

FRIENDS OF DURRIS and CROSSROADS NURSERY
Minutes of EGM held via Microsoft Teams on 15th November 2021

Present: Claire Wallace (CWallace), Catriona Woodburn (CW), Sarah Stewart, Dawn Rippiner, Angie Rooksby, Bridget Rhodes, Lynne Street.

Apologies: Elaine Ingram, Aynsley Watsom

	<u>Actions</u>
<p>1. <u>Purpose of Meeting</u></p> <p>CW explained purpose of this meeting was to review and approve changes to the constitution to enable us to subsume sub-groups under the Parent Council so that Connect insurance was applicable to the sub-groups.</p> <p>The following documents had been circulated to Parent Council members prior to the meeting:-</p> <ul style="list-style-type: none">• Draft Friends of Durriss and Crossroads Nursery Constitution• Equality and Fairness Policy• Child Protection Policy• Risk Assessment Template• Activity Club Healthcheck <p>Copies of these documents are annexed to these Minutes.</p> <p>2. <u>Changes to Structure</u></p> <p>CW explained that the changes to the constitution and structure were fairly substantial and that additional work was needed in respect of each of the sub-groups to enable them to be approved under the Parent Council structure.</p> <p>The Parent Council would be the main group and running club, football, swimming and fundraising committee would be the subgroups.</p> <p>Each group would need a management committee. A member from each sub-group management committee is required to report on the sub-group at each Parent Council meeting. The report must include the accounts. Treasurer from each sub-group should be part of the management committee. All members of the subgroup and helpers have to agree to the constitution and linked policies. In addition to the reporting at each Parent Council meeting there will be an annual reporting form – this needs to be completed for each group before they can be considered under the Parent Council umbrella.</p> <p>Each subgroup needs their own risk assessment for each routine session and a specific risk assessment for any special event.</p> <p>Changes to the constitution were discussed. It was agreed that the minimum number of parents should be 5 for the Parent Council. It was also agreed that we should remove the provision saying fundraising could not be used for core educational provision.</p> <p>Discussion over accounts and requirement to seek an external auditor who would review all the accounts from the main group and sub-groups. DR to seek external auditor.</p> <p>3. <u>Voting</u></p> <p>CW proposed that we vote to accept new structure and changes to the constitution as put forward and also discussed at meeting. All 6 voted in favour.</p>	<p>DR</p>

CW proposed that we vote to adopted the Equality & Fairness Policy and the Child Protection Policy. All 6 voted in favour.

4. Next Steps

Require to introduce each group to the required paperwork. Each sub-group needs to complete the Activity Club Healthcheck, Annual Sub-group reporting form, Connect form, Risk Assessment, Routine reporting form.

CW advised that another EGM was required to approve a sub-groups paperwork prior to them being subsumed into the structure.

SS and DR advised that football and swimming had insurance for the year so paperwork for these groups would follow in the New Year. The urgency was in respect of the fundraising committee (now known as PTA) and running club.

5. Date of Next Meeting

Another EGM scheduled for Friday 26th 12.20. It was noted that Cate Ghandi and Lynne Street had not been invited to the previous Parent Council meeting so distribution list needed to be checked.

CWallace