



7 October 2019

Chairman's Report

It is with sadness that I have decided to stand down as Chairman. Sue has decided to retire as manager and Annie from running the office.

I am sure that with Michelle as Manager, Sharon as Deputy Manager and Chris as Chairman, Ducklings will continue to thrive.

We have a nucleus of a good and innovative committee and hopefully with new parents joining they will take on organising events and raising funds.

The year has been good with fundraising at Easter and a Story night which the children and parents enjoyed.

My thanks again to Sue who always kept me informed and for the dedicated staff who have always made Ducklings a happy and safe environment.

Derek Stanton
Chairman

Managers' Report

AGM Monday 7th October 2019

We currently have 27 children on role with more children joining us over the coming months which is three more than this time last year, we currently have fifteen 3 & 4 year olds and twelve 2 year olds. We have had to adjust our staffing levels since our return from the summer break to stay within the legal requirements ensuring children's safety and to allow the staff to have time out of the room to complete their observations due to session changes requested by parents.

We have more 2 year olds joining us over the coming months rather than the older age bracket so ratios will be closely monitored which makes our waiting list look healthy for next year.

It was previously agreed by the committee that we would no longer have a specific session for two year olds on a Wednesday morning. These children are currently being allocated sessions over our quieter days.

All staff has kept their skill and knowledge up to date by attending various training courses over the past year such as: - Safeguarding Children levels 2 and 3, DBS updates, Managers Briefings, Pediatric First Aid, SenCo (special educational needs training) FGM training and Autism training.

We continue to spend our fundraising on updating toys, equipment and end of term parties. This year we have spent some of the money raised on a promotional video which will be uploaded on to our Facebook page. The next project for the setting is to hopefully have a new kitchen fitted.

Our bank balance is healthy at the moment with fees and funding we receive, Sue and Annie watch this closely reporting to committee on a regular basis. The treasurer audits the accounts termly and are now waiting to be collected by our accountant.

We currently have 9 members of staff including myself but as you all now know I will be leaving in the near future. The staff are well established with many years of experience and training behind them which will bode well for when the new manager takes over in the coming weeks. I'd like to wish the staff and the committee all the very best for their future journey at Ducklings Pre-school.

Lastly my thanks goes to our Chairperson Derek who is stepping down as of today, he has been very supportive and pro-active in his post over the past 4 years and has been a huge support to me.

He is always at the end of the phone or pops in whenever I have things to discuss or need a bit of support with ICT!

Sue Miller - Pre-school Manager.