



Colden Common Pre School AGM Meeting 2019

Wednesday 10th July 2019

Present – Stacy King, Gary Chaffey, Charlotte White, Sam Camp Bell, Kate Vasey, Jacqui Hadley

Apologies Veronkia Drobnacova, Melanie Barnes and Lara Webster

Meeting opened at 20:17

Signed off minutes from last AGM (2018) – no concerns raised.

Chairperson Report 2018/2019 – Gary Chaffey

Colden Common Pre-School is a charity run Pre-School that annually vote in a voluntary committee who are responsible for the overall governance of the Pre-School. We work in partnership with the Pre-School staff, offering support and help to direct the future of the Pre-School.

We started the year with a team of nine committee members. Three committee members had remained from the previous year and six were new to the committee. The Chairperson role was taken on jointly by two new committee members (Lindsey Birthwhistle and Katrina Talbot). The treasurer position was filled by Stacy King, also a new committee member. The previous Chairperson (Laura Harman) took on the secretary role.

During this year there were 4 interim resignations:

Ordinary Member (Hannah Clarke) on 30 January 2019

Joint Chairpersons (Katrina Talbot and Lindsey Birthwhistle) – 12 June 2019

Secretary (Laura Harman)– 12 June 2019

We'd like to thank the previous members for their efforts and dedication to the Pre-School during their time on the committee. Upon the resignation of the officers, myself Gary Chaffey became interim Chairperson and the secretary role was filled by Sue Stevens.

The autumn term started with 21 children, with a steady increase of new starters, we end the academic year with 43 children. 26 children leave to start school in September 2019. There are six new starters lined up for September, so we are due to start the next academic year with 23 children, a 10% increase on last year.

Since the unscheduled Ofsted inspection in June 2018, the staff and committee have worked closely with Ofsted to develop and implement an action plan to address the

identified areas requiring improvements. The Pre-school staff worked closely with the Services for Young Children Advisory teacher as well as engaging services from an Early Years Consultant to address all points on the action plan.

An initial follow up inspection in November moved the preschool to "Requires Improvement", before the most recent inspection in May, where the rating was set at "Good", with outstanding elements noted. We'd like to thank all of the Pre-School staff and committee for their perseverance, hard work and dedication during this challenging period.

The result of the Ofsted Inspection was a real credit to the team. Here are some extracts from the report:

"Significant improvements in the quality of leadership and practice have been made in the last 12 months. The pre-school manager, staff and members of the management committee have worked together very professionally to implement and evaluate many positive changes. "

"Highly qualified and experienced staff have embraced opportunities to develop their professional knowledge and skills even further. They willingly reflect on their practice and identify ways to capture children's curiosity and spark their imaginations. This is evident in the exciting play areas they create for children indoors, outdoors and at the allotment."

As a result of the initial Ofsted findings two further audits were carried out at the setting by Services for Young Children. One was for Safeguarding and one was an Environmental Audit (ECCERS). The Pre-School passed both audits, attaining the highest ever score given for the Environmental Audit!

The staff have continued to put in lots of hard work at the allotment this year. All of the work paid off when the Pre-School won an award for "Most Inspirational Change". The allotment continued to be a great learning resource this year with the children enjoying regular visits.

A key indicator from last year's Parent Feedback Questionnaire and from Ofsted was that parents would like more regular communication and feedback. To meet this need, the Pre-School will be implementing Tapestry at the setting. Tapestry is the industry standard online learning journal and will allow parents to view observations throughout the term. The electronic journals are also transferable to primary school, allowing for continuity in the recording and celebration of each individual child's journey.

Two iPads were purchased using a Winchester City Council grant and the Tapestry pilot started before Easter. The outcome from this pilot was positive so a decision was made to roll out to all children in September. The funds raised at the Easter Egg Hunt contributed to the purchase of a further four iPads to support this.

Our Facebook page has continued to grow in popularity, with 310 people liking our page, compared to 272 last year. The page is updated regularly and used as a primary communication channel to send out reminders to parents and to promote our events.

A parent feedback questionnaire was issued again this year however the response rate was low. On the whole the feedback was positive, the suggestions for improvements made have been collated and taken forward.

The Pre-School has continued to welcome visitors into the setting, including a nurse, dance student and birds of prey. The children have also been enjoying six weeks of football sessions from First Touch Football. These have proved to be very successful with real improvements shown in the children's co-ordination and balance.

Staff

Thank you to all of the staff for their dedication and incredibly hard work throughout the year. Whilst this year has been challenging it has also opened up lots of opportunities for learning, reflection and development, allowing the Pre-School to go from strength to strength, as highlighted by the most recent Ofsted Report.

