



MEDBOURNE PRE-SCHOOL ANNUAL GENERAL MEETING
HELD 7.30PM ON 25.11.2020 VIA ZOOM

DISTRIBUTION

File copy. Management Committee. Attendees.

| Ref | Comments | Action by |
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| 1.0 | Welcome The Chair welcome everyone to the meeting and thanked them for attending. Attendees: <ul style="list-style-type: none"> • Jane Boulter • Rebekah Budenberg • Jo Cory • Joanna Darby • Rachel Glover • Emma Hammond • Laura Hammond • Chloe Haywood • Catherine Hedgecott • Ruth Mitchell • Ann Price • Andrea Sharples • Hen Bevan | |
| 2.0 | Apologies <ul style="list-style-type: none"> • Sue Delaney • Sara Robbins | |
| 3.0 | Minutes of the previous meeting and matters arising The minutes of the meeting held on 27.11.2020 were signed with no amendments. Proposed by Joanna Darby and seconded by Jane Boulter. | |
| 4.0 | Reports 4.1 Chair's Report | |

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| | <p>Each year the Chair begins their report by thanking the staff and committee for all their hard work. I don't think there has ever been a year where this has been so true.</p> <p>Like everywhere, Coronavirus meant Medbourne Preschool had to close its doors. We furloughed and when the government decided schools and childcare settings could reopen we consulted parents for their appetite to have their children return. As a committee we then made the difficult decision whether to reopen for the summer term. At this point I want to say a huge thank you to the staff for supporting this decision when other pre-school settings around us remained closed. Reopening meant a huge amount of work for the staff, having to draw up, manage and carry out strict social distancing, hygiene protocols and new ways of working. I remember meeting with Sara, Rebekah and Emma at the end of the first week of reopening and I could smell the bleach even before entering the gates. On behalf of the parents and the committee I wanted to say a big thank you to you for reopening then. It meant a great deal of hard work for all of you and is testament to how you go over and above for Medbourne Pre-school.</p> <p>Staffing wise we said a sad goodbye to Jayne Howard and temporarily we've lost Emma's hours since the start of the academic year with children or staff not being allowed to attend two settings. I'd also like to thank Jane Boulter for all her hard work as Deputy who has now stepped down from the role but stayed on as a valued member of staff and welcome Catherine and Rebekah as Joint Deputy. We also now have support from a professional cleaning company to uphold the strict cleaning standards that the team set in those early Coronavirus months.</p> <p>With a new framework, 2020 was meant to be the year for our OFSTED inspection but this is now likely to take place next year. With a firm development plan and appraisal system in place we are confident on this outcome.</p> <p>In terms of visits we had a number of people arranged to come in including topics of fire safety from the local station, a dentist to talk to the children about oral health and the police about road safety. We do hope to resume these beneficial visits as soon as we can.</p> <p>In a year where events were cancelled Medbourne Pre-school still fundraised. We set up the 100 Club, benefitted from kind donations and Rebekah organised an incredibly successful Plants on the Pavement to name a few of the activities. Hopefully next year the May Fayre will return for the community and all the children to enjoy.</p> <p>With regards to our setting Medbourne Village Hall has an ongoing fundraising campaign for restoration but for now works are on hold. MPS is a 'pack away setting' and whilst there are compromises in terms of having to have a larger staff ratio due to layout, the space is clean, well-kept and provides the children with an abundance of outdoor space that is unique to our pre-school. There is now a new Village Hall Chair and myself and Rebekah will meet to discuss future plans.</p> | |
