

Minutes

Committee Meeting & AGM
Monday 13th July 2020 @7.30pm
Via Zoom

Present: John Poulton (JP), Louise Harrington (LH), Tina Hillson (TH), Kim Oakley (KO), Mark Treliving (MT), Maz Norton (MN), Pippa Bennett (PB)

1) Welcome from the Chair

2) Apologies

Apologies received Marie Booker (MB)

3) Matters arising from previous AGM

- None

4) Managers' Report

Despite 2019/20 being a unique year for The St Mary's due to Covid 19, staff have continued to work extremely hard to provide the children and their families with a nurturing and supportive environment in which to learn & develop. We (Louise and Tina), would like to say an extremely big 'thank you' for their commitment, hard work and dedication to all the children and families at St Mary's Pre-School especially during these past unique and difficult months.

We have seen some changes in our staffing group this year. Staff who have left this year:

- Danielle Coomber (December 2019)

The following posts/appointments:

- Tracey Myles – kitchen assistant/general play worker
- Jenna Mennie – 1:1 support worker
- Nicola – Qualified assistant (short term contract until July 2020)

We are a strong, versatile team of 16 practitioners who continue to strive to offer the best possible early learning experience for all our children.

In January 2020 we began using an online learning journal called Tapestry for every child. It enables staff to carry out observations and assessments on iPads and computers and allows parents instant access to these observations.

Our year was running very well with 79 children on roll when COVID- 19 forced us to close on 23rd March 2020. Non-furloughed staff quickly began using Tapestry to stay in contact with children and their families which has been very successful. Staff also set up a home learning page that can be accessed via both our Facebook page and Tapestry. Each week a story, cooking demonstration, well-being information and many activities 'to do' with your child are put on. The feedback from parents has been excellent.

After putting in place a detailed risk assessment, changing some policies and procedures and being given the go-ahead by the PCC, The St Mary's managed to re-open for a small cohort of children on June 22nd. We initially welcomed back children from cohort 1 and have gradually added more from cohort 2 over the past few weeks. We have been open 4 short days each week with children in 2 bubbles on different days. This has gone really well.

We have 31 children transitioning to Reception and 5 moving to other settings. We continue to 'feed' several of the local primary schools, with the most popular this year being St Pauls and Newdigate, followed closely North Downs.

Our annual 'open morning' and day out this year was cancelled due to COVID but we currently have 58 children due to return/start with us in September with a further 10 plus already booked in to start later in the year. We are planning to open as normal in September but will obviously be following all government guidelines.

Karen Lewington completed her Level 3 qualification in May, Claire Hoad and Ellen Slammon are currently just waiting for confirmation that they also have completed their Level 3 qualification. Congratulations to them all.

Lastly can we thank John Poulton, our Chair Trustee, and our other committed volunteer trustees, who continue to support and work together to ensure we offer the best possible early years provision.

Louise & Tina

Managers' Report discussion in meeting:

- It has been a difficult 2020, to run, to manage.
- Still a good team of 16.
- Employed extra 1-1 support worker and a kitchen assistant and play worker. The latter has been so valuable during this period and hygiene practices have improved as a result.

- Everyone not furloughed has worked pretty much every day since the closure for Covid and even through Easter. The summer break is very much needed.
- 22nd June – offered provision to 22 families, two bubbles of 10/11. They were all vulnerable children in one way or another plus 3 key worker children. 2 refused places due to self-shielding reasons.
- We didn't have the open morning or train trip. 58 starting with us in September which is very similar to in the past. 10 more starting later in the year. TH/LH working to keep that number lower than in previous years. We would like numbers around 38 (pre-Covid) to come down to 30 per session so we can provide a high quality provision. We will operate at what we feel comfortable with. However, if a really needy family came along then we would help them by offering a place.
- 5 children going to other settings usually as other siblings going elsewhere. All leaving due to geographical reasons.
- Congratulations to Karen, Claire and Ellen
- Thank you to John for everything over the last year and to the Trustees, it is appreciated. It's been very supportive thank you.

5) Finance Report

Balances as at today's date:

- Virgin saver £49,200
- CAF main account £49,511
- CAF fundraising £7,728
- CAG Gold account £16,000

2019/20 has been an extremely difficult year for St Mary's financially due to COVID-19. As of the end of March 2020 we were running at a profit of just over £5,000. It is currently very difficult to predict if we will be running at a profit or a loss and by how much until the final accounts are prepared by our accountant Emma Minter in September (financial year runs from 1/9/19 to 31/8/20).

Our aim during the pandemic was to ensure that The St Mary's would financially be able to re-open when, safe to do so and to ensure that all staff would remain employed by The St Mary's. Surrey County Council continued to pay all our funding during the Summer Term but we have received no other income since we closed. In order to help us financially, the decision was taken to furlough 9 members of staff from April leaving 7 more senior (including Louise & Tina) staff to continue to run The St Mary's from home. 2 staff members were taken off furlough when we re-opened in June leaving the remaining 7 on furlough with an expected return date of the 1st September 2020.

The above figures show that we currently remain financially healthy and with all the measures put in place have, hopefully, ensured that we have saved our hard earned reserves for future ventures.

