

PLYMTREE PRE-SCHOOL COMMITTEE MEETING



AGM MINUTES

7:30pm Thursday 17th September 2020, Online

Meeting Chaired by Alyse and Daryl Spicer

Committee Members

Daryl Spicer (Chairperson)	DS	PRESENT
Sarah Anning (Treasurer)	SA	PRESENT
Emma Board (Secretary)	EB	PRESENT
Donna Manser (Fees & Funding Officer)	DM	PRESENT
Clare Livingstone (Setting Manager)	CL	PRESENT
Becky Whitfield (Safeguarding Officer)	BW	PRESENT
Danielle Thomas (Health and Safety)	DT	PRESENT
Maria Kuczera (Website and Media)	MK	PRESENT
Alyse Spicer (Committee Member)	AS	PRESENT
Lucy Berryman (Committee Member)	LB	PRESENT
Kelly Le Page (Committee Member)	KLP	PRESENT

On Call:

Anna Shelbourne	AS	PRESENT
Lauriel Woodley	LW	PRESENT
Hayley Smith	HS	PRESENT

Minute Ref	ITEM HEADING	ACTION BY
1.	Apologies None - All present	
2.	Minutes of the previous meeting approved and signed.	
3.	Chair's Update – Matters Arising Chairman's report attached. Report sent to all existing Committee members by email. Daryl thanked all the committee members and preschool staff for all their hard work and efforts throughout the year. Special thank you to the members stepping down. Committee Members - Updates <u>Stepping down:</u> Daryl Alyse Maria Danielle Donna	pto

	<p><u>Committee Members - New</u></p> <p>The following were elected to the roles stated, in agreement with all present:</p> <table border="1"> <thead> <tr> <th colspan="3">2020 – 2021</th></tr> <tr> <th>Role</th><th>Name</th><th>Voted</th></tr> </thead> <tbody> <tr> <td>Chairperson</td><td>Becky Whitfield</td><td>1 Alyse 2 Donna</td></tr> <tr> <td>Treasurer</td><td>Sarah Anning</td><td>1 Alyse 2 Donna</td></tr> <tr> <td>Secretary & Charity Commissioner</td><td>Emma Board</td><td>1 Sarah 2 Donna</td></tr> <tr> <td>Fees and Funding Officer</td><td>Hayley Smith</td><td>1 Donna 2 Sarah</td></tr> <tr> <td>Website & Social Media</td><td>Lauriel Woodley & Lucy Berryman</td><td>1 Emma 2 Donna</td></tr> <tr> <td>Policies</td><td>Anna Shelbourne</td><td>1 Sarah 2 Donna</td></tr> <tr> <td>Health and Safety Officer</td><td>Anna Shelbourne</td><td>1 Alyse 2 Donna</td></tr> <tr> <td>Safeguarding Officer</td><td>Becky Whitfield</td><td>1 Emma 2 Donna</td></tr> <tr> <td>Committee Member</td><td>Kelly Le-Page</td><td>1 Alyse 2 Donna</td></tr> </tbody> </table>	2020 – 2021			Role	Name	Voted	Chairperson	Becky Whitfield	1 Alyse 2 Donna	Treasurer	Sarah Anning	1 Alyse 2 Donna	Secretary & Charity Commissioner	Emma Board	1 Sarah 2 Donna	Fees and Funding Officer	Hayley Smith	1 Donna 2 Sarah	Website & Social Media	Lauriel Woodley & Lucy Berryman	1 Emma 2 Donna	Policies	Anna Shelbourne	1 Sarah 2 Donna	Health and Safety Officer	Anna Shelbourne	1 Alyse 2 Donna	Safeguarding Officer	Becky Whitfield	1 Emma 2 Donna	Committee Member	Kelly Le-Page	1 Alyse 2 Donna	
2020 – 2021																																			
Role	Name	Voted																																	
Chairperson	Becky Whitfield	1 Alyse 2 Donna																																	
Treasurer	Sarah Anning	1 Alyse 2 Donna																																	
Secretary & Charity Commissioner	Emma Board	1 Sarah 2 Donna																																	
Fees and Funding Officer	Hayley Smith	1 Donna 2 Sarah																																	
Website & Social Media	Lauriel Woodley & Lucy Berryman	1 Emma 2 Donna																																	
Policies	Anna Shelbourne	1 Sarah 2 Donna																																	
Health and Safety Officer	Anna Shelbourne	1 Alyse 2 Donna																																	
Safeguarding Officer	Becky Whitfield	1 Emma 2 Donna																																	
Committee Member	Kelly Le-Page	1 Alyse 2 Donna																																	
4.	<p>Setting Manager's Report Report attached.</p>																																		
5.	<p>Fees and Funding Update N/A</p>																																		
6.	<p>Policies N/A</p>																																		
7.	<p>Treasurer's update Report attached.</p>																																		
8.	<p>Charity Commission Now falls under the accounts. Emma to update names of Committee members.</p>																																		
9.	<p>Website / Social Media N/A</p>																																		
11.	<p>Any Other Business Money can be saved towards the school when items are bought through Amazon Smile. Instead of shopping through the usual Amazon site, you can use 'Amazon Smile'. You use your usual log in details for amazon but once you have chosen your charity 'plymtree schools' Amazon will donate a small percentage per eligible transaction. All agreed that this needs to be marketed further. There is also savings via Easyfunding too. To be discussed further in the next meeting.</p> <p>Fundraising ideas: Fundraisers will be harder to organise at present due to COVID.</p> <p>Doorstop sales - these have worked in Willand and one this weekend in Cullompton which has had a popular uptake – something to consider for Plymtree.</p> <p>Anna suggested raffle tickets for bigger prizes, like the preschool raffle tickets but on a larger scale.... People maybe more inclined to buy more</p>	pto																																	

	<p>tickets for bigger and better prizes.</p> <p>DBS – All new members will need to complete their DBS online ASAP before we can submit the new members details. EY2 to atleast be initiated before the names can be submitted.</p> <p>Anna, Hayley, Lauriel to complete with certificates received to Chairperson. Everyone else certs received from previous committee members.</p>	
12.	<p>Date of Next Meeting <u>Thursday 8th October at 7:30pm.</u> To follow the new government guidelines of 6 people, please join as follows: Hall – Becky, Kelly, Emma, Donna, Sarah and Clare. Online – Hayley, Lauriel, Lucy and Anna</p>	

We confirm the minutes are a true and accurate record

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

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