

BEETLEY AND DISTRICT PRESCHOOL

Charity No: 1181636

MINUTES OF ANNUAL GENERAL MEETING HELD ON Thursday 5TH OCTOBER 2023 @ 7.30PM IN THE PRESCHOOL MOBILE AND VIRTUALLY VIA TEAMS

PRESENT: Abby Jenkins (AJ), Danielle Edwards (DE), Diane Calvert (DC via Teams), Charlie Woods (CW), Zoe Lawrence (ZL), Zoe Smith (ZS) & Charlie Wood (CW) Gemma O'Brien (GO) Will Wilson (WW) Emma Ellis (EE) Sarah Knights (SK) Hollie Durrant (HD) Julie East (JE Via Teams) India Bonnett (IB) Amy Pulfer(AP), Liam Hart(LH), and Sophie Hickford(SH)

APOLOGIES: None

WELCOME: WW (Chairperson) thanked and welcomed everyone and chaired the meeting

MINUTES OF THE LAST AGM:

were available for all to read and then agreed as a correct record and signed by the Chair.

MATTERS ARISING FROM THE LAST AGM:

None

CHAIR'S REPORT

I was very lucky to chair the Beetley preschool committee this year and have the pleasure of summarising what we can all agree has been a year of great achievement.

Before I talk about some of the key events it is important that we don't forget the day-to-day running of a preschool and the commitment it takes from dedicated staff to achieve this. I am in constant awe of the professionalism, determination, and ability of the preschool team.

It is hard to quantify what a preschool adds to the community, it provides the structure that allows children to flourish and the facility to allow parents to return to work and for some of the children the safety security and stability that can be hard to find at home.

I would also like to mention buds and blooms as well, this is a key service to parents with young children and a reminder to all young parents that they are not alone.

A preschool is the heart of a community, and we are extremely fortunate to be able to access and be part of such a wonderful organisation.

This year the committee have been working on three areas, fundraising to support the preschool, supporting the team here at our monthly meetings and pushing forward with the new plans for the preschool building.

This year the preschool team have organised the following, the Christmas tree at the Fakenham tree festival, wreath making, raffles, cream teas, duck racing and the book table. In total hundreds of hours of time and skills went into raising over £6000

this year. I should also mention the many hours donated by non-committee members, such as wives, husband's families, and friends.

Significant progress has been made to find a new home for the preschool as we are all aware that the current building is nearing the end of its lifespan, and we have been working through the many options.

The preschool planning committee has done a great job and shows consistent determination, wo betide the person that gets in our way.

The good news is that there is a light at the end of the tunnel, and I would urge anyone to come forward and work with the team as it is essential to the long-term future of the preschool.

I hope the team members of the preschool will agree that a key role of the committee is also supporting them in decision making and administration including the policies.

This is fundamental to the effective and safe running of the preschool which is made to efficient through the planning and consideration of the preschool team.

And finally, I would like to thank the committee for all their hard work and to thank those standing down this year and to encourage everyone in the room to take up a position in our committee as without your input the preschool would not be the exceptional place it is today.

TREASURER'S REPORT

The preschool took in approximately £100k in income last year and £88K this year. Outgoings were also less this year. Main outgoings are wages and £6278 was raised

This past year has been my first year at managing the preschool, with lots of great things have happened within this past year. We started off the year by welcoming a new member to the team, India Bonnett as a relief worker. India started her level 3 qualification in September and throughout the year we have been able to offer her some regular hours within the preschool to support her progress. In March Julie East completed her Level 3 Diploma for the Early Years Practitioner.

At the start of the year we had 21 children on our register and ended the year with 36 children, during the summer we still had a few spaces available each day, but we

had more children doing more hour across the week than in previous years. We also had several children join us later in the year due to other settings closing down near us.

We started the year with no 2-3 club due to a lack of interest, after October ½ term, we had a few people interested but not enough for us to open up fully, we spoke to the committee and it was decided to allow 8 spaces for the older ones to attend in the afternoons for the Monday and Friday, this meant we could offer the families interested the opportunity to join the preschool.

