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# PLYMTREE PRE-SCHOOL AGM MINUTES

8pm, 19 September 2016

@ Norman’s Green House, Plymtree

Meeting Chaired by Ellie Hibberd – Chairperson

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| **Present**  Ellie Hibberd (Chair & Officer) | | EH | |
| Georgie Cole (Treasurer and fundraising) | | GC | |
| Stephanie Stevens (Secretary) | | SS | |
| Elizabeth Newson (Charities Commission & Fees/Funding Officer) | | EN | |
| Sarah Hume (Website Officer) | | SH | |
| Clare Livingstone (Setting Manager) | | CL | |
| Rowan Pettitt (Policies & Safeguarding) | | RP | |
| Charlotte Martin | | CM | |
| Rebecca Orpin | | RO | |
| **Apologies**  Christina Gunn (Committee Member)  Gemma Lindsay (Committee Member) | | CG  GL | |
|  | |  | |
| **Minute Ref** | **ITEM HEADING** | | **ACTION BY** |
| **PS/16/30** | **Minutes of the Last Meeting**  The minutes from 18 April 2016 and 4 July 2016 were signed off by EH and SS and will be made available to view on the notice board and website. | | **EH/SH/CL** |
| **PS/16/31** | **Welcome**  EH welcomed all those attending to the AGM. Apologies were given for CG and GL. | |  |
| **PS/16/32** | **Chairpersons Report**  EH – see attached. A copy will be made available on the noticeboard and website. | | **EH/SH/CL** |
| **PS/16/33** | **Setting Managers Report**  CL – see attached. A copy will be made available on the noticeboard and website. | | **EH/SH/CL** |
| **PS/16/34** | **Treasurers Report**  GC – see attached. A copy will be made available on the noticeboard and website. Agreed by the Committee that Michelle is to verify these as required by the Charity Commission. | | **EH/SH/CL** |
| **PS/16/35** | **Election/Resignation of Committee/New Committee Members**  GL to step down from the committee.  SS to step down as Secretary but will remain as a Committee Member.  All other committee members confirmed that they will remain on the committee in their existing roles and no objections were raised to the same.  CM to join the committee. CM will be required to carry out a DBS check. EH will forward necessary details to her. | | **EH/CM** |
| **PS/16/36** | **Any other business**  Facebook – SS advised that updates will be more difficult as she no longer has a child at the setting. RP and GC to also update and SS to send login details.  All Committee Members signed the Trustee Eligibility Declaration.  Bank Signatories are now GC, EL and RP, which should be sufficient.  EH to send a paragraph for the Parish Magazine announcing that the AGM took place. | | **SS**  **EH** |
| **PS/16/37** | **Date of next meeting**  Next AGM to take place on 19 September 2017 or within a year and week thereof.  17th October 8pm at Norman’s Green House**.** | |  |
|  | Subsequent to the AGM, committee members agreed on the appointment of CM as secretary for the committee. | |  |

We confirm the minutes are a true and accurate record

**SIGNED (Chair)……..……………………………………………….. DATE…………………...**

**SIGNED (Secretary) ……………………………………………….. DATE…………………..**