

Bradpole Pre-school AGM
Monday 20th October 2025, 6.00pm at Bradpole Pre-school

Minutes of the meeting:

Minutes taken by Lauren Matterface

Attending: Catherine Frampton, Sally Parmiter, Lauren Matterface, Lisa Hunt, Jody Poole, Barbara Poole, James and Becky West, Faye Kelsall Wood, Leah Rendell, Lou Austin, Laura Sangster, Ellie and James Thomson, Saphire Churchill, Charlotte Smith, Paulina Brown, Louise Moore, Melanie Phillips.

Apologies: Aimee Bowels, Janet Cheng, Kalok Ho, Emily Morrison, Lisa Whitlock, Emma Whitlock and Brooke Huxter.

1. Minutes from last year's AGM (2024)

These were reviewed and confirmed by Charlotte Smith and Kat Frampton

2. 2024-2025 Preschool Report, Kat Frampton

Kat welcomed everyone, and thanked them for attending.

She explained that the preschool is a nonprofit, registered charity and any profits made, go back into the preschool for improvements and to ensure we maintain good staff to child ratios.

Kat discussed last year's lovely cohort who thrived and progressed beautifully in their own unique ways. Kat said she had appreciated the help and support of everyone during her first year.

She discussed the garden and preschool room revamp that took place during the summer holidays. Kat thanked the fundraising committee for raising the funds to purchase our interactive white board for the Preschool.

She went on to say the staff have been fantastic adapting to the changes she has brought forward and have been supportive every step of the way. Kat detailed the additional training our staff have been undertaking and applauded their commitment to their ongoing personal developments.

Kat discussed Sarah and how she is a wonderful addition to our setting, Sarah joined us as a volunteer, while studying for her NVQ level 2 in childcare. Chloe, who joined us for an internship, volunteering for a few hours twice a week, the children enjoyed spending time with her and she made some good progress with her own confidence during her time with us. Her internship came to an end and she left at the end of the preschool year. We wish her all the best. Daisy, who was doing her level 2 apprenticeship here with us, also sadly left in July; to spend time travelling with friend and we wish her well in her adventures.

In the 24-25 year we had 43 children on register with 24 moving on to primary school in the 25-26 school year. Kat thanked all the parents, carers, staff and committee, with a special mention to Emma for all her support over the last two years.

3. Financial Report from the Administrator, Lauren Matterface

Based on Financial Statements from Elson Frampton Accountants, the preschool achieved a surplus of £23,898 for the year ending 31st August 2025.

Financial Decisions:

- Pay rises for all staff members
- Temporarily holding off on major improvements
- Increase the Contingency fund - Savings account balance
- Giving the preschool +/- £70 interest per month

We have retained a good staffing level and look forward to the year ahead.

£5,000 added to the contingency fund to support a full term as stated in our policy.

The preschool has been cautious with spending, holding money in reserve which was set aside to continue with the garden renovation. Kat initially chose to delay any major improvements to allow time to better plan the next steps for Preschool.

The £10,000 from last year (for room improvements) along with another £10,000 from this year have been set aside with a view to expanding the setting into another classroom to facilitate the growing need for places at our setting. The committee agreed that these funds should be kept in the savings account, alongside the contingency funds, as it has a very good interest rate.

In the meantime, we have used funds in the current account to make some cosmetic improvements within the preschool room as well as continuing with the renovations in the garden. Our Fund-Raising Committee raised £2791 this year, an increase on last year's £2029.

4. Report from the Chair, Emma Whitlock, read by Kat Frampton

Emma apologised for her absence, whilst thanking others for attending.

She thanked the staff for their support over her 2 years as Chair and went on to say what an excellent team they are and how they continue to build up a thriving preschool.

Emma discussed the many positive changes Kat has made in her first year as preschool leader, including moving forward with the introduction of Tapestry for the 25-26 school year.

Emma thanked the fundraising committee for their hard work and dedication, making mention of their most successful event, the Bingo night and achieving the fundraising target to purchase the screen along with the stand.

Emma said she is sad to be giving up the role of Chair, but the time had come. She wishes all at the preschool all the best and she thanked everyone for all they have done for her children by giving them the best start in their early education.

5. Committee roles:

a. Committee Members standing down

- Chair – Emma Whitlock
- Vice Chair – Gemma Thorpe
- Treasurer – Gemma Thorpe
- Secretary – Aimee Bowles
- Fundraising Committee Chair - Faye Kelsall Wood
- Committee Fundraisers Louise Hansford, Kat Frampton, Charlotte Smith, Emily Driscoll, Sara Turner, Kim Biddle, Rosie Hart, Lisa Whitlock, Christine Orchard and Robert Hansford

b. Election of new Committee Members

Core Committee:

- Chair - Faye Kelsall Wood Nominated by Kat Frampton, 2nd by Charlotte Smith
- Vice Chair - Paulina Brown Nominated by Lou Austin, 2nd by Kat Frampton
- Treasurer - Lou Austin Nominated by Leah Rendell, 2nd by Paulina Brown
- Secretary - Eleanor Thomson Nominated by Kat Frampton, 2nd by James Thomson

Committee Members and Fundraising Committee:

Emily Driscoll, Sapphire Churchill, Charlotte Smith, Leah Rendell, Melanie Phillips, Becky West, Louise Moore, James Thompson, Laura Sangster and Emily Morrison.

6. Date for next committee meeting:

Monday the 3rd November at 6pm, location to be confirmed.

Kat thanked all those who had attended and meeting ended at 6:30pm.