

STRETTON PRE-SCHOOL
MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
Wednesday 2nd OCTOBER 2019
AT MAIN STEET, YAXLEY

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| 1. | Emily Greenfield (EG): 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. | EG: 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>EG: 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 but we still have plenty of spaces for new children and their families. We really enjoy inviting our parents into the settings to see what the children get up to whilst they are in our care, if you would like to volunteer within the session either just play work or reading please see Charlie Baxter for an interest form. 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, we have several practitioners who have successfully completed their childcare qualifications this year Michelle Giles completed her Level 3, Carly Skinner completed her level 3, Chloe Anderson-O'Connell completed her level 2 and is now completing her level 3, Hallie Alford and Jess Hardy are undertaking their level 3 and Charlie Baxter is undertaking her Level 3 in Special educational needs. 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 so that they fulfil their individual potential and develop whilst they are at pre-school.</p> <p>In April, the Fourfields Community Primary School confirmed that we were still able to use one of their classrooms as an additional room for our older children for another year. Our older children at the site are split between our Ocean Room and our Woodlands Room but join together for certain activities so everyone gets to know each other.</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 7th 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, Christmas Fete, and of course, our Summer Fete which was a roaring success, raising over £1600 at that event alone! Our next event is this year's Christmas fete on 24th November and we look forward to seeing lots of children and parents there. This is the biggest event of the year and 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> |
| 4. | EG: I will now hand over to Caroline Cull (CC), our Finance Officer who will give you the |

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| | <p>financial report:</p> <p>EG: Thank you Caroline.</p> |
| 5. | <p>EG: 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 and carers can see how we operate. These include subjects such as Safeguarding, Health and safety, food hygiene, Data protection and many more. A number of our policies have been reviewed and 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 shortly.</p> <p>There will also be a folder with all the policies at each site. If any of our parents have any suggestions or comments in relation to any of our policies, please let Charlie know, we hold parents as partners in the highest regards.</p> |
| 6. | <p>EG: 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 continue with a separate fundraising committee so that as many interested parents can be involved with this vital activity.</p> |
| 7. | <p>EG: 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 am pleased to be continuing as on the committee for another year, Charlotte Griggs, Iwona Chodzicka and Hannah Jefford, who are current members of the committee are standing again for re-election, we will be saying a sad farewell to Sarah Pontikis and Kayleigh Stephens who have decided to step down both have helped support the preschool over the years Kayleigh served two years and Sarah have served?? Years. We also have (name who is else is interested in joining)who are standing for election as parent member and who has been nominated by two current parents of the pre-school.</p> <p>Do we have any other interest from anyone else?</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 floor is now open for any other business or questions that anyone may have.</p> |
| 9. | <p>EG: 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 our Pre-School Manager, Caroline Cull our Finance Officer and Helen Cox, our administrator who all do an amazing job. 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</p> |

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| | are in the other hall for you to collect. |
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