**MERTON PRE-SCHOOL**

**MINUTES OF THE AGM HELD ON 8 NOVEMBER 2018**

**Welcome and Apologies**

Present: Larissa James (Chairperson and Headteacher of Merton Infant School), Carey West ( Pre-School Leader), Kelly Leadbetter (Finance/Admin Officer) and Zoe Wisken.

**Approval of Previous AGM Mintues**

The previous AGM minutes were signed as a true copy by LJ.

**Chairperson’s Report**

Larissa James thanked everyone for coming and emphasised the need for more parent committee members. It was explained that we should be running a 50/50 ratio between parent and associate committee members. We are currently operating at a lower rate than this with special permission from the Charity Commission but this will not be granted long term.

**Manager’s Report**

The Manager’s Report was circulated at the meeting (copy attached).

Carey is currently undertaking her BA hons in childhood studies and Cori is undertaking Forest School Training. The cabin is proving useful for small work groups for the preschool and staff lunches.

During our sessions we can have up to 30 children and from January we will be nearly full on all 5 days. We currently have 9 children starting in January 2019, 3 on the waiting list for April and a further 10 requesting to start in September 2019.

The staff have been working really hard and building strong relationships with both pupils and parents. This was reflected in the performance results of all the children who left for school in the summer obtaining great progress in all areas of development especially with the SEN pupils.

We receive extra funding for pupil premium and we spent this money on the following areas:

* Relax Kids which helps the children with their emotional and physical wellbeing and the children really enjoy the sessions.
* Core books for all children were sent home.
* Language leaflets were sent out to parents to assist the children who required support with communication.

Our aims for this year are as follows:

* To continue to run Relax Kids.
* To widen experiences by going on more trips.
* To furnish the cabin so it can be used for staff paperwork, to run small children intervention groups and to be able to hold coffee mornings etc for parents.
* Continue teaching on recognising “teachable moments”.
* Working on maths development.
* Developing social communication through PATHS which helps support the children with their development of self control, emotional awareness and interpersonal problem solving skills.
* Replacing the setting furniture so it is accessible for all children, especially the 2 year olds.

**Financial Reports**

The Annual Report which will be submitted to the Charity Commission was distributed which contained the Annual Accounts and Auditors Report. (Copy attached).

The last year was another very successful year. Our cash funds were as follows: Current account £3321.84 and our savings account £54368.62 with a surplus of just over £13000. We spent a large amount on equipment this year which included the garden landscaping and purchasing the log cabin.

It was explained that we need around £30k as a reserve to ensure that we are sustainable and have the funds for at least 3 months salaries and rent. After spending out on the garden and the log cabin we were still in a very healthy financial position.

**Appointment of New and Existing Members**

All current committee members were elected to stay on the committee and new members were encouraged to come forward as we desperately need new members.

The committee members are as follows:

Larissa James – Chairperson (Affiliate Member)  
Zoe Smith – (Affiliate member)  
Jo Ballard – (Treasurer)  
  
There were no further questions relating to the AGM and everyone was thanked for attending.

Other Information:

Parents who came forward after the meeting to join the committee:

David Oswald  
Charlotte Davidson  
Kady Pike  
Abi Steele  
Joanna Pearce  
Hannah Bouffler

**Action: C West to follow up on EY2 forms for OFSTED and DBS’.**