

**Allsorts Preschool**  
AGM meeting 25<sup>th</sup> September 2018

Committee & Staff Attendees: Natasha Hillier - Manager, Lisa Wells – Deputy Manager, Laura Richards, Hannah Cannell – Co-Chairs, Kristen Dudley - Fundraiser, Laura Woodford – Committee member, Charlotte Todd – Committee member, Will Jackson – Treasurer

Apologies: Saffron Freeman – Secretary

<b>Agenda</b>	<b>Owner</b>
Welcome	

<p><b>Chair Update</b>  Much achieved in the past year.</p> <ul style="list-style-type: none"> <li>• Lots of fundraising activity, some really successful events, thanks to Kristen and those who helped for lots of hardwork on the fundraising events</li> <li>• Love Your Preschool Day, thank you to everyone who helped there, really good effort from lots of parents</li> <li>• Refresh of the library and the book corner refresh</li> <li>• Introduction of new ICT kit using community association funds</li> <li>• Successful recruitment for new members of staff, 3 new members of staff recruited</li> <li>• Lots of general maintenance activities</li> <li>• Introduced school lunches, looking for someone to take the organisation of that on for the year ahead</li> <li>• GDPR compliance</li> <li>• Progressed the work on branding</li> </ul> <p>Fee increase to £4.20 per hour for non funded hours agreed. To be implemented from October half term.</p> <p><b>Committee Roles</b>  Pete Kroth has volunteered for Secretary  Laura Woodford and Charlotte Smith to organise Halloween and Christmas fundraising events  ACTION: Find out if Jenna can do fundraising from Christmas if possible  School dinners to be organised by Charlotte Smith  Charlotte Todd &amp; Madeleine Lowe volunteering to share Chair</p>	<p>Hannah/  Laura</p>
<p><b>Classroom Update – Overview of activities in the past year</b>  ‘All about me’ at the start of last year. Members of family, favourite foods, colours, drew around ourselves.  Preschool rules &amp; behaviours  Children in Need, dressing up week  Painting, shaving foam, play dough  Role playing &amp; Music  Lots of games  Mark making in the sand  Christmas dinner together with all the families, Christmas nativity play, Christmas card making and a Christmas party, watched the school’s nativity play  PJ &amp; Pancake day, mother’s day and easter day, royal wedding activities  Light &amp; Dark was a theme  Themes included animals, pirates, stories, seasons, shops.  Highlands Farm &amp; Sherwood Farm visits  Transition events for school leavers, graduation  Small group work activity – memory games, practice mark making &amp; hand writing, story reading, rhyming words &amp; strings, bee bots  PE every Monday, football skills, sports day, playing games, balancing, jumping, rolling  Outdoor learning</p> <p><b>Safeguarding, Training, Health &amp; Safety, Facilities – Overview of action taken in the past year</b>  Contingency plan put in place in case the building is out of use  Deep clean and replaced rugs etc after the sickness bug in the summer  Sunsail fixed  Trialled staff putting on sun cream in summer term, will continue with that this year  Practiced a lock down procedure with the school  Completed safeguarding audit for OCC  DBS – reminder to all committee members to register for the update service  SENCO training completed</p>	<p>Laura/  Hannah</p>

<p><b>Completed Actions from previous meeting:</b></p> <ul style="list-style-type: none"> <li>• Will, Natasha and Chair to look at September numbers and consider fee structure taking into account benchmarking data</li> <li>• Laura Woodford to strim the mud kitchen</li> <li>• Hannah to arrange to get sun sail fixed and rung on climbing frame</li> <li>• Hannah to order the sand, volunteers needed to shift it</li> <li>• Consider whether fee structure needs reviewing and increasing</li> </ul>	
<p><b>Outstanding Actions</b></p>	
<ul style="list-style-type: none"> <li>• Ipod to be located, include request in Villager</li> <li>• Update signatories on coop account</li> <li>• Investigate preschool landline, benchmark BT as a provider</li> <li>• Sally &amp; Joaquim to continue work, come back with costings, timings and visual concepts.</li> <li>• Natasha and team to plan activities which could involve the children in developing the branding concept further</li> <li>• Laura and Hannah to consider approach and booking in an extra session with the committee for policy review</li> </ul>	<p>Hannah</p> <p>Will</p> <p>Chair Sally &amp; Joaquim Natasha</p>
<p><b>Date of next meeting:</b> For new committee to arrange</p>	