

St Paulinus Pre-School AGM
Thursday 3rd March 2016
19, Ridgeway, Marlpit Hill

Minutes of meeting

Present : Mike Sinclair (Chair), Fe Westwood (Vice Chair), Bill Stone (Treasurer), Sally Dyson (Secretary), Louise Ng, Emma Bennett, Ann Turner (all Trustees), Lee Gasson (Pre-School Manager), Maggie Sinclair (staff), Jade Swain, Kimberley Hiley, Jacqueline Morrall, Pilar Salinos, Martina Chmilikova, Catherine Davis (Parents)

The Chair welcomed everyone to the meeting and introduced the officers and trustees.

1. Apologies

These were received from Alex McClaren (Trustee)

2. Minutes of the previous meeting

These were agreed as a true and accurate record, proposed Jade Swain, seconded Pilar Salinos.

3. Matters Arising

Parents had filled out the Waitrose “green token” forms again. The system that Waitrose runs means that they wait until they have 3 similar organisations to promote together, so we are currently “in the queue”.

Staff members Vanessa and Karen have both completed the courses that they were taking as reported last year. Both are now fully qualified members of staff, which means that all Pre-School staff now hold qualified status. The Chair noted that this is an excellent position for us to be in and not something that happens in all pre-school settings.

The Manager confirmed that Key worker consultations had continued to take place this year and were well supported by parents.

Kimberley Hiley was congratulated for completing the Mud Run and was thanked for the £270 she raised for the Pre-school.

Sadly Vic Cousins passed away at the beginning of February. The funeral was held on 29th Feb 2016 and was well attended. Many members of the St Paulinus community were present and the pre-school was closed for the day in order to enable staff to attend. The Chair noted that the closure was unprecedented in St P’s history but was a fitting mark of respect.

4. Treasurer's Report

There are currently 28 pupils registered. 22 of these are funded and 6 are unfunded. 16 pupils attend full time.

The current funding per session is £11.70. There has been no change to this figure for 5 years, and there has been no indication that this amount will change in the near future. The only change that has been indicated is in the number of hours that can be funded. From September 2017 the Government has said that it would fund up to 30 hours of childcare, for children who fit the correct criteria. In response to a question the Chair advised that at the present time, because the hall was a multi use facility, there was no possibility of increasing the number of hours that could be offered. He did however agree to enquire about the possibility of hiring the hall for more hours in the future. Parents expressed an interest in having the opportunity to use the pre-school for full days. **ACTION MS**

The Treasurer reported that the Pre-School's current financial position was strong and forecast a healthy on going situation.

5. Manager's Report

Lee reported that the following events had taken place over the last year:

Walks

Mud Run

Summer Fair

Christmas Fair

Animal Magic – end of Christmas Term

Harvest Festival

Christmas Party with Father Christmas – an ex parent

Tempest Photographer

Forth coming events include:

Easter Bonnet Parade

Tea Party to Commemorate the Queen's birthday

End of term treat –tbd

The Pre-School received a visit from Ofsted in September and were pleased with their GOOD rating.

Lee thanked the parents for their continued support and noted their help with the erection of the shed, the money raised through the Mud Run and a £100 donation made by a parent through their company.

She also reported that 14 children will be leaving at the end of the Summer Term, but there are children on the list that will take their place when the new academic year starts.

The Lunch Club has run on a Weds & Friday this term, she will re-advertise the Monday club after Easter, as 5 children had signed up this term. (6 are needed for this to be viable)

The Chair thanked Lee for her report and noted that everything was running very smoothly.

6. Election of Officers

Position	Name	Proposed by	Seconded by
Chair	Mike Sinclair	Sally Dyson	Bill Stone
Vice Chair	Emma Bennett	Louise Ng	Fe Westwood
Secretary	Louise Ng	Mike Sinclair	Fe Westwood
Treasurer	Bill Stone	Mike Sinclair	Sally Dyson

7. A.O.B

Builders at old dairy site are causing difficulty with parking at drop off and pick up times, but at present there are no problems with noise or dust.

The new day Nursery “Sunnyfields” which is located in the old town library building is not having any noticeable effect on recruitment at St P’s.

The possibility of replacing the outside grass area with Astro turf was raised. This would enable the children to play outside regardless of the season – at present the grass is too wet and muddy. It was agreed that the cost and work involved in doing this should be explored. Once this has been established then the viability of the project should be discussed further.

The grant that had been received from the Great Stone Bridge Trust this year had been used towards the purchase of an iPad and the part funding of the new shed. The shed had been erected by a team of parents.

Fe Westwood thanked all the staff for their hard work over the course of this year.

The meeting closed at 8.45pm