Purchases this academic year have included –

- 4 x mini iPads for tapestry
- Partition boards to create a 'rainbow area' for children with additional needs
- Resources for the rainbow area
- 3 x self-selection units
- New fencing for the outside area
- Water/sand tray
- Techno Lego

Finance Report discussion during meeting:

- Only receiving payments for funded children plus the young twins are the only children that are being invoiced.
- Profit in March was £5k but we'll be lucky to break even.
- Not paid rent since lockdown so outgoings have been less. Barbara may reduce rent – we don't know yet.
- Pre-School has not had to provide snacks.
- JP said this situation is what our reserve fund is for.
- JP said other settings in Surrey have shut and are unlikely to reopen so thank you very much to everyone, to the staff, we've done very well.
- TH confirmed staff will be taken off furlough in September.
- In September, government £1000 scheme to help. TH has the details.
- SMPS may need to reduce the hours of some staff to help financially.
- Emma Minter (EM) will do accounts in September.
- Trustees agreed to a gift of wine for EM.

6) Fundraising Report

- Fundraising is on hold due to current circumstances.
- Small fundraising subcommittee has done a fantastic job.
- No train day. No summer BBQ.
- JP reassured that we are in a good position to move forward.

7) Chair Report

- Challenging 2020, totally unexpected. SMPS has met the challenge.
- JP grateful for advice received from Emma Minter about furloughing staff.
- JP grateful to the staff who have remained at work on salary and for the work they did to keep us going through shutdown.
- JP confirmed we have done everything we possibly could to comply with SCC Covid requirements.
- JP stated that staff should be commended for the hard work that has gone in to keeping us up and running.
- JP confirmed that financially, because of the furlough scheme, we are in as good a position as we were at our last meeting prior to Covid. However, he warned finances could get worse if we can't get back to normal in September.
- JP thanked everyone for attending the Zoom AGM.
- JP confirmed that he is standing down at the end of this academic year. He will be available to be a signatory over the summer. JP gave notice that SMPS has until September to find another chair. **ACTION:** TH/LH. JP stated that the role of Chair is not the responsibility that it used to be since changing to a CIO.

- JP said a sincere thank you for an enjoyable time. When he started as Chair he was looking for a new building but unfortunately this has not been achieved. However, he stated we have successfully come through one of the most difficult times that this country has ever seen and we seem to be in a good position going forward.
- JP was thanked for his time spent as Chair.

8) AOB:

- A bubble of 70 children is an acceptable size for a Covid bubble.
- A lady called Becky is keen to be a Trustee, she likes to be involved in committees.
- Vicky Lock is also interested in coming back as a Trustee.
- Need to check how many trustees we need given the two ladies who are interested in trustee roles. **ACTION:** TH/LH
- MN said thank you for the support from the managers to make all the staff feel safe.
- PB to look into the educational Zoom fee and its additional security. **ACTION:** PB
Alternatively, KO offered for us to use her Zoom account as it doesn't have a time limit.
- PB to suggest future meeting dates. **ACTION:** PB

9) Date of next Committee meeting

- The next meeting date is as follows:
 - **Monday 21st September via Zoom (TBC)**

10) Summary of actions (new & ongoing)

- TH/LH to find new Chair for the committee.
- PB to look into the educational Zoom fee.
- PB to suggest future meeting dates.
- TH/LH to check how many trustees are required for the committee.

Date: 08/11/2020
Time: 13:28:13

St Mary's Preschool
Profit and Loss

Page: 1

From: Month 1, September 2019
To: Month 12, August 2020

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Donations	131,368.20	131,368.20	
Legacy	84,347.72	84,347.72	
Fund Generation - Charity Shop	296.00	296.00	
Charitable Activities	2,405.00	2,405.00	
Investment Income	6.05	6.05	
Other Income	0.37	0.37	
	218,423.34		218,423.34
Purchases			
Charitable Expenditure - Grants Payable	9,829.83	9,829.83	
Cost of Charitable Activities	4,171.03	4,171.03	
	14,000.86		14,000.86
Direct Expenses			
	0.00		0.00
Gross Profit/(Loss):	<u>204,422.48</u>		<u>204,422.48</u>
Overheads			
Support Costs - Rent and Rates	7,751.00	7,751.00	
Support Costs - Heat, Light and Power	1,232.00	1,232.00	
Support Costs - Printing and Stationery	767.60	767.60	
Support Costs - Telephone and Computer	2,549.48	2,549.48	
Support Costs - Maintenance	157.46	157.46	
Management & Admin - Bank Charges and	112.83	112.83	
Management & Admin - Gross Wages	182,108.22	182,108.22	
Management & Admin - Professional Fees	1,113.75	1,113.75	
	195,792.34		195,792.34
Net Profit/(Loss):	<u>8,630.14</u>		<u>8,630.14</u>

The St Mary's Pre School

Charity Number 1171309

ACCOUNTANT'S CERTIFICATE

In accordance with instructions received, we have prepared and audited these Financial Statements for the period ending 31st August 2020 from the records, information and explanations supplied to us.



Emma Minter of South Holmwood, Dorking, this 8th day of November 2020.

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.



Mrs Louise Harrington.
St Mary's Pre School, this 9th day of November, 2020.

Only valid when signed by an authorised representative of the Pre School and by Emma Minter of 40 Warwick Close, South Holmwood, Dorking, Surrey, RH5 4NL