



## **AGM Agenda**

**Thursday 9<sup>th</sup> November 2017**

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

**Present:** Adam Gater – Chair  
Helen Gater – Vice Chair  
Lucy Pemberton – Secretary  
Sarah Allen – Treasurer  
Rob Adams – committee  
Roshni Tamang Mitchell – comm  
Kate Coles - parent  
Vicky Carter - committee  
Teresa Steele – Staff representative  
Beth Williams – Staff representative

**Apologies:** Sarah O’Toole – Pre-school Manager  
Lorraine Molloy – committee  
Jenna Moon – Staff representative  
Jo Harley – parent  
Hannah Pinnock – parent

### **2. Chair’s report**

Adam recapped on his 1<sup>st</sup> year in the position of Chair. He said he is keen to improve the profitability of the pre-school in a business capacity to make it more financially secure. He thanked the staff, committee and, in particular, Sarah O’Toole for her role as manager and Lucy for all the organisation and paperwork.

### **3. Manager’s Report**

In Sarah’s absence, Adam read out her report.

### **4. Financial Report (From end of year 2015-2016)**

Adam read out the financial report that Sarah prepared.

Sarah’s request for reimbursement for Forest School insurance (£237.20) and new work phone (£196) have been universally accepted.

Staff uniform – Teresa to work out how much the cost of the uniform is for the items purchased per staff member and then work out an allowance per head. *(Update: since the meeting, Sarah O has clarified what is a typical staff uniform purchase and has suggested that an allowance to cover the cost of one hoody and one T-shirt per year is more than adequate. £20 -£25 per person has been suggested as not everyone will need new uniform every year.*



## 5. Trustee's Report

It was decided that most of the report has been covered in the above reports. Adam said that anyone is free to read the report if they wish.

## 6. Re-elect current /elect new committee members

- *Re-election of current members:* Rob, Roshni, Vicky, Sarah Allen, Sarah O'Toole and Lorraine – Proposed: Adam, Seconded: Teresa
- *Election of new member:* Kate Coles - Proposed: Adam, Seconded: Teresa
- *Re-election of Staff Representatives:* Teresa, Beth - Proposed: Adam, Seconded: Lucy

## 7. Re-elect current/elect new office roles

- Chair: Adam
- Vice Chair: Helen
- Secretary: Lucy
- Treasurer: Sarah Allen has resigned from this role and it is now vacant. (Treasurer role to be defined and emailed to all committee members for possible election at a later date.)

Proposed: Beth, Seconded: Roshni

## 8. Adoption of the Constitution (2011 version)

Adopted by the whole committee and signed by Adam and Lucy.

## 9. AOB - none

## 10. Date of next meeting – 8<sup>th</sup> Nov 2018 TBC

Meeting closed at 7.45pm



### **Thursday 9<sup>th</sup> November 2017 – AGM Pre-School Managers Report, by Sarah O'Toole**

Huge apologies for my absence this evening. My son has been selected to receive an award at a presentation evening at school. This AGM is the first meeting in over 10 years I have not attended, even before I became manager I used to attend meetings as staff representative and committee member for almost 4 years prior to that, 18 years ago!

I am tremendously grateful to so many people from our committee this year. Never have I, or the pre-school, had so much support, in so many areas, from so many people as we have had this year. Thank you all.

The last academic year was a busy, vibrant and loud one! July's school risers kept us on our toes and the new school risers now have filled their new roles well, enjoying as much excitement and entertainment as their predecessors.

The 6 main members of the staff team have worked over 80 years in total in Early Years education and we have seen a lot of changes in children's needs, wants and interests over this time. Some staff members have undertaken in-depth training this year to further their roles. Congratulations to Beth for her BA Hons degree in Teaching and Learning. So much hard work!

One member of staff who left us in March is still greatly missed by the children and staff (and I wish sometimes she wouldn't text to say how much easier her job is at primary school!) We welcomed a new staff member, who was an amazing steal from another setting, we couldn't have found anyone more perfect. We have also welcomed one bank staff member, who was amazing over the summer term, helping us at the drop-of-a-hat during our busiest times.

