

St Marks Pre-school AGM Meeting - Minutes

Thursday 12th October 2023, 7.30pm

At: Green Dragons Room, St Marks Pre-School, Somerset Road, Salisbury, SP1 3BL

Present:

Beth George (Committee Chair), David Brecker (Outgoing Committee Treasurer), Odelia McDonald (New Committee Treasurer), Emily Fordham (Outgoing Committee Secretary), Jo Klein (New Committee Secretary), Rachel Schendel (Pre-School Manager), Sarah Hoxey (General Committee)

Sharon, Chloe, Fiona, Faye, Sally, Emma, Gemma, Kate, Sophie (online), Debbie (online)

Parents:

Jamie McMillan, Dan Kieran, Tracy Rushing

Apologies:

Maree Lumber (Committee Staff Rep), Emily Woolford (Committee Health & Safety Rep), Sarah Dunn (Staff Rep - Practitioner)

1. Chairperson Introductions

Beth & Rachel welcomed everyone to the AGM and introduced the committee.

2. Agree minutes of last meeting

Rachel invited any comment on minutes of the previous meeting and none were announced. Minutes were subsequently agreed.

3. Chair's report

Beth delivered the Chair's report:

My first year as Chair has been another successful year for St Mark's and it's an absolute pleasure to report on its accomplishments.

All practitioners now have walkie talkies to communicate while some of the team are outside and the feedback has been really positive. The safety of the children remains at the forefront of St Mark's priorities and the walkie talkies have allowed messages to be passed efficiently.

The Summer Fete raised £398 which has gone towards an outside construction area for the children to play in. So many parents pulled together to provide a plethora of cakes and we are always grateful for the support given at our fundraising events. We are aiming to build on our amazing totals from last year and elevate these going forward!

The preschool has also had the opportunity to install an outside sink which, I'm sure you can appreciate, is very helpful with lots of playful children!

The increased cost of living has of course put a strain on the preschool and has led to some inevitable cutbacks. This has been handled as seamlessly and with as little impact on the children as possible.

Going forward, we are going to be pushing our fundraising efforts with some more grown up events. We really want as many people to get involved with fundraising as possible because it is vital in allowing the preschool to purchase enrichment for the children.

Future projects include the implementation of a Forest School which we are hoping to secure funding through a Tesco grant for, a new toilet which will hopefully be funded by the Area Board, and enhancing the outside classroom to make it more suitable for use in the winter.

Starting in November, St Mark's will be offering extended hours in the morning and the afternoon. This is an exciting opportunity for the preschool to help those parents who would benefit from a longer day and the extra income will provide welcome provisions. If anyone is needing extended childcare then I urge you to take advantage of the offer and have a chat with Debbie.

Most importantly, I have to thank the practitioners for their dedication, kindness and expertise when it comes to caring for our children. Increased ratios and stretched finances put a lot of pressure on the team but you would not be aware of these pressures when speaking with them! You make the biggest impact on our children and I know I speak for all parents when I extend sincere gratitude to you all.

Also thank you to Rachel and Debbie who work tirelessly to ensure the smooth running of the preschool. This year has not been without its challenges for the team and they have handled themselves with complete professionalism.

Finally, if anyone is considering joining the committee or fancies giving something back to the community, please do drop me an email. I think school committees can sometimes get bad press but being able to get involved with my son's preschool experience has been incredibly rewarding. If you see me at the gates then please stop me and I will happily and honestly answer your questions.

4. Treasurer's report

David delivered the Treasurer's report:

For those who don't know me, I'm David. I have been in the treasurer role for two years and I have really enjoyed working together with everybody at the pre-school. Just wanted to say thanks to the committee and staff for supporting me in this role in the last two years.

Even though the last year was pretty steady without too many events, financially it hasn't always been easy. Our government funding remains lower than we would like, while salary costs have increased, as well as the overhead costs of the pre-school, including energy costs. We hear it all around us: everything is getting more expensive!

You can see in the profit and loss statement that our outgoings were higher than our income. It shows even more the importance of contributions from the parents to help the pre-school to provide daily fresh fruit for snack time. Also the enrichment contribution helped provide the pre-school with activities that the children enjoyed. This year we organised a trip to the farm, saw caterpillars turn into butterflies and we had ducklings hatching in the rooms, amongst other exciting activities.

We've had several grounds days this year, which showed how much work can be done with lots of helping staff, parents, children and grandparents. In financial terms, this helps to keep maintenance costs of our pre-school down.

Fundraising

Fundraising has been successful and we had some great events, such as the Easter Activity Packs and Summer Fete, which raised more than £500. The committee, staff and parents have done a great job coming up with creative ideas.

