

St Paulinus Pre-School
Minutes of AGM
Tuesday 9 February 2021 via Zoom

Present:

Trustee Committee: Emma Bennett (Trustee), Bill Stone (Treasurer), Louise Ng (Secretary), Sally Dodson (Trustee), Mike Sinclair (Trustee), Jacqueline Barnes (Trustee), Bruce Robertson (Trustee) and Lee Gasson (Manager)

Parents: Samantha Leggett, Juliette Hoad, Liz Stark

It was agreed that Sally Dodson would chair the meeting. Trustees introduced themselves and parents were thanked for attending. The meeting was recorded.

1. **Apologies:** None

2. **Minutes of 2019 AGM**

These were agreed as a true and accurate record of the previous AGM and signed by the Chair. Hard copy to be filed in the black box.

3. **Matters Arising**

It was agreed that since a significant amount of time had passed since the last AGM, due to COVID, it was agreed by all present that many of the action points had been resolved or were now irrelevant and there were no matters arising requiring discussion.

Most noteworthy since the last AGM were the new trustees joining the committee: Dave Medcalfe joined, but has since been replaced by Jacqueline Barnes. Bruce Robertson has also become a trustee.

4. **Treasurer's Report**

As a charity, the Pre-School operates on a not-for-profit basis, with the aim of keeping the pre-school financially viable and to ensure the best provision for the children who attend.

In 2020, the pre-school made a small profit so there are funds available for equipment purchases. Ensuring the necessary reserves of funds are maintained, BS felt that the accounts are in a strong position.

SD pointed out that the pre-school is a registered charity and the accounts which are filed with the Charity Commission, can be viewed via the Charity Commission's website.

SD invited questions about the pre-school's financial position. There were none.

5. **Manager's Report**

LG said that there are currently 24 children on roll. 2 are joining after Easter. Some have delayed joining due to the lockdown. There haven't been any enquiries for a while, which LG put down to the lockdown.

Twelve children are leaving in July. This leaves numbers quite low for September, but LG isn't overly concerned about this.

Other developments since the last AGM have included welcoming new staff: Chantel , Holly (who is a qualified teacher looking for experience in early years, taken on as bank staff) and Daisy (Level 3 student who visits each week for her placement).

There are 8 staff in all. 2 are currently isolating during lockdown. Current daily attendance is between 8 and 13 per day. LG not concerned as numbers are quite low. This is due to children being off for various reasons: eg have siblings at home for school or others waiting until their siblings have been born.

Funding has been received for all eligible children.

There have been no reports of positive Covid cases at the pre-school except for one member of staff who had it over Christmas. This had no impact on the continuity of pre-school.

Sadly, there haven't been many opportunities for fundraising and social activities. In 2020, a Mother's Day raffle was held and the nativity was sent by video to parents. A smartie tube fundraiser raised £165, which went towards the Christmas party.

Looking forwards, LG is keen to get the garden grass changed to an all-weather surface as it is so much better to be able to go outside. The trustees have been looking into this, have asked the Hall Committee to consider the proposal and the trustees are hopeful that they will agree. JH suggested it would be beneficial to all users of the hall. SL asked what the Hall Committee's objection to it was? SD thought it was a visual thing. LG added that there are drainage issues in the garden and not only that the decision process appears very longwinded with the proposal having to be considered by the Diocese in Rochester. There is a new person on the Hall Committee who the trustees are hopeful will be more open to the idea.

Some new garden equipment is needed eg. a slide. Some PE equipment was bought last year.

JH asked if the current Covid-safe drop off system would stay in place after the pandemic as she felt it was very efficient that way? LG said possibly, but it limits the opportunity to meet/chat with parents. Some new parents haven't ever been inside or had signed their children up without seeing the set up. That said, for some children, it is helpful if their parents don't hang around at drop off, as they settle more quickly. LG said she would gauge it after Covid. MS asked parents if they missed the social side of pre-school. JH said there were still opportunities to chat, but at a safe distance.

Finally, LG said that she was very proud of how the children have adjusted to the more restrictive environment; they have taken everything in their stride.

MS thanked LG and the team for all their hard work.

SD mentioned that the grant from the Great Stone Bridge Trust which was given specifically to purchase sensory equipment for a special needs child has been helpful to other children too.

6. **Election of Officers**

All the officers stood down. Re-election took place as follows:

Chair – Sally Dodson (proposed LG/seconded BS)

Vice-chair – Bruce Robertson (proposed MS/seconded EB)

Secretary – Mike Sinclair (proposed BR/seconded EB)

Treasurer – Bill Stone (proposed BR/seconded EB).

7. **Any Other Business**

JB suggested having a covered area outside? LG said that they have a gazebo but added that the ground needed to be sorted first before having anything more permanent, but then perhaps a shade sail or suchlike would be useful.

SD confirmed that a gift aid payment had been received. Only a small amount, but now that it is all set up, claims will be easier going forward.

MS thanked LN for her contribution as Secretary.

A question was asked about the road speed petition. LN said this is ongoing and importantly the recent petition achieved the required number of signatures to force KCC to look at it properly. KCC have a meeting on 9 March.

Several parents have expressed an interest in helping more. The flyer about assisting to be sent out again. LG to ascertain what sort of involvement they want. SD suggested a parents' group (for fundraising etc).

LG said she is hoping to have an open house/welcome back day as it would be nice for parents to see what the children have been doing. Sports Day as well, if possible.

Samantha Leggett has volunteered to become a Trustee. LN to send through details of joining paperwork etc.

END

The Committee thanked everyone for attending and the meeting was closed at 9.07pm.