



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

**Held at Crowthorne Baptist Church on 20<sup>th</sup> July 2018 at 11.15am.**

Present: Phyllida Dewes, Emma Frost, Justine Wells, Avril Doyle, Jo Collis, Julianty Noble, Naomi Page, Heather Sinclair, Sarah Webb.

### **Chair's welcome**

Introductions to all the committee were led by Phyllida Dewes.

### **Apologies for absence**

There were no apologies for absence.

**Minutes of the AGM** held on Friday 14<sup>th</sup> July 2017 were approved as an accurate record of the meeting.

PD is moving on after 20 years' involvement in The Ark. Thanks to Heather and her team of staff. Thanks to Emma, Justine, Avril and the parent reps.

### **Manager's Report** – see attached report.

Heather detailed the highlights of events this year. After evaluation, there were some changes made during the year to ensure the best possible routine for all children. An example is swapping the music time and show and tell to allow more quality time for music by having it earlier in session.

ECAT training with 2 staff members has helped develop training in speech and language development and social skills. There are now 5 vocabulary words each week which are on the board in the hall and marked for each child when word is used. This focus is primarily for those who need to develop vocabulary due to shyness/ speech delay. Thanks to Claire Divall for work done with the vocabulary board.

Fun in the Forest has continued with 2 opportunities to see the woods in 2 different seasons.

Links with St Brendan's Care Home have been developed as they are keen to link with a pre-school. There are plans to visit once a term at Christmas, Easter and Summer and to develop activities there. This year we had an Easter Bonnet Parade there, and decorated plant pots, and planted marigolds with residents and released the butterflies there.

We have also built links at Wildmoor Heath school and took the children to see their nativity rehearsal.

Summer trip took place at South Hill Park – thanks to Carl, parent rep. for this suggestion of a new location with positive feedback.

An unplanned activity was taking children to the Carnival flower festival which was very successful and children were very well behaved.

Next year, a focus to improve is topics; bringing them into what doing every day, but less is done with 2 year olds. Toys are put out, but could plan further and more often to aid topic words. Show and tell is already linked to topics.

Thanks was given to Heather for always seeking to improve the setting, and not having stopped since Outstanding Judgement was awarded by Ofsted.

**Treasurer report – see attached report.**

Accounts are based on Jan – Dec 2017.

Donations were received from Co-op and Crowthorne Educational Trust. We received income from grant payment and income was raised by more children on roll, and a rise in the hourly rate. Quite a few expenses were paid this year to explain high expenditure. The surplus from last year has helped this year.

The accounts have been independently audited by Ian Burrow (treasurer of Crowthorne Baptist Church).

Huge thanks to Justine for all her hard work on The Ark accounts.

We are now registered for Gift Aid so can claim 25% rebate on donations. Will send forms to donors to claim money back from taxpayers.

Pending election of officers for the committee, will require a change of signatory from Phyllida Dewes to Emma Frost as the new incoming Chair (pending election in next item). All agreed. Justine Wells to proceed with this action.

**Election of Officers to the committee:**

Chair - Emma Frost

Secretary – Julianty Noble

Treasurer – Justine Wells

Church Rep – Avril Doyle

Heather and Sarah attend committee meetings but have no voting rights.

Naomi Page stays on, and Katherine Bond-Smith returns as parent representatives, giving continuity on the committee.

All were appointed unanimously.

Many thanks to the Carl Mansell and Chrissi Frewer for 3 years as parent reps, but now stand down as their children will have left The Ark.

Formally adopt policies, which have quite a few changes last year, but fewer changes through this year. Data Protection and GDPR changes this year have required policy reviews. These policies are all working documents and are used as reference documents in various situations, which guide practice. If practice varies then policies and procedures are reviewed and amended to reflect practice.

All agreed to adopt policies, and these were signed by Phyllida Dewes.

**AOB:**

Could we consider the Waitrose fund raising or Tesco scheme? Co-op raised an incredible £1900, but that was largely due to plastic bags levy.

There was a presentation to Phyllida as a thank-you for 20 years support to The Ark, many of which as Committee Chair.

*The meeting closed at 11.35am.*