**AGM held on the 14/11/2022 at Shrewton Pre-school**

**Attendees**

Stephanie Lock (Chair)

Jane Chapman (Pre-school Manager)

Kate Miller (Pre-school Financial Manager)

Kathryn Abel (Trustee)

Janet Blake (Trustee)

Carly Holland (Secretary)

Emma Brown (Committee Member)

Melanie van Gemert (Committee Member)

Gemma Alexander (Parent)

Lorna Kimber (Parent)

Claire Chance (Parent)

**Apologies**

Leanne Blake (Treasurer)

**Members of the Shrewton Pre-School Committee (from the 14/11/2022)**

|  |  |
| --- | --- |
| Emma Brown | Chair |
| Kathryn Abel | Trustee |
| Lorna Kimber | Treasurer |
| Carly Holland | Secretary |
| Melanie van Gemert | Committee member |
| Claire Chance | Committee member |
| Stephanie Lock | Committee member/Trustee |

**NB.** There are new members of the committee that need a change of title, also the new members need to complete the relevant forms and DBS check required for the committee. This information has been passed to Ofsted.

During the meeting all members from last year stood down from their positions, Jane Chapman then asked who would like to be on the committee for the forthcoming year also the position they would like to hold.

**Resignations**

There were three resignations from their positions: Steph Lock, Janet Blake and Leanne Blake.

* For the position of Chair, Steph Lock resigned, and Emma Brown stepped up (voted by; Carly Holland and Steph Lock)
* For the position of the Trustee, Janet Blake resigned. This position is vacant and requires filling.
* For the position of Treasurer, Leanne Blake resigned, and Lorna Kimber stepped up – (voted on by; Carly Holland and Emma Brown)
* For the position of Secretary, Carly Holland stepped down and then stepped back into the position of Secretary – (voted on by; Emma Brown and Jane Chapman)
* For the position of Committee Member, Melanie van Gemert stepped down and then stepped back into the position of Committee Member – (Voted on by; Steph Lock and Jane Chapman)
* New member Claire Chance was (voted on by; Steph Lock and Jane Chapman)
* New member Gemma Alexander was (voted on by; Carly Holland and Kate Miller).

NB. Gemma Alexander has since decided to step down as a Committee Member. Ofsted notified.

A further committee member to hold the position of Trustee is required, this will be discussed further.

**Thank you**

We would like to take this opportunity to give our appreciation to Steph Lock, Janet Blake and Leanne Blake all of their help on the committee over many years, Thank you!

**Introduction**

Stephanie Lock opened the meeting with introductions. The last meeting was held on the 29/11/2021.

Jane Chapman explained the importance of a committee. The Pre-school is a registered charity and therefore requires a committee to legally run, without the committee members the Pre-school would not be able to open. There were not many parents that attended the last committee meeting and mainly the attendees were the committee members.

Jane explained that it has been a difficult year for finance also the concern that Shrewton School may need to use the room in the future that is currently used by the Pre-school.

**Key points raised**

1. Shrewton School expressed their interest in using the Pre-school room. It was highlighted the importance of the Pre-school and the transition from the Pre-school straight into Shrewton school. It has been agreed that the Pre-school can remain in this room. It was discussed during the meeting whether a contract should be drawn up.
2. Last September 2021 Shrewton Pre-school sent 12 children to the Shrewton Primary School. This year Shrewton Pre-school started with 21 children, currently they have 22 children with another 3 recent enquiries. There will be 13 children going to school in September 2023. There is capacity for 24 children and the Pre-school like to keep 2 spaces available for vulnerable children.
3. The Astro turf and some fencing needs replacing in the playground, we discussed fundraising for this to happen.
4. Kate Miller appointed an independent examiner for the accounts 2021/2022 as an error was identified.
5. The Pre-school were at a financial loss at the end of the year, therefore there has been a fee increase in April 2022. The Pre-school staff have cut hours and have not had a pay rise other than the increase in the National Minimum Wage.
6. With the use of the BACS system this has made it easier for both parents paying fees also paying staff wages.
7. The Pre-school is an unincorporated business, and it is run as a registered charity. The Pre-school need committee members to run.

**Finance**

Kate Miller started her new position in January 2022. The end of year accounts were run after August 2022 payroll, for the end of year financial meeting. The Pre-school have had a steady year since the last AGM and there have been no major resources purchased other than day to day running. The only investment made was a change of staff uniform to navy blue as this has not been updated since 2011.

The closing balance run on the 31/08/2021 at £43,840.24 was identified as incorrect. Therefore, Kate arranged for the accounts to be audited by Fawcetts Chartered Accountants and it was found that arithmetical accounting errors had been carried forward from 2013-14 and 2015-16. The new balances have been verified and signed off.

The correct closing balance of total assets, bank, and cash on the 31/08/2021 is £29,862.24

A loss of £3,488.18 was recorded to year end. Staff have reduced hours and there has been a fee increase to cut future losses.

There was a fee increase in April 2022 and there will be a fee increase in November 2022 to bring the Pre-school in line with other local Pre-schools. Fees are £20 a morning session, £10 an afternoon session and a top up hourly fee for funded children £5 per hour. The fees will be reviewed again in April 2023. There has been no fee increase over the past 7 to 8 years and this is because the Pre-school would like to keep this service affordable for parents in the local village and surrounding areas.

There have been no staff pay rise, other than the increase in the National Minimum Wage (April 2022). The Pre-school use the money they receive from the Council for the 15 hours funding to pay staff wages.

With the increases of rent and electric bills, the finances will be reviewed six monthly going forward.

**Staff**

All staff have remained the same.

Kate Miller, has flourished in her new role as financial manager.

Saffie, has completed half of her level 3 SENCo course.

Amy is booked to complete advanced child protection training along with Jane. Amy has also started an OU course in childhood and youth studies.

All staff are booked onto the full Paediatric First Aid training course this month.

**Fundraising**

The committee discussed fundraising ideas and would like to hold events. This will be arranged by the committee members.

The Pre-school would like to raise money to re-do the Astro turf in the playground area. This is at an estimated cost of around £5,000 to £6,000. This is a huge expense and we talked about fundraising. There is some money in the finance pot, however this is a reserve pot of money, and the Pre-school would prefer to keep this money for emergencies. However, some of this money could be set aside for improvements.

It was discussed about any general day to day resources of paper and craft activities that anyone could donate would be beneficial for the children. Also, if anyone had any buttons to donate as they are very popular with the children at Pre-school.

It would be lovely if any parents would like to also get involved with any fundraising or have any ideas to share. Also, if anyone has any prizes, they wish to donate to highlight this to the Pre-school or committee member for future events.

**Actions from the meeting**

* To arrange a meeting to complete the relevant forms for the new members. (Meeting conducted on the 22/11/2022 and forms were started).
* To arrange for a further committee member to be a Trustee.
* For the committee members to arrange some fundraising for the Pre-school.
* To replace the Astro turf and some fencing in the Pre-school playground.
* To set up a WhatsApp group for the committee members to discuss and plan meetings. (Emma Brown set up a group on the 18/11/2022).