



## **AGM Minutes**

**Monday 24<sup>th</sup> September 2018 7.30pm**

### **1. Apologies for Absence**

Present: Sarah O'Toole (Pre-school Manager), Adam Gater (Chair), Lucy Pemberton (Secretary), Teresa Steele (Staff Rep) Committee: Rob Adams, Sarah Allen, Kate Coles, Vicky Carter. Parents: Zoe Pearce, Jenny Morris, Barbara Capehorn & Neil Fernie.

Apologies: Roshni Tamang Mitchell, Jo Harley, Caroline Peach, Lorraine Molloy.

### **2. Chair's report**

Adam thanked everyone for attending and expressed pleasure at seeing new faces at the meeting. Adam discussed his 2<sup>nd</sup> year as chair and how far we have come in that time with regards to financial security. He is keen for the committee to set new goals for fundraising and would like to encourage them to come forward with suggestions.

Current Aims & Objectives: fundraising, active committee participation (big or small), support staff when we can, to help good key decision making.

New Aims & Objectives: Continue fundraising, further improvements in wages to at least living wage standard, further improvements to the preschool environment, new signage and logo, (with the new logo on new staff work wear) sights now on a minibus and further development of the forest school plans.

### **3. Manager's Report**

See Sarah's report

### **4. Financial Report**

See Sarah's report

### **5. Re-elect current /elect new committee members**

Re-election of current committee members: Vicky Carter, Roshni Tamang Mitchell, Kate Coles, Sarah O'Toole, Sarah Allen, Rob Adams, Lorraine Molloy. Proposed: Adam Seconded: Lucy

Election of new committee members: Zoe Pearce, Jo Harley, Caroline Peach Proposed: Adam Seconded: Lucy

### **6. Re-elect current/elect new office roles**

Chair: Adam Gater, Secretary: Lucy Pemberton. Proposed: Kate Seconded: Rob

Treasurer: Remains vacant at this time.

### **7. Re-adoption of the Constitution**

To be re-adopted once all committee members have had a chance to read it and comment.

### **8. AOB**

None

### **9. Date of next AGM**

Monday 23<sup>rd</sup> September 2019 - 7.30pm



### **Monday 24<sup>th</sup> September 2018 – Financial Report Compiled by Sarah O’Toole**

**Current Account (CA) balance                    £23,276.62 (from statement dated 17/09/2018)**

**Contingency (CF) Account balance        £10,446.99**

**Only 5 outstanding small amounts from July 2018 leavers totalling £195.46. I’ll write follow up letters to non-payers this week.**

**Some July 2018 leavers have now paid their outstanding balances. Still got pre 2016 leavers debts outstanding, not been dealt with totalling £1000+.**

**I still need to transfer £9k back into the CF account from CA account (I left it over the summer as the kitchen was being done and the funding hadn’t been received).**

### **Monday 24<sup>th</sup> September 2018 – Annual General Meeting Pre-School Managers Report, by Sarah O’Toole**

It’s truly fantastic to see so many people here this evening (I have had so many new families say they are hoping to come and support the AGM tonight, so I have risked writing this on my report!).

Thank you to the existing committee for all their support over the last year. I would like to give extra-special thanks to three amazing people:

Our chair person, Adam Gater, who has stopped the building from disintegrating for another year and also fitted our fantastic new kitchen over the summer. Thank you for always being at the end of the phone to come in and fix things that have fallen apart!

Our committee secretary, Lucy, who is like having an enhanced brain, my external hard drive. Lucy is so organised and methodical and keeps everything operating efficiently behind the scenes. Lucy always finds time to do things, even when she is really busy.

Our committee member, Sarah Allen, who has been of huge personal support to me in the recent years, particularly in the last 12 months where I have had to take some time out of work to support my son. Sarah has helped at pre-school with the children and day-to-day running of the sessions for hundreds of hours and I don’t know what I would do without her.

Thank you to anyone who has joined us for the first time this evening. I hope my quirks and eccentricities don’t put you off (it’s really exuberant job passion!).

We have had another busy but fun year, ending the academic year with 45 children and waved 20 school risers off to school.

The staff team have been incredible, all working extra shifts from Easter 2018, when Beth reduced her hours due to her new job role as Early Years Inclusion officer with Cornwall Council.

I’d like to thank our assistant manager Teresa, who is new to this role in 2018. Teresa is very involved in the running of the pre-school, she is incredibly patient with me, organised and contentious.

This year we will say goodbye to a long serving member of staff, Karan who is taking up a role in another pre-school nearer to her home (to save her the three hour daily commute to our pre-school). Karan has been with us since January 2009. We’ll miss Karan’s personal and professional support, as one of the pre-school family.



This year we have celebrated our 50<sup>th</sup> birthday. We had an amazing party in the school field, mirroring the event we held for our 21<sup>st</sup> birthday. It was lovely to see some former staff, committee, families and children at the event. The photo walk was a real trip down memory lane and the entertainment by the Party People enjoyed by all. I am sure the day will be remembered by many for along time, especially by me due to the disaster I had when I broke the amazing celebration cake that had managed to get from Plymouth in to my care in one piece, for me to destroy at 10pm the night before the event!

We have already welcomed lots of new families this year, many who initially visited telling us stories of friends children who have been here and enjoyed it so much. It's always lovely when families bring their children here based on recommendations. The views of our families and children will always be the focus for me and I feel honoured to be able to represent this amazing community group and carry it forward into another year.