**AGM held on the 16/10/2023 at Shrewton Pre-school**

**Attendees**

Emma Brown (Chair)

Jane Chapman (Pre-school Manager)

Kathryn Abel (Trustee)

Claire Chance (Trustee)

Erika Richards-Palmer (Trustee)

Cindy Teecamp (Treasurer)

Carly Holland (Secretary)

Gemma Foot (Committee member)

Sarah Chadwick (Committee member)

Steffanie Butler (Parent)

**Apologies**

Kate Miller (Financial Manager)

Stephanie Lock (Trustee)

Alannah Parkin (Parent)

**Members of the Shrewton Pre-School Committee (from the 16/10/2023)**

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| --- | --- |
| Emma Brown | Chair |
| Kathryn Abel | Trustee |
| Stephanie Lock | Trustee |
| Claire Chance | Trustee |
| Erika Richards-Palmer | Trustee |
| Cindy Teecamp | Treasurer |
| Carly Holland | Secretary |
| Gemma Foot | Committee member |
| Sarah Chadwick | Committee member |

**NB.** There are new members of the committee who will need to complete the relevant forms required for the committee. This information has been passed to Ofsted.

During the meeting all members from last year stood down from their positions, Jane Chapman then asked who would like to be on the committee for the forthcoming year also the position they would like to hold.

**Resignations**

There were two resignations from their positions: Steph Lock and Melanie van Gemert. Lorna Kimber previously stepped down as Treasurer.

* For the position of Chair, Emma Brown stepped up (Proposed by Jane Chapman and voted by; Sarah Chadwick and Erika Richards-Palmer)
* For the position of Trustee, Steph Lock, Claire Chance and Erika Richards-Palmer stepped into these positions.
* For the position of Treasurer, Lorna Kimber had previously stepped down and Melanie van Gemert took over the position of treasurer, Melanie has since resigned. Cindy Teekamp has stepped into the position of Treasurer and she is in the process of completing the necessary paperwork – (Proposed by Jane Chapman, voted on by; Emma Brown)
* For the position of Secretary, Carly Holland stepped up – (Proposed by Emma Brown and voted on by; Gemma Foot)
* New committee member Gemma Foot (voted on by; Carly Holland and Claire Chance)
* New committee member Sarah Chadwick (voted on by; Carly Holland and Claire Chance).

We would like to take this opportunity to give our appreciation to Steph Lock, Melanie van Gemert and Lorna Kimber for their help with the committee.

**Introduction from the Chair, Emma Brown**

Emma thanked everyone for attending and their efforts this past year. Post Covid has been very productive with organising some fund raising. During Easter the committee organised a cake and book sale, which was very successful and raised £100. Steph Lock was very generous and donated some books that were very popular. The Pre-school staff organised an Easter raffle and raised £94.30.

There have been a few changes to the committee members, and we have now appointed Cindy as the Treasurer for the committee.

**Pre-school Managers report, Jane Chapman**

The last AGM was held on the 14th November 2022. Eight people attended the AGM and a full committed was voted on. It has taken up until October 2023 to get the Ofsted EY2 form confirmed for some members. We have started back at school with fifteen children and we lost thirteen to primary school, ten of these went to Shrewton school, two went to Tilshead and one to the Woodfords School.

**Finance report, Kate Miller**

End of year accounts were run after August 2023 payroll for the end of year financial meeting. There was a shortfall last year and we have been careful purchasing resources and making use of the old stock. There was a considerable cost with regards to the outside area. There has been no other expenditure other than day to day running and new uniform for staff. £702.10 was raised in total for fundraising. There was a fee increase in November 2022 and a snack fee was introduced in January 2023. The fees were reviewed again in April 2023 and remained the same, they will be reviewed again in December 2023. Accounts have been verified again by Fawcetts Charted Accountants and signed off as correct on 26/09/2023. A small profit was recorded to year end and provides us with a bit of flexibility in terms of rent rise, staffing costs and unexplained expenses. Staffing hours have remained the same and there has been no change in the rent/utility bills charged by the school. All staff received a pay rise in March 2023 and salaries are to be reviewed yearly going forward. Finances will be reviewed three monthly going forward.

**Key points raised in the meeting**

1. The new astro turf was laid in the May half term this has been a real benefit to the children.
2. A new member of staff Bethany has joined the team.
3. Fundraising that has been organised by the staff and committee members. Fundraising ideas for the forth coming year and potential sponsorship help.
4. The Pre-school were looking at having a stall at the flower show to raise money.
5. The Wednesday sessions have been a real benefit for the children’s transition into school.
6. The transition of the children going up to school this year has been very good, and the children are very happy.

**Staff**

Saffie left Pre-school in February 2023 and Bethany has taken on the role.

Jane has taken on the role as SENCO and remains the designated safeguarding officer and Amy remains the deputy safeguarding officer.

All staff have completed safeguarding training during the holidays and Jane, Fran, Amy, Kate and Kathryn completed the paediatric first aid training.

**Actions from the meeting**

* To look at any new items/toys required at Pre-school.
* To ask parents if there is any new equipment they feel is required for the children.
* To look at obtaining a new camera for photos for the children’s journals.
* For the committee members to arrange some fundraising ideas for the Pre-school.