

Pre School AGM

23/10/2014

Present: Laura Baker, Caroline Rowe, Katie Williams, Marianne Major, David Hynd, Laura Parker, Tanya Hynd, Katy Hill, Abby Porter, Linden Best, Charlotte Woollam, Susie Plank, Louise Fenner, Jenny Jones, Jo Sibley, Mark Hastie, Kaya Taylor, Helen Badley, Cathy Culshaw, Daniel Plank, Sara Williams, Gaby Sweet, Alice Walsh, Sharon Harris, Linda Harris, Becky Giffard.

Apologies: Alison Chick, Charlotte Woollam, James Woollam, Mary Davies, Amanda Yendole, Rachel Povey, Tanya Hynd.

Laura Baker opened the meeting by welcoming so many new faces and by stressing the importance and responsibility of the committee.

Matters Arising From Previous AGM:

- No matters arising from last years AGM so the minutes were signed off and agreed. Approved by Katy Hill and Laura Baker.

Adopt Latest Constitution

- Copy of the Pre School Learning Alliance Constitution was circulated. Agreed by all.
- New Policies and Procedures are usually adopted at the AGM, however, these are still under review, so this will need to be done at the next committee meeting.

Chairpersons Report

Good evening and welcome to Whimple Pre-school's AGM. Thank you all (parents, carers and staff) for attending tonight, your support is vital to the continued future of the Preschool. This is a very important evening for us as we will elect our new committee for the coming year.

I am pleased to report we have had a very constructive year, and are adjusting well to the primary school single intake. We have accepted that the Autumn term is usually going to be a financially lean term, but have kept our heads looking forward to the Spring and Summer terms when child numbers peak.

I am pleased to report that we have had another very successful year of fundraising and I would like to give a special thank you to all those who have been involved in any way, big or small, our fundraising provides our preschool with many extras, which all go to improve and enhance our educational experience.

Many thanks to Laura Parker for doing a stupendous job sourcing quotes and organising the laying of the AstroTurf. It has and will continue to give the children and staff many hours of enjoyment when, possibly they might not have been able to play outside.

On the subject of the garden, thank you to Laura Parker again and all those that helped to keep the garden tidy and cheerful, the addition of the play house has provided a real focal point for the children to play in. Thanks also to Charlotte Woollam and her brother Sam for helping to build it and Louise Fenner for painting it, and Caroline Rowe for putting the door on!

A sub-committee organised by the whirlwind that is Katy Hill, organised our inaugural Preloved Sale. This has the potential to be a real money spinner and was a success. We learnt many things from it which I know we are using to help us for the next one. We enticed buyers and sellers with bacon sandwiches and coffee and I know everyone enjoyed it.

Every year our big fundraiser is the Quiz & Curry. This year we approached it differently, going for fewer raffle prizes and outsourcing the curry cooking (local Indian restaurant). The ticket price was raised to £10, and whilst there was a few grumblings around the village, it soon reached capacity and earned us £900. Thanks to the Woollams' for sorting and fetching the curry, and to all of us for helping.

We did the Panto Teas and earned a nominal amount, but we're aware that this event in particular is one that helps raise our profile in the village, and the children's Summer Fayre was a huge success. Many thanks go to Marianne and Rachel for going the whole hog with this as it generated a lovely sum of money.

We most recently marshalled the car boot sale at Matford, with over £500 made for several hours of fun and enlightenment...!

We have certainly had a year of change with regards to staff. Jo Monteiro-Neto tragically lost her battle with cancer. She was a valued member of staff and friend to all of us, and it is a credit to the staff resolve that they all continued through this difficult time. Many of us attended her funeral and were able to send her off in the way she would have wanted. As always in these cases our thoughts are with her family, and we gave a donation to her family in memory of her.

We welcomed back Louise Fenner to the team, after her maternity leave, and have finally appointed Alice Walsh as our new post- 'Admin Assistant'. This is going to give the preschool the stability it needs to carry on and having continuity across new committee will surely help ease the transition at AGM time.

Tanya Chitty, our preschool manager announced she too would be leaving for pastures new. She had been head hunted to another early years setting, offering her the chance to further her career, and we wish her well in her new appointment, and thank her for her enthusiasm and loyalty to the preschool. We have been through enormous change under her rein, and we have managed the steep learning curve together.

We have also said goodbye to Jackie Mahoney this term. Jackie was the longest standing member of staff whose dedication to Whimble Preschool helped us enormously through the last 14 years.

Both Tanya and Jackie will be missed, but luckily for us Jo Sibley has capably taken control, of the good ship Whimble Preschool, and is doing a grand job. All the staff seem to have an exceptional team ethic at the moment which is great to see.

