

# St Helen's Preschool Committee Meeting

## Minutes of meeting held on 15<sup>th</sup> September 2016 - AGM

### Present

Andy Clark, Diane Ponting, Gail Curtis, Tricia Pillay , Emma Caddick, Simon Smith, Victoria Oakey, Nic Bright, Angelica Fackrell, Dan Smith, Suresh, Nicola Griffiths, Laura McManus, Hope Gallie, Karen Snow, Danni Airs, Jenny Banks, Dawn Higgs, Rameshkumav, Amy Franklin .

### Apologies

1.	Welcome and introductions	Actions															
	<ul style="list-style-type: none"> <li>This meeting was held at the Ship.</li> <li>Andy thanked everyone for coming and ran through the proceedings for the night.</li> </ul>																
2	Minutes sign off from July meeting																
	<ul style="list-style-type: none"> <li>Minutes from last meeting were signed off as correct.</li> <li>There are a few outstanding actions and these are noted in the minutes.</li> </ul>																
3.	Manager's report																
	<ul style="list-style-type: none"> <li>Library bookcase has been purchased and will arrive early September. This has not arrived yet. Tricia/Gail to chase.</li> <li>New ink for printer bought.</li> <li>Tricia noted the 30 free hours funding will start in Sept 2017.</li> <li>22 children have left preschool to start their new schools.</li> <li>Tricia thanked the staff and committee for all the hard work over the previous year. Sam has now left to take up a role with playbus.</li> <li>Have approximately 14/5 children coming back in September which is encouraging.</li> <li>Numbers: From September approximately</li> <li>Capacity is 24, 20 for Wednesday cooking, 20 forest school.</li> </ul> <table border="1" data-bbox="375 1556 1128 1667"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thur</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>12</td> <td>8</td> <td>11</td> <td>5</td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Mon	Tue	Wed	Thur	Fri	9	12	8	11	5	7					Gail/Tricia
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7																	
4.	Treasurer's report																
	<ul style="list-style-type: none"> <li>Finances appear we have a loss of £128 but this is due to the summer party fundraising not being banked before the end of year accounts, so really good effort from everyone to break even.</li> <li>£1000 of parent paid sessions outstanding.</li> <li>No money has been taken from the deposit account during the year.</li> <li>Net income has been lower due to decline in grants.</li> </ul>																

	<ul style="list-style-type: none"> <li>• Invested the grants we have received in purchasing PC, printer and clothing for forest school.</li> <li>• Payrises were given but we had to balance rewarding the staff with the overall sustainability of the preschool and whilst we would have liked to have given more this was just not viable to secure the future of the preschool.</li> <li>• Need more control over expenses particularly for the cooking sessions.</li> <li>• Fundraising for the year was a fantastic £1900</li> </ul>	
<b>5.</b>	<b>Chair's report</b>	
	<ul style="list-style-type: none"> <li>• Andy thanked Gail for her hard work throughout the year and also the previous treasurer Sarah Walters for her help in the transition period.</li> <li>• Forest school sessions continue to be a success as does cooking with Jenny and field Friday. Still offering 6 sessions per week.</li> <li>• Thanks to all the staff for their efforts throughout the year.</li> <li>• Bristol standard curriculum is still being used successfully.</li> <li>• Garden maintenance was a great success and thanks to all the parents who volunteered either time or resources to keep the garden looking good and safe and useable for the children.</li> <li>• We have strengthened our IT systems with the purchase of a new Ipad, computer, camera and printer.</li> <li>• Fundraising was a great team effort this year, raising £1900.</li> <li>• Website is up to date and current, thanks to Simon for taking on this role.</li> <li>• Victoria has attended the jubilee hall meetings and will continue to do so in future to guarantee our voice is heard as we are the main user of the jubilee hall. Thanks to her for taking on this role.</li> <li>• Thanks to all the committee for their help and efforts throughout the year.</li> <li>• EY2s and DBS still outstanding for some.</li> <li>• Relocation project on hold due to cost.</li> <li>• Andy is stepping down from the role of Chair but will provide full support to the incoming chair to ensure the transition is as smooth as possible.</li> </ul>	
<b>6.</b>	<b>Fundraising</b>	
	<ul style="list-style-type: none"> <li>• New fundraising for the year to be discussed by the incoming committee.</li> </ul>	
<b>9.</b>	<b>Any other business</b>	
	<ul style="list-style-type: none"> <li>• Wasp nest in the tree outside preschool, Victoria has made the jubilee hall committee aware.</li> </ul>	
<b>10.</b>	<b>Committee stand down</b>	
	<ul style="list-style-type: none"> <li>• The current committee stood down, Nicola Bright and Victoria Oakey expressed an interest to stay on for another year.</li> </ul>	

	<ul style="list-style-type: none"> <li>The current roles were explained and all previous committee members are keen to ensure a smooth transition process and will help with this in any way possible.</li> </ul>	
<b>11.</b>	<b>Election of new committee</b>	
	<ul style="list-style-type: none"> <li>The new committee was elected in by a show of hands</li> <li>Chair – Nicola Griffiths</li> <li>Treasure Invoicing – Angelica Fackrell</li> <li>Treasure Accounts – Hope Gallie</li> <li>Secretary – Amy Franklin</li> <li>General Committee Members – Laura McManus, Victoria Oakey, Dan Smith, Nicola Bright</li> </ul>	
<b>12.</b>	<b>Readopt the pre-school constitution</b>	
	<ul style="list-style-type: none"> <li>The constitution was re-adopted in principal. Andy to circulate the constitution and pledge of confidentiality needs signing.</li> </ul>	
<b>13.</b>	<b>Next meeting</b>	
	Next meeting 7.30pm, Monday 10 <sup>h</sup> October The Ship	