

# St Helen's Preschool Extraordinary Annual General Meeting

## Minutes of meeting held on 6<sup>th</sup> October 2015

### Present

Rebecca Meredith, Sarah Walters, Victoria Oakey, Tricia Pillay, Sam Pillay, Simon Smith, Danni Airs, Andy Clarke, Diane Ponting, Nic Bright, Danosh Sureswaran, Natalie Phillips, Gail Curtis.

### Apologies

1.	Welcome and introductions	Actions
	Rebecca thanked everyone for coming and shared the AGM minutes	
2.	Committee Roles	
	<ul style="list-style-type: none"> <li>• Rebecca explained the role of chair and treasurer.</li> <li>• Treasurer role split into invoicing and remainder of the role paying staff and dealing with Playlink, external invoices like Jubilee Hall (done online). Also involves having control of the various bank accounts. Takes around an hour a week.</li> <li>• Sarah offered to help hand over role and to be on hand to help over the course of the next few months.</li> <li>• Tricia can take additional responsibilities re timesheets.</li> <li>• Andy Clarke volunteered for the chair role.               <ul style="list-style-type: none"> <li>o Action: Natalie Phillips volunteered for the invoicing part and will liaise with Sarah.</li> <li>o Action: Gail Curtis will pick up the remainder of the role and will also liaise with Sarah.</li> <li>o Action: Andy Clarke to meet with Rebecca for handover.</li> </ul> </li> </ul>	Natalie  Gail  Andy
3.	Committee	
	<ul style="list-style-type: none"> <li>• All the committee roles have been filled.</li> <li>• Chair: Andy Clarke</li> <li>• Treasurer: Natalie Phillips and Gail Curtis</li> <li>• Secretary: Diane Ponting</li> <li>• General Members: Simon Smith (IT), Victoria Oakey (Jubilee Hall Liaison), Emma Caddick, Nic Bright</li> </ul>	
4.	Fundraising	
	Tea towel Project <ul style="list-style-type: none"> <li>• Victoria to try and sell tea towels at the Christmas fair.</li> </ul>	

<b>5.</b>	<b>Any other business</b>	
	<ul style="list-style-type: none"> <li>Everyone on the committee needs to complete a DBS and EY2.</li> </ul>	
<b>6.</b>	<b>Next meeting</b>	
	Next meeting 7.30pm, Thursday 5 <sup>th</sup> November, The Ship	