Now I'll move on to the committee -

Preschool is a registered charity run by a voluntary committee of parents who can serve up to 10 years. The way we run ourselves as a committee is governed by our Constitution which is up on the notice board. Preschools are like small businesses and we have to abide by certain legal requirements. Basically we have a committee of up to 12 parents which include named roles. Legally we have to have a Chairman, Treasurer and a Secretary and we are able to co-opt up to 3 more members after the AGM bringing the total to 15. We are a community preschool and we depend on the support of our parents as without a management committee there would be no preschool. We are fortunate to have a strong committee and I have 12 parents who are willing to stand this year. I have put together a display board in the kitchen with some more information on the committee, please have a look later. However I would like to stress we are all volunteers and we are a village preschool all working together, so if there is something troubling you or there's anything you're unsure about or you have any comments or suggestions please don't brood on them; come and speak to a member of staff or any committee member and we'll do our best to explain why things are done the way they are or listen to any suggestions. We also welcome parents to come in to a session to help (once their child is settled), there is a parent rota up on the notice board or speak to a member of staff.

I now have a personal vote of thanks for all of the staff and the many committee members who have served during my time on the committee. I really have appreciated the friends that I have made and the backup I've received over the years. I believe preschool works so well because we work as a team to achieve the best for our children. I look back over my many years with preschool and I think of all the changes the staff have had to deal with: low numbers of children, reduction in sessions, the many changes to the EYFS and staff changes.

The staff have approached every change with professionalism, dedication, flexibility and commitment to work towards and continually reflect on their working practices to achieve and maintain the outstanding preschool we have today. I am thankful for all of the support offered to me.

Special Thanks to –

- Katie Williams as vice chair for stepping in at most of the functions this year and giving votes of thanks, speeches etc. Also for making decisions when I've been unreachable, which for those that know me is most of the time.

- Caroline Rowe for doing the fees and funding for donkeys years. We all knew she was capable of doing the role and I think she has blossomed -realising her own confident and organised committee member status.
- Katy Hill for being a fab secretary and also doing the staff wages, carrying my load most of the time and doing the organising and worrying for both of us, oh yes and all with a new baby. I can only dream of being that motivated and organised!

All that remains for me to say is I wish all the best to the new officers and committee members and I hope you all enjoy it as much as I have. Thank you.

Play Leaders Report

It's been an eventful year at preschool – a mixture of highs and lows.

We obviously suffered the sad loss of Jo Monteiro in June after she lost her battle with cancer. She was a much loved and valued member of staff. She is very much missed by all of us.

Another major change at preschool was Tanya's resignation in July – I must stress that she was very happy in her role here, but an offer came her way which was too good to turn down – a very different role within a large nursery in Exeter – offering her new challenges for her career. Tanya misses everyone here but is really enjoying her new role.

Jackie has also just retired from preschool and from working with children altogether – she has been winding down at preschool for many years now and was only working a Friday afternoon in the end and eventually decided to do something completely different.

Moving on to more positive things; we had an extremely busy year at preschool last year with 22 children starting school in September. It was our biggest year group to date as far as I know. It was a fun year though – we organised some good trips – Cotley Farm at Christmas, Martinsfield Farm in Broadclyst in the spring and a beach trip to Exmouth – all very successful and enjoyable. We had our lovely nativity on the stage in the hall.

We saw the garden develop – with the fantastic addition of the Astroturf and the playhouse. A huge thanks must go to Laura Parker for all her help with the garden.

All the children received a very good transition into Whimble School – and have settled well into their new routine.

This September we started the New Year with 14 children – a really lovely group who have settled in amazingly well and all seem really happy and progressing well. We have another 3 yr old starting after half term. As our numbers are low, we have decided to take 2 ½ year olds and welcome in 2 after half term (Many preschools now take 2 year olds to make up for the drop of 3-4 yr olds but we feel our premises do not lend themselves to 2 yr olds). We have another 5 children due to start after Christmas. Numbers are looking healthier.

I have been busy taking over the role of manager – getting things into place as we are very overdue an Ofsted inspection! Lots of things change in early years and we have to keep up with them – changes to legislation, SEN etc.

I have been looking at staff training to continue and improve staff CPD – Alison and Louise – communication and language; Abby is doing one on Superhero play. All staff are now fully paediatric first aid trained and have food hygiene level 2. There has been a general cut in courses especially free ones so a budget will need to be allocated for staff training.

We had our harvest soup lunch the other day which went well and we have received some positive feedback – hopefully all our new parents enjoyed it – the children did.

We continue with our music sessions on a Monday with Claire which are great and the children love.

I have been updating our website and as the toddler group now do, I would like to create a Facebook closed group where we can communicate with parents about things that we have been doing that day or things we would like them to know about or bring in.

Relief staff are currently Marianne or Debbie. I am concerned that we might be caught short at some point – we are down by 3 staff so it's bound to have an impact.

I would like to say a huge thank you to Abby, Alison and Louise for their continued hard work and commitment to their role – they are fantastic to work with and I think we are a lovely team.

