

Catsfield Pre-school Action Minutes

Meeting: Catsfield Pre-school Annual General Meeting, Hermon Cottage, Catsfield village hall

Date: 6th October 2021 9.15 am

In Attendance: Poppy Davies (PD), Ruth Howse (Rh), Nadine Adams (NA), Charlotte Elliott (CE) Hayley Nightingale (HN) Georgia Ashley-Smith (GA-S)

Rachel Ashley-Smith (R A-S) Rhiannon Weeks (R.W) Emily Piper (E.P)

Apologies: Laurence Taylor

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. We all thanked G A-S and said goodbye	See attached report (GA-S)		
3	Resignations / Nominations:			

	<p>GA-S resigned as Chairperson NA resigned as secretary C.E voted in as Chairperson-nominated RH Seconded PD LT to continue as Treasurer- nominated PD Seconded CE H.N as secretary – nominated CE Seconded by PD R.H to continue as a committee member-nominated by LT, seconded by GA-S R A-S to become committee member – nominated by H.N 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. RH to email round the information to the new member with details on how to do this.</p>	RH	
4	<p>Treasurer's Report</p> <p>LT report says that there is currently £9941.91 in the current account & £5000.04 in the savings account</p> <p>New bank account to be looked at</p>	<p>see attached report (LT)</p>	LT and C.E	
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</p>	<p>See attached report (PD)</p>		

	Thursdays.			
6	Fundraising Not booked in yet due to restrictions			
7	Meeting Closed at 10.00 am			

Chairperson Report

6th October 9.30 am, Hermon Cottage, Chairperson appearing online due to location

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 Laurence who has once again done an amazing job as Treasurer during these past year of yet more uncertainty, and thank you for agreeing to stay with us for another year.

We must, once again, thank the staff who have had the task of keeping the Pre-school running since the pandemic began. With the easing of restrictions came new dilemmas for the team especially as we had our first in house cases which began to effect the day-to-day running, but they pulled through and we are very grateful for them to have only had to make one half day closure due to covid during this past year.

Fundraising

Due to restrictions, uncertainties and community guidelines there were no fund raising events to report on

As agreed I remained on board until a suitable chair was sourced and we now believe we have found one so I will say 'Thank you all, it was nice working with you, shame it wasn't under better circumstances. Good Luck to all at Catsfield Pre-school, we miss you.'

I will hand over for the nominations

Catsfield Pre-School Financial Report for year end 31 August 2021

We find that our pre-school year has still been affected by the covid 19 pandemic. Thankfully financially we are still holding our own

The numbers of children starting the preschool had slowed down but is beginning to pick up since restrictions have been lifted.

Funding levels remain average for us but the fee payers have been low.

Our fund raising has been very small, £163 from village produce market, due to uncertainties of arranging local events.

As last year our cleaning expenses have been higher due to extra cleaning in setting and the Training expenses increased due to staff first aid renewals and new curriculum training.

We again 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.

Encouraging new children into the setting is needed to keep this healthy budget, especially as there is a further minimum wage rise expected this next academic year and additional funds required for supporting a child with additional needs.

Saving account balance on 31st August 2021 5004.05 account balance 13,053.48

Managers Report 2021

We started this academic year free from many restrictions and with our numbers looking very healthy.

11 funded 3yr olds. Two fee payers and 1 funded 2yr old.

We have one child who requires additional support and are receiving some funding for this.

We have missed out on a lot of our usual events but all the day to day activities have been carrying on nicely.

We have introduced an electronic diary in setting and the staff are currently getting to grips with this.

We will concentrate on the staff training that has been affected during the pandemic and are starting this academic year with a new early years curriculum.

We hope to see our committee reunite with some much needed new members and begin to look at fund raising possibilities before we eat away at our monies (some much needed equipment updating is required).

Lastly we thank Georgia for supporting us in her role as Chair and look forward to working with the kind person who takes on the role.

We look forward to a calm and pleasant year ahead.

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 thanks you to Ruth, Laurence and all committee for all their support and lets hope next report will only mention our recovery from covid!

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

	Year end 31st August	2021	2020	2019
Income				
Early Years Entitlement		28,275	37,242	16,838
Fees		1,831	6,436	7,752
Fundraising		163	379	1,133
Interest		0.48	5.28	0
		<u>30,269</u>	<u>44,063</u>	<u>25,723</u>
Expenditure				
Staff wages		(25,160)	(26,181)	(25,014)
Room rental		(3,631)	(5,075)	(3,628)
Course fees/subscriptions/insurance		(508)	(308)	(100)
Various expenses		(1,274)	(1,579)	(955)
		<u>(30,573)</u>	<u>(33,143)</u>	<u>(29,697)</u>
Surplus/(Deficit)		(303)	10,920	(3,974)

Compiled by Laurence Taylor, MIAB

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