

Committee - Annual General Meeting Minutes – 28 November 2023

1. Present: Louise Paul, Ruth Mattison, Lykke Hansen, Siobhan Knifton, Alex Fletcher, and Lauren Mankelow

2. Apologies: Johnnie Padilla

3. Chair's Report discussed: See attached document

4. Treasurers Report discussed: See attached document.

Note: The Local Authority paid the 2, 3, 4-year-old FEEE and SENIF payments for September 2023 in August 2023 due to the new financial system they were installing. This means the Pre-school received an additional £8,480 in August and therefore our profit for the academic year 2022/2023 is showing £9,914. Without this payment the Pre-school's profit for the year would have been £1,434.

The accounts for 2023/2024 may show a deficit due to September's FEEE and SENIF being paid in August.

5. Pre-School Leader's report discussed: See attached document

6. Business Manager's Report discussed: See attached document

7. Items for discussion

The Business Manager suggested if the Committee would like to organise a spring/summer fete it would be a good idea to set a date as early as possible as the halls at the Church are booked well in advance and the Pre-school may be unable to secure a date that works for the Committee.

WhatsApp Group: Siobhan talked about the Committee WhatsApp Group and is keen to get the word out that it exists - it is a good way to promote social events and fundraising opportunities. Ruth to ask Johnny Cooper (previous Chair) to give Siobhan Admin access along with Lykke. Louise to forward to all families the QR code to access the WhatsApp Group.

9. Resignation of current Committee and Election of New Committee

The Chair, Vice Chair, Treasurer, Secretary and Co-Opted member resigned, and new committee elected:

Chair: - Johnnie Padilla – nominated by Ruth and seconded by Lauren.

Vice Chair – Siobhan Knifton – nominated by Lykke and seconded by Alex.

Treasurer – Lykke Hansen – nominated by Ruth and seconded by Siobhan.

Secretary – Alex Fletcher – nominated by Lykke and seconded by Siobhan.

Co-Opted member – Ruth Mattison – nominated by Lykke and seconded by Siobhan.

Ruth forward paperwork to enrol new committee members and complete all necessary checks.

10. Date of next meeting: Tuesday 6 February 2024 - 8pm via Zoom

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Chair's Report

The last 12 months at Handsworth have been characterised by some significant changes, which have only run smoothly due to the continued dedication of the Pre-School's staff.

As parents will know, the Pre-School has moved to an extended-hours timetable. This placed a considerable workload on the setting's leadership team, who worked hard to find an offering that would appeal to families and also maintain the Pre-School's unique, community environment. It has also required all staff to adapt to a new working timetable - I'm told their efforts to make it work smoothly have been admirable.

The Pre-School's leadership team has also undergone change, with Janet departing and Louise stepping into her shoes on a temporary basis while a new Pre-School Leader is sought. I'd like to place on record my thanks to Louise for helping to guide the setting during this period; and to Ruth for ensuring that the business runs as usual.

I'd also like to place on record my thanks to the Parent Committee, who helped with fundraising over the past year.

As I've now left Highams Park, it's time for someone else to assume the role of Chairman. I wish whoever that person is all the best with the role - please feel free to drop me a line in the coming weeks or months if there's anything you'd like to go over.

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Interim Pre-school Leader's Report

Staffing and staff training:

There were several changes to the staff team during the academic year of 22-23. Mundele Dombombi Pedro left in September 22 and sadly the permanent member of staff who replaced her decided to leave in May 23 which led to the Pre-School using agency staff for the first time. We were joined by Lilli Hawes as a Learning Support Assistant in June 23. At the end of the summer term the Pre-School Manager Janet Cushing informed staff of her decision to leave the Pre-School. Lilli was employed on a new contract as a Pre-School Assistant and we also employed Yasmin Ishaq on a temporary contract as the Pre-School began its search for a new manager, with Louise Paul taking on the manager role on an interim basis. Zoey Rolfe Bransfield and Gemma Ransome stepped up to be deputies, again on an interim basis until a new manager is appointed. It is clear the ongoing problems of retention of practitioners in early years play a significant part in the pressures of managing the Pre-School. This resulting in the Pre-School having to close for a day in May due to staff sickness and a lack of available cover staff.

Curriculum/Setting:

During the academic year staff began planning for the Pre-School to open for longer hours from September 2023. After lots of consultations it was agreed that the Pre-School would open from 9am – 1.45, with various options of hours offered. The decision behind the hours being that it meant that staff did not need to be legally offered a break and it settled some debate over staff hours impeding on various benefits they receive.

Tapestry continued to be a success among staff and parents. This academic year all reports were initially uploaded onto Tapestry before the Parent Consultations allowing Parents time to read and review the reports before meeting with their child's keyperson.

Parental Involvement:

The Pre-School held several stay and play sessions for the Parents throughout the term which were well attended and provided an insight into a morning at Pre-School. Staff also used the stay and plays for an opportunity to check in with Parents and to allow for any concerns/queries to be discussed. Pre-School also hosted a successful Christmas Concert and a summer celebration where we said a sad goodbye to some of our children.

The Committee worked hard to help engage new parents as well as promoting the Pre- School by holding an open coffee morning, as well as several inform mornings throughout the year. The fete again was successful and well attended with old and new families popping by.

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Business Manager's Report

Two-Year-old Funded Children:

We continued to offer funded two-year-old places during the academic year. We had four funded two-year olds during the academic year.

Three-Year-Old Headcount Figures

We provided 23 funded three and four places during the academic year.

Fee paying children

Throughout the academic year we provided 9 places to fee paying children

We had 31 families on or register during the academic year.

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.

Waiting List

There are currently 39 names on the waiting list. Which is fairly healthy. Most families hear about the Pre-school through word of mouth.

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.

Spring Fete

The spring fete was well attended, and the committee raised £420 before expenses. I would like to thank all the committee and parents for their hard work and involvement.

Donations

We received £125 from Hawes Funeral Directors which was used to pay for the A Frame Advertising Board which is displayed at the church entrance.

£380 was raised during the year by the committee via coffee mornings and raffles.

I would like to thank the committee for raising such an amazing amount of money during the year, whilst Covid put a stop to a lot of the committees usual fund-raising events, they rose to the challenge that Covid presented itself. So, thank you.