

# Annual General Meeting

26<sup>th</sup> November 2015

## ACTION

1. **Present:** Michelle Lawfull (Vice Chair), Lisa Smith (Pre-school Leader), Erica Corbett (Secretary), Ruth Mattison (Administrator), Lucy Johnson (Treasurer), Terry Warren (Pre-school Worker), Zoe Bulli, Bea Taylor, Gemma Saunders, Nick Galvin, Rachel Tappin, Karen Holland, Miriam Garry-Baker (Parents)

**Apologies:** Jonathan Williams, Janet Cushing, Vicki Calle, Kitty West, Andrea Hamer, Lisa Lewis, Sarah

2. Minutes of last meeting were agreed. No matters arising.
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. **Election of Committee Members:** All the Committee resigned.

Ruth proposed **Karen as Chair**, seconded by Michelle.

Lisa proposed **Lucy as Treasurer**, seconded by Michelle.

Lucy proposed **Rachel as Secretary**, seconded by Bea.

Michelle proposed **Zoe, Bea, Lisa Lewis as Committee Members**, seconded by Erica.

8. **Date for next meeting:** Thursday 28<sup>th</sup> January 2016 at 8pm. Ruth will book the hall. Letters and posters informing parents needed.

RM  
RT

## **Pre-school Leaders Report AGM - 26 November 2015**

Good Evening, welcome and thank you all very much for attending our AGM

As preschool leader my report will give a brief overview on how the shop floor ran last year, but first I would like to say some thank you.

Firstly, to all the staff here at Handsworth, I would like to say how very much appreciated all your hard work and dedication has been. Asides from the wonderful job they do nurturing and looking after the children, there is also all the behind the scene chores, such as the mountains of paperwork, planning, preparing activities, shopping, setting up and packing away all the resources, a lot of which is done in their own time.

And now, to our committee. Again, I cannot thank you all enough for not only the support you have provided to the staff, but for the various fund raising events which have taken place over the year. Our summer fete was a great success and very well attended. All monies raised during the year are ploughed straight back into the preschool to be spent of resources. As a result, we were able to have the artificial lawn laid during the summer break and we have also bought new tables, an ipad, a dolls house, and many other lovely things.

From the pupil premium funds we received last year we were able to buy in some experiences for the children. We had a drama work and a dance session, both of which were very successful and we hope to repeat similar this year.

Now to discuss staffing. Our staff team last year comprised of me, Janet Cushing, Kitty West, Terry Warren and Vicky Calle, Ruth as you all know as our lovely administrator also lends a hand on the shop floor when we are short staffed along with two additional cover staff members that are currently on our books. We also employed Andrea Hamer who worked one to one with a specific child and has returned to do the same again this year. We were also very fortunate to have extra support from 2 regular volunteers as well. At the end of the academic year Kitty decided to resign having been in the job for almost 30 years, which was a very sad day for us all and we recruited Ayse Drew to fill the position from this September.

That's about all from me, more detailed references to finances and committee etc will be covered in the Treasurers, Chairs or administrator's report.

Lisa Smith  
Pre-school leader

## **Administrators Report AGM - 26 November 2015**

### **1. OFSTED**

Handsworth Pre-school had its Ofsted Inspection on 17 September 2014. The last inspection date was 22 April 2009.

The setting obtained a rating of Good with some elements of outstanding.

The setting was not assessed as outstanding because the Ofsted inspector felt staff did not always provide a wide range of activities, indoors or outdoors, that encourage children to extend their physical skills and abilities.

I would like to thank Lisa Smith, Pre-school Leader and Janet Cushing, Deputy who both put in a tremendous amount of work behind the scenes to ensure that we were ready for the inspection and that we would improve our rating.

I would like to thank all the staff whom also worked hard leading up to the inspection and on the day.

### **2. Two Year old Funded Children**

- This is the third year that we have funded two-year-olds. 8 funded two year olds continue to remain the maximum number we will allocate sessions to at anyone time.
- At the start of the academic year, we had 7 funded two-year-olds which dropped to 1 by the following June.

### **3 Three Year Old Headcount Figures**

- At the start of September 2014, 12 funded three-year-olds returned to the setting. This is a 50% increase on the previous year (6). The number slowly increased month by month as the children turned three. By January 2015, we had 19 funded three-year-olds in the setting.
- Summer term 2015 saw a significant increase in the funded three-year-olds in the setting, this is due to some of the funded two year olds turning three and the fee paying two year olds turning three. We had 23 funded three and four year olds in the setting and by the end of July 2015, we had 28 funded three and four year olds in the setting.
- We had 24 families on our books (we had two sets of twins and one family with three siblings in the setting.).

### **4 FEEE**

- We received £2,166.11 in December 2014 which should have been paid to us before end of July 2014 (the previous financial year) but the Borough were slow in reconciling their budgets.

- We received £780.48 from the Borough after our Ofsted inspection in September 2014. The Borough kindly backed dated the payment to the summer term.
- £577.80 was given to us from the Borough after adjustments were made for a SEN child we had in the setting.
- We are still waiting for the Borough to reconcile the summer headcount figures and I am expecting approximately £2,200 to be paid. This reconciliation is taking much longer than expected.

