



## Minutes of the Meeting

### Hillside Pre-School (Chorleywood) Ltd Annual General Meeting

Date : 2 February 2011

Held at : Hillside Pre-School, Hillside Road, Chorleywood

Present :

Jo Day	JD
Claire Poulson	CP
Jo Taylor	JT
Fiona Kelly	FK
Emma Kay	EK
Emma Lidster	EL
Amanda Hunter	AH
Jan Game	JG
Alison Lowe	AL
Fiona Stuttaford	FS
Shahida Musa	SM
Isaline Clavier	IC
Kate Blackwell	KB
Maxine Miller	MM
Emma Weidner	EW
Tania Ridgeway	TR
John Evangelou	JE
Claudine Hall	CH
Katie Ward	KW
Ellie Beizaei	EB
Sarah O'Dwyer	SO
Catherine Nice	CN
Philippa Goldstein	PG

Apologies : Christine Deeley CD

#### 1. Apologies

Jo Day opened the meeting welcoming everyone to the Hillside Pre-School 2011 AGM and thanked everyone for making the effort to attend the AGM and noted the fantastic attendance. Unfortunately, Christine Deeley was unable to attend the meeting.

## 2. *Chairpersons Introduction/Report*

Jo Day started by saying that 2010 was an eventful year and one of change.

In May, we were sad to see Catherine Lloyd leave her role as Manager of the Pre-School. Following the resignation of Catherine, the committee had to recruit a new Pre-school Manager and, hence, Emma Weidner was appointed. Emma joined Hillside in May 2010 and brought with her a high level of qualification and a wealth of experience. Emma has just completed her Early Years Professional course and is awaiting her results. Fingers crossed Emma!!

Jo Day went on to say a big thank you to all the staff for their support and commitment and how they have embraced all the changes that have been made.

In June, OFSTED awarded Hillside Pre-School with a 'Good' outcome. This was a fantastic result – well done to everyone involved.

During the year lunch club was introduced which is doing quite well with an average of 7 children each day.

At Easter of last year the committee and staff undertook a refurbishment of the Pre-School. This involved a complete re-decoration of the Pre-school room, purchase of new storage and sorting out all of the toys and equipment. We feel that this project was very successful and meant the Pre-school is a better place to work and play. A big thank you to Fiona Kelly for the amazing job she did managing this project.

During the year we re-launched the new website - thanks to Jo Taylor for all her efforts ensuring this was successful.

At the end of 2010, we extended the garden area making a new fenced garden area which is fantastic for the children.

We have managed to build a really strong relationship with David and Ardenne of the church which helps in continuing to improve the environment for the children. Further to recent discussions with the church regarding the lack of heat in the hall, they have agreed to install a curtain heater which we will be charged on a 'use only' basis. The church have also agreed to us installing a dishwasher in the kitchen to help free-up staff time in the kitchen. (Note – JE is a plumber and offered to do the work. He is also a carpenter.)

We have continued to advertise the Pre-school and are pleased that the school is almost full.

Fundraising has played a huge part over the year and we hope to see this continue this year especially with potential Government cutbacks to funding.

JD took the opportunity to thank CD for all her support and hardwork over the past few years in her role as Treasurer. Amanda Hunter has agreed to take on the Treasury role going forward.

JD finished with a big thank you to Emma Weidner, Isaline Clavier, Fundraisers, the Church and the Committee, who all play an important part in making Hillside Pre-School the success it is today. A place where children in the area can come to play and learn in a safe and stimulating environment.

3. **Treasurer's Report**

Amanda Hunter presented the accounts for the period ending 31 August 2010. AH noted the fantastic job that Christine Deeley had done making sure the accounts were in good order.

During the period we made a small profit of £1,463, which arose from income from fees and grants of about £51k and expenditure of mainly salaries of about £50k. The reserves are healthy and we are required to keep these at a level of 1 terms costs. AH made reference to the possible changes to funding we may see over the next year and, therefore, it is essential we maintain good attendance levels.

A copy of the accounts was made available at the meeting.

Thank you to Katy Smith for carrying out the independent examination of the accounts.

4. **Pre-School Manager's update**

Emma Weidner explained her role of Pre-School Leader which involves liaising with the staff and committee ensuring good communication. EW explained how she has built a good relationship with David and Ardenne of the church. EW's vision is to maintain attendance and high standards.

EW is keen to get involved and help at fundraising events with the support of parents.

5. **Election of Committee**

At this stage of the meeting we needed to vote for individuals to stand as Trustees (Directors) on the committee.

The following individuals were voted for:

Jo Day  
Amanda Hunter  
Emma Kay  
Emma Lidster  
Jan Game  
Alison Lowe  
Tania Ridgeway  
Philippa Goldstein

Sarah O'Dwyer expressed an interest in being on the Committee possibly in the future. Maxine Miller suggested we could have parents that shadow the committee and are there to take on adhoc tasks as and when they arise.

No further individuals wanted to stand on the committee.

JD confirmed that the Committee meets about once each half term and the next meeting will be held on 16 February 2011 at 8pm at Jo Taylor's house (17 Berks Hill).

JD informed the meeting that Claudine Hall is involved with fundrasing.

6. **Any other Business**

We finished the meeting discussing fundraising ideas:

Quiz Night to be held on 3 March 2011 at 8pm in the Stag with raffle.

Frock Swap

Annual Treasure Hunt

Village day in July

Chorleywood Christmas evening

Spa night

Hire of table and chairs

Easyfundraising (Jan Game advertise this to parents)

John Evangelou – donated a photoshoot and also suggested we ask for donations of items which we can then sell on Ebay (he seemed willing to do this)

John Evangelou also asked if we needed a printer. Isaline confirmed that not at the moment but maybe in future at certain times.

Jo Day closed the meeting, thanking everyone for their continued support.