



PRIMROSE HILL NURSERY
ANNUAL GENERAL MEETING

Held at Nursery

3.25pm

Wednesday 27th November 2024

Those Present: Katherine Brown (Manager and Nominated Person), Natasha Andrzejuk-Smith, Amanda Mason, Kayleigh Lewis, Gillian Vaughan, Joanne Lewis, Amy Biddle.

Apologies: Rachel Yeomans, Cath Chamberlin (Administrator), Kirsti Hardman, Rhianna Hughes.

1. READING OF LAST YEAR'S AGM MINUTES

Minutes of last year's AGM have been read by the committee and were approved as a correct reflection of the meeting.

2. MANAGER'S REPORT

Katherine gave the Manager's Report, including Health and Safety, SEND, Finance, Occupancy, Staffing and safeguarding.

OFSTED

Last year we had our first Ofsted Inspection with new management, new staff members, post-Covid and with a new inspection framework! We're extremely proud of the results as the Nursery was awarded an Ofsted 'Good' overall, with 'Outstanding' judgements in two of the four areas inspected.

The inspector spent the whole day with us, speaking to the staff, children and families who attended and taking into account all their views. She praised the children saying, "Children behave extremely well and develop positive attitudes."

It is important to us that the Nursery is a welcoming and safe place for all children and the Inspector recognised this saying, "Relationships are warm, friendly and affectionate. Staff help new children to feel safe as they settle into nursery life."

We are thankful for the community we have at Primrose Hill Nursery. Each member of staff and every one of our children and the families that attend, contribute to making our nursery the warm and welcoming place it is.

STAFF

I would like to say a big thank you to all our staff. All the staff work hard to keep the nursery running as usual and offering a safe and welcoming place for the children to play and learn.

There were a few changes this year, Chrissy decided to take a step back and become bank staff. Lauren took on the playleader role and has started her Level 5 apprenticeship this term. Lauren has also taken on the role of SENCO.

Becky is in the process of completing her Level 3 apprenticeship and is just waiting for her end point assessment.

OCCUPANCY

At the end of the academic year, we had 18 children leave us to start school. As this was a smaller cohort than last year, the majority of the children got their first choice. We met and worked with all the different Reception Teachers to help support all the children's transitions.

Our occupancy rates over the year were lower than previous years (Autumn Term 69%, Spring Term 86% and Summer Term 93%). We had 17 families using the Government funded 30 hrs, although some were not taking up the full 30 hours, 6 families using the working parent's entitlement for two year olds in the summer and 6 children using Achieving 2 year old funding.

With the introduction of the early years funding for two-year-olds of working parents in April, we had a lot of interest. However, due to the size of the setting we are restricted in the number of two-year-olds we can accommodate at any one time and as we were full, some children started at different settings, this has had an impact on the number of children starting with us in September.

This academic year we currently have 20 children who will be going to School in September 2024, and 15 children in the younger age group (going to school in Sept 25/26) and 2 in our youngest age group (going to school in Sept 26/27). We have 12 families using the Government 30-hour funding, although again not all are taking up all the 30 hours. We also have 9 children using the working parent's entitlement for two-year-olds and 3 children using the Achieving-two-year-old funding and 1 child using the 9month – 24months working parent's funding.

Over the summer we had a number of parents who had booked to start in September, withdraw their place so although we were expecting a higher occupancy at the start of this term, it is slightly reduced at 78%. We may need to consider a registration fee as we had turned families away, only to find that we now have space. Due to our Provider Agreement with the LA, this would need to be refundable for funded families once they start.

SAFEGUARDING

Safeguarding is always a top priority of the nursery and all staff are trained in recognising and responding to signs and symptoms of all forms of abuse. Some staff updated their Prevent Duty training this term and will also be completing the Safeguarding refresher course next term. As manager and the Designated Safeguarding Lead, I ensure that all relevant safeguarding meetings are attended by the most suitable staff member to ensure that the needs of the children are being met.

HEALTH & SAFETY REPORT 2023 - 2024

Thankfully we have not had any significant accidents/incidents over the last academic year. General accidents have been analysed and no accident "hot spots" were identified this time. The changes made to the lay out and supervision in these spaces has helped to reduce the number of accidents happening in

these areas. The nursery was reorganised over the summer holidays to open the space for children to play and gain more clearance around tables and chairs to again reduce the number of trips and falls inside.

We have a smaller number of children with Food Allergies/Intolerances/dietary preferences this year. To avoid cross contamination, we are ensuring these children's snacks are prepared first and they are provided on individual plates. This year we have moved from placemats to plates for all children for ease of cleaning and drying.

Risk assessments and Health and Safety policies have been updated. Updates include the safe supervision of children on our new outdoor play equipment. PAT testing was completed in October 2024 and the Fire extinguishers were serviced alongside the schools in the Summer of 2024. Repairs have been made to our new equipment after the slide and pump were broken soon after installation. Repairs have been made to the fence and one of the toilets.

