



## **Minutes of Annual General Meeting of The Ark Pre-school**

**Held on Thursday 8<sup>th</sup> July 2021 at 8pm via Zoom.**

**The meeting was chaired by both Emma Frost and Sarah Webb (Co-Chairs)**

**Attendees:** Kevin Mills, Emma Frost, Sarah Webb, Avril Doyle, Julianty Noble, Naomi Page, Justine Wells, Heather Sinclair, Sarah and Chris Hynds, Laura Rothwell, Millie Foyle, and Kristie Williams

**Apologies for absence.** There were no apologies for absence.

**Minutes from the AGM, held on 31<sup>st</sup> July 2020 & matters arising from the minutes.**

There were no matters arising from these minutes and they were approved as an accurate record of the meeting held on 31<sup>st</sup> July 2020.

Manager's and Chair's Reports – the paperwork was circulated ahead of the meeting.

The main points to draw out are our thanks to Wellington staff for accommodating us so marvellously this year, including allowing an extension of our stay there.

Thanks were given to all staff for their continued commitment and going over and above, despite the Pandemic. Also, thanks to Heather for exceptional leading of the setting and Naomi for doing a wonderful job in taking over as administrator this year.

Thanks also to the parents for their tremendous support during the year, including moving items back to the church and taking items to the tip.

We would like to give a card as a thank you from the children to Wellington when we leave. Due to resources being at the church now, asking for parents to create something with their children which will be collated by staff.

**Action:** Parents to encourage children to work on thank you expression (a picture/card) this can be done at home - NP to communicate this to parents.

**Treasurer's Report** – the paperwork was circulated ahead of the meeting.

We have had a good year. Despite the pandemic, we are in a good position. We have some reserves due to the costs of moving back to new premises and any associated costs with this.

**Q:** What is the grant, as mentioned in the report.

**A:** This is the funding for eligible children from the local authority.

**Q:** Was this continued during the pandemic?

**A:** Yes, expected income was honoured through the pandemic in 2020 despite closure and non-attendance from some children due to shielding. Income was lost from non-attendance by fee-paying children.

Thank you to Justine from her attention to detail and tenacity in the role. In next couple of years, we may be looking for to plan for succession and someone to work alongside Justine could be ideal. If any parents would like to step up for the role, speak to SW.

### **Election of officers**

Changes are as follows: Emma step-down as the co-chair - SW takes the full chair position. JN steps down from secretary role and she will stay at committee member. Kristie steps

down as Parent rep, and Laura steps up as parent rep, and Millie stays as parent rep for another year

**Committee Members as of July 2021**, as agreed at AGM are as follows:

Chair – Sarah Webb

Treasurer – Justine Wells

Secretary – Emma Frost

Church Representatives – Avril Doyle

Julianty Noble

Kevin Mills

Parent Representatives – Millie Foyle

Laura Rothwell

**Adoption of policies:** Committee Members agreed to adopt our policies for the forthcoming year.

**Any other business:**

Sep 2021: Afternoon Tea gathering at church for all families and friends of The Ark – if restrictions allow this. We will communicate this in a newsletter or email when confirmed.