

**STRETTON PRE-SCHOOL
MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
THURSDAY 6th OCTOBER 2016
AT MAIN STEET, YAXLEY**

1.	Sarah Morris (SM): Good afternoon and welcome to the Stretton Pre-School Annual General Meeting. It is great to see such a good turnout of parents and we are pleased that we have enough parents in order for the meeting to be quorate and able to proceed. As a Company registered at Companies House, and a Charity registered with the Charity Commission, it is a legal requirement that we hold an AGM every year.
2.	SM: The minutes from the last AGM have been made available and circulated and unless anyone has any points to raise from them the Committee will adopt the minutes as a true record of the last AGM. [Pause] The minutes are adopted.
3.	<p>SM: The Pre-School has had a busy year with lots of new children. Our older rooms, the Ocean and Woodland Rooms are nearly at capacity and the younger rooms, the Jungle Rooms, are filling up. We really enjoy inviting our parents into the settings to see what the children get up to whilst they are in our care. I would like to thank all our practitioners for their hard work, commitment and the care they offer our children throughout the year across our two sites. The planning and organisation that takes place behind the scenes is immense and ensures that our children have lots of fun, enjoy many varied activities and experiences and that they will fulfil their individual potential and develop whilst they are at pre-school.</p> <p>One of the Pre-school's highlights this year has been the result of the ofsted inspection at Main Street where we retained our 'Good' ranking. In particular the inspector highlighted in their report, the good parental partnerships that exist between the pre-school and our parents. We also received at both sites top marks in our Food Hygiene inspections.</p> <p>In March this year, Fourfields Community Primary School approached us with an exciting offer to use one of their classrooms as an additional room for our older children. The rent at Fourfields is much more reasonable, and with an increase in demand for places at the Fourfields site we accepted the school's offer. Our Woodland Room opened at the start of the year. However, numbers at Main Street were not quite so healthy and particularly low on a few days in our older room. Therefore the Committee took the difficult decision to combine the children on a Tuesday, Thursday and Friday and have both rooms open at Main Street on Mondays and Wednesdays. Charlie Baxter is currently overseeing both sites, with support from the committee, management team and her room leaders. We are very much hoping that as and when numbers pick up we will be able to open both rooms again full time and that a suitable applicant will apply for the site supervisor role which is currently vacant.</p> <p>As you know, the pre-school relies on regular payment of fees in order to pay staff wages, rent, rates and so forth. We are grateful to all those parents who pay their invoices by the first of each month. Please remember that the pre-school operates a system that if fees are not received by us by the 5th working day of the month then we reserve the right to withdraw non-funded hours and apply a late payment fee of £10 to your account. However, If you ever have any difficulty in making payment then please speak to us as soon as possible.</p>

	<p>We have also had a busy fundraising year and held a Halloween Party, Christmas Fete, Easter Party and of course, our Summer Fete which was a roaring success, raising over £1,400 at that event alone! Our next event is this year's Halloween Spooktacular on 16th October at 4pm and we look forward to seeing lots of children and parents there. Plans are already underway for our Christmas Fete which we are hoping to make our biggest event yet. We have a number of stalls already confirmed as attending, there will be concerts by the children and we hope the big man himself will make an appearance. More details to follow!</p> <p>The money we raise at our fundraising account gets split between both sites and the staff operate a wish list for items that they would like to put the money towards. Both sites have had new wooden kitchens and wooden outdoor blocks, puzzles, dressing up outfits, kitchen food and utensils, dolls play equipment, play tents and items to make garden resources.</p>
4.	<p>SM: I will now hand over to Caroline Cull (CC), our Bookkeeper who will give you the financial report</p> <p>CC: The pre-school operates from money which it receives from funding from Cambridgeshire County Council and from the fee's from the parents. If you have had children at the pre-school already you will have noticed that the hourly fee rose from 1st September to £4.20 this is due to increases from National minimum wage, rent and running expenses going up per year. Just to give you some idea we spend around £309,000.00 per year and we rarely have much left in the bank come the end of August which is the end of our financial year. Most of this amount is spent on wages, rent and every day running costs. I have with me a copy of last year's financial report should anyone like to come and have a read.</p> <p>We do run 3 accounts for the pre-school one is our main everyday account, one is a savings type pot which we usually use through the autumn term to see us through as we are often a lot quieter in children's numbers. This is then replenished in the summer term. We also hold a reserve account which we do not touch this would only be used if the pre - school was to get into financial difficulties. We also run a separate fundraising account which over the years has worked really well. This money comes purely from events that we hold through the year such as the Halloween disco and Christmas fayre. We also receive commission from the photo's etc. We then allocate each site with a set amount per term and they split as required between the rooms to buy new resources and also replace some of our older equipment. So for example last year there has been new wooden kitchens, new dolls, games, aprons, the butterflies, books, then end of year treats with princesses and bouncy castle.</p> <p>If anybody has any questions please feel free to ask now or see me at the end.</p> <p>SM: Thank you Caroline.</p>
5.	<p>SM: In an organisation such as this it is very important to have policies and procedures to help with the day to day running and also so that parents/carers can see how we operate. These include subjects such as Safeguarding, Health and safety, food hygiene and many more. A number of our policies have been updated and I propose that we approve these as our working documents for the year. A full set will be available to view on our website. If you do not have access to the internet and would like a paper copy of any, please speak to your site.</p>

