

AGM – Monday 14th October 2024

Brightwell Pre-school 7.30pm

Attendees

Committee members: Gillian Kitchen(online), Ruth Wakefield, Ellie Sharps, Esther Atkinson Sweetman, Barbara Isaacs, Emma Diserens (online), Rhona Miller

Staff members: Natasha Hillier, Lisa Wells, Charlotte Todd, Nicola Lidstone

4 Parents in person: Gemma Fry, Charlotte Calvert, Tom Fewson, Hannah Rees

2 parents online: [Leanne McEneaney](#), [Rebecca Horne](#)

Apologies: Hannah Wilkins, Carla Del Corral, Stephanie Barnes

Agenda/Topics Discussed	Owner
<p>1. Welcome and chair update</p> <p>A. Approval of 2023 minutes by x4 current committee members</p> <p>B. A successful year ticking off lots of maintenance items and fundraising- paid for new all weather surface replacing the old decking, leaky gutters fixed, new welly rack all mean outdoor space can be better used.</p> <p>C. Currently 20 children on the books. Lots of children moved up to school.</p> <p>D. Raised fees when new minimum wage came in (April 2024)to protect viability of the pre-school and pay our staff fairly.</p> <p>E. After-school club now running monday-thursday. This provision is helpful for attracting more families.</p>	ES & RW
<p>2. Fundraising update</p> <p>A. Sum Up machine has proved useful this year in allowing donations to be made without need for cash.</p> <p>B. Events including wreath making (with match funding), Christmas cards, christmas raffle and refreshments at carol concert, yoga session, welly walk and cake sale, pub quiz £255, Brightfest £1000, Village Fete-grant £1000, tea towels end of year</p>	ES/RW

<p>and easter egg hunt. At least £3174.13 in account, but waiting on a couple of payments from village events to come in.</p>	
<p>3. Treasurer Update</p> <ul style="list-style-type: none"> A. We have £31,849.65 in the account but need to run payroll for October, November before next major income from fees comes in (In December) B. A query how invoicing works. Currently invoices sent towards end of the half term for that half term (not paid ahead). NH- changing the timings of this has been looked at before- there was uncertainty over parents being able to pay 2 invoices too close together. C. Parents suggested that the voluntary top up and invoicing method could be better explained to parents (e.g. on the website) to make this more transparent and enable parents to budget. NH to check the registration pack. D. Treasurer stepping down and will make sure GK still on the bank forms so staff can receive payroll (whilst new treasurer gets approved on the system). 	<p>RM</p> <p>NH</p>
<p>4. Classroom update</p> <p>Great to hear about all the amazing things the children haven been up to: trips out to the community, Christmas dinner inviting families in, successful nativity, reintroducing signing- selecting new word each week, growing and tasting new things- cooking from recipes sent in from parents, eggs and chicks hatching, pet week, focus on story telling and story sacks (not just known stories but items to encourage imagination and story creation), morning challenges which focus on skills to develop and may incorporate speech and language/ numeracy targets, reward tree to encourage positive behaviours (e.g. tidying/kindness)</p>	<p>NH & LW</p>
<p>5. Safeguarding</p> <ul style="list-style-type: none"> A. Staff DBS all up to date B. Safeguarding training updated C. Safeguarding policy updated-done yearly. D. E-safety review to complete including GDPR- ES says is in progress. 	<p>NH</p>
<p>6. Health and Safety and Facilities</p> <ul style="list-style-type: none"> A. decking replaced (slipping/tripping hazard) B. PAT testing done C. light switches replaced D. All 1st aid is up to date 	<p>ES/R W/NH</p>

<p>E. Doorbell is not working correctly- parents can't alert for pick up.</p> <p>F. accident book review by NH- no patterns noted</p> <p>G. Fire warden training needed and fire drill needed.</p> <p>H. Love your pre-school day to continue- a parent has expressed interest in helping organise this.</p> <p>I. ES suggested someone is needed x1 per month to do odd jobs. Look into feasibility of employing someone.</p> <p>J. Would also be helpful to have any parents who can do DIY or maintenance to be on call for quick small fixes required. Iain Sharps has done to majority of this and we thank him for all his time, but he is not longer able to do so.</p>	
<p>7. Pre-school Action Plan</p> <p>A. Overview of action plan shared at the meeting and emailed to parents beforehand.</p> <p>B. Online form created for parents to give feedback.Painting of areas, developing veg area, brightening toilet area.</p> <p>C. Parents mentioned that parent meetings to find out more about learning at pre-school and how parents can support their children at home would be helpful.</p> <p>D. One parent suggested a 'preschooler' magazine similar to the 'villager' updating about events and how parents can support learning- someone would need to be responsible for the time this would take as a viable option.</p> <p>E. BI- keen to support loose parts play.</p> <p>F. No new points added.</p>	RW/ NH/BI
<p>8. Actions from previous meeting</p> <p>A. Book in Christmas wreath making- GK done- Thursday 5th December at Brightwell Pavillion.</p> <p>B. Pre-school Action Plan summarised and sent to parents-HD (with help from ED)</p>	ES
<p>9. New committee</p> <p>A. Ellie, Ruth, Rhona, Hannah, Carla, Steph, Hollie stepping down. Thank you for all your hard work.</p> <p>B. New committee members voted in unanimously by members in attendance: Barbara Isaacs – co-chair Emma Diserens-co-chair Tom Fewson-treasurer Charlotte Smith -general member Charlotte Calvert-general member Rebecca Horne- general member Leanne McEneneany-general member</p> <p>Current committee staying on: Esther Atkinson – Sweetman – general member Gilly Kitchen-general member</p>	ES

<p>C. The committee constitutionally requires a secretary- they are responsible for sending the agenda and keeping the minutes. HD will send out the required admin forms to new members before stepping down. Secretary role to be appointed asap. Charlotte C asked what was involved. HD/CS could provide support to secretary initially.</p> <p>D. It is recommended that a Fundraising co-ordinator role be in place too. This does not require attendance at all events but to ensure that the events are covered by others and dates are shared with admin at preschool.</p>	
<p>8. AoB</p> <p>A. none</p>	All

Next meeting TBC

The people below have signed to state that these minutes are an accurate reflection of the meeting held:

Name: Hollie Drummond

Date:

Name: Ruth Wakefield

Date:

Name: Ellie Sharps

Date:

Name: Gillian Kitchen

Date:

Name: Rhona Miller

Date:

Name: Emma Diserens

Date:

Name: Barbara Issacs

Date:

Meeting closed at 9:20 pm