



Minutes

Present: Polly White, Alex Moyes, Allison Hatfield, Oli Husemeyer, Phil Watt, Amy Green and Sarah Adamson

Apologies: Hannah Henderson

2. Minutes of previous AGM

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

3. Chairs Report

See attached

4. Managers Report

See attached

5. Financial Report

See attached

6. Election of vacant positions

a. Vice Chair

Agreed that Vice chair will be voted for in 4-6 months

b. Treasurer

Sarah Adamson Nominated by AM and seconded by PW.

Close of meeting



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Chairs Report – Alex Moyes

- Lockdowns in November 2020 and January 2021 made for a great deal of uncertainty this year. Families have been so supportive and extra effort has been made to maintain a clean and safe environment for our children and staff.
- Two cases of Covid in the setting did not spread to anyone else, a testament to the policies and efforts the staff team have put in place.
- Covid bubbles made it a challenging year with a limit on the number of families we could have in the setting, limiting Treetops numbers, which has had a particularly big impact on our finances. And we had been unable to take people from outside the village who have been so supportive in the past, although we're pleased that now we can open as normal.
- Welcome back to Laura, who took some time off to start a family; it's great to have Laura back and it's like she never left.
- Goodbye and thank you to Polly. Polly joined the committee in 2018 and has given us four years of great help and support. Her role as Treasurer has seen her bring more structure and data to our financial reports and helped give us clear tools to track our progress.
- First fundraiser – we raised £300 at our recent Open Day. Thank you to all the staff and volunteers who helped.
- Welcome to new committee members: Amy, Phil, Hannah and Sarah.



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Managers report – Allison Hatfield

- The academic year 2020 – July 2021 has been a difficult and eventful year due to Covid 19, with the changing restrictions and the child absences due to lockdowns. We saw all our lovely wooden resources shut away because of their intricate pieces and were replaced with plastic resources that can be easily cleaned with disinfectant to keep children and staff members as safe as possible.
- Despite the whole team being very aware of Covid we adopted the policy right at the start that Covid didn't exist within the building and we carried on the same with the children despite having additional hand washing and extensive cleaning programme and good ventilation.
- Despite our very best efforts we were closed 3 times due to single isolated cases. We cannot thank the parents enough for their support and well wishes at that stressful time, it showed tremendous support for the Preschool and Treetops club.
- Borre Wickstrom made a fantastic virtual video of the setting, allowing us to sign post new parents to view the setting virtually which was posted on our facebook page as we had to shut the doors to all visitors entering the premises.
- The staff team throughout have been united and have taken the additional cleaning schedules in their stride which we are continuing to do, and we plan to continue well into 2022!
- Staff training: We are pleased to be supporting Ben on the NVQ level 3 in childcare apprenticeship which will take 2 years. Staff appraisals were based on staff wellbeing and our Covid Recovery Plan and how we could best support our team and all our families during these unprecedented times. It was pleasing to hear the dedication and commitment from the team to support wherever needed and to take the extra time to welcome children back into setting after being away for perhaps a term or just a few days, and showing great empathy and warmth, making the transition back smoother and calmer for the children. We hope that staff training will soon return to face to face sessions rather than everything being via teams to enable staff to enhance their learning and development portfolios in person.
- As soon as restrictions allowed, we planned a fabulous day trip to Rand Farm Park with all our children that were starting Reception Class 2021. It was light relief and such an exciting adventure. Despite the hardship of the past year, we transitioned 26 happy children to reception classes to three local schools.
- I very much looked forward to this new academic year where we welcomed back our whole staff team, together at last, Helen back from furlough and Laura back from maternity leave. Jo has taken a permanent contract with us. We are hoping for a full transitional programme with Bassingham Primary over this year. Our Afterschool children are already enjoying the school playground once more at the end of the school day before we sit down for tea.
- Our Open Day on the 5th September was a huge success. It was the first time in 18 months that we opened our doors to welcome our existing and new parents to have a look around. It was lovely to hear laughter in the



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setting once
more: Seeing parents chatting and
being relaxed was a welcome sight and the children, as always, occupied themselves beautifully.

- Our registers for term 1 are quieter than usual, in the Preschool but we have already had 3 new families start since the beginning of term so I hope as confidence grows this will be reflected in our numbers.
- We have many exciting activities planned throughout this academic year!