6.	<p>SM: As a Charitable Company the pre-school is held in trust by an elected, voluntary committee for the beneficiaries – our children. Legally, without a committee there can be no pre-school. The Committee is made up of a Chair, Secretary and Treasurer who are the officers of the Company and registered at Companies House as Directors and with the Charity Commission as Charity Trustees, along with parent or affiliate members. Being part of the committee is very rewarding and interesting but does require a level of commitment such as attending monthly meetings, responding to emails, voting on important issues and helping at fundraising events. This year we will be setting up a separate fundraising committee so that as many interested parents can be involved with this vital activity.</p>
7.	<p>SM: I would like to thank the Committee for their backing over the last year and for the time and effort they have put into supporting the pre-school. I would like to say a fond and grateful farewell to Michelle Baker and Anna Barraco-Merritt who are standing down. I am pleased however to announce that the following members of the current committee are standing again for re-election: Sarah Bosworth, Sarah Pontikis and Sarah Steels. I am also willing to remain on the committee for a further year. We also have Emily Greenfield who is standing for election as a parent member and who has been nominated by two current parents of the pre-school.</p> <p>Unless we have any objections the meeting elects all those who have stood for election on to the committee. [pause] I would invite the new committee to stay behind for a quick meeting where they will elect the named officers between them.</p>
8.	<p>The last item on the agenda is to propose an amendment to our Articles of Association. Currently we need 30% of parents to attend our AGM in order for the meeting to proceed. We have received permission from the PreSchool Learning Alliance that this can be amended to 10% of parents. In order for the resolution to be passed we need 75% of people here today to vote in favour. Please could I ask all those that agree to amending our Articles of Association to 10% to please raise your hand [count] and those who do not agree to the resolution to raise your hand [count]. I confirm, and am very pleased to confirm that the resolution has been passed. Thank you! This will make arranging the AGM for the future years ahead much easier – although we will of course be delighted if more than 10% of our parents do attend!</p>
9.	<p>The floor is now open for any other business or questions that anyone may have.</p> <ol style="list-style-type: none"> 1. Parent member asking if we could speak to the Council about having a safer walk way through the car park as it gets very busy during drop off and pick up time. SM advising that ultimately it would be up to the Council as it is their car park however we will contact them and ask if there is anything they are able to do. SM also saying that she would welcome parents speaking to the Council as well to add weight behind our request. 2. Parent member asking if we accept donations of used toys etc for site – yes we do.
10.	<p>SM: Finally, I would like to thank all the members of staff who have worked so hard over the past year, and would specially mention Charlie Baxter, Caroline Cull and of course Helen Cox, our administrator who we would be lost without. Thank you also to all the parents who have attended this afternoon.</p> <p>Thank you for coming – I am sure your children will have had a lovely time at the party and are in Owen Pooley Hall for you to collect.</p>