# 

# PLYMTREE PRE-SCHOOL ANNUAL GENERAL MEETING

# MINUTES

8.00pm Tuesday 18th September 2018

The Blacksmiths Arms, Plymtree

Meeting Chaired by Ellie Hibberd – Chairperson

**Present**

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| Ellie Hibberd (Chairperson)  Georgie Cole (Treasurer) | | EH  GC | |
| Rowan Pettitt (Secretary) | | RP | |
| Elizabeth Newson (Fees/Funding Officer) | | EN | |
| Clare Livingstone (Setting Manager) | | CL | |
| Sarah Hume (Website and Social Media Officer) | | SH | |
| Angela Sims (Charities Commission Officer) | | AS | |
| Melanie Frier (Safeguarding Officer) | | MF | |
| Donna Manser (Parent)  Lindsay Jones (Parent)  Naomi Harris (Parent)  Rachel Grandfield (Parent)  Maria Kuczera (Parent)  Charlotte Martin (Parent) | | DM  LJ  NH  RG  MK  CM | |
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| **2. Apologies**  Sarah Anning (Parent) | |  | |
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| **Minute Ref** | **ITEM HEADING** | | **ACTION BY** |
| **3.** | Minutes of the previous meeting approved and signed by EH & RP. Copy to go on Pre-school noticeboard and website. | | **EH** |
| **4.** | **Chair’s Report**  **See attached.** | |  |
| **5.** | **Setting Manager’s Report**  **Staff**  Year 2017-18 has been a stable year with regards to staffing.  Staff have maintained a good level of CPD.  As Setting Manager I have attended the termly Network Meeting by Devon Early Years & Childcare Service, which covers topical issues and statutory changes.  As Special Educational Needs & Disabilities Coordinator (SENDCO) Elaine attended the termly SEND forums to keep abreast of SEND updates and ensure a link with relevant advisors. She also did a fire safety course in her role as staff fire safety officer.  Other CPD included Supporting early language development, Language & communication- listening & attention, Maths through mud, sand and water play, Understanding the new funding formula, Improving children’s learning through play & Food hygiene.  Ruth has continued to help as a volunteer on Fridays and we are extremely grateful to her. Nicky Morgan has helped out with some supply cover although as she is limited when she can help we are currently recruiting new bank staff.  **Learning & Development**  With a full quota of 24 children on roll by the summer term it was an extremely busy, but therefore successful year. With a range of ages and developmental stages, the biggest challenge for staff was ensuring every single child was engaged, happy, motivated and achieving their best.  Assessment and development sheets show all children progressed well measured against the Early Years Foundation Stage. Pre-school have yet again been praised by Plymtree Primary School for how well the children have been prepared; independent and good listeners.  Thanks to the Pre-school’s healthy finances, we have been able to boost many resources and experiences for the children. MusicSeeds, East Devon Dance, Mr Webster’s ball skills and RugbyTots have taken regular sessions and extremely well received. We will continue these extra-curricular activities and seek some new alternatives to complement them.  The staff sincerely appreciate and thank the committee for their support and hard work which has ensured an efficiently run and financially stable Pre-school within which to work | |  |
| **6.** | **Treasurer’s Report** | |  |
| **7.** | **Resignations/Election of new committee members**  The committee members leaving the committee are:  Ellie Hibberd – Chair  Georgie Cole – Treasurer  Rowan Pettitt – Secretary  Sarah Hume – Website/Social Media  Elizabeth Newson will remain on the committee but requested someone to take on her role as Fees and Funding Officer.  Melanie Frier will remain on the committee but has stepped down from her role as Safeguarding Officer.  Angela Sims is remaining on the committee in her role as Charities Commission Officer and Website/Social Media Officer.  **New committee members**  The following were elected to the roles stated, in agreement with all present:  Charlotte Martin – Chair  Rachel Grandfield – Secretary (with the possibility that Louise Northwood will be Co-Secretary – unconfirmed at time of meeting)  Sarah Anning – Treasurer (Sarah was not present at the meeting but gave RP permission to put her forward for this role in her absence)  Donna Manser/Naomi Harris – Fees & Funding Officers (to shadow EN and learn the role as general members)  Naomi Harris – Safeguarding Officer  Incoming committee members without an adequate DBS check will be required to complete a check. EH/CM to organise. EH/CM to organise Ofsted EY2 forms for all new members.  EH to email Ofsted to inform them of new committee members.  Committee members will be required to sign a Privacy Notice in line with GDPR. | | EH/CM  EH  CM |
| **8.** | **Bank Signatories**  Due to GC & RP stepping down from their roles, this leaves EN as the sole signatory. We are required to have two signatures for payment approvals. It was suggested and agreed that the existing signatories will remain so until the bank has confirmed the new signatories.  GC suggested that SA, DM, NH and Michelle Cottrell were the new signatories due to their roles. It was explained that Michelle does our payroll administration so she could set up staff payroll paymentsand another committee signatory could approve them. This was agreed.  GC informed the committee that we ought to have copies of Michelle Cottrell’s terms of business and confirmation of GDPR compliance. This has been requested and will be followed up.  GC will do the administration to remove/add signatories. | | EH/GC/CM  GC |
| **11.** | **Any Other Business**  EH requested that all outgoing committee members hand over their roles to the newly elected members as soon as possible. | | ALL |
| **12.** | **Date of Next AGM**  Tuesday 17th September 2019 (TBC) | |  |

We confirm the minutes are a true and accurate record

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

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