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# PLYMTREE PRE-SCHOOL COMMITTEE MEETING

# MINUTES - AGM

7:30pm 14th September 2021, Blacksmith’s Arms

Meeting Chaired by Beccy Whitfield

**Committee Members**

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| Beccy Whitfield (Chairperson / Safeguarding) | BW PRESENT |
| Sarah Anning (Treasurer) | SA PRESENT  |
| Emma Board (Secretary) | EB PRESENT |
| Donna Manser (Fees & Funding Officer)  | DM PRESENT |
| Clare Livingstone (Setting Manager) | CL PRESENT |
| Anna Shelbourne (Health and Safety, Policies)Lucy Berryman (Website and Media)Kelly Le-Page (Committee Member) | AS PRESENTLB PRESENT KLP PRESENT  |
| Lauriel Woodley (Committee Member)  | LW PRESENT |
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| **Minute Ref** | **ITEM HEADING** | **ACTION BY** |
| **1.** | **Apologies**None – Full attendance, plus Jodie Redman (attended as interested in taking on a role). |  |
| **2.** | Welcome to all and thankyou to Jodie for coming along. |  |
| **3.** | **Minutes of Last Meeting**Minutes of the previous meeting were emailed to all and copies signed and distributed for preschool noticeboard and Committee file.  |  |
| **4.** | **Chair’s Update – Matters Arising**Chair Report read from Beccy. Report Attached. |  |
| **5.** | **Setting Manager’s** Setting Manager’s report read by Clare. |  |
| **8.** | **Treasurer’s update**Treasurer’s report read by Sarah. Report Attached. |  |
| **9.** | **Discussions before the AGM**Angela has handed in her notice at Preschool and her last day will be on the 8th November 2021. Possibly Sam Gatter to help out at the preschool as qualified and will be contacted. Sam to complete DBS and two references to be supplied.Preschool staff are organising a leaving do for Angela. Committee agreed to pay for all staff’s meals.Fundraising:Ideas were shared.Halloween – Pumpkin Trail around the village.Christmas Fayre – Sunday 12th December 2021 – 11am-2pm. Emma to book the village Hall.Father Christmas to be confirmed.Committee members urgently required to complete the roles. Social post and letters to be created.Policies - Amend the policy that under 3 rate is payable after the term they turn 3.Clare (Setting Manager) arrived for the AGM. |  |
| **9.** | **Resignation/Election of new committee members**The committee members standing down from / changing their roles on the committee are:Sarah Anning - TreasurerEmma Board - Secretary & Charity CommissionerDonna Manser - Fees and Funding OfficerLucy Berryman - Website and Social Media OfficerAnna Shelbourne - Health and Safety Officer**New committee members**The following were elected to the roles stated:

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| **2021 – 2022** |
| **Role** | **Name** | **Voted** |
| Chairperson | Becky Whitfield | 1 Sarah 2 Donna |
| Treasurer  | TBC | TBC |
| Secretary & Charity Commissioner | Lauriel Woodley | 1 Beccy 2 Donna |
| Fees and Funding Officer | Lucy Berryman | 1 Beccy 2 Sarah |
| Website & Social Media | Anna Shelbourne | 1 Sarah 2 Beccy |
| Policies | Anna Shelbourne | 1 Sarah 2 Beccy |
| Health and Safety Officer | Jodie Redman  | 1 Beccy 2 Emma |
| Safeguarding Officer | Becky Whitfield  | 1 Sarah 2 Donna |
| Fundraising | TBC | TBC |
| Committee Member | Kelly Le-Page | 1 Beccy 2 Emma |

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| **10.** | **Any Other Business**Due to the Treasurer and Fundraising roles not being filled, an extraordinary AGM will need to be called.Chair to create a notice for the extraordinary AGM 2 weeks before the extraordinary AGM takes place with details of roles required. Letters in trays at the school. | BW |
| **11.** | **Date of Next Meeting**Extraordinary AGM – Tuesday 12th October 2021 – Beccy’s house – 7.30pm. | ALL |

We confirm the minutes are a true and accurate record

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

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