Next year we should keep improving on increasing awareness of fundraising channels, such as Amazon Smile and Easyfundraising, so more people can help us raise money while doing their online shopping. Finding new ways to raise funds should continue to be a priority next year, so we can raise more money for activities and resources for our pre-school.

At the same time, we need to look into ways of saving costs by shopping smarter, find better deals and ask for donations where possible.

Thanks everyone! Please let me know if you have any questions.

5. Staff Rep report

Sharon delivered the Staff report in Maree's absence:

A very successful year for the team, many staffing objectives have been achieved. Sharon has now been promoted to Deputy Manager, Lauren in Green Dragons and Sophie from Blue Dragons have qualified as Level 3 early years. We have also been able to welcome Laurie back to the team full time.

We have also seen moves for Sandra from Bank staff to permanent position within Green Dragons. Unfortunately, at the end of last term we sadly had to say goodbye to Marta who has moved onto another opportunity away from the Pre-school.

Congratulations to Emma who has shared the exciting news that she will be welcoming a new member to her family.

After changing the structure of the Green Dragons classroom this has allowed us to welcome more children to the pre-school. So congratulations and a big thank you to all the staff that have made this possible.

A great year for everyone and thank you to the staff that have welcomed me into the position as Staff Rep and I look forward to continuing this role and helping to develop the relationship between the staff and committee.

6. Pre-School Manager's report

Rachel delivered the Pre-School Manager's report which focused on the topic of "The Role of Parents":

Your child

As parents you are the first and enduring educators of your children. Your role is pivotal. As parents of early years children, you do not need to be 'clever enough', you can help support your child's learning and development by:

- Ensuring good attendance, giving your child the widest possible range of opportunities in preparation for school.
- Regular story reading and singing rhymes.
- Chatting to your child about their pre-school day

- Supporting your child to develop their self-care skills e.g. putting their shoes on, zipping up their coat and wiping their own bottom!
- Providing real-life experiences that link in with the early years' curriculum.
- Understanding the EYFS – link on website, noticing the focus of the learning programme for the term.
- Getting involved in the assessment process with your child's key person. As much learning goes on at home too.

Engaging with your child's learning supports:

- Increased motivation
- Higher levels of confidence and self-esteem
- Better social skills
- Improved behaviour

Your pre-school

As a committee led community pre-school your involvement makes a big difference. Input from you as parents helps shape our provision.

Following the parent questionnaire in term 6, we are using feedback around the learning programme to further develop your experience and understanding of what we do at pre-school.

As busy parents you may feel that you lack the time for a regular commitment or the confidence to share your knowledge and skills but your pre-school does need you!

You can help by volunteering to:

- Fundraise. For additional resources that enhance your child's experience and future proof the pre-school with fundraising for a new building.
- Maintain the pre-school garden. No gardening knowledge required!
- Help with DIY. There is always something that needs mending, putting together, or clearing.
- Read a story or tell the children about a cultural event.
- Collect resources
- Be a super-hero dad and come into play!

Pre-school support for you as parents

We aim to offer appropriate support for all the families that attend the pre-school. We do this by:

- Organising events that you can attend as a family e.g nativity play, Easter and Summer Fayres. Your children love to see you at pre-school!
- Busy Bags and Story Bags. Post COVID we are working on re-introducing these as regular and bespoke learning resources.
- Information on our website about how best to support your child's learning and development.
- Informal chats and formal discussions about your child's progress and how we can work together to support this.
- Support and signposting e.g. additional needs, behaviour, toileting.

We need you as parents to work with us, sharing information, expertise and time in order to give your children a richest experience. Please don't feel shy in coming forward!

7. Adoption of acceptance of accounts

None - to be discussed at next meeting

8. Adoption of policies and procedures

None - to be discussed at next meeting

9. New committee members (all posts to be proposed and seconded)

Committee Chair (Trustee) - Beth George (remaining in role)

Vice Chair (Trustee) – Open Role

Treasurer (Trustee) – Odelia Bar-on McDonald (David proposed, Sarah seconded)

Deputy Treasurer – Open role

Secretary (Trustee) – Jo Klein (Emily proposed, Sarah seconded)

Staff Liaison – Maree Lumber (remaining in role)

Staff Rep (practitioner) – Sarah Dunn (remaining in role)

Health & Safety Rep – Emily Woolford (remaining in role)

Social Media Manager – Maree Lumber (remaining in role)

General Committee – Jamie McMillan, (Rachel proposed, Beth seconded), Dan Kieran (Jo proposed, David seconded)

Standing down – David Brecker (Committee Treasurer), Emily Fordham (Committee Secretary), Sarah Hoxey (General Committee)

All new members need to be DBS checked and registered with Ofsted. Rachel will send out information.

