chairperson@caterpillarspreschool.org

pr@caterpillarspreschool.org

29th September 2026

Dear Families,

Caterpillars Pre-school - Annual General Meeting

We would like to invite you to our Annual General Meeting (AGM) on Wednesday 21st October **2026** at **7:30pm.** The meeting will be held in the main hall at **St Andrews Primary School, Mandeville Road, Marks Tey, CO6 1HL.**

The AGM is an opportunity for you to hear what Caterpillars has achieved over the 2025-26 academic year as well as our plans for the coming year. The formal business of the AGM is short and once this is concluded, refreshments will be available, providing an opportunity to meet and chat with other parents as well as staff from both settings.

Another essential part of the AGM is the appointment of new members to the Volunteer Management Committee.

You may not be aware, but as Caterpillars is a charity run preschool it means it is not 'owned' by anybody and so is run by a committee of parents who volunteer they time to help run Caterpillars. It is a requirement of our Ofsted registration we a fully appointed committee. Without it, Caterpillars would simply not be able to operate, and we would be forced to close with immediate effect. It is therefore vital that we continue to recruit new parent members when others step down as their children move on to school.

We appreciate family lives are busy, but the committee only meets one evening every half term and it is accepted that not everybody can make every meeting, but any time you can offer, will still help ensure that our 2 preschools can continue to provide your children with the excellent early years education they currently receive.

Amongst other things, the committee is responsible for making decisions around fee structures and charges, planning and running fundraising events, such as our Hungry Caterpillars walk next weekend. The Committee then works with the managers to decide how monies raised are then spent to improve the resources available to your children.

If you wish to know any more about volunteering on the committee, please speak to either your setting Manager, or contact Sarah Lawrence (Pre-school Administrator) or myself via the email addresses at the top of this letter

To help with our planning for the evening, we would be very grateful if you could complete the reply slip below and return it to your child's setting by Monday 19th October. We look forward to welcoming you on 21st October.

Yours faithfully

Amber Pullen

Chair of the Volunteer Management Committee

chairperson@caterpillarspreschool.org

pr@caterpillarspreschool.org

Agenda for the Annual General Meeting of Caterpillars Preschool

Wednesday 21st October 2026, 7:30pm

ST Andrews Primary School, Mandeville Road, Marks Tey, CO6 1HL

- Welcome and apologies
- Acceptance of the minutes from the previous AGM, 11th November 2025
- Ratification of new and updated policies & procedures during 2025-26
- Chair's report including ;
    - Overview of 2025-26 Financial Year
    - Readoption of the Memorandum of Association
    - Voting in of new committee members
- Managers Reports
    - Birch
    - Marks Tey
- Treasurer's report & sign off/acceptance of Annual Accountants for 2025-26
- Any Other Business

  (Including the date for first meeting of new Caterpillars Management Committee)

chairperson@caterpillarspreschool.org

pr@caterpillarspreschool.org

Reply Slip - Caterpillars AGM, Wednesday 21st October 2026

- -

Parent / Carers Name : _____

Child's Name : _____

I will/will not be attending the Annual General Meeting on Wednesday 21st October 2026
(delete as appropriate)

I would/would not like to become a member of the Volunteer Management Committee
(delete as appropriate)

I would like more information about becoming involved in the Volunteer Management Committee - **Yes/NO**

Contact Number: _____

Email : _____