

**Annual General Meeting 2020 held online via Zoom
on Friday 23 October 2020 at 5pm**

In Attendance:

Jacky Keegan (Chairman), Jane Ruston (Trustee), Gemma Cooper (Staff), Kelly & Pete Vallance (Parents), Tom & Aoife Poland (Parents), Katy Vallance (Public)

Apologies:

Julia Lethbridge

Chairman's Report

Jacky Keegan welcomed everyone to the Zoom call. She highlighted the impact that Covid19 has had on Pre-School and wanted to offer thanks for the support received from Jane to keep momentum going, and for the great service that the Pre-school's staff have given.

Three years ago, the current Trustees took the batten back from Community Links and have worked hard to continue Pre-school service provision in Exbourne for 32 Years. With children of the current Trustees being older, they wish to find the next generation of Trustees as succession planning and building a sustainable future.

Staffing provision, including future management of the setting is at the forefront of existing Trustees priorities. She wished to thank outgoing staff members Sandra & Pip for their contribution to the positive impact that they have had on children in their care; other staffing matters include maternity cover in 2021 and continued support to staff member on long term sick leave. With a dynamic manager and bank of flexible staff, the setting has the potential to come back to 5 days a week coverage for 2-3s, with good regular attendance.

Trustees Report

Jane Ruston gave a further update, it was recognised that the Charity Commission Annual Report is Overdue and will be submitted imminently. This will include accounts for 2018/19. She informed the meeting that accounts have been kept up to date through Covid19 and up to the current time. She listed the principal liabilities for the current operation as: Staffing Costs, building rent, Insurances. Primary income stream for the Pre-School is through the Early Years entitlement and a wider income stream from issuing bills to parents for non-eligible entitlement sessions. It was acknowledged that there was some outstanding monies due from payment of bills, and that this would need resolving with guidance from Trustees.

In light of Covid19 and the current manager submitting her resignation, the Trustees had much to report at this Annual General Meeting. There had been some discussions with Exbourne Primary School around potential linkages but not progressed as a preferred option. Therefore the existing Trustees reached out to parents to see if there is desire from parents to secure the Pre-School's future.

There was a consensus from participants of the meeting that Exbourne Pre-School has a future and huge potential to build on the current setting.

Jane confirmed that the current Trustees would support a transition Period with a new team of Trustees between now and the end of 2020. On a personal note Jane offered her services as a solicitor to the Pre-school in the future, All in attendance supported the concept of shifting the organisation to Charitable Incorporated Organisation (CIO) status and further work would be undertaken over the next 12 months to make this happen.

Financial Report

Jane gave a verbal update of the financial position of Exbourne Pre-School accounts to Pre-School Year End (31st August 2020)

Total Income £36,738

Total Expenditure £35,687

Election of Trustees

There was support from parents in attendance to stand as Trustee, after some discussion all in attendance approved the following to become trustees: Kelly Vallance, Tom Poland and Pete Vallance.

Election of Officers

All in attendance approved the composition of the Trustees as follows:

Chairman:	Kelly Vallance
Vice-Chairman	Tom Poland
Trustee	Jacky Keegan
Trustee	Jane Ruston
Secretary	Pete Vallance
Treasurer	Vacant

Pre-School Manger TBC (Vacancy)
(Ex-Oficio role)

Jane will circulate information and documentation for newly elected Trustees to complete.

It was agreed that Jane remain the OFSTED nominated representative until the appointment of the Pre-school manager, who would then take on this role.

In light of Jacky's and Jane's intention to step down as Trustees at the end of 2020, it was identified that further Trustees would need to be found including someone to take on the role of Treasurer.

Next Steps

- Promote opportunity for further Trustees (including Treasurer) for Pre-School
- Tom, Jane & Jackie to run the appointment process for Pre-School Manager.
- Jane to formulate staffing rota for weeks beyond Half-Term until Manager appointed.
- Revitalise Pre-School's online presence on Social Media & Web Page.
- Progress next steps for CIO registration.

Date of Next Meeting

Socially Distanced Meeting - **Wednesday 4th November at 5.00pm** at Exbourne Pre-School.

Parents & wider community are invited to attend from 5pm – 6pm to assist in sharing tasks & ideas for taking the Pre-School forward.

The Trustees to convene at 6.00pm – 6.30pm to discuss business matters.