New members asked if they are happy for their numbers to be shared so they can be added to the Pre-school Committee Whatsapp group

10. AOB

- Next committee meeting is Tuesday 7th November 2023

Committee Roles

Committee Chair (Trustee)

Vice Chair (Trustee)

Treasurer (Trustee)

Deputy Treasurer (Trustee)

Secretary (Trustee)

Staff Liaison

Staff Rep (practitioner)

Health & Safety Rep

Social Media Manager

General Committee

St Marks Pre-School

Profit and Loss Report

01 September, 2022 - 31 August, 2023

Sales

4000 - Fee Income WCC	159,769.72	
4002 - Fee Income Parents	61,785.44	
4004 - Parent Deposit	693.00	
4005 - Fund Raising Income	4,580.31	
4008 - Snack Contribution	5.60	
4012 - Bank Interest Received	46.97	
4017 - Voluntary Contribution Children	402.40	
	Total Sales	£227,283.44

Direct Expenses

5011 - Fund raising items for resale	210.00	
5100 - Sweat shirts for resale	115.98	
	Total Direct Expenses	£325.98

GROSS PROFIT / LOSS	£226,957.46
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Overheads

7000 - Gross Wages	212,102.93
7001 - Employer pension contributions	2,035.89
7006 - Employers N.I.	3,469.57
7201 - Electricity, Gas & Water	1,000.00
7500 - Printing	324.41
7501 - General Admin Costs	5,702.55
7502 - Telephone including internet	1,222.43
7504 - Computer Expenses	216.84
7505 - Books, Toys & Equipment	4,173.94

7508 - Snack food	2,112.66	
7509 - Web site costs	231.00	
7510 - Uniform Costs	242.44	
7550 - Children's activities	1,574.99	
7600 - Legal Fees	1,127.10	
7601 - Accountancy & Payroll	1,706.52	
7803 - Premises Expenses	2,328.75	
7901 - Bank Charges	170.00	
8201 - Subscriptions & Publications	1,204.86	
8202 - Inspection Fees	255.00	
8203 - Training Costs	364.00	
8204 - PSLA Insurance & Membership Fees	2,055.54	
8214 - HIGGI Expenditure	3.75	
	Total Overheads	£243,625.17
	NET PROFIT / LOSS	-£16,667.71

Receipts			
	Fees NEG (WCC)	£159,729.52	
	Fees Parents	£60,956.11	
	Fund Raising	£4,580.31	
	Parent Deposit	£693.00	
	Snack Contribution	£5.60	
	Voluntary Contribution Children	£149.00	
	Photograph Commission		
	Bank / Deposit Interest	£46.97	
	Party Income		
		<u>£226,160.51</u>	
Payments			
	Accounting, Bookkeeping and Payroll	£1,706.52	
		£5,702.55	
	Bank Charges	£170.00	
	Books, Toys & Equipment	£4,173.94	
	Children's activities	£1,574.99	
	Computer costs	£216.84	
	Electricity, Gas & Water	£1,000.00	
	Employer pension contributions	£2,035.89	
	Employers N.I.	£3,469.57	
	Fundraising Items for Resale	£210.00	
	Gross Wages	£212,102.93	
	HIGGI Expenditure	£3.75	
	Inspection Fees	£255.00	
	Legal fees	£1,127.10	
	Premises Expenses	£2,328.75	
	Printing	£324.41	
	PSLA Fees	£2,055.54	
	Snack Food	£2,112.66	
	Subscriptions/Memberships	£1,204.86	
	Sweatshirts to sell	£115.98	
	Telephone including Internet	£1,222.43	
	Training	£364.00	
	Uniform	£242.44	
	Web Site Costs	£231.00	
		<u>£243,951.15</u>	
	Income Over Expenditure for this financial year	<u>-£17,790.64</u>	
Assets			
Fixed Assets	Play Equipment	£21,145.20	
	Office Equipment	£1,294.11	
	Furniture and Fixtures	£1,296.66	£23,735.97
Bank & Cash	CAF Daily Account	£7,667.29	
	CAF Fundraising Account	£4,163.51	
	CAF Redundancy Account	£0.00	£11,830.80
Other Assets	Debtors Control Account	£3,023.87	<u>£3,023.87</u>
			£38,590.64
Liabilities	Creditors Control Account	£476.91	
	PAYE Payable	£1,348.76	
	Pensions Payable	£374.33	
	Net Wages	<u>£17.19</u>	<u>£2,217.19</u>
	Funds Brought Forward		£54,492.98
	Less Income Over Expenditure for this financial year		-£17,790.64
	Manual Adjustments		<u>-£287.29</u>
			<u><u>£36,415.05</u></u>

I have examined the receipts, payments and statements provided with the books and vouchers relating thereto, and have obtained all the information and explanations required. In my opinion the receipts and payments and statements presents a true and fair view of the St Marks Pre-school Fund's activities for the year ended 31 August 2016.