

**PLYMTREE PRE-SCHOOL ANNUAL GENERAL MEETING**

**MINUTES**

8pm, 24th September 2019

Blacksmiths Arms, Plymtree

Meeting Chaired by Charlotte Martin – Chairperson

**Present**

|  |  |  |  |
| --- | --- | --- | --- |
| Charlotte Martin (Chairperson) | | CM | |
| Sarah Anning (Treasurer and Fundraising) | | SA | |
| Rachel Grandfield (Secretary) | | RG | |
| Elizabeth Newson (Fees & Funding Officer) | | EN | |
| Clare Livingstone (Setting Manager) | | CL | |
| Angela Simms (Charity Commission Officer/Website and Social Media Officer) | | AS | |
| Donna Manser (Policies/Fees & Funding Officer) | | DM | |
| Lindsay Jones (Health & Safety Officer) | | LJ | |
| Alyse Spicer (Committee Member)  Maria Kuczera (Committee Member) | | AS  MK | |
| Lucy Berryman (Parent)  Becky Whitfield (Parent)  Emma Board (Parent)  Daryl Spicer (Parent)  Danielle Thomas (Parent)  Jo Brooks-Rowse (Parent) | | LB  BW  EB  DS  DT  JBR | |
|  | |  | |
| * **Apologies** | |  | |
| Naomi Harris | |  | |
| **Minute Ref** | **ITEM HEADING** | | **ACTION BY** |
| **2.** | **Welcome**  CM Welcomed everyone to the meeting. | |  |
| **3.** | **Minutes of last meeting**  Minutes of the previous meeting approved and signed by CM & RG. Copy to go on Pre-school noticeboard and on website. | | **CM** |
| **4.** | **Chairperson’s Report**  **See attached.** | |  |
| **5.** | **Setting Manager’s Report**  **Staff**  Elaina joined us in October 2018 to replace Alex. She is level 4 qualified in Early Years and is a great addition to the team.  During the year we had 23 children on roll, most attending all 15 hours.  Continuous Professional Development (CPD) continues to keep staff aware of current topics and fuels us with knowledge and motivation to constantly strive to improve our practice. Courses done are Paediatric First Aid, SENDCO forums, Network Meetings, Preparing for Ofsted, Food Hygiene, Maths through Mud and Play, Communication and Language in Early Years, Safeguarding and Child Protection and Prevent training.  Elaine has also done a Makaton course to improve our settings ability to support children with EAL needs and we have improved language and wellbeing resources to help communications in this area.  We were fortunate to enhance our provision with extra-curricular activities; RugbyTots, ball skills, dance and MusicSeeds.  The trips to Orchard Farm, Greenend Farm and Langford court were extremely popular and a wonderful way to explore our natural environment while getting a lot of exercise! The outing to Children of the Forest was again very much enjoyed by the children and an excellent extension to their early years learning. I recommend we repeat this trip again. Thank you to the parents and carers for hosting us and transporting us.  As staff we are very proud of the excellent parent partnerships we have and we are grateful for the continuous confidence in our professional care of your children.  We say a huge thank you to the current committee, most of whom are now stepping down, for your tireless work behind the scenes and consistent support of the staff and our work.  We know we are lucky to work at such a successful, effective and happy Pre-school. | |  |
| **6.** | **Treasurer’s Report**  **See Attached** | |  |
| **7.** | **Resignation/Election of new committee members**  The committee members standing down from their roles on the committee are:  Charlotte Martin – Chair  Rachel Grandfield – Secretary  Elizabeth Newson – Fees and Funding Officer  Angela Simms – Charity Commission/Website and Social Media Officer  Naomi Harris – Safeguarding Officer  Lindsay Jones – Health and Safety Officer  **New committee members**  The following were elected to the roles stated:   |  |  |  |  | | --- | --- | --- | --- | | POST | MEMBER | NOMINATED | SECONDED | | Chairperson | Daryl Spicer | Elizabeth Newson | Donna Manser | | Treasurer | Sarah Anning | Rachel Grandfield | Angela Sims | | Secretary | Emma Board | Rachel Grandfield | Sarah Anning | | Fees & Funding | Donna Manser | Sarah Anning | Charlotte Martin | | Policies | Donna Manser  (Shadowed by Maria Kuczera) | Rachel Grandfield | Sarah Anning | | Charities Commission | Emma Board | Charlotte Martin | Donna Manser | | Fundraising | Jo Brooks Rowse | Charlotte Martin | Rachel Grandfield | | Safeguarding | Becky Whitfield | Rachel Grandfield | Emma Board | | Website/Social Media | Maria Kuczera | Rachel Grandfield | Sarah Anning | | Health & Safety Officer | Danielle Thomas | Charlotte Martin | Donna Manser |     Alyse Spicer and Lucy Berryman were nominated as committee members in agreement with all present. | |  |
| **8.** | **Date of Next Meeting**  To be advised. | |  |

We confirm the minutes are a true and accurate record

**SIGNED (Chair)……..……………………………………………….. DATE…………………...**

**SIGNED (Secretary) ……………………………………………….. DATE…………………..**