

Catsfield Pre-school Action Minutes

Meeting: Catsfield Pre-school Annual General Meeting, Online via Zoom.

Date: 7th October 2020 7.30pm

In Attendance: Poppy Davies (PD), Ruth Howse (Rh), Nadine Adams (NA), Georgia Ashley-Smith (GA-S)
Emily Page (E.P) Laurence Taylor (LT) Rhiannon Weeks (R.W)

Apologies: none

Agenda item	Summary of discussion	Action	By whom	Deadline
1	Minutes agreed from last meeting ALL	All agreed – no amendments	All	
2	Chairperson's report: Thanks to committee & staff for all their hard work throughout the year.	See attached report (GA-S)		
3	Resignations / Nominations:			

	<p>GA-S to continue as Chairperson-nominated NA Seconded PD LT to continue as Treasurer- nominated PD Seconded GA-S NA to continue as secretary – nominated G A-S Seconded by LT R.H to continue as a committee member-nominated by LT, seconded by GA-S E.P to become committee member – nominated by P.D seconded by R.H PD to continue as Village Hall committee representative.</p>	<p>New committee member to complete the relevant checks & online forms for Ofsted. G A-S to email round the information to the new member with details on how to do this.</p>	GA-S	
4	<p>Treasurer's Report</p> <p>LT reported that there is currently £6,700 in the current account & £5720.59 in the savings account.</p> <p>New bank account to be looked at</p>	see attached report (LT)	LT and G A-S	
5	<p>Manager's Report</p> <p>We currently have 11 children on our register, mornings running between 6 and 9 children. Currently still closed on Wednesday but open 9-3 Thursdays.</p>	See attached report (PD)		

6	Fundraising Not booked in yet due to restrictions			
7	Meeting Closed at 8.15 pm			

Chairperson Report

7th October 2020, Online A.G.M due to Covid restrictions

I would like to welcome everybody to this online Annual General Meeting (A.G.M.) for Catsfield Pre-school and thank you all for joining us.

Firstly, I'd like to thank the current committee on behalf of myself and the staff team for all their hard work over the past year, especially Nadine for taking over the role of secretary from Ms Hayler who has left the setting, and of course Laurence who has done an amazing job as Treasurer during the past year of uncertainty, and thank you agreeing to stay with us for another year.

We must thank the staff who have had the task of keeping the Pre-school running since the pandemic began. They have worked so hard to ensure restrictions, cleanliness and parents needs are met to the highest possible standard when faced with such high hurdles in our community setting.

Fundraising

Sadly fundraising hasn't been possible for most of this year and we greatly missed our spring fayre which was due just as the pandemic hit, however we were able to hold our Christmas raffle and hope to hold one this year if restrictions allow.

It is sad that this report is lacking in the usual comments, trips, sports days, community events but these are the things that we have missed out on this year and look forward to them again soon.

I however will not be able to join you with these as, you may have noticed, I am joining you online today from Wales. Due to circumstances beyond my control I have relocated with my family permanently and so will have to hand over the reins of chair to another parent who will keep the pre-school ticking over.

Thank you all for your time today and I hope a willing person can be found promptly.

We shall now take the nominations...

Managers Report 2020

Well this year was certainly different.

Sept 19 – March 20; pretty normal numbers, pretty normal plodding along doing our usual pre-school stuff then BOSH covid hit in March 2020; due to demand and logistics we closed for the entire term 5, opening again in June 2020 for key worker children and those expecting to transition to school in September.

The staff were fantastic and we felt fully supported by our committee during this time.

We have noticed a large impact on our numbers for this September (2020). We only have three 3 yr old claiming EYEE which is very low BUT seven 2 yr olds claiming funding, which is very high for us. This does mean our ratios need to be altered some days to suit the higher 2yr old requirement but we are trying to spread them out throughout the week to not prove too costly.

The only good thing about having so many 2yr olds is that they will grow to be 3yr old and so our numbers are looking normal for this year. We hope to see an increase in new children as restrictions are lifted and people feel more comfortable venturing to busy places.

We continue to be vigilant and request strict times for visits, with only one parent per child

We hope to run our usual nativity and spring fayre to help raise some funds. Finally a big thank you to Georgia and Laurence and all committee for all their support and lets hope next report will only mention our recovery from covid!

Catsfield Pre-School Financial Report for year end 31 August 2020

A very odd year indeed.

While we start with relatively good numbers and seeing these gradually increase the sudden closure of the setting in March due to the global pandemic was a shock for all.

We were quickly informed of East Sussex County Council to cover the funded children's fees and so looked at the feasibility of remaining open for key worker children. There were two children who required places and, after discussion with their parents, it was decided they would go to their other setting (they were at split settings) so we used the funding to put the staff on a fair retainer package until the reopening of the setting for school leavers in June. We did not use the furlough scheme.

Our fund raising was hit considerably due to the cancellation of the spring fair (covid) and so only £379 was raised this year

We thankfully have kept a healthy balance and the manager and chair have done their best to keep the outgoing costs in uncertain terms as low as possible.

August 2020 savings 5720.59 account £6700.00

Catsfield Under 5s Playgroup
Charity Number: 1036464
Income & Expenditure Report

	Year end 31st August	2020	2019	2018
Income				
Early Years Entitlement		37,242	16,838	26,663
Fees		6,436	7,752	2,499
Fundraising		379	1,133	4,024
Interest		5.28	0	0
		<u>44,063</u>	<u>25,723</u>	<u>33,186</u>
Expenditure				
Staff wages		(26,181)	(25,014)	(24,423)
Room rental		(5,075)	(3,628)	(4,714)
Course fees/subscriptions/insurance		(308)	(100)	(466)
Various expenses		(1,579)	(955)	(1,288)
		<u>(33,143)</u>	<u>(29,697)</u>	<u>(30,891)</u>
Surplus/(Deficit)		10,920	(3,974)	2,296

Compiled by Laurence Taylor, MIAB

I confirm that these accounts represent a true reflection of the Association's financial