

# MINUTES

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

*Monday 2<sup>nd</sup> November 2015, 7.30pm Buttercup Building*

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

### **In Attendance**

Janice Robotham, Sarah Walters, Vicky Wise, Debbie Cornish, Alison French, Katie Haselhurst, Kate Bolton, Karen Catling, Victoria, Kim, Josh

### **Key Officers**

**Chairperson:** Sarah Walters  
**Vice Chairperson:** Katie Haselhurst  
**Treasurer:** Alison French  
**Secretary:** Debbie Cornish

**Staff:** Janice Robotham

### **Apologies for Absence**

Chris Cornish, Karen Beard, Laura Williams

### **Approval of Minutes of Meeting dated 21<sup>st</sup> October 2014**

Minutes approved. Katie proposed minutes correct, Vicky seconded.

### **Treasurer's Report**

Alison read the treasurers report to the committee.

Alison proposed the accounts as correct, Debbie seconded. Alison is happy to continue to use Rachael, this was agreed by committee.

NOTE: See attached Treasurer's report for full details.

### **Staff Report**

Janice read the Staff report to the committee.

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

### **Chairperson's Report**

Sarah read the chair's report to the committee.

NOTE: See attached Chair's Report 2013/2014.

### **Update on Preschool Building**

Sarah explained that the Buttercup building is shared with school. There is a goal for school to have reception/early year's foundation unit. This will then enable preschool to offer all day care. Last year School concentrated on building the year 5 and 6 classroom. There was an idea that we would need to build the new building, as a committee we couldn't commit to this. Mrs Lamb and Richard Harding, Chair of Governors, recognise this. Richard Harding has

suggested that with the 30 hour funded hours coming from government next year, there might be some funding available so we should get to the front of the queue and ask for some money. Richard has written a letter to the Suffolk County Council and has passed this to Sarah for signing, this has been passed to Katie. There is no concrete news or start date at the moment but the letter can go off to local council as a joint letter from school and preschool. Reserve money is great but need to make sure we have money there in case there are redundancies. Preschool do have some money to put forward but would need to apply for grants. The new building would give us an opportunity to open as all day care which would mean a change in how staff would work, Sarah has spoken to the staff about this and they are very happy and would embrace this. It is all very much dependent on raising money. We have had a verbal assurance that school want preschool to stay on this site and would secure us for 10 years on an open book agreement. Kim asked if we know how much money, Sarah confirmed one quote was for between £80,000 to £100,000. School would build the building we would need to kit it out and help with the funding. Michaela put forward asking local companies if they would be prepared to donate their time/labour. The committee thought this was a good idea. Sarah advised that it is important to have a written agreement from school as we would be vulnerable if Mrs Lamb were to move on. Richard is very supportive and happy to work with us. We lose some children because we don't offer all day care so this would be a fantastic opportunity for preschool. Michaela asked about a pre-fab building, Sarah not sure this would be viable but as it doesn't have to go through SCC now so there are more options for the new building. Josh has a friend who owns a company who provide portable buildings and he would be happy to speak to him to see if there is anything they can do to help. Janice said this would definitely be worth bearing in mind.

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

Sarah explained to the committee and other parents in attendance why the pre-school committee was so vital to the pre-school and outlined the key officer's responsibilities. She said the pre-school was a charity which despite receiving funding also required 'extras', which the committee had to find through fundraising.

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

Sarah explained to the committee she would now step down as chair, explaining that she no longer had children at the preschool. Karen Beard stepped down as she is now working at the preschool. Chris Cornish also stepped down. Sarah proposed Katie Haselhurst take up the post as chair and Debbie second it, which was accepted. Debbie agreed to carry on as Secretary. This was proposed by Sarah and seconded by Vicky. Ali agreed to carry on as treasurer, this was proposed by Sarah and seconded by Debbie.

Laura, Vicky, Michaela, Hayley happy to stay on the committee. Karen Catling, Kim, Victoria all agreed to become new committee members. Sarah expressed her thanks to the new parents for coming on board.

### **AOB**

Sarah informed the committee that Hayley's mum, Debbie would be happy to cover any preschool sessions as and when needed. Katie proposed Debbie becoming a committee member which would then allow her to help out, Katie will look into this. Debbie asked if Karen could continue to manage the facebook account, Debbie will ask Karen if she is happy to continue, this was agreed by the committee. Katie informed the committee of 2 resignations, Steph and Ame. Ames hours need to be covered, need to look at ratios and whether we need to cover Ame as full time member of staff or part time. Katie will arrange an advertisement soon. Ali asked if Karen was keen to qualify, Janice informed committee that there is no government funding for training at the moment. Sarah suggested looking at school fees and wages, with living wage coming in we should look to be paying closer to this wage. Josh's Dad is Chairperson of Little Acorns, Josh will speak to him to find out what they pay their staff.

### **Date of Next Meeting**

Monday 9<sup>th</sup> November 7.30pm, at