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Treasurers report – Polly White

- The accounts for this AGM represent the 12-month period covering 1 st September 2020 to 31st August 2021.
- The income for the period is £142 342.38.
- This constitutes income from Grants (including COVID grants and furlough scheme), Preschool fees, Treetops fees, holiday club fees.
- Income is down vs 2019/20 due to a decrease in Preschool numbers affecting both the grant and fee income.
- After School Club Treetops income is also down vs previous year due to COVID restrictions on session numbers however holiday club income is up, bolstered by high numbers during the Summer holiday club.
- During 2020/21 we received £19 214 from COVID grants and the furlough scheme. (2019/20 = £16 070).
- The expenditure for the period is £140 090.66.
- Expenditure is up vs 2019/20 largely attributed to staffing costs. A concerted effort by the team has kept refreshment and sundry spend in line with previous years.
- Fundraising for the year has been greatly affected by COVID with several events unable to go ahead. The total for the year £962.29.
- The net income for the year is £3 214.01 and the balance carried forward is just over £87 000. This figure includes COVID grants, fundraising income and savings carried forward from previous years. In summary 2020/21 has been another turbulent year but we are hopeful that the coming academic year will enable us to return to a more “business as usual” provision but with a sound financial footing to see us through any challenges that may arise.

AGM Minutes

DATE: 23rd Sept 2021
Bassingham Preschool



Accounts

Bassingham Preschool Income and Expenditure Account for the period ending 31st August 2021

Income	2021	2020
Preschool Grants	£76,368.03	£95,643.50
Preschool Fees	£7,387.30	£15,915.88
Treetops Fees	£24,842.19	£29,076.00
Holiday Club Fees	£13,798.66	£7,468.15
Covid 19 grant	£11,171.61	£10,000.00
Covid 19 furlough scheme	£8,842.63	£6,070.23
Interest	£14.07	£123.50
Uniforms	£312.00	£164.00
Hot lunches	£377.20	£513.50
Witham Staple	£0.00	£0.00
Carlton le moorland	£0.00	£0.00
Lost Venture	£0.00	£1,000.00
Total Income	£142,342.38	£186,874.78
Expenditure		
Wages	£118,807.48	£113,858.14
Hot dinners	£0.00	£0.00
Sage	£868.80	£834.00
Windows and cleaning	£326.00	£260.00
Photocopier	£1,882.82	£1,617.55
BT	£1,102.87	£1,080.56
Chubb fire	£67.82	£131.72
Insurance	£748.38	£657.06
Guardian	£34.60	£400.28
Water, heat and light	£1,103.27	£1,967.51
Pat testing	£132.00	£132.00
PRS	£0.00	£0.00
Plumbing	£170.00	£0.00
Electrical	£8.00	£385.00
Rates	£866.38	£655.36
IT Work	£223.78	£398.86
Nursery Genie	£0.00	£0.00
Legal and court fees	£0.00	£273.00
Refreshments	£3,881.68	£3,852.59
Resources - crafts	£488.04	£653.63
Resources - admin	£178.08	£184.58
Resources - cleaning	£808.83	£780.13
Resources - teaching aids	£482.16	£820.76
Administration	£58.80	£266.03
Equipment	£3,120.73	£3,453.09
Training	£613.86	£352.40
Membership Fees	£682.40	£380.40
Christmas and Other Gifts	£717.86	£509.97
Uniforms	£788.30	£537.06
Shelving and sundry repairs	£186.00	£0.00
Storage	£0.00	£0.00
Rent	£1,000.00	£1,500.00
Yoga	£0.00	£0.00
Tree felling and gardening	£84.00	£0.00
Special equipment	£62.60	£0.00
Job adverts	£182.66	£0.00
New building works	£0.00	£0.00
Total Expenditure	£140,080.88	£135,941.68
Net Surplus	£2,261.72	£30,033.08
Additional Income from Fundraising		
Easyfundraising	£0.00	£19.83
Donations	£380.00	£2,849.00
Quiz	£430.84	£419.97
Open day	£17.48	£0.00
Sweets in jar	£0.00	£0.00
Ladies evening	£0.00	£0.00
Recycling	£0.00	£0.00
Photographs, raffles and glass hire	£76.00	£75.00