

Annual General Meeting

4th October 2017, 8.00pm

1. **Present:** Karen Holland (Chair), Lisa Smith (Pre-school Leader), Rachel Tappin (Secretary), Ruth Mattison (Administrator), Lucy Johnson (Treasurer), Elizabeth Kent, Helen Walker, Sarah Hayward, Gemma Saunders, Natalie Lloyd, Miriam Garry-Baker, Ian Walker, Gloria Fox-Mella, Simon Fox-Mella (Parents)

Apologies:

Anna Devereux Krause, Cheryl Palmer

2. Minutes of last meeting were agreed.
Carry forward –
Online banking
File sharing of Committee paperwork (nb. data protection)
3. **Chair's Report:** See attached.
4. **Treasurer's Report:** See attached
5. **Pre-school Leader's Report.** See attached.
6. **Administrator's Report:** See attached
7. **Items for Discussion:**
Fund raising: Coffee mornings: every half term
Christmas activities to be agreed
Annual plan: fund raising, fete, Teddy Bear picnic, Stay and Play week for parents of older children to attend.
Closed Facebook group – agreed
8. **Election of Committee Members:** All the Committee resigned.
 - Gloria proposed **Elizabeth as Chair**, seconded by Karen
 - Gemma proposed **Gloria as Vice Chair**, seconded by Elizabeth.
 - Sarah proposed **Lucy as Treasurer**, seconded by Ian.
 - Gloria proposed **Ruth as Co-opted Member**, seconded by Simon
 - Gloria proposed **Gemma, Natalie, Sarah, Miriam, Helen and Ian as Committee Members**, seconded by Rachel
 - Alexia Fergus (Ian Walker's partner) -committee member TBC
 - No secretary was proposed or seconded
9. **Date for next meeting:** Wed 8th November

Chair of Pre-school Report

Good evening Committee Members, Staff and New Parents.

Thank you for taking the time to attend this evening's AGM and I would first like to thank Lisa and all the pre-school staff for their hard work and commitment as it's been quite an eventful year for them, what with the setting move and the two audits.

Committee membership

Committee membership has increased in the last year with 10 members on the committee and it would be great that this continues as it definitely helps with organising events as everyone has different skill sets. I am grateful for the efforts of Georgina, Cheryl, Anna, Natalie, Buzz, Sarah and Miriam in providing support to staff at the setting, particularly with baking and organising coffee mornings.

I would like to thank Rachel as Secretary for supporting me in my role as chair and always being super organised and always providing me with sound advice. I don't think the organisation of the summer fete would have been achieved without her organisation or Sarah's knowledge about fetes. Also, a big thank you to Lucy for keeping the finances in check.

I would also like to highlight that I think the committee meetings should continue for the year ahead without the attendance of staff, and reports from Lisa and Ruth can be provided beforehand so that the meeting can be more focused on how the committee can support the pre-school.

Committee Activities

Over the last year, the committee has supported the Preschool by running coffee mornings, assisting with raffles and the Summer fete.

I think the coffee mornings are a great way for the children's parents to meet one another and we need to continue to offer food and drink at a fixed price to ensure funds are raised rather than on a donation basis.

The Summer Fete was a remarkable success this with the change to the new location as it provided more space and also the lovely weather.

We changed the way the event was marketed this year by promoting it on social media and posters in local shops/restaurants rather than a local leaflet distribution which I feel helped promote the event to a wider market. Overall, we raised £548 which I understand contributed towards the summer outing and work on the new garden

Staff

I am sure that the reports from Ruth and Lisa will cover this in more details. I would like to formally thank the staff for their continued hard work in making the Preschool the successful environment it is and always has been. I know moving to a new setting can be time consuming and exhausting, but Lisa and the staff have ensured it has run smoothly without it affecting the pre-school children and their parents.

I am always proud to hear great feedback about the staff and what a wonderful preschool it is to send their children to.

Finances

The report from Lucy will provide details on the Preschool's financial situation.

Resignation

Due to the nature of my job now, I am unable provide my full commitment to this role and feel that

I haven't been as dedicated to the role as I would like to be so will be resigning from my role as Chair. I have thoroughly enjoyed the role and working alongside Lisa and her team for the past two years.

Rachel and I have discussed that whoever takes on the new roles, we would like to have a meeting to discuss the role and provide a handover.

Pre-school Leader's Report

Welcome and thank you to everyone for attending.

It has been a very busy year for the preschool, with many changes having taken place since our last AGM, most significant being our relocation to Highams Park Baptist Church back in April. As I'm sure you can imagine, this generated a great deal of extra work for all the staff and I am extremely grateful to them for their continued commitment to their roles within the group.

We have also undertaken two Audits this year, one SEN and the other business related. Both of which were very successful which further high lights how well our provision performs. We were last inspected by OFSTED just over 3 years ago now, so we may also be due a visit from them at some point in the near future,

Staffing this year has changed a little. Ayse Drew resigned at Christmas to spend more time with her family. We did not fill her position at that point in time as we were uncertain of our finances and the impact of the costs we were about to incur as part of our planned moved. In addition, we also wanted to see if four full time members of staff on the shop floor would be sufficient for the layout of our new premises. We decided at the end of the Summer Term that we actually needed a fifth member of staff and recruited prior to the start of this academic year. So, our current staffing is as follows:

Lisa Smith, Preschool Leader

Janet Cushing, Deputy Preschool Leader and SENCO

Terry Warren, Vicky Calle & Sevim Martens – Preschool Assistants

Zoe Bulli and Amanda Goodwin as Learning Support Assistants currently on a 1 year contract under the supervision of Janet Cushing.

