



Annual General Meeting – Wednesday 18th September 2019

Preschool – 19:45 Start

MINUTES

Attendees (14)

2018/19 Committee: Maddy Lowe, Charlotte Todd, Laura Woodford, Will Jackson, Jenna Horrocks,

2019/20 Committee: Laura Harding, Sarah Vickers, Caitriona Woolhouse, Jackie Cox, Chris A Smith

Allsorts Staff: Natasha Hiller, Josie Aggett, Nat Reed, Lisa Wells,

Parent: Toby Brack

Key Decisions

- A. Salary increase of 4.6% for qualified staff, implemented for 2019/2020, from October payslips onwards. This is aligned with the increase for unqualified staff from April 2019
- B. Motion to raise paid fees to £5/hour from £4.30/hour from next term; vote 10 out of 14 in favour, motion passed
- C. 'Allsorts Preschool' rebranded to 'Brightwell Pre-School', to be rolled out over the course of the 2019/20 year. Example logo added to the top of these minutes, still under finalisation
- D. Tremendous thanks to the outgoing committee for all their hard work in 2018/19; new committee elected as below:
 - Co-Chair – Jackie Cox
 - Co-Chair – Caitriona Woolhouse
 - Treasurer – Sarah Vickers
 - Secretary – Chris A Smith
 - Fundraising – Laura Harding
 - Member – Alexandra Tapping

Key Actions

1. Policy and procedure review by new committee, hard copies to be signed and held on the pre-school site
2. Constitution to be reviewed and agreed by the new committee, for sending to EYA and Charity Commission in November 2019
3. Implement rebranding
4. Maintenance / new decking and sleeper wall rebuild



Agenda Overview

1. Welcome and Chair Update
2. Fundraising Update
3. Treasurers Update
4. Fee/ Salary Increase
5. Classroom/ Update and Staffing
6. Safeguarding Update
7. Health & Safety & Facilities
8. Actions from previous meeting (plus other outstanding items)
9. Rebrand
10. New committee for 2019/20
11. AOB

Agenda/Topics Discussed	Owner
<p>1. Welcome & Chair update</p> <p>Achievements this year:</p> <ul style="list-style-type: none"> ● Lots of fundraising activity, thank you to Laura W and the team ● Recruitment of x4 new staff members ● Several building maintenance activities ● School lunches successful continuation ● All policies & procedures reviewed and updated ● Re-brand work progressed ● New book corner and group work items purchased with Community Association grant ● First ever class photo, big success ● IT developments: <ul style="list-style-type: none"> ○ Introduction of Google drive for staff and committee, with non-sensitive information ○ Amazon wishlist / to be pushed more for 2019/20 ○ Facebook group for the preschool community ○ New e-newsletter format / well received on email only ○ New laptop purchased for additional admin work 	Maddy/Charlotte
<p>2. Fundraising update</p> <ul style="list-style-type: none"> ● Please see Appendix A ● Fundraising project ideas: <ul style="list-style-type: none"> ○ Replace decking 	Laura Woodford



<ul style="list-style-type: none"> ○ New armchair for office (to replace second computer desk) 	
<p>3. Treasurer's update</p>	<p>Will/Jenna</p>
<p>4. Fee/Salary Increase</p> <ul style="list-style-type: none"> ● Review of other preschool fees to discuss <ul style="list-style-type: none"> ○ Paddocks networking evening attended Natasha & Lisa ○ Maddy completed review of pre-school fees in the local area. Brightwell the lowest at the present time ○ Motion to raise fees by £0.70 per hour, and agreement to decide this within the AGM environment without further assessment of financial figures ○ Some reservations over the cost/benefit analysis performed previously when fees were raised. It brings in only a small additional income benefit, that would be negated if any parents were put off from sending their children ○ Price needs to be controlled but often not the dominant factor in sending children to pre-school. Brightwell would still be cheapest per hour preschool in the local area ○ Motion passed 10 out of 14 in favour ● Staff salary increases to discuss – all agreed based on their hard work and dedication, 4.6% increase for qualified staff to be paid from October 2019 payslips 	<p>Chairs/Treasurers Natasha/Lisa Chairs/Treasurers</p>
<p>5. Classroom Update & Staffing</p> <ul style="list-style-type: none"> ● Update from Natasha on all activities completed this year, there were lots! See Appendix B for detailed list ● Upcoming activities/themes ● Additional staff in the playroom into 2019/20 and Kristen moving to the office will help going forward 	<p>Natasha Hillier</p>
<p>6. Safeguarding Update</p> <ul style="list-style-type: none"> ● Audit / limited actions: <ul style="list-style-type: none"> ○ Centralised DBS checks and safeguarding training records need to be updated ○ Required lockdown procedure means blinds required in playroom as child numbers grow later in the year. Fundraising project? ● Locality Community Support Service (LCSS) officer visited, reminder of this service and first point of call for safeguarding concerns 	<p>Natasha Hillier</p>