This year, three of our key workers Mrs O'Brien, Mrs Grundy and Miss Rivers left the team. We welcomed into the setting Mrs Drobnacova and a new Mrs O'Brien as keyworkers, who have settled in well. We also welcomed Miss Caborn in a temporary position until the end of term. Mrs Harvey has joined the team as a bank staff member, which we hope will continue in September. Miss Webster and Mrs Hadley have taken on the role of joint Safeguarding Lead for the Pre-School.

In order to free up management time, the decision was made to introduce an administration role at the Pre-School and Charlotte White has joined the team in this role. Charlotte brings a wealth experience and previously held the chairperson role on the committee for a number of years. The committee would like to acknowledge and thank Charlotte White for all the support she has provided, particularly following the changes to the committee.

Fundraising & Events

Following on from previous years, we ran both the Community Scarecrow Festival and the Easter Egg Hunt this year. Despite the wet weather being against us, the Scarecrow Festival was still a great success with over 100 families attending. The Easter Egg Hunt was as popular as ever, we were blessed with beautiful sunshine and there was a great turn out.

Following on from last year's success, the Pre-School has continued to run themed open mornings, which welcome both existing and prospective families into the setting for arts, crafts and story themed activities. We will continue with these next year.

The Pre-School also supported Christmas Jumper Day, Comic Relief and World Book Day as well as the annual Easter Bonnet Parade, Sports Day and Leavers Party. We held the annual outing to Finkley Down Farm, which was very well attended and enjoyed.

Full details of funds raised at these events is covered in the treasurer's report.

Plans for 2019/2020 include:

- Roll out Tapestry to all parents and carers
- Continue with the plans for dedicated preschool office space
- Look to introduce forest school activities
- Research and apply for more grants
- Increase fundraising income for new resources
- To be compliant with current legislation, recognise best practice and work in partnerships to achieve best possible outcomes
- To continue to seek sponsorship for our events from local businesses
- To focus on securing numbers for September 2020

Thanks again to everyone for your support and time; you are truly a great Team!

Annual Supervisor Report – Jacqui Hadley

This has been the one of the toughest years yet and I have been on the staffing team for 16 years. But we have as a team worked together and gone from strength to strength. I cannot thank my staffing team enough for all their hard work, support and dedication they are truly amazing. Sadly, we did have three staff members leave us during this difficult time two leaving Early Years teaching completely, which is a great loss to the profession. However, we have welcomed two new members to the staffing team Miss Drobnakova and Mrs O'Brien both have settled in well and have become valued members within the team.

After our Ofsted inspection it became apparent that under intense scrutiny our staffing team were unable to answer on the spot questions regarding safeguarding. In response to this all staff have updated their safeguard training within this academic year. In addition to this we have a new safeguarding lead to support myself, as the setting supervisor and we have both completed the additional training to undertake this role. In addition to all this training the setting had a safeguarding audit; which was completed by two members of staff from services for young children who were both very complementary of the setting.

Further group training was also completed with services for young children on the role of the adult and observation and assessment. We have also spent a lot of time adjusting our pre-school environment to suit our cohort of children. Five members of staff visited a setting in Basingstoke to look how they had implemented the 'curiosity approach' and elements of this have begun to emerge in our pre-school, this is of course working progress and we still have lots of ideas that we intend to implement. The setting had an environment audit called ECCERS. This audit rates the setting and gives it a score based on evidence gathered I am happy to say we achieved the highest score ever given by the auditor.

The staffing team also completed training around 'curiosity cases' and now have two cases that are used within the setting.

The staffing team have all continued to update their First Aid training and currently the whole team hold this certificate.

The setting's special educational needs co-ordinator Mrs Hewitt has also introduced new methods of helping and supporting our children with additional needs and these have helped with language development & listening and attention skills.

We are very excited and proud to announce that we will be introducing 'Tapestry' the online learning journal into our setting. This will enable parents to have regular access to their child's development and enable our feeder schools to transfer valuable data on children's development. This has been on trial at the setting with a small number of children on role and Miss Webster and Miss Drobnakova have taken on the lead in its implementation.

Another exciting development within the staffing team is the introduction of forest school elements into the pre-school. Miss Webster will start her training in October for a level 3 qualification and Mrs Hewitt holds a level 2 qualification. Initially this will be implemented into the setting by using our allotment plot of land.

I would like to finish in thanking the committee for all their hard work and have a small gift to give them as they leave their current roles.

Jacqui Hadley BA (hons)
Pre-school Supervisor

Annual Treasurers Report – Stacey King **1st April 2018 – 31st March 2019**

This is the Treasurer's report for Colden Common Preschool for the 2018/19 financial year.

The Preschool accounts, which are prepared by our bookkeeper Wendy Williams are currently being independently audited and verified by Clare Gough, of Gough Payroll Services.

