

MINUTES

Lawshall Pre-School Minutes of AGM Meeting

Monday 15th October 2018, 7.30pm Bluebell Building

The meeting was called to order by Katie Haselhurst at 7.30pm. Katie thanked everyone for coming and welcomed our new Office Manager Claire Wilson to the meeting.

In Attendance

Janice Robotham, Katie Haselhurst, Sam Holmes, Stephen Potter, Karen Butler, Alice Page, Claire Wilson, Jo Cobbett, Claudia Mee, Kelly Mackie, Michaela Warner

Key Officers

Chairperson: Katie Haselhurst

Treasurer: Karen Butler

Secretary: Alice Page

Apologies for Absence

Claire Osborne

Treasurer's Report

Karen read her report to the committee. Rachel Willis has agreed to audit the pre-school accounts for 2017/18 but Karen advised that the pre-school will probably need a new accountant to audit our accounts in the future.

NOTE: See attached Treasurer's Report and Finance Report for full details.

Pre-School Leader's Report

Janice read her report to the committee.

NOTE: See attached Pre-School Leader's Report for full details.

Chairperson's Report

Katie read her report to the committee.

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

Re-adoption of Pre-School Policies and Procedures

Katie signed all of these and made sure these were all up to date.

Explanation of Key Roles and Committee Job Descriptions

Katie explained to the new members that Key Role positions would need to be filled. These positions often change due to children moving from pre-school to primary school which results in

that committee member no longer having a child at pre-school 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. Sam agreed to join the committee and take this on – Stephen nominated her and Jo seconded it. Stephen agreed to join the committee and take on the role of Treasurer – Alice nominated him and Sam seconded it. Alice agreed to stay on as Secretary – Sam nominated her and Michaela seconded it.

Karen agreed to stay on the committee – Alice nominated her and Jo seconded it. Michaela agreed to remain on the committee – Claudia nominated her and Karen seconded it. Jo Cobbett joined the committee – Michaela nominated her and Kelly seconded it. Claudia Mee joined the committee – Karen nominated her and Sam seconded it. Kelly Mackie also joined the committee – Sam nominated her and Alice seconded it. The new committee members will now apply for their DBS certificates. Katie thanked all of the committee members for their hard work during the last year.

AOB

None.