



# AGM

## Minutes

DATE: 24<sup>th</sup> Sept 2020  
Bassingham  
Preschool

**Present: Polly White, Alex Moyes, Emma Lowe, Lucy Dine, Allison Hatfield, Oli Husemeyer, Kay Young**

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### **2. Minutes of previous AGM**

Approved. No amendments. Available for anyone to view after the meeting if wanted.

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### **3. Chairs Report**

See attached

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### **4. Managers Report**

See attached

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### **5. Financial Report**

See attached

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### **6. Election of vacant positions**

a. Vice-Chair – No applicants

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**Close of meeting**

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## Annual Review from the Chair (Alex Moyes)

### Chair's Report

- It's been a year of two halves.
- Great start to academic year with numbers increasing, stable staff team and increasing dialogue with the school. We had a full calendar of fundraising events planned.
- Implemented pay rise and staff pay banding – staff missed out on one in 2018 due to difficult financial situation
- Implemented a budget for the manager – possible because of improved financial situation and closer monitoring.
- First fee increase since 2017 – agreed to be annual from now on.
- Investment in the setting – new room divider, safe space, camera, outdoor storage to complement garden.
- We sadly accepted the resignation of co-chair Lynsey Ward for personal reasons in January.
- Then lock down happened and quickly things changed to ensuring we looked after our staff, children and the financial health of the setting during an uncertain time. Made key decisions to reduce all non-essential spend and reduce staff hours by 10%. We set clear priorities and closely monitored the financial situation.
- Our thanks to parents for continuing to support us through using the setting where possible, making donations and coming back!
- Thanks to our amazing staff team who saw it as their duty to provide our service to the local area and especially key workers. They pulled together to make the setting a happy escape from the strange lock down provisions. Parent's response to us during lockdown is testament to the team's efforts and strong ethos of doing what's best for the children.
- Thanks to the committee who had more regular meetings and to everyone for contributing to the discussions, helping us make thought through and timely decisions.
- First digital fundraiser – quiz, thank you Oli, raised £420.
- I would also like to thank Emma Lowe who is stepping down from the committee after three years. Emma was instrumental in moving the setting to a CIO and in being co-chair with Lynsey for a year in 2018. – Thank you Emma.
- We have also welcomed Ben and Jo (covering Laura's maternity leave) to the staff team and said goodbye to Chloe and Yvonne.

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DATE: 24<sup>th</sup> Sept 2020  
Bassingham  
Preschool

### Update from PreSchool Manager (Allison Hatfield)

- The academic year 2019 – 2020 has been very eventful
- We started the year with strong numbers within Preschool, before and afterschool. Our numbers grew positively and at the beginning of March 2020 our numbers were 42 families in preschool, 53 families using before/after school clubs.
- Then Lockdown occurred and our numbers were taken right down to 6 families accessing Preschool and 4 families at before/afterschool club – so quite a change. We also faced big changes within the staff team 3 staff members were furloughed as we operated on a small skeleton team.
- Sadly, as lockdown continued, we were unable to do all our lovely family events including sports day, leaver's concert and our annual trip to Woodside.
- As a team we were concerned how the children would transition to reception as our transitioning program was halted so quickly but we were able to invite our oldest children who were transitioning to reception 2020 back to preschool for the last 6 weeks of the term which gave us the opportunity to work with the children building as many self-help skills as possible in a short period of time to get them school ready.
- The new term started on the 3<sup>rd</sup> September whilst still working alongside the government guidelines we are operating on far fewer numbers for before/afterschool club and our preschool numbers are quieter although, we are having many enquiries and several families are requesting information for January.
- The staff team have been exceptional over lockdown and they continue to be so, as we are working set hours to stop the crossing of bubbles it is putting tremendous strain on key staff members. We have a very positive team that are working together as a team to safeguard each other against Covid our cleaning schedule is our only defence from this virus, and it continues to keep us safe.
- Lastly we have to say a big thank you to our parents both old and new ones who have put so much trust and faith in the setting allowing their children to attend during this ongoing pandemic. The children are presenting happy and have accepted our extra handwashing and personal care routines as part of our daily routine.
- Looking ahead the team have a challenging year to face delivering the Early Years Curriculum under difficult circumstances but I have no doubt that the positivity of the team and our close partnership with our parents, that together we will ensure that every child develops and grows to the very best of their personal ability.

# AGM Minutes

DATE: 24<sup>th</sup> Sept 2020  
Bassingham  
Preschool

## Financial review

- The accounts for this AGM represent the 12-month period covering 1 st September 2019 to 31 st August 2020.
- The income for the period is £165 974.76.
- This constitutes income from Grants (including COVID grants and furlough scheme), Preschool fees, Treetops fees, holiday club fees.
- Income from Grants are up vs 2018/19 due to increase in Preschool numbers and COVID related grants that were received towards the end of the financial year. Treetops and holiday club income is down vs previous year due to
- COVID restrictions on session numbers. Looking forward to 2020/21 we have strong Class P numbers and recruitment for new children for Preschool is looking positive, however, we anticipate ongoing uncertainty with Treetops and Holiday club income for the rest of the year.
- The expenditure for the period is £135 941.68.
- Expenditure is down vs 2018/19 largely due staffing adjustments and the completion of both the build and garden project in the last financial year, but also through concerted efforts by the team to control sundry spend.
- Fundraising for the year has been greatly affected by COVID with a number of events having to be cancelled, however, very generous donations from parents since March along with the income from last year's Big Bash has resulted in a very healthy annual total (£4428.41).
- Reserve figure as at year end is just over £83 800. This figure includes COVID grants, fundraising income and savings carried forward from previous years.
- In summary 2019/20 has been a turbulent year and, although the next academic year holds much uncertainty in terms of our level of provision and subsequent income, we should be positive that we have in place a sound financial footing to see us through.