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| | <p>In terms of comms, communications remain key with the parents. The website and facebook is managed and we provide a monthly update to the Parish Magazine.</p> <p>As you know Medbourne Pre-school is a registered charity and run by a management committee made up of current parents, past parents and members of the local community. There is clearly huge support and appetite for our pre-school and I am in no doubt it will continue to thrive and go from strength to strength and I just wanted to say thank you to everyone for their efforts this year.</p> <p>4.2 Treasurer's Report - Year end 31st July 2020</p> <p>In a year of complete turmoil, including the closure of Pre-School from March to June, the accounts have fared amazingly well. This is entirely due to the fact that the LCC did not recall the funding for the spring term and that staff were furloughed with salaries covered by the government scheme. I had many conversations with the LCC to ensure that we were meeting their requirements under the scheme and they were satisfied with the measures we had put in place.</p> <p>We continue to look at different and innovative ways to raise funds. The cookery demonstration in November was a huge success, as has been the first year of the 100 Club. Due to Covid restrictions fundraising was in short supply this year and the ever-popular May Fair was cancelled. A magnificent solo effort by Rebekah Budenberg in selling plants in a Covid-safe way from her doorstep raised almost £800, a massive thank you to her.</p> <p>We begin the new financial year with healthier finances than last but the number of children on the books is vastly reduced and will be affected for some time by Covid restrictions not allowing children to attend more than one pre-school setting. We must continuously review numbers and staffing to ensure that we are being as economical as possible. Costs for PPE will increase, as will the extra cleaning costs for the village hall, all of which are absolutely necessary for the safe running of Pre-School.</p> <p>4.3 Leader's Report</p> <p>In the absence of Sara, Ruth gave an overview of her report: This year began traditionally with the usual Xmas festivities/performance for parents, normal Spring events and a variety of curriculum-linked visitors. It was just after our visit to Rectory Farm that, on Tues. March 17th, the decision was made to temporarily close Pre-school due to increasing concerns re. Covid-19.</p> <p>It was re-opened on June 9th, for 5 weeks, mornings only. 3 staff in total felt able to return and the 9 children (all Govt. funded) who attended, certainly benefitted. In order to re-open safely it was necessary to implement changes to our normal routine in accordance with Govt. guidance, LA guidance and our own risk assessments. Since September we have opened fully with most of these measures still in place. 4 staff have been able to return and we hope that Emma will be able to rejoin us soon.</p> | |
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| | <p>Throughout the year we have succeeded in keeping staff training up to date and one cycle of staff appraisals has been completed. There have been continued efforts to raise our profile within the community as well as to fundraise (eg.123 Club/Rebekah-plants/Celia-marmalade).</p> <p>The lockdown was a time for reassessment for many and we were sorry to say Goodbye to Jayne Howard who has decided to move on. We thank her for her contribution and support over 13 years.</p> <p>Thanks are also owed to:- Ruth and the Committee for all their hard work. They have listened to our concerns and have provided excellent support, both mental and practical.</p> <p>The parents, who have shown patience and cooperation with the necessary new measures and to their children, who have amazed us by adapting brilliantly to the changes with their never-ending enthusiasm.</p> <p>Friends of Pre-school and members of the Community who continue to support us so generously in a variety of ways.</p> <p>Finally, a very special 'thank you' to the staff who, between them, and at different times, have shown a great willingness, diligence and commitment at a time of heightened anxiety. It is through their dedication and goodwill that Pre-school has weathered the first Covid storm and is in a strong position to deal with whatever 2021 may bring.</p> | |
| 5.0 | <p>Election of Officers</p> <ul style="list-style-type: none"> • Chair – Ruth Mitchell • Treasurer – Rachel Glover • Secretary – Joanna Darby <p>Proposed by Chloe Haywood and seconded by Rebekah Budenberg.</p> | |
| 6.0 | <p>Election of Management Committee</p> <p>This year, Sue Delaney, Fiona Lister and Katherine Waite have resigned from committee.</p> <p>In addition to the officers, the persons below have all agreed to remain on the committee:</p> <ul style="list-style-type: none"> • Chloe Haywood <p>The persons below have all agreed to join the committee:</p> <ul style="list-style-type: none"> • Jo Cory • Laura Hammond <p>There are 6 committee members and 4 are current parents which is in line with the requirements of the MPS constitution (60% parents).</p> <p>Proposed by Jane Boulter and seconded by Rachel Glover.</p> | |

