

## **Mortimer Hall Pre-School Annual General Meeting Thursday 12<sup>th</sup> October, 2017**

**Present:** Janet Crane (JC), Holly Crane (HC), Alison Edwards (AE), Sarah Beadle (SMB), Melissa Smart (MS), Nora Salhi (NS), Steph Best (SB), Pedro Morais (PM), Rebecca Bates (RB), Mick Bates (MB)

The meeting was opened at 9.30am by JC.

**1. Apologies:** Received from SMB (at the dentist) and AP (on holiday).

2. The Minutes of the AGM held on Wednesday 12th October 2016 were circulated and agreed to be a true record.

### **3. Matters Arising:**

a) Due to Friday afternoon regular hirer leaving the hall, Pre-School has accepted offer to run on Friday afternoons. As a result, we will now be able to offer the full funded 30 hours to eligible families. Friday afternoon opening will start immediately after half term.

**4. Chair's Report:** No report.

**5. Treasurer's Report:** Written report attached.

Despite the overall dip in numbers this year the Pre-school accounts look healthy. Projection for the year - it seems likely that Friday afternoons will run at a loss initially. Furthermore, New Marston School is expecting to start taking two year olds soon which may further impact on our numbers, however, healthy bank balance should carry us through. SB suggested using local social media to advertise that we have places, e.g Mumsnet Local, FaceBook and Daily Info and asking St Nicks to send home flyers with pupils advertising our spaces.

MB goes to all Parish Council meetings and remarked that they give generously to Marston businesses. The next PC meeting will take place on Monday 6<sup>th</sup> November. MB suggested approaching them for help with paying for some of pre-school's forthcoming expenses including the redesign of the children's basins in toilet and replacement of some of our old equipment, e.g. tables. We have had quotes from three suppliers for new tables. JC to obtain two more quotes and then we can ask Tim to put us on the agenda. SB also offered to put together a quote for tables.

**6. Staff Report:** JC delivered report. See attached for full details.

### **7. Election of Committee:**

- Expressions of interest to join committee received from Steph Best (available on Thursday and Friday), Rebecca Bates, Mick Bates and Pedro Morais. EY2's and DBS's to be done. AE to print copies of self-nomination form.
- SB to continue as an associate committee member (no longer has children here) and MS to continue to offer support at pre-school events, work permitting.
- Chair and Secretary needed. AE to continue taking minutes in absence of Secretary.
- As per our constitution, HC is not permitted to be a paid member of staff and be Treasurer. Possible solutions include someone else taking over treasurer duties or, as Pre-School Learning Alliance suggest, employing HC as a paid book-keeper. In this instance we would still need a volunteer to chase up payment of fees. To be brought forward again at next committee meeting on 9<sup>th</sup> November.

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

**8. Dates of future meetings:**

Next full committee meeting to be held on Friday 9<sup>th</sup> November at 9.15am.

**9. AOB:** none.

Meeting closed at 10.15am.

Agreed to be an accurate record on: \_\_\_\_\_ (date)

Signed: \_\_\_\_\_

Position: \_\_\_\_\_