<p>7. Health & Safety & Facilities</p> <ul style="list-style-type: none"> ● Garden maintenance to discuss / new garden maintenance required, including mowing and strimming of the banks. Ally to remain looking after the amazing flowerbeds ● Fire-drill practice outcomes / <ul style="list-style-type: none"> ○ All equipment passed ○ Requirement to finalise evacuation plans for those with one to one care ○ Fire alarm cannot be heard once in the garden, need for a new alarm system at the rear of the building ● Accident book review <ul style="list-style-type: none"> ○ Primary accidents involve the decking, parents reminded of need for sensible shoes for outside play ○ Several remedial actions taken to play equipment in garden to limit accidents ● Maintenance list to be kept by Kristen for John to implement into the new term <ul style="list-style-type: none"> ○ Replace decking, fundraising topic? ○ Sleeper wall next to the flowerbeds is starting to creep forward – solution needed! Another possible fundraising topic? ○ Leak in guttering next to toy cupboard ○ Leak onto the pegs under the awning 	<p>Natasha Hillier</p>
<p>8. Actions from previous meeting (plus other outstanding items)</p> <ul style="list-style-type: none"> ● PAT testing - carried out 15th June ✓ completed ● Safeguarding policy to update Requires signatures, For new committee ● IT data protection policy to write, to enable continued use of Google Drive / drive now for non-sensitive information, For new committee ● SEN Policy / updated for 2018/19 ✓ completed ● Teatowel fundraising / X not completed / if time for 2019/20 ● Keypad for entrance for ease of access - have quote to discuss / decided this is a 'nice to have' and may be more costly (~£1400+VAT) and problematic to implement than needed X ● Class photos and also natural shots for new website ✓ excellent initiative ● Language lessons - survey results? / For new committee ● Shredding - confirm quarterly collection? / For new committee ● Blackout blinds for lock down procedure / For new committee ● Put tyres on gumtree - free for collection? / For new committee ● Estimate of how much more office time required for management/ ✓ Kristen in place to cover these hours 	<p>Maddy/Charlotte Maddy</p> <p>Maddy/Charlotte</p> <p>Laura/Charlotte S Natasha/Nicky</p> <p>Charlotte Laura Natasha Chairs/Treasurers Chairs/Treasurers Chairs Natasha Chairs Chairs Charlotte</p>



<ul style="list-style-type: none"> ● Emergency mobile phone top up EE (needed charging in office) For new committee ● Village event Sat 12th October - stand? / For new committee ● Constitution - validation with EYA and Charity Commission / For new committee 	
<p>9. Rebrand -</p> <ul style="list-style-type: none"> ● Liaise with professional bodies re name change ● Liaise with bank re new signatories and new name ● Comms plan implementation ● New web domain and email addresses ● Signage production & installation ● Staff & children uniforms - get quote ● New website copy upload and edit ● Plackard for Lois 	<p>Chairs/Kristen Treasurers Sally/Chairs Maddy/Charlotte Maddy/Charlotte Chairs/Sally Chairs/Sally Maddy</p>
<p>10. New committee for 2019/20:</p> <ul style="list-style-type: none"> ● Vote in new members / all positions filled as below proposed by the outgoing chairs and seconded by the outgoing treasurer <p>Co-Chair – Jackie Cox Co-Chair – Caitriona Woolhouse Treasurer – Sarah Vickers Secretary – Chris A Smith Fundraising – Laura Harding Member – Alexandra Tapping</p> <ul style="list-style-type: none"> ● Division of Chair responsibility again for 2019/20 (Jackie and Caitriona) ● Line management support from Alexandra (not present) 	<p>Maddy/Charlotte All All</p>
<p>AOB – nil</p>	



Meeting closed at 21:15



Appendix A: Fundraising Report

See appended document for further information

Appendix B: Classroom Update

See appended document for further information