

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 3<sup>rd</sup> October 2020

**Time:** 10am

**Venue:** Owlets Hall

*AGM Agenda*  
*3<sup>rd</sup> October 2020*



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Title: Annual General Meeting

Date: 3<sup>rd</sup> October 2020

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Venue: Owlets Hall

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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#### Attendees:

Donna Lawton (Chair)  
Jo Hankins (Treasurer)  
Joanne Rockall  
Michelle Shaw

#### Agenda:

1. **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
2. **Annual Report from the Committee:** Committee presented a schedule of this years activities.
3. **Managers Report:** Report issued from Joanne, see attached
4. **Treasurers Report:** Report issued from Alan & Jo confirmed that bank account is currently healthy. Annual Report attached
5. **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.
6. **Fundraising:** Joanne mentioned that Tesco chip scheme would be a good local fundraiser. Donna to investigate online as how to enter scheme. Covid restrictions are still in place so any fundraising gatherings are not able to happen. Xmas raffle will be held but will need to contact local businesses to help
7. **Any other business:** Donna confirmed that new posters, leaflets & prospectus would be designed to update on new opening hours. Donna confirmed she would print off more registration forms.