

# St Helen's Preschool Annual General Meeting

## Minutes of meeting held on 22<sup>nd</sup> September 2011 Jubilee Hall, Alveston

### Present

Jo Glasgow, Tricia Pillay, Donna Hunter, Michael Slade, Natalie Phillips, Claire Lloyd, Paula Evans, Kelly Cole, Caroline Hayward, Kiki Mansfield, Sharon McLaren, Tanya May (Preschool Practitioner), Ian Portch (parent), Siobhán Dwan (parent), Anthony Fugill (parent), Rebecca Meredith (parent), Sarah Bowden (parent), Paul Bevan (parent)

### Committee Apologies

Judith Baggs, Emily Fairman, Katy Buckley, Maxine Thomas, Claire Shaw, Zoe Clark

1.	Welcome and introductions	Actions
	Jo opened the meeting with a warm welcome and thanked everyone for attending.	
2.	Minutes of last meeting	
	Minutes were signed off as correct.	
3.	Manager's annual report	
	<ul style="list-style-type: none"> <li>• There are 21 children attending the preschool, which is the same as this time last year. There have been four new registrations since beginning of term.</li> <li>• However, 11 fewer sessions are being taken than last year.</li> <li>• There has been no increase in the Nursery Education Grant.</li> <li>• The Graduate Leader Incentive has been greatly reduced (this is used to pay for staff training).</li> <li>• There have been no staff changes.</li> <li>• Dawn now holds an Open University Level 4 certificate in Early Years Practice.</li> <li>• Tricia thanked the committee for their support over the last year.</li> </ul>	
4.	Treasurer's annual audit report	
	<ul style="list-style-type: none"> <li>• The preschool made a loss of £6,936.30.</li> <li>• Running costs have risen, hall hire has increased due to longer preschool opening, wages have risen, there has been no increase in the number of children attending preschool and therefore no increase in income received from grants/fees.</li> <li>• Michael was asked to explain the bad debt shown in the accounts. This has arisen because a small number of parents have not paid their preschool bills and have moved away and been impossible to trace. These debts have been written off as unrecoverable.</li> <li>• Parents are now invoiced in advance to reduce the risk of further bad debt.</li> <li>• Jo thanked Mike for his hard work since taking over the role of Treasurer.</li> </ul>	
5.	Chairs' annual report	
	<p>Jo presented the Chairs' Annual Report, a copy of which is attached at the end of these minutes. Some important points are summarised below (please also read the full report attached):</p> <ul style="list-style-type: none"> <li>• The October holiday is now two weeks long (preschool last day Friday 21<sup>st</sup> October, reopening on Monday 7<sup>th</sup> November).</li> <li>• Jo thanked all the preschool staff for their great work to ensure another successful year and happy children.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Thank you to all who helped with fundraising. Around £670 raised this year.</li> <li>• Special thanks to Mike and Natalie who took on the treasurers posts.</li> <li>• Unfortunately, the preschool ran at a significant loss this year. This cannot be sustained. Finances must be the focus of the new committee. Jo presented a number of proposals which the new committee may wish to consider over the next year in order to redress the balance. Most discussed was the option of closing preschool on Fridays, as this session runs at a loss, and instead offering a Wednesday afternoon session, i.e. staying open all day on Wednesday, which is often a busy day. This received a mixed reception. The opinion of parents and staff needs to be sought.</li> <li>• The committee is open to suggestions for money saving or fundraising ideas.</li> <li>• Jo thanked the committee for their dedication and Tricia for her guidance.</li> </ul>	
<b>6.</b>	<b>IT report</b>	
	<ul style="list-style-type: none"> <li>• Paula reiterated Jo's report regarding the website and emphasised the need to keep the website up to date to maintain a professional image for the preschool.</li> </ul>	
<b>7.</b>	<b>Jubilee Hall liaison</b>	
	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	
<b>8.</b>	<b>Any other business</b>	
	<ul style="list-style-type: none"> <li>• A lockable cabinet will be purchased for confidential paperwork. Volunteer please to help build it and put it in the loft.</li> <li>• Claire is arranging a Halloween party. It will be on Saturday 29<sup>th</sup> October at Alveston Cricket Club. More details soon.</li> <li>• It is nearly time to apply to the Alveston Parish Council for grant aid.</li> </ul>	
<b>9.</b>	<b>Committee stand down</b>	
	All current committee members stood down.	
<b>10.</b>	<b>Election of committee</b>	
	<p>New committee members nominated themselves by a show of hands. The new committee members and their positions as voted by a show of hands are:</p> <p>Hannah Fugill (nominated in her absence by Anthony Fugill): Chair  Michael Slade: Treasurer  Siobhán Dwan: Treasurer (Invoicing)  Rebecca Meredith: Secretary  Paula Evans: IT  Claire Shaw: Fundraising (for first 6 months)  Ian Portch  Claire Lloyd  Sharon McLaren  Sarah Bowden  Paul Bevan  Tracey Healey (nominated in her absence by Paula Evans)</p> <p>A volunteer will be required from the new committee to be Jubilee Hall Liaison.  All new committee members present signed the pledge of confidentiality.</p>	
<b>11.</b>	<b>Readopt the preschool constitution</b>	
	The preschool constitution was readopted.	
<b>12.</b>	<b>Next meeting</b>	
	Date and venue to be arranged. Suggest end of October.	

