

Annual General Meeting

27th November 2014

ACTION

1. **Present:** Michelle Lawfull (Chair), Jonathan Williams (Vice Chair), Erica Corbett (Secretary), Ruth Mattison (Administrator), Kitty West (Pre-school Worker), Lucy Johnson (Treasurer), Laura Shanks, Nicola Smith, Zoe Bulli, Warren Barns, Miriam Garry (Parents)

Apologies: Lisa Smith, Janet Cushing, Terry Warren, Vicki Calle

2. **Pre-school Leader's Report:** See attached.
3. **Administrator's Report:** See attached.
4. **Chair's Report:** See attached.
5. **Treasurer's Report:** See attached.
6. **Election of Committee Members:** All the Committee resigned.
Erica proposed **Jonathan as Chair**, seconded by Kitty.
Erica proposed **Michelle as Vice Chair**, seconded by Kitty.
Michelle proposed **Erica as Secretary**, seconded by Jon.
Jon proposed **Lucy as Treasurer**, seconded by Kitty.
Michelle proposed **Zoe, Warren, Miriam and Laura as Committee Members**, seconded by Erica.
7. **A.O.B:** Nativity will be Thurs 11th December at 10.45am. Mince pies to be served. Raffle tickets and letters will need to go to parents.
Raffle prizes needed.
Christmas party will be on Thursday 18th December, the last day of term. A few parents will be needed to come in and help. Nicola volunteered.
8. **Date for next meeting:** Thursday 29th January 2015 at 8pm. Ruth will book the hall. Letters and posters informing parents needed.

EC

JW,ML

NS

RM

EC

Handsworth Pre-School
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Chair's report

This has been my first year in the post of Chair of the committee. I would like to thank the committee and staff for their support they have given to me.

Committee Membership

Committee membership has remained steady over the last year, although we continue to aim for increased membership from families with children in the setting.

We currently have five committee members. All members currently have no children at the setting.

The committee runs well when we have full support of parents whose children attend the Pre School. It is important to have their views and input.

Jonathon holds the position of Vice Chair, Erica as secretary and Lucy as treasurer. I would like to thank them all for their hard work and support.

Committee Activities

Over the last year the committee has supported the Pre School by running coffee morning, Easter raffles, sports day, spring fete and a Christmas shopping night.

The spring fete although didn't raise as much as some previous years was a successful family event, raising the pre schools profile.

The recent and first year Christmas shopping night seemed a success with good profit achieved.

The committee has managed lots of free local newspaper advertising including the Rainbow day and Ofsted report.

The coffee mornings seem to be a popular event with modest sums raised. Great for the Pre school community.

Profits raised by these events continue to buy new equipment for the children. An awning was purchased this year which is great for outdoor play.

Staffing

I would like to express my gratitude to the Pre-school staff for their continued dedication and commitment; Staffing has remained consistent over the past year.

Gill Hassan resigned but stays on a zero contract; she was replaced by Vicky Calle who has settled in to the Pre-school well and is liked by all of the children.

Andrea Hamer, Madeline Alderton and Sara Sapaford are all on zero contacts, although Andrea works on a regular basis. Ashe Drew is a regular volunteer on work placement. I would like to thank all the staff and volunteers for their hard work.

We recently had a good Ofsted inspection which is credit to Lisa and her team. Well done to you all.

Finances and future Challenges

The treasures report will provide detailed overview of the pre schools finances.

As a committee our challenges going forward are to recruit new members with children at the setting. To ensure the success of our pre school, together the committee and staff to continue to provide a high quality experience for our children.

Michelle Lawfull
Chair

Pre-school Leader's AGM Report

It is with great regret that I cannot attend tonight's AGM, but have passed on to Ruth a report to read out on my behalf.

Firstly, I would like to thank all of the staff for their continued hard work and commitment towards the preschool and the committee for all their support and fantastic fundraising events they have organised during the last academic year. As a result, we have purchased some fantastic resources over the past nine months, as well as the awning for the garden, which enables us to provide outdoor play whatever the weather! We are still in talks with the church regarding artificial grass and are hoping to get the go ahead on having it at some point in the near future. We also had enough money from the funds raised to pay for a visit from a mobile zoo that joined us on our summer outing at the Mallinson Centre with a wonderful selection of animals and reptiles. The children thoroughly enjoyed the experience and we will hope to repeat it again this coming year.

Staffing has changed since our last AGM, but only slightly. Gillian Hassan resigned January 2014 and was replaced by Vicky Calle. Vicky has taken on the role of Preschool Assistant, specialising in looking after our funded two year olds. Vicky had previously volunteered her services with us some years back and we are pleased to now have her as a permanent member of the team. Everybody else remains as is, myself as preschool leader, Janet Cushing as Deputy preschool leader, Terry Warren and Kitty West as preschool assistants and Ruth Mattison as administrator. We also have two cover staff who we can call on as and when required, they are Sara Sapsford and Gillian Hassan.

I think that just about wraps things up from me; Ruth will have details of waiting list etc within her report.

Thanks
Lisa Smith

Administrator's AGM Report

1. Two Year old Funded Children

- This is the second year that we have funded two-year-olds. Eight funded two year olds continue to remain the maximum number we will allocate sessions to at any one time.
- During the year, we have had ten funded two-year-olds (not all at the same time).

3 Three Year Old Headcount Figures

- At the start of September 2013, eight funded three-year-olds returned to the setting. This is a slight increase on the six the previous year. The number slowly increased month by month as the children turned three. By January 2013, we had 19 funded three-year-olds in the setting.
- Spring Term 2014 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 twenty-seven families on our books (had one set of twins).

4 FEEE

- We received an Interim Adjustment payment of £3707.06 from the Borough in April and we are to receive a further £2166.11, as the final balance owed to us. However, I am in discussion at the moment with the Borough over some of their calculations.

This £2166.11 should have been paid to us before end of the academic year but the Borough have been slow in reconciling their budgets, therefore this money will not show up in this years accounts!

5 Staffing

The spring term saw the setting recruiting a new member of staff Vicky Calle. Vicky was taken on to Key Person the funded two-year-olds. Vicky has settled well, and I believe is enjoying her role.

Terry was promoted in spring (this was to replace Gill) she now key works the funded three year olds.

6 Waiting List

Currently 37 (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.

The website is fully 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.

7 Purchases

The most significant purchase this year was the awning, which we desperately needed to provide shelter in all weathers for the children. The cost to purchase the awning was £3660.00

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Treasurers Report

The accounts covering the period September 2013 to August 2014 have been checked by an accountant and his report is available separately. The pre-school ended the year 12/13 in profit by £327.

Financial Position as at 20.11.14:

	£
Current account	12114.23
Deposit account	35419.82
Total	47534.05

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

This year, as in the previous year, it was not necessary to transfer any money from the pre-school's reserve account to the current account.