learning's on the way. It is vital that this continues. We will look to repeat the Xmas party, quiz night, sports day and working with the Round Table.</li> <li>Paula was also thanked for her dedication in keeping the website up to date.</li> <li>Jubilee Hall has continued to support us.</li> <li>The committee were thanked and Tricia and the staff for their continued guidance and for being the driving force of preschool.</li> <li>The Chair also thanked Hannah for her vital supporting role as Vice Chair throughout the year.</li> </ul>	
<b>6.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>The Chair asked that we come prepared with ideas for fundraising to the next meeting.</li> <li>It was suggested we layout a schedule of fundraising activities for the whole year at the next meeting.</li> <li>There were several issues to be discussed with the Jubilee Hall Committee – the tree outside and it being a possible danger, the doorbell, curtains for the outside door etc.</li> <li>Anna is to put dates up on the door for people to enrol to help out with Santa's sleigh again this year. We discussed trying to do 3 nights to maximise the donation from the Round Table.</li> <li>The Xmas disco is scheduled for the 20<sup>th</sup> Dec from 4 pm at the Alveston Cricket Club.</li> <li>Several other fundraising ideas were discussed, such as doing decorated sweetie jars and a raffle. Gemma was to source some jars. To be possibly raffled at the Xmas disco.</li> </ul>	<p>All</p> <p>All</p> <p>Anna</p> <p>Gemma</p>
<b>7.</b>	<b>Committee Stand Down</b>	
	<ul style="list-style-type: none"> <li>All current committee members stood down.</li> </ul>	
<b>8.</b>	<b>Election of committee</b>	
	<p>New committee members nominated themselves by a show of hands. The new committee members and their positions as voted by a show of hands are:</p> <p>Gemma King: Chair  Sarah Walters: Treasurer  Anna Johnston: Treasurer (Invoicing)  Rebecca Meredith: Secretary  Nicole Carter  Melanie Monro  Zoe Niccolls  Caroline Hayward  Diane Ponting  Kiki Mansbridge  Nina Clay</p> <p>A volunteer will be required from the new committee to be Jubilee Hall Liaison. We discussed inviting a member of the Jubilee Hall Committee to attend our meetings going forward – this is to be proposed by the Chair.  All new committee members will be required to sign the pledge of confidentiality.</p>	
<b>9.</b>	<b>Readopt the preschool constitution</b>	
	The preschool constitution was readopted.	
<b>10.</b>	<b>Date of next meeting</b>	
	28 <sup>th</sup> November -7.30 – The Ship Inn, Alveston	

