



**Pavilion Pre School
Minutes of Annual General Meeting
Monday 9th October 2023**



Present:	Ursula Roberts	Chair of Trustees
	Sue MacGregor	Employee
	Delyth Corry	Employee
	Natalie Griffiths	Employee
	Karen Nicholson	Employee
	Laura Lopez Miller	Parent
	Harry Mytton	Parent
	Lisa Hampton	Trustee
	Sarah Rylands	Trustee
	Liz Mather	Parent
	Gary Mooney	Parent
	Kay Thompson	Trustee
	Elizabeth King Davies	Parent
	Claire Cooper	Trustee
Apologies:	Chris Alcock	Trustee
	Cara Edwards	Trustee
	Kat Dempsey	Trustee
	Kate Daley	Trustee

Agenda

1. Present
2. Apologies
3. Message from the Chair
4. Declaration of interests
5. Minutes of previous meeting
6. Matters arising
7. Notice of any other business
8. Pre School business
9. Clubs business
10. Finance
11. Any other business

Item		Action
1/23	All attendees were signed in	
2/23	Apologies accepted from those listed above	
3/23	<p>Message from the Chair - financially things are looking very positive at the moment. We were able to pay a bonus to staff which was very much appreciated. Staff were able to purchase new play equipment and have plans to further develop the front path area to include new paving and artificial grass.</p> <p>The summer fair was a huge success and raised over £800.00 Information was given about the committee/trustees and how it works. The benefits of being a trustee were explained. Ursula will be stepping down as Chair after 7 years. We will need a new Chair, Treasurer and possibly a Secretary who will be appointed at the next committee meeting. We require a minimum of 5 Trustees and a maximum of 12.</p>	

4/23	Declarations of interests - this item will be dealt with at the next committee meeting once officers and trustees are formally appointed.	
5/23	Minutes of the previous meeting (06.06.23)- minutes were read to all attendees.	
6/23	Matters arising - none recorded	
7/23	Notice of any other business - none recorded	
8/23	Pre School business - Delyth reported that all is going well. The children have settled very well. Jessica Griffiths is coming to the end of her apprenticeship and the management team would very much like to employ her on a full staff contract. Karen and Sam are now joint SENDCOs. Emma is studying emotional wellbeing and will be the lead for children and staff going forward. Katie is undertaking English as an additional language which will prove useful as we have a number of children who speak different languages. The new session blocks are working well and hopefully any remaining spaces will be filled. There will be "meet the key person" sessions taking place and there are more stay and play planned. Delyth also asked that any parents with skills they are able to share with the children would be very welcome to come in to speak with them.	
9/23	Clubs business - continues to go well. The waiting list is now closed as there are currently 58 children waiting for places and the reality is that not enough children will leave to free up more places. There is a high demand for holiday clubs so we are looking into how to make it viable. New staff have been appointed and the team are working really well together	
10/23	Finance - Accounts and Trustees Annual Report (TAR) to be made available on our website to view. The TAR highlights achievements during the course of the last financial year. The Community Library has been installed and is very well used. The building is used by the community including use by the local church for Sunday School. The finances are looking healthy due to clubs being so profitable. All profits are used to provide resources for all the children which helps keep up with their interests. Funds will be need for building repairs going forward. Money from a grant received during the Big Build has been used to purchase a new telecommunications system. We have purchased the equipment outright and will pay a small monthly fee for interest usage. It was discovered recently that there was no buildings insurance in place. This was due to a change in office roles and not in any way due to staff incompetence. We are now fully insured with Morton Michel. We are still trying to move forward with the Land Registry.	

	Solicitors are currently dealing with this matter.	
11/23	Any other business - the date of the next committee meeting was set for Monday 6th November 2023 As there was no other business the meeting was closed.	