AGM meeting minutes

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| Location: | West Wycombe village hall |
| Date: | Monday 30th September |
| Time: | 8pm |
| Attendees: | Susie Chester, Ellen Carter, Gemma Gillies, Helen Porter, Natasha Rever, Kerri Thorose, Emin Thorose, Nessa Ibsen, Rosie Jones, Belinda Slade, Elaine Rose, Debbie How, Sadia Khan, Sarah Gowers, Shelly Sullivan |

# Agenda items

* **1. Welcome** – Welcome from Gemma, explained how she is the last committee member present today. New committee to be formed. Gemma starts by nominating Susie for chair which is 2nd by many. Ellen is nominated for treasurer, Helen for secretary, Gemma for safe guarding, Karen for fire safety, Steph as committee member, Natasha as committee member, Kerrie as committee member, Toni-Jade as volunteer committee member and Nessa as volunteer committee member.
* **2. Apologies –** Karen, Toni-Jade, Shelia, Jamie, Jade and Steph
* **3. Election of management committee** – Addressed in welcome
* **4. Presentation of Report chair –** Susie reads out leaving email from Shelia; Thank you to all of my fellow committee members this past year and last. Your support has been invaluable, especially over the last few trying months. I'm amazed you're continuing on and applaud your dedication! [2018-2019](tel:+4420182019) was the second year for the preschool in the new house. Following the very busyfirst year, it was nice to see the new space more settled. We had a really good start with fundraising and some really great events like the Disco, Fayre and Easter events, however it was around this time it became evident there was a break down in communication on both sides. In these last few months the committee has learned many things and spent a great deal of their summer rectifying these issues, I do hope much has been learned on both sides. In particular I wanted to thank Ellen Carter for her really hard work disentangling our finances over the Summer, it was clearly a runaway train and we're all grateful for the work you've done. Although I leave the last two years volunteering for the preschool with a sour taste in my mouth, I'm really excited for the changes to come for you all with Susie Chester as chair and an amazing committee working with her. It's become evident that some major changes are to be made to keep the preschool sustainable for the future and they have some great ideas to be implemented. With forward thinking, open communication and a more strict approach to finances I think the preschool is in amazing hands and will thrive for years to come. Needless to say, consider this to be my yes vote for Susie Chester as chair. And thank you to Gemma and Steph for staying on with the committee and for Karen coming back and the rest of the new members, good luck and enjoy it. Susie reads out her chair report; I’m excited about joining ww preschool as chair. Many will know that as I child I attended here. It’s such an important assets for ww and for the children of our community. I know joining after a differcult year for both staff and committee. But I’m passionate to work with everyone and bring a new happier chapter preschool  
  We have lots of exciting things planned for [19/20.](tel:+441920) Kick starting with Halloween disco and treasure hunt. Plans for VE Day anniversary dance. We have introduced monthly coffee morning for parents to get to know each other.  
  I want to bring more involvement with families and community with the preschool and ensure everyone at preschool both children and staff know they are well supported.  
  I look forwarded to working with the new committee and Rosie and her team
* **5. Presentation of accounts-** Last 2 years not complete but nearly the end. Will be uploaded tomorrow year 17/18. Ellen has had to reconstruct and change how the records are kept. 17/18 accounts were not in order. Year 18/19 is in better shape, doesn’t need to be uploaded yet but should be completed within the next 4 weeks. Ellen has taken charge of accounts, Monica has checked them.Email addresses to be created for Chair, Treasurer and Secretary so all documents related to pre school are sent and received to the same address. These email addresses can then be used for future committee members. Income looks good, year 17/18 saw 110k and 18/19 125k which are good numbers. Salaries did increase for staff members. Year 17/18 came out at a lost due to the school house move. Moving cost was 34k. In the bank year 17/18 30k and 18/19 25k, ideally need to build this up again. Pre school uses a cash counting methodand quick books. Any more details on accounts can be obtained from Ellen.
* **6. Presentation from manager –** Welcome and thanks from Rosie, briefly addressed differences with last committee and gave thanks for all their efforts. Rosie spoke about the importance of the committee and Hope’s to work closely with us to build a strong relationship. Currently second year in the school house. Afternoon sessions have been busy thanks to the 30hours funding for families, however a dip this term with some families moving away. Currently 240/255 sessions filled. Best year yet with parent feedback, children’s key stages books are full. Children are hitting their targets and prepped for school. Well done to staff for making this happen. Rosie praises Belinda for her degree, Shelly for her level 3 and reports Toni-Jade will be starting her Level 3 soon and wishes her the best. Ofsted due in 6 months, support to staff to be given in the lead up. Quality improvement plan and outcome for children to be actioned. Addressed the close partnership with West Wycombe school.
* **7. Motions to be put to AGM-** Susie has created job roles for committee members, these are to be read, signed and given back to Susie.
* **8. Any other competent business-** Thanks given to Debbie’s petty cash keeping skills. Moving forward with our goals- more business like. Employee handbooks created which makes more user friendly and formal for staff. CCTV kindly installed by Emin on pre school premises. Fundraising ideas and meetings are to be booked in advance. Get parents involved as much possible. Any fundraising ideas to be shared among ourselves. Kerrie added to the WhatsApp group, Nessa still needs to be added.
* **9. Closing remarks** Thanks from Susie and Rosie next meeting Monday 7th October at the School House @ drop off

| Action items | Owner(s) | Deadline | Status |
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Add Nessa to WhatsApp Anyone ASAP

Group.

Form for Green tokens Helen Monday 7th

From Waitrose

Add preschool to

Charity food collection Helen Ongoing Ongoing

At Waitrose