

OWLETS PRE-SCHOOL

Owlets Pre-School  
Methodist Chapel Hall  
High Street  
Langford  
SG18 9RU



Telephone: 07935784567  
Email: [owletspreschool@outlook.com](mailto:owletspreschool@outlook.com)

# Annual General Meeting

**Date:** Monday 16<sup>th</sup> September 2019

**Time:** 12pm

**Venue:** Owlets Hall

OWLETS PRE-SCHOOL  
*AGM Agenda*  
*16<sup>th</sup> September 2019*

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Title: Annual General Meeting

Date: 16<sup>th</sup> September 2019

Time: 12pm

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Attendees:

Committee Members  
Staff Members  
Parents / Carers

Agenda:

1. Welcome, apologies and list of people present
2. Minutes from last years AGM
3. Annual Report from the Committee
4. Annual Report from Manager
5. Annual Report from Treasurer
6. Election of any new committee members & resignations
7. Fundraising
8. Any other business
9. Arrange date for next full committee meeting

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# OWLETS PRE-SCHOOL

## AGM Minutes

### 16<sup>th</sup> September 2019

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Title: Annual General Meeting	Date: 16 <sup>th</sup> September 2019
Time: 12pm	Venue: Owlets Hall
Attendees: Donna Lawton (Chair) Jo Hankins (Treasurer) Joanne Rockall Michelle Shaw	

#### Agenda:

- Welcome, apologies and list of people present:** Apologies from Tara (Secretary) & other committee members. Parents/carers were invited & given a copy of the AGM agenda. No attendance from parents/carers
- Annual Report from the Committee:** Committee presented a schedule of this years activities.
- Managers Report:** Report issued from Joanne, see attached
- Treasurers Report:** Report issued from Alan & Jo confirmed that bank account is currently healthy. Annual Report attached
- Election of any new committee members & resignations:** Chair confirmed that no new committee members had been recruited. Current committee members are happy to carry on with their responsibilities. New DBS certificate ordered for Jenna MacGuinness as expired. Donna confirmed that any new committee members should order their DBS certificates through the Ofsted website rather than external source. This is more cost effective.
- Fundraising:** Joanne mentioned that Tesco chip scheme would be a good local fundraiser. Donna to investigate online as how to enter scheme. National Lottery grant also mentioned, however it was confirmed that we would need to confirm what we would use the funding for & this would have to be considered before an application made. Joanne confirmed Owlets had signed up for the Macmillan coffee break & this would be held on 27/09/19
- Any other business:** Donna confirmed that new posters, leaflets & prospectus would be designed to update on new opening hours & remove Michelle M-H from the prospectus & website. Donna confirmed she would print off more registration forms. Joanne confirmed that PAT testing would be taking place on 27/09/19. It was suggested by Joanne that an internet dongle be purchased to enable an internet connection to the hall. The committee to investigate with the mobile phone provider.

Owlets Preschool  
September 2019

### Managers Report

Staff:

Joanne Rockall – Manager  
Michelle Shaw – Deputy  
Hannah Milner – Early Years Practitioner

Bank Staff:

Helen McCullum  
Shelly Warmoth

At present we have 3 permanent members of staff. Michelle Muchmore-Hill resigned during the summer break with no forewarning. This caused concern for staffing/child ratios. Helen and Shelly are able to cover when they do not have prior commitments. We have had to advertise for more bank staff, to ensure we are in correct ratios at all times.

We have had 3 applications to date. Safer recruitment, means interviews and references will have to be conducted before any positions can be offered. DBS checks must be undertaken, safeguarding and first aid should also be up to date.

At the present time we are not able to offer any new bank staff a contract for set hours, as numbers are still low as per this time of year.

#### Sessions & Numbers

Mon am	Mon pm	Tues am	Tues pm	Weds am	Weds pm	Thurs am	Friday am	Friday pm
Overs	Overs	Overs	Overs	Overs	Overs	Overs	Overs	Overs
7	6	5	4	8	7	5	8	4
Unders	Unders	Unders	Unders	Unders	Unders	Unders	Unders	Unders
4	2	4	0	6	3	4	4	1

As you are aware these numbers do go up as the term progresses. We still have a few parents who still have not confirmed their sessions yet.

We are thinking of having an open morning one Saturday to try and entice more parents.

Staff working:

Staff/child ratios must be adhered to at all times

1 adult – 4 children - age 2-3 years

1 adult – 8 children – age 4 years

I have printed off and filed my queries with Central Beds Academy regarding staffing, as you are aware Michelle is Deputy with level 2, working to level 3 but no functional skills level 2, so she is unable to be room lead if I am not in. Hannah is Level 3 but no functional skills level 2. I have arranged for Hannah to do a Room Leader course through Parenta, this runs alongside level 2 functional skills. Hannah has completed the mock test for the functional skills and is working at level 2. The cost of the course with functional skills is £75.00.

Michelle is to contact Stratton as she was due to start her functional skills there September 2019. Lisa, Michelle's assessor from CBA advised Michelle to contact the examining boards to find out if she has English O'level C or above qualification. Then she will only need to complete Level 2 functional skills in maths.

Helen and Shelly are both NNEB qualified and are able to be room leads in my absence.

We have had two applicants for the Bank Staff position, only one has returned the forms. I will interview within the next few weeks, the application ends 18<sup>th</sup> October 2019.

I have to say I was very disappointed in Michelle Muchmore-Hill in not speaking to me or Michelle Shaw before the end of term. She clearly knew her intentions as she put her work keys in my bag without my knowledge. Owlets pride ourselves in supporting each other not only at work but personally as well. We also pride ourselves in not having a big turn over of staff.

I am currently looking into advanced SENDCO training.

Fundraising -

Tesco blue tokens to be applied for

MacMillan coffee morning Friday 27/9/19 11.00am -12.30 in the Methodist Chapel Hall (proceeds to MacMillan).

I have sent out a letter asking parent/carers for any fundraising ideas.

Fairshare – at present we are given donations from Tesco at Fairfield Park, we are waiting to hear if we have been accepted at Sainsburys Biggleswade, Asda Biggleswade or Tesco Sandy.

End of Term and Christmas:

We have decided not to pay entertainers, but do the parties ourselves. We will play party games. This will save us a considerable amount of money.

I would like to take this opportunity to thank the Committee for all their support. I would also like to thank Alan Shaw for all he does 'behind the scenes'. All Owlets Staff really appreciate everything you all do.

Joanne Rockall