

**Lydlynch Preschool**  
**AGM**  
**20<sup>th</sup> November 2019**

Attendees:

**Committee:** Natasha Finn, Alice Dickinson, Jake Duff, Miriam Starling  
**Pre-school staff:** Sam Churn, Nicki Green, Cheri Bartlett  
**Parents:** Amanda White, Sarah Haynes, Caroline Codling  
**Lydlynch Infant School Governor:** Craig Davey

**Apologies:** Sarah Davey, HCC

**1) Welcome and introductions**

Natasha welcomed everyone to the meeting, introductions were made.

**2) Review and agree previous AGM minutes**

All agreed with previous AGM minutes Miriam circulated via email

**3) Fundraising Update (Sam)**

Recent 'Pumpkin Stay & Play' event raised approx. £20

Christmas cards made by the children for parents to purchase

Photos of the children being taken this week for parents to purchase before Christmas

Santa letters to be produced & hand delivered

Christmas Fayre - 13<sup>th</sup> December. Jake to be Father Christmas in Grotto

New blinds to be bought

Laptop - used for children – interactive whiteboard to be used – Steve from IT company to investigate prices + external disk drive

Currently have approx. £1,000 in the fundraising account

Sensory area – new seat to be created with foam and waterproof cover

**ACTION:** Cheri to provide summary of fundraising money expenditure

**4) Pre-school update**

Admissions – no more spaces for 2-year olds; will be at 89% occupancy at April 2020

Lantern parade - 1<sup>st</sup> December – banner to be used in the parade which will then be put out in front of the preschool

**ACTION:** Sam to design new banner

Personnel files up to date

Children's files up to date

Parents signed all relevant policies etc

All staff now on the DBS update service

Morale is very good

iPads – old and unable to use latest software – IT Steve to gain information on options (not to be paid for out of fundraising money)

## **County Project**

### **APPENDIX 1: Report on County Project**

Kayleigh has been involved in this

Climbing wall been built with EYPP funding;

Family board created aka 'walk and talk' board – well received;

Sensory garden to be created

## **Training**

"3<sup>rd</sup> person" on the rota – extra person available to complete online training

Staff training requests – behaviour management – Alice suggested the Clifford Centre

Autism/ Special Needs Awareness (possibly funded from SEN/ EYPP money)

February 15<sup>th</sup> – inset day – nothing planned – Makaton training a possibility

## **5) Election of committee members**

Early Years Alliance have advised the committee does not have to have roles i.e. chair, secretary and treasurer. Charities Commission have advised whatever it says in the articles of association.

Ofsted and Charities commission still need 1 point of contact – Alice suggested Sarah as she has education experience. To be confirmed.

Election of members –

To continue:

Alice Dickinson

Natasha Finn

Miriam Starling

Jake Duff

New members:

Sarah Haynes

Amanda White

Caroline Codling

Laura Whitcher

It was agreed the pre-school can continue as it is running as there are now 8 members for the board (Amanda, Caroline & Laura to sign up formally).

Google classroom suggested to use to support directors' team

Craig noted the Federation of Lydlynch & Hazelwood Infant Schools would be very happy for things to continue as they are and would like to investigate a closer relationship than there has been in the past. All to have a think about how this might work.

Meeting to be scheduled 15<sup>th</sup> January for the committee to get together and agree roles & responsibilities going forward

## 6) Personnel update

### Holiday allowance

Part-year workers shouldn't have their holiday allowance pro-rata'd – staff should be paid 5.6 weeks holiday. Talked through with Law Call who advised we should be moving to pay staff for 5.6 weeks holiday. APPROVED

**ACTION:** Committee to approve letter to go to all staff (Alice)

## 7) Payroll budget

NLW – if this goes up to £10 per hour, childcare allowance must have to go up

HR consultant

Retainer with RightHR – contract to be reviewed.

Comparisons:

1. Peninsular – nationwide company – 5-year contract – more expensive for a shorter term
2. Independent Consultant Cath Dixon – set up since March – chair of a preschool in Southampton – comes with a lot of experience with preschools
3. Portsmouth HR
4. HR package with insurance – available on the phone just like law call

## 8) AOB

Interview process to be amended; first interview to be conducted based on CVs

2<sup>nd</sup> interview conducted with a director

**ACTION:** Recruitment policy to be written (Sam) + reference policy

**ACTION:** Conflict of interest policy also required (Cheri)

### **ACTIONS:**

Contact Sarah Davey to give her update of AGM outcome (Alice)

Letter to parents to be written giving them update of AGM outcome (Alice)

Cheri to find out about named directors i.e. Chair

Contact Tina at HCC regarding Lease (Sam)

Committee set up & documentation to be revised (Miriam & Cheri)