

MINUTES



Title:

Committee meeting: AGM

Date:

13/10/2016

Location:

Pre-School Room

Minutes created by:

Lisa Howden

Minutes date:

20/10/2016

Committee and Staff Attendees:

Michelle Dolan, Elizabeth Dolby, Michelle Medlicott, Sally Beaman, Michelle Brooks, Margaret Riggs, Joleene Barrett, Dawn Gibson, Liz Burdett, Lisa Howden, Angela Maxwell, Cathy Biddle, Jo O'Reilly, Ann Alderidge

Distribution:

Michelle Dolan, Joleene Barrett, Dawn Gibson, Elizabeth Dolby, Michelle Medlicott, Rachel Edwards, Liz Burdett, Jo O'Reilly, Michelle Brooks, Vivienne Ogilvie, Emma Taylor pre-school staff via pre-school e-mail address

Start Time: 19.45pm

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| 1. Welcome | <ul style="list-style-type: none">• Welcome from Michelle Dolan |
| 2. Apologies | <ul style="list-style-type: none">• Rebecca King, Vivienne Ogilvie, Rachel Edwards, Emma Taylor, Claire Hewson, Karen Tyers, Tammy Page, Pemberlina Ball, Melanie Snook, Zoe Edwards, Vicky Grant |
| 3. Claire MacDonald, Head of School | <ul style="list-style-type: none">• Address from Mrs MacDonald:<ul style="list-style-type: none">~ Introduction to partnership between pre-school and school. Mrs Harland working closely with pre-school, introduction for children into school through visits.~ Introduced the Federation between all three schools, Needingworth, Bluntisham and Somersham• ~ Reminded parents of children with school starters next year that they will have to do the application form and also she is happy to give a tour of the school for these parents. |
| 4. Agree minutes of last committee meeting | <ul style="list-style-type: none">• Minutes agreed |
| 5. Chair's Annual Report: Michelle Dolan | <ul style="list-style-type: none">• Introduction to committee members• Introduction to Pre School Staff.• Huge thank you to staff for the amazing job that they do.• Fundraising<ul style="list-style-type: none">a) Thank Becky, Michelle B and Victoria current fundraising |
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- b) committee.
 - b) All funds raised for outside Area.
 - c) Thank everyone who has supported us throughout the year.
 - d) Elizabeth with more details in financial report.
 - e) Quiz night on Saturday 12th November tickets available tonight.
 - f) Stall at the Village Christmas Bazaar on Sat 3rd December, ELF's!!! Santa 12-3pm.
 - g) Christmas wrapping Lloyds Chemist, St Ives, 17th December, sign-up sheet
- **The Committee**
 - a) registered charity run by a voluntary committee of parents who can serve up to 10 years
 - b) Tonight important will be voting on our new committee for 2016/17.
 - c) No support for the committee pre-school will close.**
 - d) Governed by our Constitution, and we have to abide by certain legal requirements.
 - e) named roles, Chair, Treasurer and a Secretary
 - f) Other named roles for smooth running, Admissions, Registrar, buyer, social sec, website management,
 - g) Committee of up to 12 parents voted tonight
 - h) 12 parents standing this year
 - i) Co-opt up to 3 more members after tonight bringing the total to 15.
 - j) The committee is responsible for setting Pre-school's policies and procedures; managing staff; fundraising and organising social events.
 - k) The staff are responsible for the day to day running of the pre-school.
 - l) Meet once every half term, and meetings last about 1½ hours.
 - m) Current committee members on the notice board in the cloak room.
 - Michelle thanked committee members who are leaving us who are: Jo O'Rielly, Rebecca King, Vivienne Ogilvie and Emma Taylor.
 - Michelle highlighted that we will need to replace three key member of the committee and would like a smooth transition. These are:
 - a) Elizabeth Dolby our treasurer will be stepping down October 2017. She has been with us 7-8 years. **WE NEED** a replacement for her. Ideally it would be good for the person to start shadowing her. **Without a treasurer preschool will have to close.**
 - b) Michelle also highlighted that she too will be stepping down in 2018 and again it would be ideal for the new member to shadow her for a year. **Without a chair preschool will have to close.**
 - c) Racheal Edwards register will be stepping down July 2017.
 - Michelle thanked the following
 - a) Finally I would like to thank everyone for the support I have received over the years as Chair.
 - b) Very much enjoy my role at pre-school
 - c) Feel very proud to be part of the pre-school community.
 - d) Still making new friends
 - e) Look forward to another year ahead.
 - f) Thank staff for all their continued hard work.
 - g) Always go over and above.
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| 6. Treasurer's report – Elizabeth Dolby | <ul style="list-style-type: none"> • See report from Elizabeth • No questions asked by parents/carers. • Accounts now sent to auditor. |
| 7. Supervisors Report- Dawn Gibson | <ul style="list-style-type: none"> • Thanked everyone for coming • Showed a video clip of children enjoying all the activities and how they come under the Early Years Foundation Stage • 'Sam's First Full Day': an example of a child's experience of settling in at preschool. • See report. • Thank you to Michelle especially and the committee. |
| 8. Q&A | <ul style="list-style-type: none"> • No questions from parents/carers. |
| 9. Adoption of latest constitution | <ul style="list-style-type: none"> • All in agreement to adopt Pre School constitution. • The constitution is located next to the buzzer system in the Preschool room. |
| 10. Adopt all current Policies and Procedures | <ul style="list-style-type: none"> • All polices adopted. • Polices are located in the cloak room in the folder next to the door. |
| 11. New Committee is Elected | <ul style="list-style-type: none"> • Committee Members elected: Michelle Dolan (Chair), Elizabeth Dolby (Treasurer), Rachel Edwards, Michelle Medlicott, Michelle Brooks, Jo Barrett, Liz Burdett, Lisa Howden, Victoria Goldsmith, Anna Vickery, Kathryn Miller and Helen Seabourne. • Three places after the meeting available to be co-opted on throughout the year. See Michelle Dolan if you are interested. |
| 12. Time and place of next meeting | <ul style="list-style-type: none"> • Monday 7^h November 7.45pm for 8pm start. Place TBC |
| 13. AOB | <ul style="list-style-type: none"> • Nothing was said |
| 11. Close | <ul style="list-style-type: none"> • 20:45pm |