

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:** Saturday 5<sup>th</sup> February 2022

**Time:** 10am

**Venue:** via Teams

OWLETS PRE-SCHOOL  
*AGM Agenda*  
*5<sup>th</sup> February 2022*

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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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## AGM Minutes 5<sup>th</sup> February 2022

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#### Attendees:

Donna Lawton (Chair)	Joanna Dale
Jo Hankins (Treasurer)	Wendy Snow
Joanne Rockall	Sarah Spinks
Michelle Shaw	Nicola Henley
Vicki Snow	

#### Apologies:

Jenna MacGuinness  
Barbara Smethurst  
Tara Martin (Secretary)

#### 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 & a link to join the teams meeting. These minutes will be distributed via email & made available to others via the website.
- Managers Report:** Report issued from Joanne, see attached
- Treasurers Report:** Report issued from Alan & Donna / Jo confirmed that bank account is currently healthy.
- Staff:** Joanne confirmed that Ashleigh has resigned but will remain on Owlets books as Bank Staff. Shelley will also remain as bank staff. Currently recruiting for L3 bank staff – Joanne advertising on Facebook page but until we are desperate, we will not contact Beds council for recruitment as they charge a fee.
- Election of any new committee members & resignations:** Chair would like to formally welcome the following new members to the committee: Wendy Snow, Sarah Spinks, Nicola Henley, Joanna Dale, Sophie Loveridge and Becky Wells. Donna has emailed all new members with the details of the committee & will complete the DBS checks for all members once the relevant information has been gathered. Donna would like to thank Jenna & Barbara for their time on the committee & confirmed they would be leaving once all DBS checks on new members is complete. Donna also confirmed that both herself & Jo would be resigning from their positions, however Donna confirmed she would stay until a chairperson has been recruited. Tara confirmed that she would remain as Secretary. To confirm, a new chair & treasurer needs to be recruited.
- Fundraising:** Michelle confirmed that the Langford fete would not be happening again this year. It was suggested that Owlets have a stall at the 'Kids Toys & Clothes Sale' on April 30<sup>th</sup> at the village hall.

- **Fundraising (cont)** Joanne & Michelle to have a clear out of toys to see if we have anything to sell. Donna to apply to the Langford trust for a grant towards craft storage & materials. Donna suggested advertising the Amazon smile initiative to parents – Nicola confirmed you just needed to log in through smile.amazon before you purchase anything & Owlets will receive a percentage. Donna to investigate how Owlets receives this money as not yet received anything. Vicki confirmed she had ordered 'Happy bags' for children to take home & fill.
- **Advertising:** Vicki confirmed she would distribute some leaflets to the 'Lollipops' as well as the childrens centres she visits. Donna to produce the leaflet & associated posters for distribution throughout Langford. Joanne suggested advertising in the Langford Diary again, as well as The Villager
- **Any other business:** Joanne suggested making the application form to join smaller – Donna to look into this with the PSLA & other settings to confirm it can be done. Constitution to also be updated as previous one is dated 2019.

## Manager's Report – 21<sup>st</sup> January 2022

Staff:

Joanne – Manager, SENDCO, Level 5

Michelle – Deputy Manager, Administrator, Level 3

Sam – Practitioner – Level 3

Kelly – 1-1 Support – Level 2 – Completing Level 3

Vicky – 1-1 Support – Working towards Level 3

Michelle Warmoth – NNEB – Bank Staff

Ashleigh has now left for a new position with permanent hours. She can cover as Bank Staff on a Monday as she does not work that day.

We are still advertising for qualified Bank Staff.

Joanne and Michelle are training with EYPD Education Trust to improve the gaps in education due to Covid.

Joanne and Michelle are training for Looked After Children.

Training is now carried out via Teams.

All staff have completed Safeguarding training in Gang Related Issues and County Lines. Domestic Abuse.

We have 32 children on our register at present. 2 SEND children.

COVID:

We have 4 children off at present who have tested positive for Covid. We informed the parents via our FB page/group, Eylog and put a notice on the front gate.

Ofsted need to be informed of confirmed Covid cases within the setting. Joanne has completed the form that Central Beds require with this information.

We risk assess the setting every day. We deep clean on a regular basis, and everything is disinfected by sprays before and after sessions.

Committee:

Committee meeting has been arranged via Teams on Saturday 5<sup>th</sup> February 2022. Details have been given to all parent/carers. We have had one response from a parent who is prepared to be on the committee. We will keep promoting this and the importance of the committee, for the preschool to continue to run.

Advertising:

Can we put our FB pages on website please?

Langford Owlets Parents

Langford Owlets Preschool.

Vicky to take new leaflets to Lollypops to hand out.

If doctors allow, can we put poster up in their waiting room.

Posters in Village Shops and Hideaway?

Fundraising:

Christmas raffle raised £150.00

We are not sure if the summer fete will be on this year. This is usually our biggest fund raiser.

Vicky runs Lollipop's mother and toddler group in the village and has informed us that John Shipman from the Langford Welfare Trust has funds available to improve provisions and resources within the community.

There is apparently a large number of monies available to those who apply.

Owlets Preschool could benefit from a new art trolley and new storage units from Ikea.

Resources need to be accessible to all children, so that we always promote free flow/continuous provision.