**AGM held on the 02/12/2024 at Shrewton Pre-School**

**Attendees**

Emma Brown (Chair)

Jane Chapman (Pre-school Manager)

Kate Miller (Financial Manager)

Claire Chance (Trustee)

Erika Richards-Palmer (Trustee)

Gemma Foot (Secretary)

Justine Bee (Parent)

**Apologies**

Stephanie Lock (Trustee)

Hannah Grummitt (Treasurer)

**Members of the Shrewton Pre-School Committee (from the 02/12/2024)**

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| --- | --- |
| Emma Brown | Chair |
| Stephanie Lock | Trustee |
| Claire Chance | Trustee |
| Erika Richards-Palmer | Trustee |
| Hannah Grummitt | Treasurer |
| Gemma Foot | Secretary |
| Justine Bee \* | Committee member |

**\*** New members of the committee will need to complete the relevant forms required for the committee.

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 no resignations but unfortunately one of the Trustees, Kathryn Abel has sadly passed away. Kathryn was a well-loved member of the pre-school team who will be very sadly missed.

* New committee member Justine Bee (proposed by Jane Chapman and seconded by Gemma Foot).

**Introduction from the Chair, Emma Brown**

Emma thanked everyone for attending and for their efforts over the past year.

There have been a few changes to the key committee members since the last AGM due to Carly Holland (Secretary) and Cindy Teekamp (Treasurer) moving away from the area. As a result, Gemma Foot has taken on the role of Secretary and Hannah Grummitt has stepped into the Treasurer role.

There was a discussion around fundraising and how the committee needs to support more with this and it is predominantly organised by the pre-school staff. Emma suggested that we try to come up with some new fundraising ideas as the last cake sale wasn’t a huge success.

**Pre-school Managers report, Jane Chapman**

Following the 2023 AGM, it took a long time for the Ofsted EY2 forms to be processed for the new committee members. No sooner was this done, we lost two committee members due to them moving out of the area. Thankfully they were quickly replaced and we soon had a full committee again.

Sadly, we lost Kathryn in June and we miss her greatly. She had been bank staff for 10 years and was also a Trustee.

The staff have remained the same, however we now have Gillian who took on the role of bank staff from Easter 2024. She has settled in really well and the children really like her.

All staff have completed their annual safeguarding training and Fran has completed a course on two-year-olds learning and play.

Amy has completed her SENCO training and took over the role from Jane this term.

Beth has taken on the role of Head of Health and Hygiene and has recently updated her training.

Jane has attended safeguarding training for the DSL and has completed operation encompass online training.

The parent questionnaire that was sent out at the end of the summer 2023 term identified that parents wanted the option of another full day. As a result, all day sessions were offered from January 2024. This has meant that Mondays are now as busy as Tuesdays and Thursdays. Further feedback has also led us to start offering a full day on Wednesdays from January 2025.

We lost 11 children to school in September 2024 but still started the new school year with a healthy number of 16.

The new funding for two-year-olds has prompted an increase in our numbers in this age bracket which has presented some challenges but they have all settled in well and are a joy to have in pre-school.

Jane thanked everyone for coming and expressed how she feels it is very important to have a good committee backing the pre-school staff.

**Finance report, Kate Miller**

End of year accounts were run after August 2024 payroll, for the end of the financial year.

Since the last AGM, we have had another year where we have kept a close eye on our finances in terms of purchasing resources. We applied to the Ann Estcourt Trust who support resources for education, for a grant, £890. Our application was successful and in the Summer Term of 23 we purchased a new large Little Tikes play frame for the children. We continue to make a disciplined effort to use up old resources and only make purchases where absolutely necessary. There have been no other major resources purchased other than day to day running, but we have again invested in new uniform for the staff. £1111.70 was raised in fundraising activities by the committee and staff. (£58 – committee)

There was a fee increase in September 2023 to bring us in line with other local pre-schools, and a snack fee of £10 per half term per child was introduced in January 23. This is applicable to all children other than those children in receipt of EYPP (Early Years Pupil Premium) who are exempt, and 2 Year Vulnerable funded children. Fees are £22 morning session, £11 afternoon session, top up hourly fee for funded children £5.50 per hour. These were reviewed again in April 2024 and remain the same. There is a plan to review fees again in September 2024, it is likely fees will be increased slightly, to keep us in line with other local providers.

Accounts have been verified once again by Fawcetts Chartered Accountants and signed off as correct on 30/09/2024.

Therefore, the closing balance of total assets, bank and cash is correct as at 31/08/2024 of £36,231.31

A small surplus profit of £2,595.52 was recorded to year end. This gives us a little bit of flexibility in terms of rent rise, staffing costs and unexplained expenses, we will be looking at courses for staff CPD, Safeguarding and Food Hygiene. Staffing hours have remained the same. There has been no change in the rent/utility bills charged by the school, although this will change in September 24.

All staff received a pay rise on review of between 5 and 10% in March 24. Salaries are to be reviewed yearly going forward.

Finances will be reviewed 3 monthly going forward.

**Key points raised in the meeting**

1. The new climbing frame has been a real enhancement to the outside area for the children to enjoy.
2. A new member of staff will be joining the team in January 2025. Her name is Emma Emm and she has lots of experience in early years childcare. She has even worked in our pre-school in the past!
3. A college student will be spending two days a week in pre-school for work experience.
4. The pre-school will once again be having a stall at the village flower show to raise money. We need to start collecting full bottles of screw top wine immediately.
5. The transition of the children going up to school this year has been very good, and the children are very happy.

**Staff**

Amy has taken on the role of SENCO

Beth is the new Head of Health and Safety

**Actions from the meeting**

* Parents to look to see if they have any pre-loved toys in good condition that they no longer want and would like to donate to pre-school. There is a particular need for toys suitable for two-year-olds.
* Committee members to organise fundraising events.