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| 7.0 | Any Other Business RB asked who would be taking over Sue Delaney's role the committee, e.g. safeguarding officer. Management committee to discuss and report back. RB asked that special thanks were sent to Michael for all his hard work with the payroll. All agreed. | |
| 8.0 | Closure of the meeting The Chair thanked everyone for their support this year and for attending the 2020 MPS AGM. The meeting was closed at 7.56pm. | |

Signed..... Dated:

Medbourne Pre-School
Capital Account
Year End 31/07/20

| | | £ 2020 |
|--------------------------------|-------------------------|-------------------------|
| Balances Brought Forward | Santander | 13,890.47 |
| | Cash (1) | 472.66 |
| | MHBS | <u>16,692.57</u> |
| | Total | 31,055.70 |
| Profit / Loss | | 8,182.63 |
| Balance Carried Forward | | 39,238.33 |
| Represented by | | |
| Santander | Current Account | 24,250.13 |
| | Unreconciled Invoices | (2,069.48) |
| | Unreconciled Receipts | <u>90.00</u> |
| | | 22,270.65 |
| Cash (1) | | 137.41 |
| Cash (2) | | 137.70 |
| MHBS | | 16,692.57 |
| Balance Carried Forward | | <u>39,238.33</u> |
| Ring Fenced Funds | | |
| | Capital Grants Received | 2,500.00 |
| | Contingency Fund | <u>8,500.00</u> |
| | | 11,000.00 |
| Working Capital | | 28,238.33 |
| Balance | | <u>39,238.33</u> |

£
2019

22,439.41
446.11
16,358.39
39,243.91

(8,188.21)

31,055.70

14,588.47
(3,225.00)
2,527.00
13,890.47

472.66

16,692.57

31,055.70

2,500.00
8,500.00
11,000.00

20,055.70

31,055.70

Medbourne Pre-School
Income and Expenditure Account
Year End 31/07/20

| | £ 2020 | £ 2019 |
|--|-------------------------|--------------------------|
| Income | | |
| LCC Fees | 26,301.76 | 19,615.82 |
| Parent Fees | 10,341.00 | 15,866.25 |
| HMRC Furlough Pay | 4,660.23 | |
| Milk | - | 86.49 |
| May Fair | - | 2,404.17 |
| Tea Towels | 30.00 | 5.00 |
| Raffles / Fundraising | 2,255.40 | 125.82 |
| 123 Club | 1,476.47 | |
| Easy Fundraising | 60.47 | 50.41 |
| Donations | 210.00 | 821.65 |
| Outings / Photographs | - | 358.10 |
| Visiting Activities | 184.05 | |
| Misc. Income | 80.00 | |
| MHBS Interest | - | 334.18 |
| Total Income Received | <u>45,599.38</u> | <u>39,667.89</u> |
| Expenses | | |
| Salaries | 30,926.41 | 37,411.44 |
| Staff Training / DBS | 182.29 | 39.00 |
| MVH | 3,762.60 | 7,790.00 |
| Equipment | 150.90 | 208.84 |
| Ink / Post / Phone | 45.14 | |
| Refreshments | 26.13 | 270.18 |
| Snacks | 120.86 | |
| Outings / Photographs | - | 350.15 |
| Visiting Activities | 285.00 | 380.00 |
| May Fair | - | 265.81 |
| Raffles / Fundraising | 104.84 | |
| 123 Club | 526.47 | |
| Insurance | 532.68 | 527.76 |
| Professional Fees | 309.00 | 462.92 |
| Ofsted / Information Commission | 90.00 | 90.00 |
| Lottery License | 20.00 | 40.00 |
| PPE / Sanitising | 108.45 | |
| Miscellaneous | 25.98 | 20.00 |
| HMRC | 200.00 | |
| Total Expenses | <u>37,416.75</u> | <u>47,856.10</u> |
| Profit / (Loss) (Income - Expenses) | <u>8182.63</u> | <u>(8,188.21)</u> |

Independent examiner's report to the Trustees of Medbourne Preschool


I report on the accounts for the Trust for the year ended
31 July 2020

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to examine the accounts in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to prepare and keep accounting records as set out by the Charity Commission have not been met.


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