## Chairs Annual Report 2011

### Children

- We have good numbers of children in attendance after our first year of running with the longer, 3 hour sessions
- The forest school is really enjoying the access to woodland in Alveston which was secured this year

### Sessions

- We are open 5 days of the week, with 2 sessions on Mondays, whilst also running lunch clubs on Mondays, Wednesdays and Fridays
- We decided to open the preschool on St Helen's school in-service training days and election days, meaning our closures are now only school and bank holidays.
- The Oct holiday is now 2 weeks long, so that the preschool grant covers all of our open days, and carers will no longer receive an invoice for an un-granted week in the autumn.

### Staff

- Thank you to all of the preschool staff who have worked hard to ensure another successful year and some very happy children! Watching the leavers going to school with such confidence and pleasure in each other's company, was a sure sign of how well they have been developed and nurtured together
- A Staff Record has been opened for each member of staff and are to be held by the committee Chair
- New Staff contracts have been designed for all staff, thanks to Zoe

### Curriculum Development

- This year has seen the continued success of the Forest school sessions on Mondays and Thursdays, thanks to the hard work of all the staff
- The garden area has also continued to develop, with the plants and tree becoming more established thanks to the children's attention
- Every Monday our visiting artist, Sam, has helped to nurture the children's creative talents
- We aim to provide an inclusive and welcoming environment at preschool for everyone involved. We continue to encourage visits from family members to share any interests/talents with the children

### Fundraising/Publicity

- A fun packed Halloween Party was held in the cricket club. Special thanks to Claire
- There was a Christmas Hamper raffle. Thank you Maxine and CLaire
- Helping Round Table with the Santa sleigh. Thank you Zoe for joining me!
- A great Carnival parade in a boat was enjoyed by children and parents and helped to raise our profile in the community
- We collected enough Tesco schools vouchers to buy a water butt and stand for the eco garden. Special thanks to Wendy.

- We had an auction, pop corn machine and bouncy castle at the Alveston show. Special thanks to Jack
- altogether we raised around £670 this year

### Website

- A bigger and better website is now a place where carers and staff can find all the latest information, read the preschool policies, print off forms and see our photo gallery. Thank you Paula

### Jubilee Hall

- We have moved our storage area to assist other hall users, given the loft a thorough sort out, seen the arrival of a new heating system and gained some very nice toilet seats!

### Finances

- Special thanks go to Mike and Natalie for taking up the treasurers posts and working hard all year on what can be a challenging role.
- Unfortunately, despite our best efforts, the preschool ran at a loss this year, which clearly cannot be sustained. I leave the following proposals for the new committee to discuss:
  - a. Find a competitive 'one-stop shop' for our everyday consumables
  - b. Speak to the Alveston allotment owners to make use of any unwanted seasonal produce for our cooking sessions
  - c. Sell any second hand uniform that is donated
  - d. Add a small amount to all new uniform prices, as we currently sell at cost
  - e. Fundraise and apply for all local grants available
  - f. Keep up the local advertising because the numbers of children we have are crucial to a successful financial year and we are competing with 2 local preschools who gained new premises' this year
  - g. The underutilised session has always been a Friday. Could this be closed and a session opened on a Wednesday afternoon instead?

### Committee

- A big thank you to all the members of the voluntary committee, the preschool literally could not exist without you and your dedication. The team has worked hard behind the scenes to keep the preschool running, allowing the staff to concentrate on looking after the children. Extra thanks go to Tricia for guiding us through the year.
- Goodbye to those members who are leaving the preschool for the last time, it is sadly the end of our preschool days. But to those who are staying on, or who will be back again in a few years with the next generation, I wish you many more successful years here.

Jo Glasgow