

## Brant Broughton Preschool AGM 2021

18<sup>th</sup> October 2021- 19:00

Venue: Brant Broughton Pre School

### Present:

Karl Hopkinson (KH)	Chair, (casting vote only due to family member present)
Sally Harper (SH)	Preschool manager, non-voting
Lucy Hopkinson (LP)	Voting Member
Elizabeth Hanger (EH)	Voting Member (minutes)
Michelle Howard	Voting Member
Emily Harper (Emily H)	Childcare Practitioner, non-voting
Michelle O'Reilly (MO'R)	Preschool deputy manager, Non-voting
Alex Coulthard (AC)	Non-voting
Neal Lyon (NL)	Non-voting
Lorna Spalton	Voting Member
Kelly Clay	Parent
Callum Clay	Parent (Voting Member)
Leonie Gooch	Parent (Voting Member)

**Meeting Quorum requirements: 10% of Members or 5, whichever is greater.**

### Apologies:

Name	
Tracy Holman (TH)	Financial support, non-voting
Sophie Croft	Voting Member
Claire Pawsey	Voting Member

Item	Actions
<p><b>1. Membership &amp; Apologies</b></p> <p>Introductions to the meeting were given by KH. All in attendance briefly introduced themselves.</p> <p>KH proposed that all current committee members remain in post, until the change from unincorporated to CIO is formalised. All current committee members agreed to remain in post, with intention to review roles and positions once the CIO is formed.</p> <p>New committee members will not be taken on until the new CIO is formed, however those who wish to join will be encouraged to start the process of joining (DBS checks, reviewing information on website) to allow joining the committee quicker when nominated.</p>	None
<p><b>2. Report on 2020/2021 financial accounts of the preschool.</b></p> <p>KH asked all members to review the financial accounts and report issued by Tracy Holman, financial support to the Preschool. There were no questions, and all agreed that the Preschool are currently in a positive financial position.</p>	None

<p><b>3. Chairperson's report on behalf of the committee.</b></p> <p>Karl Hopkinson (KH) read out a report. Key notes included:</p> <ul style="list-style-type: none"> <li>• Heartfelt thanks to Sally, Michelle and Emily who work tirelessly to provide a special place for the children to learn and flourish at Brant Broughton Preschool. A round of applause was given to all the staff.</li> <li>• Thanks to all the committee members.</li> <li>• Special thanks to Neal Lyon (NL) who has remained on the committee to support the transition of Chair to KH, as well as all the work he has completed as Chair, and moving the Charity into the CIO position. A round of applause was given to NL.</li> <li>• A highlight of the past year has been the new canopy at Preschool, which has made a huge difference to the preschool.</li> </ul> <p>A full copy of the report is available to view at the end of these minutes.</p>	None
<p><b>4. Manager's Report</b></p> <p>Sally Harper (SH) noted some key points from the managers report.</p> <ul style="list-style-type: none"> <li>• Thanks given to all committee members.</li> <li>• Thanks given to all the staff.</li> <li>• The canopy has been enjoyed by the children, who enjoy being 'outside' in all weather. It was noted what a big difference it has made to all the children.</li> </ul> <p>A full copy of the report is available to view at the end of these minutes.</p>	None
<p><b>5. Membership vote on transferring the Preschool to a Charitable Incorporated Organisation (CIO)</b></p> <p>A briefing presentation was circulated to all in attendance prior to the meeting; 'Converting Brant Broughton Preschool into a Charitable Incorporated Organisation: A guide for the Parent Membership'. All acknowledged receiving and reading the presentation. NL went through the key points from the presentation, explaining the change in the legal structure, and some of the benefits this would bring the Preschool. This included:</p> <ul style="list-style-type: none"> <li>• Brant Broughton Preschool becoming a legal entity (rather than Committee members being personally liable)</li> <li>• Wider membership from the community able to join the committee.</li> </ul> <p>A full copy of the presentation is available at the end of these minutes.</p> <p>A vote was taken from the Brant Broughton Preschool Members (individual with a child in attendance at the preschool, one vote per family) on the following proposals:</p> <p>Proposal 1: "It is proposed that; • The unincorporated charity "Brant Broughton Preschool", Reg Charity Number 1037586, will transfer its assets to the Charitable Incorporated Organisation (CIO) "Brant Broughton Preschool" Reg Charity Number 1193900."</p> <p>Result of vote 1: 5 votes received – all votes in favour of proposal.</p> <p>Proposal 2: "It is proposed that; • After a vote in favour of Proposal 1 of the 2021 AGM, and after it has carried out the actions required of Proposal 1 and settled</p>	

<p>all outstanding liabilities: The unincorporated charity "Brant Broughton Preschool", Reg Charity Number 1037586, will be dissolved."</p> <p>Result of vote 2: 5 votes received – all votes in favour of proposal.</p> <p>It was agreed that as both votes were unanimously in favour of changing the organisation to a CIO structure and dissolving the current charity, the committee will continue to undertake the actions required to complete the transfer.</p>	
<p><b>6. AOB:</b></p> <p>The Chair and Manager report are required to be presented with the <a href="#">Trustees Annual Report</a>, to be submitted to the Charity Commission by 30<sup>th</sup> June 2022.</p> <ul style="list-style-type: none"> <li>• The financial reports require an independent audit.</li> <li>• There needs to be a trustee report prepared.</li> </ul> <p>Autumn Fun Trail: A committee led event is being held on Saturday 30<sup>th</sup> October – everyone to help promote and support the event. EH and LS are led organisers, and very much appreciate all the support and help of everyone. Please support the event by attending, and contributing tombola prizes.</p> <p>Parents evening has been held at Preschool, and it was great to invite parents back into the building, and show parents the work of the children.</p> <p>The renewal of the temporary Planning Permission for the building is currently under consultation, and due to end shortly. Once planning permission has been confirmed, EH will liaise with Lincolnshire County Council to review the rent of the premises, and agree a new lease agreement (to be entered into with the new CIO, not the current charity status). Further update at the next committee meeting.</p> <p>KH thanked all for attendance and contribution and closed the meeting at 7:30pm.</p>	<p><b>ACTION:</b> Next committee meeting – actions to organise independent audit of accounts and trustee report.</p>

**Chairman's Signature: KARL HOPKINSON**

**Date: 19/10/21**

