

MINUTES

Lawshall Pre-School Minutes of AGM Meeting

Monday 16th October 2019, 7.30pm Bluebell Building

The meeting was called to order by Jo Cobbett at 7.30pm. Jo thanked everyone for coming.

In Attendance

Janice Robotham, Jo Cobbett, Stephen Potter, Karen Butler, Alice Page, Claudia Mee, Michaela Warner, Phillip Sadowski, Libby Lake, Michelle Plume, Caroline Adams, Rebecca Holt, Jenna Beeton, Rachel Watson, Cheryl Clark, Emma Armstrong, Angela Scott, Claire Osborne, Ervin Xhafa, Hannah Bayley, Claire Wilson

Key Officers

Chairperson: Jo Cobbett
Treasurer: Stephen Potter
Secretary: Alice Page

Apologies for Absence

Kelly Mackie

Treasurer's Report

Stephen read his report to the committee. Please see attached Treasurer's Report and Finance Report for full details.

Pre-School Leader's Report

Janice read her report to the committee. Please see attached Pre-School Leader's Report for full details.

Chair's Report

Jo read her report to the committee. Please see attached Chairperson's Report for full details.

Re-adoption of Pre-School Policies and Procedures

Jo signed all of these and made sure these were up to date. The majority have now been reviewed by Claire Wilson and updated as necessary. Claire will continue to review the rest.

Explanation of Key Roles and Committee Job Descriptions

Jo 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

Jo asked if anybody would like to take on the role of Chair. Caroline Adams agreed to join the committee and take this on – Stephen nominated her and Karen seconded it. Stephen agreed to continue in his role of Treasurer – Jo nominated him and Phillip seconded it. Alice stood down as Secretary and Michelle Plume agreed to join the committee and take this on – Phillip nominated her and Michaela seconded it.

Michaela, Claudia, Karen, Phillip and Alice stepped down from the committee.

Jo and Ervin agreed to remain on the committee and Rebecca, Jenna, Libby, Rachel and Hannah (as well as Caroline and Michelle) agreed to join the committee – Claudia nominated them and Karen seconded it. The new committee members will now apply for their DBS certificates and then complete their EY2 applications for Ofsted. Claire Wilson will oversee this process. Jo thanked all of the committee members for their hard work during the last year.

AOB

None.