

St Francis Pre-School Committee

Minutes of AGM

Held on Wednesday 16th October 2019

Present

Jaycie Warren (JW)	Committee Chair
Anna-Marie Clarke (AMC)	Vice Chair
Natalie Stock (NS)	Pre-School Manager
Diane Dawson (DD)	Pre-School Deputy Manager
Jo Niknejad (JN)	Secretary
Adriana Haydon (AH)	Treasurer
Margot Tomkinson-Smith (MTS)	Marketing & Promotion
Karen Brown (KB)	Committee member

Guests

Felicity Gasparro (FG)	Project 30
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Other attendees

Michelle Lillie	Parent
Mariana Tassara	Parent
Susie Barrett	Parent
Alec Durieu	Parent
Barry Hoolan	Parent
Kayleigh Edgington	Parent
Ruth Lawrence	Parent
Emma MacNeill	Staff
Lauren Aves	Staff
Georgia Burling	Staff

Apologies for absence

Carly Seaman (CS)	Committee Member
Tanya Swan (TS)	School Representative
Valerie Waters (VW)	Committee member

1. Welcome and minutes of the last meeting held on:

1.1	JW welcomed everyone to this year's AGM. 19 attendees in total.	
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2. Chairs Report – Jaycie Warren

2.1	<p>It is essential that today we will recruit a new committee to operate legally. The past year - Looking back at 18/19</p> <ul style="list-style-type: none">• New kitchen using money from 17/18 so children can cook• Fundraised approx £9,000 + match funding• Sports equipment• Coach to Ascot• Classroom improvements• Classroom based resources	
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	<p>Fundraising events included Quiz night, raffles, auction, fair, cake sales, sports day BBQ.</p> <p>JW thanked all parents for their support, staff and the committee members.</p> <p>JW to stand down as Chair after 4 years as her children are no longer in the Pre-School. She now wants to focus on her family and career. She will continue as 'Vice Chair' until January 2020 to handover role and to oversee Project 30.</p> <p>NS leaving the Pre-School on 20th December 2019. Thanked her for her work.</p> <p>Please see Chair report for all information.</p>	
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3. Manager Report

3.1	<p>NS thanked everyone for attending the this evening. Year 18/19 33 children on the register in the year. Lowered the age to 2.5 years intake for children. It has proved to be a success so will continue. Thanked Michelle for her 29 years at the Pre-School who has moved across to the Primary school. CPDs completed for safeguarding and food hygiene. Read brief on what the children have done this past school year such as subjects covered and events including a second successful graduation party in July. Thanked everyone and wishes best of luck to you.</p> <p>Please see Managers report for all information.</p>	
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4. Finance Review

4.1	<p>JW went through funding for 18/19 - largely down. Low birth year and 30 hours funding was new and introduced. Loss of nearly £4,000. We are expecting a better year ahead.</p> <p>Q: Barry, parent. Electricity bill is higher than last year. JW - The school didn't charge us last year, but we have set up payments. We also added bins and water which are extras.</p> <p>NS - In terms of money out, minimum wage increases again next year. However, we are aware it will happen.</p>	
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5. Match Funding – Karen Brown

5.1	<p>Corporate match funding has helped to raise about £4,000 last year. We must ask parents, families and friends what companies they work for as a number of big companies match fund. KB fund matched last years Quiz night, which raised £2,000 alone. Registered charity so we just submit a letter to your work place and they will match fund.</p> <p>It is free money to the Pre-School which is much needed. KB will give NS the list of know. companies - NS to put on notice boards</p>	KB/NS
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6. Project 30 – Felicity Gasparro

6.1	<p>Felicity wanted to attend so parents could meet her face to face. Open to questions about the project.</p> <p>KB - How is the project going so far?</p> <p>FG - About 25 respondents from current parents, last year's leavers and few from previous years. Early days so hoping to get more.</p> <p>Will discuss results with the staff and committee before they are made public.</p> <p>One thing that has become clear is how happy the children are here at the Pre-School.</p> <p>Recruitment - we are in a great area, lots of competition, what do other settings offer? How much do we ask of parents/committee members?</p> <p>JW - The Pre-School has been set up the same way for many years. Other settings do things differently so looking in to what they do and if/how we can improve.</p> <p>Kayleigh, parent - Do we ask people who looked but didn't take the place, why they didn't chose us?</p> <p>NS - We are restricted because of GDPR.</p> <p>FG - We have asked previous parents if they would send future children here. If not, why.</p> <p>Barry, parent - Q: Current occupancy at the moment?</p> <p>NS - Only have afternoon spaces but we are full as children due to start in January and after Easter.</p> <p>Barry, parent - Q: Does the name St Francis put people off?</p> <p>JW - Is this something we look at or do we use to our advantage? Most children here are siblings of those attending the school. A</p>	
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6. Thank You

6.1	JW, NS & DD - Thanked all committee members for their work and dedication. Gave gifts to all standing down and continuing.	
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7.. Election of a New Committee

7.1	JW - We need at least 5 committee members. Legally, we need a Chair, Secretary and Treasurer. We need at least two fundraisers.	
7.2	JW/NS - you must be DBS checked and complete the EY2. JW will meet with Michelle and Susie next week to start hand over. Committee to start a new WhatsApp group for all communication.	All JW ML / SB

Electing our New Committee

Position	Name	Agreed by
Chair	Michelle	MTS, AH
Chair	Susie	MTS, AH
Secretary	Kayleigh	AM, AH
Treasurer	Adriana	MTS, AM
Fundraising	Barry	MTS, AM
Fundraising	Alec	MTS, AM
General	Mariana	AM, MTS
General	Jo	AM, MTS

8. Date of the next meeting

8.1	Tuesday 12 th November at 7:30pm Tuesday 10 th December at 7:30pm	
8.2	ALARM: Review the Lease Agreement in September 2021	DO NOT DELETE (Bring forward)

