

AGM MINUTES FOR BASSINGHAM PRE-SCHOOL

Present: Ginny, Emily, Noelle, Kirsty, Jackie B, Jo, Lynsey, Phyl, Helen, Emma Banks, Emma Lowe, lots of new people....

Apologies: Hannah Thomas & Hannah Chapman

- Before the meeting was formally started the Manager, Melissa, asked the question regarding the running of the new 2 & 3 year old rooms going forward which she had agreed to with both Phyl and Helen at a meeting she had held with them with no committee involvement prior at some time previous to the meeting. Ginny & Kirsty both said that the committee were not aware of this decision and asked that it be noted that this had been offered by Melissa, without Committee approval, but that as a time of change was ahead for the preschool that the committee were not in a position to guarantee this offer would stand at this present time.
- Emily then opened the meeting and welcomed all the new faces. The present committee introduced themselves and an brief overview of the committee was given to the new people present.
- Kay presented the finance figures to the group for the year ending 31st August 2017. See Finance Report Attached. Kay advised that the figures were good overall but that they were down on last year due to increased spending and that care would need to be taken going forward with regards to our commitment to the new two year old room currently in planning stage.
- Melissa presented the Manager Report for the new build which is currently at design stage and being assessed. The porch has been approved by LCC for coats and bags with 2 security doors. The 2 year olds will go one way and the 3 year olds the other. Main time will be together in the setting. Building should start January and then April/May 2018 time weather permitting. Mr Howells has agreed that we can access the preschool via the school hall during the building time and that we can also use the hall for preschool and afterschool club if necessary. Ongoing meetings will be held as progress is made of which Kirsty Harrison is now attending. The 2 year old room will be allowed to be used for after school club and the numbers for afterschool club will then be from 32 – 44 children. On Thursdays the 2 year old room will still need to be opened for the two year olds but pre-reception children will be in the main area.
- Emily then talked about the committee being split into Management and fund raising teams and described some of the features of Ladies Night.
- Mandy advised that there had been good uptake for the new hot meals from Good Looking Cooking outside catering and that numbers would hopefully increase again next term. Mandy was thanked for all her hard work with this and it was agreed that the meals would continue to be trialled until Christmas to ensure that uptake was good and that there were no financial issues caused by this.

- Jackie Baker advised that the Nursery Genie is nearly up and running and that bills from the Genie should be issued in October 2017. There have been problems with the programme updating but she was liaising with the Genie Support Team and working through the issues.
- Emily then thanked Melissa for all her had work regarding the new build and expressed our gratitude to her for her efforts. The committee were then advised that Melissa had handed her notice in and that steps would need to be taken to find her replacement. Mel agreed to stay on longer if required to ensure a smooth transition to a new manager.
- Emily, Hannah, Ginny resigned from their positions of Chair, Secretary and Treasurer
- Hannah Thomas was again nominated as Secretary which was seconded by Kirsty Harrison, Jo..... has agreed to be assistant Secretary in Hannah's absence.
- Noelle nominated Emily as Chair which was unanimously seconded with Kirsty Harrison being nominated as Vice Chair – also unanimously seconded.
- Noelle nominated Ginny as Treasure and this was seconded by Emily.
- Emily then described the need for EY2 Forms to be completed and DBS checks to be done – Any new members were to speak to Kirsty to action.
- Meeting closed at 9pm.