

St Paulinus pre School
Annual General Meeting 2015

19, Ridgeway, Marlpit Hill
Wednesday 26th February

Present:

Mike Sinclair (Treasurer), Fe Westwood (Vice Chair), Sally Dyson (Secretary),
Bill Stone (Trustee), Lee Gasson (Manager), Maggie Sinclair, Louise Ng,
Kimberley Hiley, Jade Swain, Melissa Horton, Siobhan Dunn, Jacqueline Morrall,
Shelley Kilroe, Matthieu Dannout

Apologies were received from Alex McLaren and Vic Cousins

In Vic's absence the meeting was chaired by Mike Sinclair

Agenda

1. Minutes from last AGM

These were agreed as a true and accurate record.

Proposed by Fe Westwood, seconded by Mike Sinclair

2. Matters Arising

Parents from the pre school filled in the appropriate form for the Waitrose Green Token Scheme and we received £318 last October. After some discussion it was agreed that we would have nothing to lose by reapplying.

The Open Door policy mentioned in the minutes continues, and Lee has extended this – more in the manager's report.

3. Treasurer's Report

Mike informed the meeting that the amount of money we have is very much dependent on the number of children we have on roll. The government determines the cost of each session and the current funding per child per session is £11.70. This is also payable from a certain age. Children younger than this have to be funded by parents.

In September our numbers were low – often the case as we lose the 4+ year old children at the end of the previous academic year – however they have been steadily rising and we are now at 80% occupancy – 100% = 24 per session.

Overall the outlook is favorable. Mike re-emphasised that as a charity any surplus that we make is reinvested into the Pre-School.

Staff & Training

All our staff are either qualified or in training and at present we have 2 members of staff in training programmes. Vanessa – a paid member of staff will complete her Level 3 NVQ at the end of the summer term, and Karen, a volunteer, will complete her Level 2 NVQ at the end of the summer term. We received a grant from The Great Stonebridge Trust this year for £1100 which was put towards the cost of Vanessa's training course.

4. Manager's report

Lee has been in place as Manager since September 2014, so some of the items on her report were from before she joined.

Events that have taken place since March 2014

Animal Magic

Sports Day

Easter Bonnet Parade

An Autumn Walk

Harvest Festival

Christmas Party

Nativity Christmas Fair

The Tempest photography company have also visited the Pre-School twice

Events planned for the rest of the Academic Year include

Easter Bonnet Parade

Sports Day

The team are looking into Animal Magic again, but this will be dependent on logistics

Since Lee took up her post she has extended the open door policy to include Parent & Keyworker consultations. These will take place twice a year and will enable both parties to discuss progress in detail. The first consultations took place in January and Lee reported a 50% uptake. The expectation is that this will rise as parents become more familiar with the system.

There are 31 children on the books, this will rise to 33 after Easter, with possibly another 2 to come. There are 7 on the waiting list and 9 children will be leaving at the end of July.

The lunch club runs on a Friday. It is offered on Monday and Wednesday as well, but there needs to be at least 6 children taking part for it to be feasible, at present there is not sufficient demand. It was felt that as the weather improves and the children get older this situation may change.

After considerable consultation with the St Paulinus Centre committee it has been agreed that the new shed that we require can be installed in the garden. There was discussion about the type of base that it should be put on, and Lee agreed to go back to the committee to check what is allowed. Several parents volunteered to help with the shed installation.

Finally Lee thanked the staff for their hard work and for the welcome that she had received when she joined in September and their subsequent support. She also thanked the children and parents who had made her feel very at home and kept her entertained on a regular basis.

Mike thanked Lee and explained to parents that there was a great deal of paperwork involved in the manager's role, much of which Lee had no previous experience, however she had risen to the challenge and was now handling the paperwork and day to day requirements with considerable efficiency.

5. Election of Officers

Position	Name	Proposer	Secunder
Chair	Mike Sinclair	Sally Dyson	Bill Stone
Vice Chair	Fe Westwood	Mike Sinclair	Sally Dyson
Secretary	Sally Dyson	Mike Sinclair	Fe Westwood
Treasurer	Bill Stone	Fe Westwood	Mike Sinclair

Alex McLaren will continue as a Trustee and Louise Ng was introduced to the AGM as a new Trustee.

6. St Paulinus Centre

Mike explained to the meeting that there had been a threat to the Pre-School because the church had wanted to sell the hall in order to buy the town Library. The Library building was subsequently sold to someone else so the church no longer has any need to sell the hall, we therefore believe that the future of the pre-school is safe.

7. A.O.B

The Old Dairy

This site has now had planning permission granted for a terrace of 4 along the main road, with a pair of semi's behind. Parking for residents will be included within the site, however the access will be on Hillcrest Road opposite St Paulinus Hall. Inevitably this may cause some parking restrictions in the area and we already know that double yellow lines will be painted on the south side of the road, from the main road to the new access.

Vic Cousins

Prior to this meeting Vic had notified the Trustees of his intention to stand down and Mike reminded those present that when Vic had taken over as Chair 10+ years ago he inherited a less than up to date organization. Under his chairmanship he has ensured that the St Paulinus Pre-School is now fit for purpose. He diligently worked his way through all the required paperwork to make sure that it is now Ofsted, PLA, Charity Commission and everything else compliant, and there is no doubt that we are in a much better place now than we have ever been before. In addition to his paperwork Vic worked with considerable vigour on behalf of the Pre-School to try to prevent it's closure several years ago as a result of the Churches attempt to sell the St Paulinus Hall.

Mike expressed his appreciation on behalf of the St Paulinus Pre-School for all that Vic has done in his role as Chair. It is the intention of the Trustees to publicly thank Vic when he is feeling better.

Mike also thanked Lee for her hardwork since taking over as Manager in September, and the rest of the staff for their commitment and continued loyal service.

Fundraising

Kimberley Hiley is doing the 6km Mud Run in July and will donate any money raised to St P.

A suggestion for a tabletop sale was put forward – Lee will look for an appropriate date.

Fe reminded everyone that we had taken a stall at the Four Elms Summer Fete in previous years. Lee will follow this up.

Parents also suggested a "WANTED" list where required items could be written on a list and left on the board and if a parent could help supply the items then they could tick it off the list and bring it in.

The meeting closed at 8.45pm