



## MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON WEDNESDAY 9TH NOVEMBER

AT ST LUKES HALL, TIPTREE

### 1. Welcome and Apologies.

Debbie Vowles opened the Annual General Meeting by thanking everyone for coming along. She welcomed new and existing parents.

Committee members attended as follows:

Janice South	Phyllis Woodiwiss	Debbie Ager	Claire White
Tina Reynolds	Andrea Buffey	Caroline Moore	Kelly Aldridge

Supervisors attended as follows:

Bev Dyer	Jo Macey	Lorraine Hall	Carly Ford
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Leaders attended as follows:

Yvonne Parsons	Laura Baldock	Libby Willis	Karen Lewis
Susie Threadgold	Louise Warner	Shelby Wood	Angela Fitzgerald

Parents attended as follows

Jennie Pozella	Laura Pullen	Alison Whitney	John Coyle
Julie Rankin	Vanessa Hennessey	Jodie Ward	

Apologies were received as follows:

Hayley Sorrell

The following people have resigned from the committee:

Tina Reynolds                      Vicky Westbrook

## **2. Introduction and nomination of new committee members and re-election**

The following people were nominated to be a Member of the Committee:

	Proposed by	Seconded by
Lorraine Hall	Debbie Vowles	Susie Threadgold
Alison Witney	Susie Threadgold	Andrea Buffey
Vanessa Hennessey	Debbie Ager	Bev Dyer
Jodie Ward	Jo Macey	Carly Ford

The following people were re-elected to the Committee. All were proposed by Claire White and Debbie Ager

Phyllis Woodiwiss	Vice-President
Janice South	President
Caroline Moore	Co-ordinator
Debbie Ager	Chair
Andrea Buffey	Treasurer
Claire White	
Hayley Sorrell	
Kelly Aldridge	
Bev Dyer	Supervisor
Jo Macey	Supervisor
Carly Ford	Supervisor

## **3. Adoption of minutes of AGM held November 2015**

The minutes from last AGM were agreed and signed by the Chair.

Caroline Moore and Andrea Buffey agreed the above report.

## **4. Chairpersons Report – Debbie Vowles**

Debbie Ager gave her report (as attached).

Janice South and Jo Macey agreed the above report.

## **5. Treasurers Report – Andrea Buffey**

Andrea Buffey gave her report (as attached).

Debbie Ager and Libby Willis agreed the above report.

### **Bank Signatories**

Barclays – Andrea Buffey, Janice South and Caroline Moore

NSI – Andrea Buffey, Janice South, Phyllis Woodiwiss and Caroline Moore

## **6. Adoption of New Policies**



## Chair's Report

*Good evening and thank you all for coming to our AGM tonight. For those of you that don't know me I'm Debbie and both my daughters attended Milldene preschool and I have been involved with the committee for the last 5 years. Sitting here with me are Janice South our president, Phyliss Woodiwiss our vice president, Caroline Moore our co-ordinator and Andrea Buffey our treasurer who we will be hearing from soon.*

*2016 has been another very successful year for our playgroup across all 3 settings as well as our multiple fundraising activities and summer trip. We are very proud to say that back in February after a year of improvements and lots of changes the staff at URC were rewarded by achieving a good rating after their Ofsted visit. This means all 3 settings have been rated by Ofsted within the last 2 years and all 3 are good.*

*Our Christmas bazaar in November last year raised over £500 with lots of fun and games and Santa himself. This years bazaar is happening on the 26<sup>th</sup> November and we are hoping for more of the same.*

*Our annual sponsored walk around the heath was improved upon this year by the addition of a Gruffalo and Stick Man trail which proved popular with the children. We raised nearly £900 with an additional £117 from the Gift Aid that we were able to claim later on.*

*We also put on an Easter Egg Hunt around the village for the children to complete during the Easter holidays.*

*We tried a new event this year for fundraising in the shape of our buttertub challenge. Each child was given a buttertub before February half term and it was they're challenge to fill it with as many items of their favourite colour and get sponsored for it by friends and family. This proved very successful and raised over £1,200 across the 3 settings.*

*These fundraising events are only so successful because of the generosity of the parents and carers and the volunteered time from our staff and committee members. The money raised from these events as well as the Christmas cards and photos the parents buy during the year gets put back into the settings for them to buy new toys, equipment and anything else they need.*

*As well as our fundraising money we are also very lucky to receive grants and donations from Essex County Council and their councillors. Our latest grant was spent on brand new tablets for each setting for the childrens use. Donations and premiums that we have received this year have also paid for improvements on the outside area at Baynards including a new lean to to provide some shelter, new turf, sand-pit and toys. Milldene have also saved a lot of their money to build a buzz tower in their garden which was installed last week and is a big hit with all of the children. URC have many new toys in their setting as well as using some of the money for a new den which has already been many different things and new cupboards to improve upon storage.*

*After feedback from parents about communication we decided this year to try our holding a parents evening for those parents that do not get to see the aunties on a regular basis. These were very popular evenings and it was nice for the parents to have time to speak to the aunties as well as discover things about their setting. It is something we will aim to put on annually.*

*Our staff are continually attending various training courses to improve on all aspects of their job. So far this year, Shelby has completed her apprenticeship and has now started working towards her level 3, Susie, Tracy and Angela have completed her level 3 and Jo Greed and Sharon are currently working towards their level 3 qualifications.*

*As well as this almost all of the staff attended a Makaton course. Makaton is signing that supports spoken language and can be used as a way of helping children develop their communication skills. I think everyone who attended will agree that it was a very worthwhile course to go on and that it is used daily within the settings through songs, stories and speech.*

*We have been working hard to improve our relationships with the local primary schools by having meetings and trying to encourage shared ideas over all aspects of what we do. Baynards children now get to visit the library in the primary school and have use of the school hall once a week. Milldene, St Lukes and Baynards foundation stage teachers have offered aunties to go in this term and see how they teach the first stages of phonics so that we can do small things to help the children in their last summer term. This is something that we will continue to build on as we believe it helps all involved.*

*Our summer trip this year was to Boydells farm, a working dairy farm where the children got to watch a cow being milked and a sheep being shorn, feed goats, llamas and sheep as well as hold baby chicks and ducks. It was a lovely day out enjoyed by not only the children but the parents and staff as well.*

*All in all we have had a lovely year and it would not have been possible if it wasn't for the time and effort given by our amazing team of staff and our committee members who continuously volunteer and help out in many different ways so I would like to say a massive thank you to you all.*

### Treasurer's Report

We have had another successful year at Tiptree Pre School Playgroup

We have finally got round to registering for gift aid and was able to backdate our claim to 2014, so far we have managed to claim £580. This has been spent on setting up our Forest School with all equipment needed.

Gift Aid is like an added bonus for us, so we need parents to make sure sponsor forms are filled out correctly as we can only claim gift aid with a confirmed name, address and postcode.

All settings have new computers, cameras and now tablets for the children.

We appreciate how hard it is for some families to pay for affordable childcare and have made the decision not to raise fees this year. However, we do need to keep a close eye on things and will update parents if we feel that fees need to rise.