Copies of the accounts are available upon request.

Summary

As per the Preschool accounts, the total income for the 2018/19 financial year was £100,464. Expenditure was £102,876. Therefore, we operated at a loss of £2,412.

However, we finished the financial year with £42,927 in the savings account as reserves, which is down from last year (£45,095 2017/18). This does still equate to approximately six months running costs, which is the amount recommended by the Charity Commission. We are very happy to have maintained this amount in reserves, considering the amount of extra expenditure we have had this year. Going forward, we will aim to keep at least £42,000 in our reserves at all times. Should we accrue a larger surplus in the future, this will be spent towards educational resources, equipment and other expenses related to developing the children's Preschool experience.

Income

The main sources of income during the year have been:

1. Vouchers: We have received £78,433 in voucher payments from Hampshire County Council this year. This compares to £61,586 in the previous year, when we had a substantially lower number of over 3s on roll eligible for government funding. With a larger number of children staying on after the summer than we had last year, we hope to see this income stream increase in the next year.

2. Preschool Fees: Session fees amounted to £19,013, a small decrease on the previous year, due to lower numbers of children who do not qualify for government funding. The Preschool's hourly rate has not increased during the reporting period.

3. Fundraising, Grants and Donations: The total received from Fundraising, Donations and Grants was £1,813 this year. The Committee worked hard to repeat the success of our now annual events including the Scarecrow Festival and Easter Egg Hunt which were both very well attended. This financial year also takes into account our annual Preschool Nativity which always draws a crowd and raises funds through a popular

raffle on the day. Thank you to everyone who has helped at our events, from manning stalls, securing prizes and making scarecrows! It is all much appreciated.

Expenditure

The main sources of expenditure during the year have been:

1. Staff costs: As to be expected, our main expense continues to be staff costs. However, we know that the staff are our greatest asset. During the year we have spent £76,650 on staff costs including salaries, agency staff, pension contributions and staff training. This compares to £64,936 in the previous year. However, the increase was to be expected due to all the additional hours worked as a result of the Ofsted inspections. Also, we reviewed staff salaries in line with our pay structure and rise in the minimum wage, and all staff received a pay rise this year. An additional £2,684 has been spent on training costs in light of the Ofsted inspection in June 2018.

2. General Running Costs: Rent and Rates, Insurance, Telephone & Internet costs have remained a similar amount to the previous year. However, we have spent £1,113 on printing, stationery, postage etc which is up from £560 in the previous year. This is mainly due to Preschool staff needing to print more paperwork in order to meet Ofsted expectations.

3. Equipment: We spent £1,844 on equipment during the financial year including a camera, flexi tubs, a play den, a fence for the sand pit, a balance bike, a gazebo and a laptop. We have also purchased a new water tray, an 'all weather' easel and 6 iPads which have all been partly paid for by grants and funding.

4. Professional fees including bookkeeping and payroll: We have spent £3,120 on professional fees, £2,304 of which was on bookkeeping, which is a small increase from the previous year. Our bookkeeper, Wendy Williams, continued to provide invaluable support. She managed all of the day-to-day finances, ensuring our staff and suppliers were paid promptly, and Preschool fees are processed. Unfortunately Wendy has decided that now is the right time for her to step down. Thank you to Wendy for her hard work and commitment, as well as her experience, advice and guidance! We wish her lots of luck for the future. We have recruited a new bookkeeper, Lindsey, who is here tonight. I'm sure she will do an amazing job.

5. Events: We have spent £679 on events this year, which is almost double the amount that we spent last year. However, this does include the Easter event where we raised £804. The amount spent also relates to events such as the nativity, open mornings, sports day and leavers party. The annual Finkley Down Farm trip and some external groups such as the football sessions which the children have enjoyed very much are also included as they have been heavily subsidised by the Preschool.

6. Educational Supplies: We spent £1,754 on educational supplies this year, up from £783 in the previous year. This was spent on all sorts of items including jigsaws, books, play doh, glitter and more.

7. Snack: We have spent £410 on healthy snacks for the children compared to £399 last year. We remain grateful for any cash or healthy snack contributions parents wish to make, as these costs are not included in the hourly fee.

Other expenditure included cleaning, refreshments and advertising & marketing.

The year ahead

Our ongoing goal is to continue to use the income from fees and voucher payments to cover our running costs such as Staff costs and rent, and to support activities that will enhance the children's Preschool experience and environment.

Our main financial aim is to retain our reserves at approximately the same level, so that we are in line with the Charity Commission's advice. Any surplus income at year-end would enable us to renew equipment and resources and develop the opportunities and experiences available to our children. We will continue to spend carefully and fundraise as much as possible to meet this aim.

