

**St Paulinus Pre-School**  
**AGM**  
**21 March 2018**  
**At 19, Ridgeway, Marlpit Hill**

**Minutes**

**Present:**

Trustee committee: Kimberley Hiley (Chair), Emma Bennett (Vice Chair), Bill Stone (Treasurer), Louise Ng (Secretary), Lee Gasson (Manager), Mike Sinclair, Sally Dyson, Fe Westwood.

Parents: Emma Hart, Rebecca Smith, Lorna Stanley, Helen Timlin, Emma Liebscher, Louise Sullivan, Suzanne Jones, Sally Dodson

The Chair welcomed everyone to the meeting and thanked the parents for attending. The trustees introduced themselves.

**Apologies**

Alex McLaren (trustee), Jacqueline Barnes (parent)

**Minutes of the last AGM**

These were agreed as a true and accurate record and signed by the Chair.

**Matters arising**

There was discussion about the opening hours and the number of lunchclubs. LG stated that to avoid running at a loss, the minimum number of children needed to attend lunchclub is six. Parents were enthusiastic about lunch club being provided.

The building works across the road are now complete, though the houses remain unsold. A complaint was received about parents using the vacant parking spaces. LG said she had put notices up to remind parents not to park there.

Astroturf. This is no longer under consideration as the church hall committee won't agree to it and have said that planning permission is supposedly needed. LG has said that the grass is dangerous when wet, rendering the garden unusable, which is a shame. It was agreed to keep raising the issue.

Shed. An ongoing issue. It was agreed that it should be replaced and MS suggested looking into costings. If it ultimately needs moving out of the way of hall repair works, then that will be dealt with at that time. There is a question over whether the repair works will actually ever happen.

It was agreed to get quotes and ask parents to help install it. Parents at the meeting agreed that it would be possible to get a team together.

### **Treasurer's report**

BS confirmed that the Pre School's finances were in good shape. The number of sessions was up 20% year on year. There will be the usual reduction in children in September, but there have been a good number of enquiries. 2018 is looking positive and the reserves are there if needed.

### **Manager's report**

LG said that the Pre School has been busy with lots of activities including the Easter Bonnet parade. Sports Day is ahead and the end of the year treat is to be booked.

The school photographer is to be booked. LG said she was looking at other companies to come in as she has had some problems with the current one, Tempest, who seem to have changed their criteria – the number of children to be photographed is a problem for them. LG considering moving the photo session nearer the end of the year to have more children involved.

LG asked if parents wanted more lunch clubs, which are currently very successful. This was received enthusiastically. LG asked parents to spread the word to keep it worthwhile.

Currently there are 25 children on the books, 14 leaving at the end of the year. Four children will join in September, the total of 15 being slightly lower than last year.

Advertising via a facebook page was discussed. The platform is a useful link. MS pointed out that it should only include photos of the pre-school set up, as having photos of the children would be a problem.

### **Election of officers**

All offices stood down.

Officers were elected as follows:

Chair: Kimberley Hiley, proposed by MS, seconded EB

Treasurer: Bill Stone, self-nominated, seconded MS

Vice-Chair: Emma Bennett, self-nominated, seconded BS

Secretary: Louise Ng, self-nominated, seconded EB

Sally Dodson joined the committee as a Trustee

Fe Westwood and Sally Dyson stepped down as Trustees.

Ann Turner stood down in late 2017.

MS thanked FW and SD for their long and valued contribution to the Pre School Trustee Committee.

Action: KH to update Ofsted/Charity Commission as necessary.

### **Any other business**

#### **Environmental Health inspection**

Quotes are being gathered for the plumbing in of the new handwash and double sinks in the kitchen, which is a requirement following the inspection. KH asked parents if there were any parents who could help in this regard. EH offered to ask her husband about this.

**Fundraising for the shed.** Several ideas were discussed, such as filling smartie tubes with coins or a sponsored event. However, as there is a summer fair already planned and a garden party for the royal wedding, LG said that it could be too much to do more than one fundraiser. To be considered further.

The meeting closed at 7.55pm.