

# MINUTES

## **Lawshall Pre-School Minutes of AGM Meeting**

*Monday 19<sup>th</sup> September 2016, 7.30pm Buttercup Building*

The meeting was called to order by Katie Haselhurst at 7.30pm. Katie thanked everyone for coming and welcomed new parents to the meeting.

### **In Attendance**

Janice Robotham, Katie Haselhurst, Vicky Wise, Debbie Cornish, Kate Bolton, Karen Butler, Michaela Warner, Emma Armstrong, Alice Page, Katie Pruden, Melissa Durrell, Lauren Divall, Kimberley Ryan.

### **Key Officers**

**Chairperson:** Katie Haselhurst

**Vice Chairperson:** Kate Bolton

**Treasurer:** Alison French

**Secretary:** Debbie Cornish

**Staff:** Janice Robotham

### **Apologies for Absence**

Laura Williams, Claire Osborne, Alison French

### **Approval of Minutes of Meeting dated 2<sup>nd</sup> November 2015**

Minutes approved. Katie proposed minutes correct, Michaela second it.

### **Matters Arising**

Katie informed the committee that as of 1<sup>st</sup> September 2016 Session increase to £10.00, Lunch club is £2.50, this brings us much more in line with the government funding.

### **Treasurer's Report**

Alison sent her apologies. Katie read the report to the committee. Katie informed the committee that Rachel is happy to audit our accounts again, this was agreed by the committee.

NOTE: See attached Treasurer's report for full details, please note this is subject to audit so may alter.

### **Staff Report**

Janice read the Staff report to the committee.

NOTE: See attached Staff report by Janice for full details.

### **Chairperson's Report**

Katie read the chair's report to the committee.

NOTE: See attached Chair's Report 2015/2016.

### **Update on Preschool Building**

Katie explained to the new members that we will be building a new building for preschool. We have found a company who manufacture pop up Modular buildings. The hope was to get the building up by Christmas, but we have come across a stumbling block to do with the electricity, this has to be channeled directly from school so will take slightly

longer than we originally expected. The Modular building will cost approx. £44,000. The total will come in at about £70,000 with all electrics, etc. Richard Harding has been in contact with the council and although they won't put any money in to fund the building they will back it so we just need to get planning permission. It is looking more likely to be completed by Easter.

A grant has been confirmed by Tesco's, we will either get £8,000, £10,000 or £12,000. It has to be spent on the garden and it has to be spent by December 2017.

Katie explained that she has been negotiating fund raising percentages with school. All fund raising will be focused on the new building not preschool.

### **Explanation of Key Roles and Committee Job Descriptions**

Katie explained to the new members that Key Role positions would need to be filled as these positions often change due to children moving from preschool to big school which results in that committee member no longer having a child at preschool and therefore standing down from their position.

### **Election of Key Officers and Committee Members**

Katie asked if anybody would like to take on the role of Chairperson, nobody was forthcoming, Katie agreed to stay on as Chairperson, Debbie second it, which was accepted. Kate stepped down from her position as Vice Chair, Katie explained that it wasn't vital to have a Vice Chair as nobody was forthcoming. Lauren expressed an interest and this may be something she would like to do at a later date. Ali stepped down from her position as Treasurer, Karen Butler agreed to take on this role, Katie second it. Debbie stepped down from her position as Secretary, Alice agreed to take on this role, Kate second it.

Emma, Kate, Vicky and Ali all agreed to stay on. Michaela, Laura and Katie stepped down. Lauren, Melissa and Kimberley agreed to become new committee members. Katie thanked all of the committee members for their hard work during the last year and expressed her thanks to the new parents for coming on board. Katie explained that all new members need to complete a DBS form.

### **AOB**

### **Date of Next Meeting**

Monday 17<sup>th</sup> October – The Function Room, The Swan – 7.30pm