## **5 Staffing**

- Two Learning Support Assistants were employed from September 2014 to July 2015 to work 1:1 with two SEN children. One of the LSA has now left due to one SEN child leaving at the end of the summer term. The second LSA is still employed until the second SEN child leaves the setting.

## **6 Volunteers**

- We had one volunteer working with us in the setting from September 2014 until July 2015. The volunteer was studying her level 2 childcare qualification, which I can happily report she passed at the end of June 2014.
- As you are aware a long standing member of staff (Kitty West) retired from her role after serving over 25 years at Handsworth Pre-school. Kitty will be sadly missed.
- Ayse Drew was recruited in July to fill the vacant post and her employment commenced September 2015.

## **7 Waiting List**

Currently 28 (which is less than this time last year) names on the waiting list. Unfortunately the vast majority of the children will not come to our pre-school as they are children born between February and July and will probably be offered places at school nurseries in the next academic year.

Need 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.

## **8 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 continuing to expand the website and add additional information to ensure it is as informative as possible.

## **9 Purchases**

During the winter months the children were not able to use the grass area as it became water logged and muddy, which caused both children and staff to slip and fall and making it unsafe to use. During the summer holidays, we had artificial grass laid. This has now enabled the children to access the outdoor space in all weathers. The cost to purchase the artificial grass was £8,400.

**Handsworth Preschool**  
**Annual General Meeting November 2015**  
**Chair's report**

Good evening Committee Members, Staff and New Parents.

Firstly, I would like to formally apologise for not being with you this evening but as I'm sure you can appreciate, travelling up from Wiltshire on a weeknight is not feasible. I would like to thank Michelle for agreeing to chair this evenings meeting and for reading this report on my behalf.

**Committee Membership**

Committee membership has increased in the last year, from 5 members to 8 members (9 at one point). Those with children at the setting have worked hard to encourage other families to become more involved and I am grateful for the efforts of Zoe, Bea, Warren and Nicola in providing support to staff at the setting, particularly with baking and organising coffee mornings.

Having been vice-chair in 2014, being chair of the committee has been an exciting challenge for me in many ways, particularly as I knew I would be leaving London during my tenure. I would like to thank Lucy, Michelle and Erica for supporting me in my role as chair and putting up with my relaxed approach to organisation and deadlines.

Following the last AGM where the previous year's committee were re-elected, it became apparent to the committee that we needed to take a different approach to how meetings were run in order to encourage and recruit new members. As a committee and in consultation with Lisa, it was decided that staff members would no longer be required to attend committee meetings. Both Ruth and Lisa provided reports prior to each meet allowing the committee to be made aware of any issues arising from the setting and I met with Lisa on a regular basis to feedback from the committee to her, who in turn disseminated information to the staff group.

**Committee Activities**

Over the last year, the committee has supported the Preschool by running coffee mornings, raffles, participating in jumble trails, sports days and the Spring Fun Day.

The Spring Funday was a great success when compared to last year's fete. Whilst benefitting from better weather, a shift from the traditional morning fete to a lunchtime event appeared to boost attendance. The committee considered the changes to a more family friendly event would raise the settings profile in the community. The decision to focus on promoting the event via social media and well placed, high quality posters (special thanks to Bea's mum for the design) helped reduce expenditure. Finally, selling food and drink at around lunchtime also proved lucrative funds and helped us raise almost £600.

The Jumble Trail was also another way in which we raised the profile of the Preschool and a further example of the committee employing new ways of raising vital funds, in addition to the Coffee Mornings and raffles. Thanks to everyone who supported these events throughout the year.

**Staff**

I am sure that the reports from Ruth and Lisa will cover this in more details, but we have had some changes to staff during the year. We have welcomed Ayse as a new member of staff to the setting. Sadly, we also said goodbye to Kitty who has taken retirement. I would like to formally thank the

staff for their continued hard work in making the Preschool the successful environment it is. You are all amazing!

### **Finances**

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

### **Resignation**

Given I no longer live in London, I will be standing down from the position of chair tonight. I have thoroughly enjoyed my time as a committee member and would encourage anyone who feels able to become more involved to do so. I hope that those present this evening feel able to give up a small amount of time to help this fantastic organisation continue to develop and provide excellent preschool education for the next group of young children in Highams Park.

Best wishes and Good Luck for the future.

Jon Williams

## Handsworth Pre-School AGM – 26 November 2015

### Treasurer's Report

The accounts covering the period September 2014 to August 2015 have been checked by an accountant and his report is available separately. The Pre-school ended the year 14/15 in profit by £1,514.

Financial Position as at 25.11.15:

	£
Current account	11,158.74
Deposit account	35,437.50
<b>Total</b>	<b>46,596.24</b>

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

It was not necessary to transfer any money from the Pre-school's reserve account to the current account, even though £8,400 was spent on replacing the existing grass with artificial grass.