

# St Paulinus Pre-School

## Minutes of AGM

**Wednesday 20 March 2019 at 19, Ridgeway, Marlpit Hill**

Present:

Trustee Committee: Emma Bennett (acting Chair), Bill Stone (Treasurer), Louise Ng (Secretary), Sally Dodson (Trustee), Mike Sinclair (Trustee), Alex McLaren (Trustee), Lee Gasson (Manager)

Parents: Emma Sullivan, Alex Stringer, Liz Stringer, Danielle Jewhurst, Sally Dodson (Trustee), Jacqueline Barnes, David Medcalf, Suzanne Jones, Liz Stark

1. **Apologies:** None

The Chair thanked parents for coming, appreciating a very good turnout.

2. **Minutes of 2018 AGM**

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

3. **Matters Arising**

The only item needing action was to advise Ofsted and the Charity Commission that there would be a change of Chair. This has been actioned.

4. **Treasurer's Report**

As a charity, the Pre-School operates on a not-for-profit basis. BS advised that in 2017 the Pre-School had made a loss but had made a small profit in 2018 and generally aims to operate at breakeven level. (Due to lower children numbers the first two terms usually make a loss but the summer term usually achieves breakeven). There are good reserves in the bank for any unexpected events, low numbers or redundancies.

Following a recent review of fees by the Trustee Committee, it was decided to make a small increase to the session rate. Fees for non-funded children will increase by £1 to £15 per session and lunchclub by £1 to £5 per time. This is to be implemented after Easter. BS said that St Paulinus is quite cheap in comparison to other preschools.

There has been a good intake since September but it is important to keep a close eye – a significant number of pre-schools in the area have gone out of business.

5. **Manager's Report**

LG thanked Maggie, who has recently retired, for her contribution. Alison has started and is settling in well – starting on two sessions, she has added more already.

26 children in total on roll, 2 starting after Easter and 2 new in September. LG is receiving lots of enquiries. There are 10 leaving in July, but numbers are healthy for the autumn.

All the sessions and lunch club are well attended. Lunchclub had been running at a loss but this is now not the case. SD asked if there are plans to run extra lunchclub sessions. LG said if there was interest it could be considered, but this would need to be checked with the Hall Management Committee regarding extending the rental period.

All the usual events, Harvest, Nativity, the Christmas Fair have taken place. The summer term treat is likely to be something like ZooLab, who came last year. However as there are a lot of younger children, it needs to be appropriate. Other forthcoming events and activities are: school photographer, sports day.

Liz is running the London Marathon and a fundraising page is being set up by SD. LG added the money raised could perhaps go towards a larger playhouse in the garden.

Ofsted – the recent inspection went well. The result will be announced when all the paperwork has been received.

The question was asked if a banner would be put up to promote the outcome. It was agreed that it could be posted on the FB page etc.

The new shed is in place. It was paid for by the sponsored jump. MS thanked Mr Gasson for putting it together.

SD said that the donation from the Great Stonebridge Trust is going towards the extra staff costs for the SEN children.

## 6 **Amendment to Constitution**

The constitution states that officers must step down at the AGM then stand for re-election. There has been an additional rule that any committee members who have served for 10 consecutive years may not stand again. It was proposed that this rule be removed and was unanimously agreed.

**Action: MS to liaise with the Charity Commission.**

## 7. **Election of Officers**

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

Chair – currently vacant

Vice-chair – Sally Dodson (proposed MS/seconded AM)

Secretary – Louise Ng (proposed MS/seconded BS)

Treasurer – Bill Stone (proposed MS/seconded AM).

MS to be point of contact for Charity Commission etc.

Two new members were warmly welcomed onto the Committee: Liz Stringer and David Medcalf.

## 8. **Any other business**

SD mentioned the end of term activity in June or early July, asking parents present if they had any ideas. She suggested perhaps a circus themed activity and will investigate. Fundraising could be organised for it (usual arrangement is to do one fundraiser a term eg the Christmas Fair, sponsored jump).

SD suggested a summer fete or cake sale to raise additional money for the playhouse.

LG added that the children would benefit from some new indoor PE equipment, such as tumble mats, balls etc, but storage is an issue. LG happy to accept donations. ES offered a Little Tykes car.

LG said to parents that if they see anything else that might be needed, to please mention.

**Action: LG to put together a wishlist of items so that fundraising can be planned.**

SD asked if volunteer help would be welcomed. LG yes please.

ES asked about the astroturf idea for the garden. The Hall Management have apparently advised that planning permission would be needed and permission from the Diocese. LG said that the garden is ok if muddy, but if it becomes slippery then unfortunately there are health and safety issues. Rubber matting (as in playgrounds) in certain areas was suggested and it was agreed it was worth enquiring.

Other options and courses of action were discussed (SEN staff letter of support to the Hall Committee, works to improve drainage etc) but it is difficult as it is the Hall Committee that make these decisions and not the Pre-School Committee.

It was asked if other venues have been looked at? MS said yes, the Nomads site had been considered as an alternative.

DJ asked about what the approach was for children with SEN or other issues. LG said that the spectrum is broad but they work individually with the child. DJ said that this is why she moved her son to St Paulinus. AM added that staff are very good at identifying issues, speaking to parents and then supporting parents in getting specialist help eg. hearing issues.

Parking on Hillcrest Road is an ongoing issue and parents shouldn't park in the currently vacant bays for the new houses opposite.

END

The Committee thanked everyone for attending and the meeting was closed at 8.55pm.