



Annual General Meeting

Monday 28th October 2024 at 19.30

Church Lench Village Hall

Dear Parent/Carer,

The Lenches Pre-school are holding their Annual General Meeting on Monday 28th October 2024 at 7.30pm and hope very much that you will be able to attend.

This year's AGM will be informal yet informative with wine and nibbles as we present and look to accept the annual accounts/reports and other formal matters included at an AGM and running a charity Pre-school. Even if you are not interested in becoming a committee member it would be wonderful to have the support of parents/carers during the meeting.

You may be aware that The Lenches Pre-school is run by a voluntary management committee, without which we would not be able to operate. Members are voted on to the committee at an AGM and remain in office for one year when they then stand down, or are re-elected. 60% of committee members must be parents or affiliate members (ie, someone who is interested in developing the aims and objectives of Pre-school).

The committee is responsible for the overall management and smooth running of the Pre-school. This can mean anything from organising a fundraising event to supporting and working with the setting manager in recruiting, training and developing staff.

Volunteering for your pre-school's parent-run committee offers a great opportunity for you to become more actively and practically involved in this aspect of your child's life. You can also have an impact and say about how the setting is managed. There are lots of ways that you can contribute to the committee and you can choose to give as much or as little time as you would like. The good thing is you don't need any experience to make a difference and you may find it a good way to update existing skills and learn new ones.

The committee meet once every term or as and when needed depending on the needs of the Pre-school.

Please could you indicate on the form below if you will be attending the AGM and if you would be willing to act as a committee member.

If you have any questions please contact either myself or Manager Paula Challacombe.

Thank you

Millie Benbow
Chairperson



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I will be attending the AGM on 28th October 2024 at 7.30pm YES / NO

I would like more information on the roles and responsibilities of the voluntary management committee YES / NO

I am willing to act as a committee member YES / NO/MAYBE

I do not want to be a committee member but would like to help put my name forward to help as a volunteer YES/NO

Signature:

Name:

Date:



Meeting Agenda

- 1. Welcome and introduction**
 - Refreshments
- 2. Apologies**
- 3. Minutes from last AGM**
 - Available on website or upon request
- 4. Matters arising from last year's AGM minutes**
- 5. Acceptance of last year's AGM minutes**
- 6. Agree to adopt the latest constitution**
 - Pre-school learning alliance constitution 2011 (available upon request)
- 7. Agree and adopt reviewed policies**
 - Safeguarding policy (available upon request)
 - Whistleblowing policy (available upon request)
 - Staff conduct policy (available upon request)
- 8. Chairperson's report**
 - Update on progress and achievements
- 9. Treasurer's report and presentation of accounts**
 - Acceptance of accounts
- 10. Manager's report**
- 11. Any questions**
- 12. AOB**
- 13. Resignation of current committee**
- 14. Nominations and election of new committee members**
- 15. Date and time for the first meeting of the new committee**