# AGM Minutes

DATE: 24<sup>th</sup> Sept 2020  
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Preschool

## Bassingham Preschool Income and Expenditure Account for the period ending 31st August 2020

	2020	2019
<b>Income</b>		
Preschool Grants	£30,643.80	£75,591.24
Preschool Fees	£15,946.88	£19,989.25
Trustee Fees	£29,076.00	£48,088.25
Holiday Club Fees	£7,466.15	£12,934.80
Covid 19 grant	£10,000.00	£0.00
Covid 19 furlough scheme	£8,070.23	£0.00
Interest	£120.50	£226.70
Uniforms	£194.00	£310.50
Hot lunches	£813.00	£403.00
William Stagle	£0.00	£4,000.00
Carlton to moorland	£0.00	£1,000.00
Lost Venture	£1,000.00	£0.00
<b>Total Income</b>	<b>£166,974.78</b>	<b>£162,526.54</b>
<b>Expenditure</b>		
Wages	£113,888.54	£138,412.44
Hot dinners	£0.00	£0.00
Sage	£824.00	£729.60
Windows and cleaning	£260.00	£50.00
Photocopier	£1,617.66	£1,735.40
BT	£1,080.66	£1,175.69
Chubb fire	£131.72	£0.00
Insurance	£867.06	£666.40
Guardian	£400.28	£590.15
Winter, heat and light	£1,867.61	£1,888.96
Fax testing	£132.00	£132.00
PRS	£0.00	£0.00
Plumbing	£0.00	£0.00
Electrical	£385.00	£24.99
Rates	£666.36	£602.95
IT Work	£398.88	£401.66
Nursery Genia	£0.00	£465.00
Legal and court fees	£273.00	£31.00
Refreshments	£3,882.89	£5,180.38
Resources - crafts	£663.63	£334.55
Resources - admin	£184.58	£273.45
Resources - cleaning	£780.13	£521.58
Resources - teaching aids	£628.76	£298.84
Administration	£288.03	£294.22
Equipment	£3,463.09	£2,298.48
Training	£362.46	£965.78
Membership Fees	£386.40	£663.40
Christmas and Other Gifts	£669.87	£669.20
Uniforms	£537.06	£385.58
Shelving and sundry repairs	£0.00	£1,048.16
Storage	£0.00	£180.00
Rent	£1,000.00	£2,100.00
Yoga	£0.00	£0.00
Tree lopping and gardening	£0.00	£4,940.00
Special equipment	£0.00	£157.81
Job adverts	£0.00	£0.00
New building works	£0.00	£8,000.00
<b>Total Expenditure</b>	<b>£136,941.88</b>	<b>£173,302.62</b>
<b>Net Surplus</b>	<b>£30,033.08</b>	<b>£10,776.08</b>
<b>Additional Income from Fundraising</b>		
Easyfundraising	£19.83	£17.48
Donations	£2,849.60	£0.00
Quiz	£419.57	£0.00
Co-operative Grant	£0.00	£23.40
Sweets in jar	£0.00	£20.30
Ladies evening	£0.00	£1,039.20
Recycling	£0.00	£18.80
Photographs, raffia and glass hire	£76.00	£362.08
Bounceabout	£0.00	£32.48
Big Bash	£1,130.61	£120.00
Mini bash	£0.00	£0.00
Easter fair	£0.00	£358.75
Race night	£29.00	£0.00
lots bags	£49.00	£49.00
Spring pots and mothers day	£50.00	£66.00
Christmas Cards	£12.50	£32.50
School trip	£0.00	£133.70
	<b>£4,428.41</b>	<b>£1,931.33</b>

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Preschool

			<u><u>£34,481.48</u></u>	<u><u>£8,844.75</u></u>
<b>Net Income</b>				
Balance b/fwd	1.9.19	£30,910.17	£37,960.91	
Current account		£20,550.62	£45,321.92	
Deposit account		£301.89	£0.00	
Cash on hand		<u>£2,400.00</u>	<u>£25,075.40</u>	£58,207.43
accruals				<u>£8,844.75</u>
<b>Net Income</b>		<u><u>£34,481.48</u></u>		<u><u>£48,362.68</u></u>
		<u><u>£83,834.17</u></u>		
Balance Chvd	31.8.20	£415.98	£301.89	
Cash on hand		£62,734.07	£30,910.17	
Current account		£20,674.12	£20,550.62	
Deposit account		£0.00	<u>£2,400.00</u>	
less accruals		<u><u>£83,834.17</u></u>	<u><u>£48,362.68</u></u>	

I certify that these accounts  
are a true & accurate  
reflection.  
Trust