

St Helen's Preschool Annual General Meeting

The Bristol Room, The Ship Inn

Minutes of meeting held on 25th September 2014

Present

Gemma King, Tricia Pillay, Rebecca Meredith, Sarah Walters, Diane Ponting, Mandy Tomlinson, Hannah Meade, Ian Portch, Rick Grove, Hayley Grove, Michelle Moore, Emma Caddick, Laura Derham, Simon Smith, Karina Tippett, Dawn Higgs, Anna Johnston, Zoe Nutley, Emma Ogden, Kiki Mansfield

Apologies

Zoe Niccolls, Caroline Hayward, Nina Clay, Nicole Carter, Melanie Monro, Danielle Airs

1.	Welcome and Opening	Actions
	Gemma opened the meeting with a warm welcome and thanked everyone for attending.	
2.	Minutes of last meeting	
	Minutes were signed off as correct.	
3.	Manager's annual report	
	<ul style="list-style-type: none"> Tricia read out full report – copy attached and on file. Tricia mentioned about the possibility using the school fields for Thursday forest school similarly to on a Monday. To investigate with Mr Spens. Tricia thanked the committee and all the staff for their hard work this year. We currently have 27 children registered. Sessions have remained the same. We will be looking to recruit a new member of staff. 	
4.	Treasurer's annual audit report	
	<ul style="list-style-type: none"> Sarah read out her full report – copy attached and on file. Sarah reported that the pre-school made a profit of £4,396 vs. a £310 loss last year. This is predominantly due to having a high number of children now on the roll. Fundraising delivered £1,347. 	
5.	Chair's annual report	
	<ul style="list-style-type: none"> Gemma read out her full report – copy attached and on file. Gemma thanked all the staff and the committee for all their hard work and dedication throughout the year. Gemma thanked everyone for their support with fundraising activities. 	
6.	AOB	
	<ul style="list-style-type: none"> Gemma raised about the need for our website be updated by a nominated IT person. Hayley agreed to take this on. Gemma to send a copy of the job description through to Hayley and help arrange a handover meeting with Paula. It was proposed as it is so out of date, we could look into creating a whole new webpage. The concept of a facebook page was also discussed with mixed reaction. Tricia and Gemma raised their concerns over safeguarding and Tricia said it would have to be a parents page and not associated with any of the staff. It 	Gemma

	<p>was suggested it be a closed page for information updates only. It was agreed to be discussed further at the next meeting. It was also suggested we could use text messaging updates about important dates.</p> <ul style="list-style-type: none"> • Simon also offered his companies support with website/ potential IT support. • The garden was raised and how we should spend the £250 donation for garden toys. £30 has been spent so far on a playhouse. This needs some bolts to repair it – Emma O to try and acquire. • Tricia said she would like a new water table, some wheelbarrows, rakes, spades and possibly some outdoor cameras. • Emma had seen some wheelbarrows on sale and offered to source 2 through expenses. Hannah also asked for some more foam blocks. • Hayley requested we send a thank you letter and some photos of the new garden toys through to the company that made the donation. • We agreed to talk about ink cartridges/ the possibility of a new printer at the next meeting. • Hannah raised safety concerns about the new paving slabs. These were laid by a member of the hall committee. Gemma to raise at the next Jubilee Hall meeting and request £100 contribution minimum and feedback the outcomes to the committee. We agreed to look at working on the garden over the half term break. • Sarah raised about the offer from B&Q for supplies – the committee to look into trying to obtain some turf. 	<p>Emma O</p> <p>Emma C</p> <p>Gemma</p>
7.	Committee stand down	
	The current committee stood down.	
8.	Election of new committee	
	<p>The new committee was elected and voted in by a show of hands.</p> <p>Chair – Rebecca Meredith</p> <p>Treasurer – Sarah Walters</p> <p>Treasurer (Invoicing) – Anna Johnston</p> <p>Secretary – Emma Ogden / Kiki Mansbridge</p> <p>General Members:</p> <p>Vicki Oakey</p> <p>Diane Ponting</p> <p>Ian Portch</p> <p>Hayley Grove</p> <p>Emma Caddick</p> <p>Laura Derham</p> <p>Simon Smith</p> <p>Karina Tippet</p> <p>Zoe Nutley</p>	
9.	Readopt the pre-school constitution	
	<ul style="list-style-type: none"> • The constitution was re-adopted in principal. Gemma to type up the paper copy and email out to the committee for their perusal. The committee to agree to the constitution via email majority vote. 	<p>Gemma</p> <p>All</p>
10.	Date of Next meeting	
	<ul style="list-style-type: none"> • 23rd October at 7.30 at the Ship Inn. 	