

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

***Monday 2<sup>nd</sup> November 2020, 7pm, Via Microsoft Teams.***

### **In Attendance**

Janice Robotham, Cheryl Clark, Claire Wilson, Claire Osborne, Kayleigh Taylor, Caroline Adams, Stephen Chandler, Michelle Plume, Rachel Hutchinson, Carly Warner, Laura Edwards, Ruth Harman, Becky Bhaker, Becky Holt, Emily Faiers, James May, Kate Walker

### **Apologies for Absence received from**

Ervin Xhafa, Charlotte Rye, Clare Skinner and Dean Cottom.

### **Key Officers**

Caroline Adams – Chair

Stephen Chandler – Treasurer

Michelle Plume - Secretary

### **Pre-School Leaders Report.**

Janice read her report to the committee.

NOTE: See attached Pre-School Leaders Report for full details.

### **Treasurer's Report.**

Stephen read his report to the committee. Financial reports were agreed and signed off.

NOTE: See attached Treasurers Report for full details.

### **Chair's Report**

Caroline read her report to the committee.

NOTE: See attached Chair's Report for full details.

### **Re-adoption of Pre-school Policies and Procedures.**

Safeguarding Partner information has been updated and policies have been updated to reflect the new Covid-19 restrictions.

Caroline agreed to sign off the policies and procedures with Claire Wilson at the earliest opportunity

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

Caroline explained to everyone the Key Roles that 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. Covid-19 is also restricting the contact that committee members who no-longer have children at Pre-school have with the Pre-school. This is also another factor in regard to committee members stepping down.

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

Caroline asked if anyone would like to take on the role of Chair. James agreed to join the committee and take on this role. He provided some background information about himself and the committee nominated and seconded him into the position.

Caroline asked if anyone would like to take on the role of Treasurer. Kate agreed to join the committee and take on this role. She provided some background information about herself and the committee nominated and seconded her into the position.

Caroline asked if anyone would like to take on the role of Secretary. Carly and Rachel agreed to join the committee and take on the role as a job -share. The committee nominated and seconded them into the position.

### **New Key Positions**

James May – Chair

Kate Walker – Treasurer

Rachel Hutchinson – Secretary

Carly Warner - Secretary

All new committee members will now need to apply for their DBS and EY2 certificates. Please direct all questions and outcomes to Claire Wilson in the Pre-school office.

NOTE: Please see the attached crib -sheet which will help you with applying for a DBS.

All committee members must complete the attached Committee Pledge and return to the new committee Secretary's at the earliest opportunity. Please leave the Witness Name blank and this will be completed by the new Key Positions.

### **AOB**

Please can all committee members provide their telephone number to James so he can set-up the new WhatsApp group and set the next Committee Meeting.