

AGM – Monday 10th October 2022

Brightwell Pre-school 8pm

Attendees

Committee members: Linda McDonnell, Charlotte Smith, Charlotte Todd, Gillian Kitchen, Ruth Wakefield, Antony Parkinson

Staff members: Natasha Hillier, Lisa Wells

3 Parents

Apologies: Hannah Ball

Agenda/Topics Discussed	Owner
<p>1. Welcome and chair update</p> <p>A. Thanks to all staff, especially Natasha and Lisa. And thanks to everyone for supporting the committee.</p> <p>B. A successful year catching up after the disruption of covid.</p> <p>C. Financial situation improved with fundraising and grants.</p> <p>D. H+S addressed and up to date with recommendations.</p> <p>E. New website is almost complete. Need to promote ourselves more.</p>	LM & CS
<p>2. Fundraising update</p> <p>A. Great to be able to fundraise again. Lots of great events which raised almost £3k</p>	CT
<p>3. Treasurer Update</p> <p>A. After a great year the financials are healthy but a large chunk of that is needed for the reserve account to ensure we have back up. The rest is earmarked for maintenance.</p> <p>B. Lots of expenses have been necessary including new computer for office, plumbing etc. Coupled with a huge increase in utility bills means forecast is concerning.</p>	RW

<ul style="list-style-type: none"> C. Current numbers of children are low so top up fees will need to remain. This is something we will keep under review. D. 2 cards issued for staff to help with expenses. E. Strong feeling from committee that staff should get a pay rise. 5% would be ideal but unfortunately the forecast is currently too concerning. Numbers on the roll are low and Government assistance (if any) for energy bills is still unclear. 2% put forward as option for now and to be reviewed half-way through the year. Motion voted on and unanimously passed. 	
<p>4. Classroom update</p> <p>Great to hear about all the amazing things the children haven been up to: trips out, crafting, Christmas activities, emotional learning, different cultures, shapes, gardening, healthy eating, jubilee party, mini beasts, holidays, schools visits, graduation party and more!</p>	<p>NH & LW</p>
<p>5. Safeguarding</p> <ul style="list-style-type: none"> A. Some staff need their DBS update service renewing B. Fire training needed – Natasha booking course C. Early years support officer (who is familiar with ofsted guidelines) is visiting pre-school to help us prepare for a future inspection. D. New handle fitting is needed for main door. E. Safeguarding policy needs reviewing. F. Absence policy needs ratifying. Now complete. 	<p>NH</p>
<p>6. Health and Safety and Facilities</p> <ul style="list-style-type: none"> A. An external person came in the review all H&S and is now on a rolling contract to help us maintain excellent H&S standards. B. Thank you to DofE children who came in and helped transform outside space. C. The 2 new sheds have been purchased but still no builder booked to lay a concrete base. This is top priority. D. Other priority is fixing the retaining wall. 	<p>LM</p>
<p>7. Actions from previous meeting</p> <ul style="list-style-type: none"> A. Building work. See above. B. After school club starting in the new year for 3+ year olds 2:45-4:45pm. 3 day trial to begin with (days TBC). Soon as website is live we can go hard with advertising; posters, local facebook groups etc. 	<p>LM</p>

<p>8. New committee</p> <p>A. Antony, Charlotte and Hannah stepping down. Thank you for all your hard work. Charlotte happy to stay on helping with website.</p> <p>B. New committee members voted in unanimously: Ellie Sharps – Secretary Esther Atkinson – Sweetman – fundraising Hollie Drummond – Ordinary committee member</p>	LM
<p>8. AoB</p> <p>A. Absence policy has been ratified.</p> <p>B. Staff appraisals process has started.</p> <p>C. Staff medical forms need updating.</p> <p>D. Love your pre-school days need reintroducing.</p>	All

Next meeting TBC

The people below have signed to state that these minutes are an accurate reflection of the meeting held:

Name: Linda McDonnell **Date:** **Name:** Ruth Wakefield **Date:**

Name: Charlotte Smith **Date:** **Name:** Gillian Kitchen **Date:**

Name: Charlotte Todd **Date:** **Name:** Antony Parkinson **Date:**

Name: Hannah Ball (**Absent**) **Date:**

Meeting closed at 9:49 pm