I would also like to thank Laura and all the committee for their immense hard work over the years - you have been an amazing committee – a great team, really motivated and have raised the most preschool have ever raised. You have given so much of your time, energy and enthusiasm and seemed to have really enjoyed the experience – preschool have been very lucky to have had you all – you have all been great.

Thank you!

Treasurers Report

- See attached report.
- David explained that there was a huge income from the local education authority and the fees have covered us for the wages, hall hire etc. However, everything else from new equipment, trips out, Astro turf, playhouse etc. are all as a result of a year of fantastic fundraising. So well done to everyone involved in that. David thanked everyone for their continued support.
- The end of year accounts was not available at the time of the meeting. Therefore the Treasurers Report was adopted in retrospect as a true and accurate record. Proposed by Katy Hill, Seconded by Laura Baker.
- Laura Baker thanked David for all of his hard work and commitment as Treasurer.

Election of New Committee Members

All committee members stood down and new committee members were elected as follows:

Position	Name	Proposed	Seconded
Chair	Cathy Culshaw	Caroline Rowe	Katie Williams
Vice Chair	Katie Williams	Katy Hill	Laura Baker
Treasurer	David Hynd	Laura Baker	Katy Hill
Secretary	Helen Badley (supported by Sara Williams)	Katy Hill	Katie Williams
Victory Hall Rep	Jenny Jones	Laura Baker	Katie Williams
Toddler Group	Linden Best	Katie Williams	Caroline Rowe

Toddler Group Rep is a new position that was adopted – All in agreement

Other Committee Members:

Name	Proposed	Seconded
Amanda Plank	Laura Baker	Katy Hill
Susie Plank	Laura Baker	Katy Hill
Kaya Taylor	Laura Baker	Katy Hill
Tanya Hynd	Laura Baker	Katy Hill
Gaby Sweet	Laura Baker	Katy Hill
Sara Williams	Laura Baker	Katy Hill
Sharon Harris	Laura Baker	Katy Hill
Mark/Helena Hastie	Laura Baker	Katy Hill
Becky Giffard	Laura Baker	Katy Hill

The date of the next AGM was arranged for 22/10/15

Meeting Closed.

Committee Meeting immediately followed the AGM

Attended as AGM

1. Quiz and Curry has been booked for 31st January 2014. This needs to be planned. All interested in helping to meet in the Thirsty Farmer on 20th November at 7:30pm. It would benefit from a few previous committee members to also be present for guidance from last year's event.
2. Preloved Sale organised for Saturday 8th November. We need lots of donations of cakes and also volunteers for the day. Jo Sibley to approach parents and send out emails. It would be good if every parent could supply a cake/cupcakes. A number of people at the meeting volunteered to help on the day. Thank you.
3. Katy Hill wished to thank those that volunteered to Marshal at the Car Boot sale in September. She has applied for another Sunday during 2015 and will let the Chair know if we've been successful.
4. Katy Hill has purchased a Santa Suit for the Preschool. Everyone shown. Jo Sibley to keep in a safe place.
5. The Preschool have regular page entries in the Whimple News. The Whimple News edition does not expect us as a charity to pay the full amount and has made a suggestion of a £20 donation. All in agreement and David Hynd to arrange payment. Jo Sibley and Katie Williams to continue to arrange this. We also need to include an advertisement for the Quiz and Curry evening. All agreed to keep the £10 ticket fee unchanged. Next deadline for submission 10th November.
6. Jo Sibley interested in setting up a closed Facebook page for Preschool parents where she can provide up to date preschool news and information to parents. Photos not to be included. Discussed and all in agreement. Jo Sibley to organise.
7. Jo Sibley happy to continue to update the Preschool website with new committee names and information.
8. Laura Parker expressed the need for the parent's continuing involvement in keeping the preschool garden clean and tidy. This does take hard work, however, if shared the garden can easily be maintained. Outside toys need to be cleaned during the summer holidays at least. Notes to be sent out to parents. Jo Sibley to organise volunteers. Also, left over slabs need to be removed – Laura Baker at action.

Matters Arising:

- Jo Sibley informed every about the Preschool Learning Alliance online, which can be access by anyone. It is a good site for information about what's going on in Early Years setting and lots of free online training. New committee members encouraged access this.
- The new committee will need to nominate a Safeguarding Officer. This needs to be on the agenda for the next meeting. All committee members need to undertake the online training in Safeguarding and only takes about 20mins. Info to be given at the next meeting.
- DBS checks need to be done and updated on all staff and committee members. Each individual is responsible for completing this themselves. Alice to start this process and email everyone with reference to links and organising document checks, especially in view of a possible Ofsted inspection.
- David Hynd welcomed the new Chair Cathy Culshaw and all the new committee members.

Date of next meeting arranged for:

**Wednesday 26th November 2014
7:30pm
in the Committee Meeting Room**

Meeting Closed.