We also have two cover staff on our books, Kitty West & Karren Janata and last, but certainly not least, our lovely administrator Ruth Mattison.

It is suffice to say that the move went well and that we have settled into our new surroundings. Obviously, as this is our first academic year at the Baptist Church, so we may encounter challenges as each new term approaches. We have already built good relationships with the church who have made us feel most welcome, in addition to being very supportive.

On a less formal note, our Summer Trip to discover achieved the highest attendance for one of our school trips ever. In a change to previous years the trip was supervised by the staff only and not parent helpers which proved to be a positive decision and one we may consider again next year.

Other enrichment activities included Christmas Entertainment, an outing to the local woods and Zoo's for You. We would like to be able to afford this year's cohort similar experiences, most of which are obviously dependent on fundraising – Which seamlessly brings me onto to our current committee.

On behalf of all of the staff, I would like to thank you all for supporting us throughout the year by organising regular coffee mornings and last year's Summer Fete, the results of which make it possible to provide the activities previously mentioned. I know she is not present this evening, but on the topic of fundraising, I would like to make a special mention to Janet who organized the Sponsored colours day which raised a significant amount of money. I would also like to take this opportunity to thank Lucy Johnson, our treasurer, who for many years (more than I can remember) has served on our committee even though her children are long gone and now in high school. She dedicates a lot of her time to all aspects of our finances which is very much appreciated.

Administrator's Report

1. Two Year Old Funded Children

- This is the fifth year that we have funded two-year-olds. 8 funded two year olds continue to remain the maximum number we will allocate sessions at any one time.
- At the start of the academic year, we had 5 funded two-year-olds which dropped to 1 in June 2017.

3 Three Year Old Headcount Figures

- At the start of September 2016, 9 funded three-year-olds returned to the setting. This is a reduction of one child from the previous year (10). The number slowly increased month by month as the children turned three. By January 2017, we had 24 funded three-year-olds in the setting with 27 at the end of the summer term.

We had 28 families on our books during the last academic year.

4 FEEE

- We continue to receive the Free Early Education Entitlement form the Local Authority for the 2,3, and 4 year old children who are eligible for the funding.
- We received £2672.47 from the Borough after adjustments were made for a SEN child we had in the setting.

5 Place Creation Grant

- We received £5,600 in May from the Local Authority for the 28 children who were on our books at the time we relocated premises. This money will be used to offset the garden costs we incurred due to the move.

6 Relocation

- Handsworth Pre-school relocated from URC, Malvern Avenue to HPBS, Cavendish Road on Tuesday 18 April. The staff spent three days relocating premises and we opened to the children on Monday 24th April 2017.
- An extensive amount of work was put in by all staff in order for this move to take place. Not only did we have to re-register with Ofsted, we were also required to ensure that we met the Health and Safety and Business Audits which we were required to complete by the Local Authority before they would approve the 2,3, and 4 year old funding.
- Extensive work was carried out on the secret garden and I am sure you all agree the children have an amazing area to play in.

7 Staffing

- One member of staff resigned in December 2016, which left four staff working with the children at Malvern Avenue.
- One Learning Support Assistant was employed from February 2017 to July 2017 to work 1:1 with a SEN child.

8 Volunteers

- We have not had any volunteers in the setting during this academic period.

9 Waiting List

There are currently 24 names are on the waiting list (which is decrease of 10 children compared to this time last year).

We need to ensure we continue to visit toddler groups/clinics etc and speak to mums and tell them about pre-school. Word of mouth is not enough, and we need to continue to make sure that we advertise our services.

10 Website

The website is operational and has been for a long time. It is felt that is a good website providing families with the necessary information to help them make an informed decision about our pre-school.

We are in the process of setting up an email/texting service via the website, so we can inform families/carers of urgent information.

11 Universal Health Check.

A business Audit was carried out on 9 March 2017 by Prospects on behalf of the Local Authority. This was a statutory audit to make sure we were complying with the Contract of the FEEEs/.

The auditor spent two and half hours with myself, looking at Health and Safety, Safeguarding, Finance, FEEE. A full report was received mid-April. Some areas of training were highlighted such as training to enhance teaching We were given a green rating which meant we were compliant. There were some minor recommendations which are not statutory but best practice.

Treasurers Report

The accounts covering the period September 2016 to August 2017 have been checked by an accountant and his report is available separately. The pre-school ended the year 16/17 in deficit by £3,871.

Financial Position as at 04.10.17:

	£
Current account	7,505.23
Deposit account	32,459.60
Total	39,964.83

As part of the pre-school constitution three months running costs are required on deposit. This is currently £18,000.

Additional expenses were incurred as a result of the pre-school needing to relocate. It was necessary to transfer £3,000 from the reserve account to the current account.