

Mortimer Hall Pre-School Annual General Meeting Wednesday 12th October, 2016

Present: Andrea Jones (AJ), Janet Crane (JC), Holly Crane (HC), Alison Edwards (AE), Amy Poole (AP), Matthew Lynch (ML), Rebecca Durrant (RD), Melissa Smart (MS), Sarah Beadle (SB)

The meeting was opened at 9.30am by JC.

1. Apologies: Received from Sarah Phillips (SP).

2. The Minutes of the AGM held on Wednesday 14th October 2015 were circulated and agreed to be a true record.

3. Matters Arising:

a) Government proposal of 30 hours of free funding for parents of children who both work more than 16 hours per week. Ways that pre-school could offer 30 hours were discussed. Principally, the Children's Centre space proposal for which AE submitted business plan to OCC. Also discussed ideas around extending hours to include a breakfast club, or Friday afternoon forest school, although inclement weather would be a problem for the latter.

4. Chair's Report: No report. AE presented annual report (attached).

5. Treasurer's Report: Written report attached.

a) JC noted that expenditure for the year was £2000 more than income due to training costs being higher, e.g. OCC now charge £50 per person where they used to be free of charge. Also some problems with non-payment of fees that we haven't managed to recoup. Despite this, in current financial climate, we are still doing well.

b) The accounts for the past year have not yet been independently checked. This will follow in the near future. It was agreed that the accounts cannot be adopted without audit so will be brought forward again at a future committee meeting.

6. Staff Report: JC delivered report. See attached for full details. Handed formal resignation letter from Sarah Leach to AE for HR file.

7. Election of Committee:

Chair and Secretary needed. AE to continue taking minutes in absence of Secretary.

HC will remain treasurer.

AP will remain as general committee member and will continue to manage Facebook page.

AJ will remain as general committee member and will continue to be shopper.

RD, ML, SB and MS all agreed to join committee subject to completion of EY2 and DBS.

8. Dates of future meetings:

Next AGM to be held on Wednesday 11th October 2017 at 9.15am.

Next full committee meeting to be held on Tuesday 1st November 2016 at 9.15am.

9. AOB

JC raised question of whether or not committee wants to replace Sarah Leach who has handed in letter of resignation and leaves at October half term. JC added that we might be able to manage without directly replacing Sarah as staff do not always have to put away equipment on a Monday. Possibly offering existing staff some extra hours and successfully recruiting a new apprentice would eliminate need for employing a whole new member of staff.