



## **AGM Minutes**

**17/10/2018**

**ACTION**

1. Present: Elizabeth Kent (Chair), Lisa, Ruth, Lucy, Terry, Sarah Hayward, Gemma Saunders, Helen Walker
2. Apologies: Janet
3. The minutes of the last AGM meeting reviewed and discussed
4. Administrator Report.
5. Accounts Report.
6. Preschool Leader report.
7. Chair's report.
8. DATE OF NEXT Committee meeting – TBC.

## **AGM 2018**

### **Elizabeth Kent - Chair's report**

Thanks to all the Staff, Lucy for looking after the accounts, the Administrator & Committee for an extremely successful year.

#### Previous year event round up

- Coffee Mornings success and lessons learnt from the last year.
- How the Committee have supported the preschool – Books at Christmas, Easter Eggs, Raffles
- Summer Fete – success and lessons learnt from last year

#### Future Events/plans for the term to be arranged

- Christmas – books for the kids, Nativity, refreshments & raffle
- Committee yearly planner to be created
- Parents WhatsApp group – More parents to be encouraged to join

**AGM**  
**Lisa Smith – Pre-school Leader's Report**

- Welcome and thank everyone for attending this evenings meeting and make apologies for those members of staff who were unable to attend.
- To confirm that 2018-2019 was our first full academic year in the setting and although we are still making adjustments to our new environment everything has gone well.
- Staffing changes. Sevim Martens left at the end of the Spring Term 2018 and was replaced by Katie Osborne. Mention our LSA's from Last year, Amanda Goodwin and Zoe Bulli have returned in similar roles and that Helen Harvey has returned as a volunteer. Kitty West remains as cover staff.
- Thank all the staff (including our lovely administrator) for their continued commitments to their roles.
- In particular extra work taken on by Ruth and Janet re Data protection and a mention regarding the Safeguarding Audit.
- Thank the committee for all their hard work and fundraising over the last year, Coffee morning, Nativity and Summer Fayre in particular.
- Thank Lucy for her continued support as Treasurer.
- Present committee members with a small token of our appreciation.

Any other business to be covered by Ruth in her administrators report.

# AGM

## Ruth Mattison - Administrator's Report

### 1. Two-Year-old Funded Children

- This is the sixth 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 4 funded two-year-olds which rose to 5 in November and dropped to 2 in July 2018.

### 3 Three-Year-Old Headcount Figures

- At the start of September 2017, 6 funded three-year-olds returned to the setting. This is a reduction of three children from the previous year (9). The number slowly increased month by month as the children turned three. By January 2018, we had 19 funded three-year-olds in the setting with 22 at the end of the summer term.

We had 26 families on our books during the last academic year. (we had two sets of twins in the setting).

### 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.
- Autumn term 2017 saw a drastic reduction in our funding from the Local Authority as we only had 15 funded children in the setting and the remaining 13 children were fee paying and they did not all take up the five sessions. The reduction was due to the Local Authority paying the FEEE from the term after the child's third birthday rather than the month after, as they had previously done.

### 5 Relocation

- At the end of July 2018, the setting has been at HPBC for 15 months. All the children and staff settled very well into the premises. It took some months for staff to identify the best layout of the hall and iron out minor snags.
- The church has been very supportive of the Pre-school and have helped us settle in and were very responsive to any issues that needed dealing with.

### 6 Staffing

- One member of staff resigned and left in April 2018 (Easter Holidays).
- We recruited a new member of staff Katie who commenced employment after the Easter holidays.
- Two Learning Support Assistant was employed from September 2017 to July 2018 to work 1:1 with two SEN children.
- A further Learning Support Assistant was recruited from April 2018 to July 2018 to work with another child 1:1.

### 7 Volunteers

- We had a volunteer work with us from March until June 2018.

### 8 Waiting List

There are currently 46 names are on the waiting list (which is an increase of 22 children compared to this time last year).

## **9 Website**

The website continues to be a good way of communicating with prospective parents as well as with current parents. 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.

## **10 Universal Health Check.**

Lisa and Janet were required by the Local Authority to carry out a Section 11 Safeguarding Audit in June. Which is now a requirement by the Local Authority for all Early Years Settings. Both Janet and Lisa spent many an afternoon working through the document.

We are still waiting for the local authority to provide us with the outcome from the audit.

## **11 General Data Protection Regulations (GDPR)**

The General Data Protection Regulation (GDPR) is a new EU law that came into effect on 25 May 2018. It replaced the Data Protection Act 1998 and the changes will remain in place even after the United Kingdom (UK) leaves the EU in 2019.

Handsworth Pre-school are required to tell people (Parents, Staff, Trustees, Volunteers, Work Experience and Visitors) exactly how we are going to use their data, who we might share it with, how long we will keep it and any international transfers that might occur.

Janet worked extremely hard on putting together the four privacy notices that we are required to have in place. So, Janet thank you for taking this on and ensuring the Pre-school is compliant.

## **12 Spring Fete**

This year's fete that was held on 19 May and was another great success. The Committee managed to raise a staggering £693.84. So, thank you to Buzz, Gemma and the rest of the Committee for organising a successful event.

**AGM**  
**Lucy Johnson - Treasurers Report**

The accounts covering the period September 2017 to August 2018 have been checked by an accountant and his report is available separately. The pre-school ended the year 17/18 in deficit by £222. Financial Position as at 04.10.18:

	£
Current account	6,826.71
Deposit account	32,465.29
<b>Total</b>	<b>39,292.00</b>

As part of the pre-school constitution six months running costs are required on deposit. This is currently £32,465.29

It was not necessary to transfer any money from the Pre-school's reserve account to the current account.