Fire evacuation procedures were reviewed, and it was felt that the process could be sped up by keeping the register (with emergency contact details included in the file), children's medication and the First Aid Kit in the conservatory, close to the emergency exit. Shelves have been added to the conservatory to ensure these are safely stored out of the children's reach. The register and emergency contacts are locked away overnight ensuring compliance with GDPR. After a fire drill this academic year, we have decided that the register, first aid kit, any medication and a phone must be taken each time all staff are out on the playground.

A number of staff have updated their Basic Food Hygiene and Manual Handling training this term. All staff will need to renew their First Aid training in the Summer of 2025.

Laura Hopson
Health and Safety Officer

SATISFACTION SURVEY 2023/2024 RESULTS

This was sent out to all our parents, not just those whose children would be leaving us. We had 20 responses out of a possible 35 families.

All the information has been collated and evaluated. The unabridged version is available on our website. We appreciate all parents/carers taking the time to complete our survey. Staff have reviewed all the comments and discussed how we can improve on any of the issues raised. We are aware that some parents would like more observations made on their children, but we feel that we have to have a balance between spending time writing observations and actually spending time with the children.

This academic year we also sent out a survey for all our new starters. All responses were positive. We received some suggestions about what to include in the Welcome Pack and we have also decided that it would be beneficial to have a staggered start time for new parents to allow them time to get to know their key person.

SEND REPORT 2024

Last year we had an EHCP approved for one child so that he can have one-to-one support whilst in the setting, this was then increased from 15 hours to 30 hours in October. We had 4 other children on a 'My Plan' and made referrals to both Speech & Language Therapy and SCAAS – Social Communication and Autism Assessment Service where appropriate. We are aware that there is still a long waiting list for certain NHS services, but we continue to support the children using their 'My Plans' to give them the best chances we can.

From this September Lauren has taken over the SENCO role and will be supported by Katherine while she undertakes the necessary training.

TREASURERS REPORT

The accounts for year-end 31.07.24 have been compiled by Griffiths Marshall.

This year ended with an in-year surplus of £10,444.00

Fundraising activities raised a total of £954.00 less costs.

The accounts are healthy, but numbers are down.

Cath Chamberlin
Treasurer.

It was agreed that we would leave this surplus in the reserve pot for the time being and review this at the next meeting as per our Finance policy.

3. SIGNING OF FINANCIAL ACCOUNTS

The annual accounts audited by Griffiths Marshall (Independent Examiners) were shared with the group and these were then signed as true record. These accounts will now be sent to the Charity Commission.

4. ELECTION OF NEW COMMITTEE

Rachel Yeoman and Natasha stepped down as Chairperson and Committee Members. Amanda was willing to stand as Treasurer and without any opposition or other candidates coming forward. Katherine Brown is also willing to remain on the committee as the nominated person.

Katherine will support all new committee members with the completion of their DBS checks and EY2 forms as necessary. Katherine will inform Ofsted of the changes to the committee.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and payments accounts

CC16a

For the period
from

01/08/2023

To

31/07/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
NURSERY EDUCATION FUNDING	127,364	-	-	127,364	118,352
CHILDRENS FEES	18,382	-	-	18,382	15,042
MILK	536	-	-	536	573
FUNDRAISING	954	-	-	954	585
OTHER INCOME	16	-	-	16	385
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	147,252	-	-	147,252	134,937
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	147,252	-	-	147,252	134,937
A3 Payments					
WAGES NIC & PENSION COSTS	116,298	-	-	116,298	114,347
RENT	4,833	-	-	4,833	4,833
COURSE FEES & TRAINING	233 #	-	-	233	1,266
SUBSCRIPTIONS, INSURANCE	698	-	-	698	711
ADMIN COSTS	3,342	-	-	3,342	2,933
REFRESHMENTS	1,794	-	-	1,794	2,038
EQUIPMENT, TOYS, BOOKS, ETC	4,771	-	-	4,771	2,415
CONSUMABLES	1,697	-	-	1,697	1,651
MAINTENANCE, & OTHER COSTS	3,142	-	-	3,142	3,121
Sub total	136,808	-	-	136,808	133,315
A4 Asset and investment purchases, (see table) asset purchases					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	136,808	-	-	136,808	133,315
Net of receipts/(payments)	10,444	-	-	10,444	1,622
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	129,058	-	-	129,058	127,436
Cash funds this year end	139,502	-	-	139,502	129,058

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	LLOYDS BANK ACCOUNT	79,278	-	-
	LLOYDS FUNDRAISING ACCOUNT	60,219	-	-
	CASH BALANCE	5	-	-
	Total cash funds	139,502	-	-
(agree balances with receipts and payments account(s))				

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	ALUMINIUM CONSERVATORY	UNRESTRICTED	25,500	-
	NEW KITCHEN AND STORAGE UNITS	UNRESTRICTED	7,650	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
G. Vaughan	G. VAUGHAN	10/12/24
K. Lewis	K. LEWIS	11/12/24