Election of Committee members

Committee members

Kathryn and Adam Dale-Sargent:	Sue Stevens proposed and Stacy King seconds
Nicola Huggett:	Kate Vasey proposed and Sam Camp Bell seconds
Zoe Meredith:	Sam Camp bell proposed and Wendy Williams seconds
Kate Boniface:	Kate Vasey proposed and Stacy King seconds
Richard Izzard:	Gary Chaffey proposed and Sue Stevens seconds
Amanda and Damon Draisey:	Wendy Williams proposed and Zoe Meredith seconds

Stand Down of current Chair and Committee step down

Stepping down:

Gary Chafferty: Chair
Stacey King: Treasurer
Sue Stevens: Secretary
Sam Camp Bell: Ordinary member
Kate Vasey: Ordinary member

The committee want to thank these staff for their hard work and dedication to the preschool.

Election of Officers

After discussions the following people were elected

Secretary - Kate Boniface: Gary Chaffey proposes, Stacey King seconds
Treasurer - Gary Chaffey: Stacy King proposes, Wendy Williams seconds
Chairperson - Richard Izzard: Gary Chaffey proposes, Sue Stevens seconds

Ordinary Members

Kathryn and Adam Dale
Nicola Huggett
Zoe Meredith
Amanda and Damon Draisey

Adopt the same constitution – all agreed.

AOB

No issues raised

Next meeting: date will be arranged with the new committee members by email

Meeting closed at 20:55

GOLDEN COMMON PRE-SCHOOL
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

INCOME		EXPENDITURE	
	£		£
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INCOME	£	EXPENDITURE	£
FEES	20032.76	Wages	£73,058.52
H.C.C.	✓ £78,433.18	Training	✓ £2,823.99
Fundraising	✓ £1,254.65	Rent	✓ £16,142.01
Grants	✓ £500.00	Administration	✓ £9.60
Donations	✓ £57.99	Stationery & Printing	✓ £1,112.99
Uniform	✓ £20.00	Insurance	✓ £53.60
Interest	✓ £48.01	Equipment & Ed Supplies	✓ £3,626.03
Deposits	✓ £90.00	Sundries	✓ £229.66
		Events	✓ £678.93
		Telephone & Internet	✓ £200.75
		Subscriptions	✓ £100.20
		Snacks & Refreshments	✓ £439.46
		Presents & Gifts	✓ £185.46
		Book-keeping & Payroll	✓ £3,020.26
		Marketing & Advertising	✓ £118.62
		Bank Charges	✓ £60.00
		Pension	✓ £408.04
		DBS Checks	✓ £454.22
		Travel	✓ £5.60

72933.12	+	9115 125.48
73832.44		
7246.97		
58.97	+	474.63
1753.98	+	1872.05
✓ = Leas + cleaning + laundry exp + oth. stuff		
828.93	-	150
200.75	✓	
100.20	✓	
439.46	✓	
185.46	✓	
3020.26	✓	
3380.11	-	359.85
118.62	✓	
60.00	✓	
408.04	✓	
375.51	+	32.53.
454.22	✓	
5.60	✓	

Deficit	£2,714.35
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I have examined the above accounts from the books and records of Colden Common Pre-school and certify them to be in agreement thereto
Clare Gough

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GOLDEN COMMON PRE-SCHOOL
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

<u>INCOME</u>	£	<u>EXPENDITURE</u>	£
(2018)			
+ 27			
FEEs	20032.76	Wages	£73,058.52
H.C.C.	✓ £78,433.18	Training	✓ £2,823.99
Fundraising	✓ 1340.65	Rent	✓ £16,142.01
Grants	✓ £500.00	Administration	✓ £9.60
Donations	✓ £57.99	Stationery & Printing	✓ £1,112.99
Uniform	✓ £20.00	Insurance	✓ £533.60
Interest	✓ £48.01	Equipment & Ed Supplies	£3,626.03 58.97 + 474.63
Deposits	✓ £90.00	Sundries	✓ £229.66 ✓ = 14005 + 1872.05
		Events	✓ £678.93 828.93 - 150
		Telephone & Internet	✓ £200.75
		Subscriptions	✓ £100.20
		Snacks & Refreshments	✓ £439.46
		Presents & Gifts	✓ £185.46
		Book-keeping & Payroll	£3,020.26 3380.11 - 359.85
		Marketing & Advertising	✓ £118.62
		Bank Charges	✓ £60.00
		Pension	✓ £408.04 375.51 + 32.53.
		DBS Checks	✓ £454.22
		Trevel	✓ £5.60
Deficit	£2,714.35		

I have examined the above accounts from the books and records of Colden Common Pre-school and certify them to be in agreement thereto
Clare Gough

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