Ofsted came to do our surprise inspection in April and we retained our 'Good' status. I'll never be disappointed for not getting an 'Outstanding'. At the end of the pre-school day, when the children excitedly tell their parents what they have been doing with their friends and our families give such lovely feedback, this will always be enough for me. What someone with a clipboard and checklist thinks will always be secondary.

I'd also like to thank the staff team for pulling together and supporting myself, each other, the children, families and pre-school so well. It's a privilege to work with you all and I know we all agree on how special our team is (in many ways!)

Thank you to everyone who has attended the AGM this evening, thank you to the existing committee and welcome to any new members or visitors tonight, I really appreciate you giving your time to our community charity pre-school.

I'll stop rambling now, as I bet people who have been to meetings with me there before will have been hoping my absence would speed things up a bit!

Yours, in thought,



**Thursday 9<sup>th</sup> November 2017 – Financial Report Compiled by Sarah O’Toole**

<b>Current Account (CA) balance</b>	<b>£17,290.74</b>
<b>Contingency (CF) Account balance</b>	<b>£10,442.66</b>
	<b>(5k transferred into CA from CF 2016, 3k transferred into CA from CF Aug 2017. Should be one terms running fees @ approx. £20k+. Need to re-transfer and top up.)</b>
<b>Total (CA+CF)</b>	<b>£27,733.40</b>
<b>Overdue invoices total (CD+FD)</b>	<b>£1816.36</b>
<b>Current Pre-Schoolers debts (CD)</b>	<b>£566.60 (only 2 overdue before last month, both now 30 hours funded and making regular payments)</b>
<b>Former pre-schoolers debts (FD)</b>	<b>£1150.36 Pre 2017 Leavers (5 total, one making payments)</b>
	<b>Previous Report £954.12 July 2017 Leavers</b>
	<b>Now £666.00 July 2017 leavers</b>

**Three main families owing –**

- 1) £329.19. Contacted me before I sent letters. Paid in full, in cash.**
- 2) 259.43. Debt with mother, who has moved. Have emailed. Hand posted letter on 08/11/17 to father’s house, for attention the mother, hopefully he will pass it on. Also left father a copy.**
- 3) 252.50. Parent acknowledged letter, will may payment ‘soon’.**

**Will give another week and then chase these last 2.**

**4 Smaller invoices (less than £60 each) had letters and statements sent today.**

I still haven’t done the letters for the old debt of children who have left pre-2017. This are 5 families who owe between £91.00 and £352.00. I need to check address or get addresses. For £16.50 we can get access to 5 addresses online for the electoral register (if the parents are listed), although I have spoken to one family and they are paying off £180 at £5 per week now (for last 4 weeks).

We have had a donation from the village fete of £700 (more than usual)



We also received a donation from a family who left in July 2017 of £500. Still need to decide what to spend this on and send thank you for specific item.

I would like to make a request for 2 re-imburements please:

- 1) Forest School Insurance - We didn't have forest school insurance to do anything and call it forest school, on or off site. I contacted our insurers who several years ago added fire activities to our insurance with no extra charge (I had to send them a plan and risk assessment). They will not insure 2 year olds doing any activities or allow us to do 'forest school' activities unless the leader is forest school qualified (I hope to be qualified by Easter!). I need insurance for my course, so I have taken out and paid for myself forest school insurance, which covers us to hold forest school activities anywhere, with any age, as long as I am there. This cost £237.20.
- 2) New mobile phone – I take all the Facebook photos and photos for leavers frames etc on my mobile, which has been agreed for business use in our Mobile Phone and Photographic Devices policies. My old one died (not helped by myself staff taking over 1000 pre-school photos a month on it!) and the hammering it took replying to many work emails. I have bought a new phone, which cost £196.00. As my last phone was mainly used for work (no one really texts or rings me apart from the husband!) I am requesting consideration be made to re-imburse me for this new phone (and yes, I bought a 6<sup>th</sup> Blackberry!).

