

	<p><u>Minutes of Little Sunbeams AGM.</u></p> <p>Monday 25th October 7pm @Little Subeams Preschool and Playgroup.</p>
	<p><u>Present:</u> Mark Bowman, Michelle Rooney, Mairead Miskelly, Stephen Brannigan, Laura Mageean, Maria O’Loan, Suzy Magee, Ultan Murray. Clare Dazei, Janette.</p> <p>STAFF Janet and Ally</p> <p><u>Apologies:</u>, Nicola Burns, Heather Milligan</p>
	<p><u>Introduction</u> Everyone introduced themselves and discussed when they started and their role and experience on the committee.</p> <p>Reason for meeting: AGM</p>
1.0	<p><u>Leaders Report</u></p> <p>The Leader's report was read and discussed by Mark on behalf of Nicola. This contains activities throughout year which were funded by income for the direct benefit of beneficiaries i.e the children from the community served by Little Sunbeams (Refer to report)</p>
2.0	<p><u>Finance Report</u></p> <p>Michelle reviewed the finances with the group. Net loss last year of 4601.37. Fundraising total 2900. We will need to raise 5000 this year. Balance 12400. The photocopying: 400+ pounds and we now need to consider this as the budget for the photocopier that is required. Insurance 1800 this is to be reviewed earlier this year in an attempt to save money.</p> <p>Rachel to check snack money payments as parents saying the payee name didn’t match when creating the payment.</p> <p>Costs: need to employ someone for gritting during the winter months. (Ultan to organise for John Mullan to visit Nicola and provide quote)</p> <p>Suggested reviewing the lease (Maria to check) to see if there is any agreement/responsibility for the maintenance of the grounds. Also suggested discussing</p>

	<p>with Father McHugh about the maintenance of the grounds so the grounds remain presentable.</p> <p>Janice supports the team with the learning and development cost is £100 per month but the team feel she is very valuable.</p> <p>All agreed to use Declan Flynn for the accounts.</p>
3.0	<p><u>Committee Roles</u></p> <ul style="list-style-type: none"> ● Chair – Mark Bowman (Proposed by Ally, seconded by Maria) ● Vice Chair – Vacant ● Secretary – Laura Mageean (Proposed by Janet, seconded by Mark) ● Vice Secretary - Vacant ● Treasurer – Stephen Brannigan (Proposed by Mark, and Seconded by Maria) ● Vice Treasurer – Vacant ● Child Protection Officer – Michelle Rooney (Proposed by Mark, and Seconded by Laura) ● Fund Raising Lead – Vacant ● Staff Liaison – Janette (Proposed by Ally, seconded by Maria) ● Committee Members – Michelle Rooney, Ultan Murray, Suzy Magee, Maria O’Loan, Mairead Miskelly, Janette, Clare, Carmal, Heather (not present)
4.0	<p><u>Fencing</u></p> <p>Mark needs to follow up with EA. Whilst the work is complete there is still no written consent from the EA for the amendment to the lease.</p>
5.0	<p><u>Staff Contracts</u></p> <p>Not due until 2023</p> <p>Admissions Criteria just to change the alphabet criteria when required.</p>
6.0	<p><u>Fundraising</u></p> <p>It was agreed to set a fund raising target of £5000 for the year to cover the shortfall in incoming funding. A number of fundraising ideas were put forward inline with previous years.</p> <ul style="list-style-type: none"> ● Nativity DVD – discussed hiring the community centre and charging entry to parents and grandparents etc.

	<ul style="list-style-type: none"> ● Children’s sponsored cycle May/June ● Christmas Hampers Dec ● Fireside quiz Halloween time ● Smartie Tubes. Feb ● Sponsored static cycle for the parents and committee members before Christmas location Saintfield Saturday Market. Or Vivo speak to Ally as her daughter works there. (Laura/Ally) ● Pub quiz. Possibly The Oaks, Circa end of Feb. Marias Husband to be quiz master and we will need ballot prizes. Date and Venue TBC. Heather to contact Oaks re venue availability. ● Bog run, Marathon relay. ● Bag pack ASDA. (Ultan)
8.0	<p>GDPR GDPR breach (email containing child details were emailed to another parent) has been reported and the return advised it was considered to be low risk and full reporting to ICO not required. Whilst not required Nicola sent a letter to the parents of the child who’s details were breached and explained the situation. Matter considered closed and no further action required.</p>
9.0	<p><u>AOB.</u> Encourage “pre-pre” flyer to be created and shared with the wider community. Into different toddler groups and notice boards.</p>
	<p><u>Next Meeting</u> TBC</p>