Throughout the year we continued with our aim to support the children with the importance of reading and listening to stories by using the library van that visits the preschool every 4 weeks. We take the children on the van, and they can choose a book each for us to borrow from the library. We then have our very own library book service at preschool where the children select a book to take home and read with their family, once they have read it, they can return it where they can choose another book. We also have some story sacks which we would lend out to families as well. During the year we held 3 activities sessions, where we invited all the children and their families to attend to take part in a themed activity. The first one was Autumn, the second was Spring and then third was Healthy Eating. Each session we have a book followed by 3-4 activities that small groups go round with, a staff member is at each activity to support. At the spring session, one of the families brought in some lambs to show the children.

Parent consultations took place twice last year, in the autumn and then in the summer, this is where parents are invited in to chat with their child's key person about their development and progress at preschool.

We have also continued to support several children with the speech and language development with a specialist tool we bought previously, called Wellcomm, this has a screening tool which we use to help identify areas that children need additional support in and then Wellcomm also provide the activities to support these areas for the children.

In the autumn we visited the Gressenhall museum with the children, during our visits we would visit the park, we walked round the nature trail, made a den, listened to a story, went on a bug hunt and collected leaves for pictures.

When we heard the sad new that the Queen had passed away, several children spoke to us about this, we used this opportunity to talk to the children about the queen and the royal family and celebrate her, as some of the children had been with us from the previous year where we had celebrated her jubilee. Later in the year we celebrated the Kings Coronation, we watched and talked about the coronations, made our own carriage and other fun activities.

We also celebrated nursery rhyme week, with a different nursery rhyme each day, we had activities out which were specific to the rhyme of the day. We also had story telling week, which we carried on for a couple of extra weeks, across these weeks, we had a different story each week, that we encouraged the children to join in with and role play with lots of props and activities.

We also took part in Fakenham Christmas Tree festival again, the children made all the decorations for the tree and we encouraged lots of families to po by and visit our tree, several families did visit and said how lovely it was. In the lead up to Christmas we had lots of Christmas crafts out including making their own Christmas card for their families, once everyone had made one, we did several trips down to the post box for the children to post their cards to their house. We talked about the process of how it got from preschool to their house.

This year we held out Nativity at the church and Christmas party at the village hall, this is the first time since covid we have been able to do this. We did lots of practice and the children did a great job at singing the songs for the nativity, afterward we went to the village hall for a party, families all brought party food for the children and then afterwards we have some games before a special visit arrived. Each child was given a present from Father Christmas.

Throughout the year we try to celebrate and discuss different events, some that we celebrated this year were, Chinese New Year – we tried different foods and made lanterns, we made bird feeders for the big garden birdwatch and made pancakes for pancake day. We also explore with science week, with floating and sinking, magnets, a skittle experiment, colour mixing and made a volcano. For Mother's Day the children made a vase and on Father's Day they made keyrings.

We introduced Ten Town to Preschool, this is a maths resource focusing on the numbers 0-10, each number has a character which has its own story and song as well as lots of activities to go alongside the number. The children enjoyed learning the numbers and we have used the numbers for the pegs to help with recognition. In the spring we walked down to the park in Beetley, giving the children an opportunity to play on the new equipment, whilst on our walks we looked out for number, shapes and signs and talked about what we had found.

During our clean up day we had, one of the parents made us a new mud kitchen as our old one was falling apart, they also made us the planters which are outside the gate, we used the planters to grow our own vegetables and we very successful in growing tomatoes, cucumbers, spinach, radishes, rocket, carrots and a marrow. Some things we tried at snack, and we also tried some other more exotic fruits as well, during our healthy eating weeks.

In the summer we learnt about the life cycle of animals, we had some tadpoles which we watch grow into froglet which were then released into a large pond at Charlie's, we also had some caterpillars which grew into Butterflies.

As we prepared for 21 of our children to go to school, we had several schoolteachers visit us, children has play sessions at school, we wrote transition reports to send to school and supported those getting ready for school with promoting their independence. We ended the year with our sports day on the big field, the children worked in teams, we did some parachute games and had a great afternoon, we also had our trip to Sandringham, the children played on the large play area, did a nature walk, collecting natural items, followed by a picnic and a ice cream that the preschool bought. We were able to provide this trip for free again for all the children and had a lovely day out. We celebrated those leaving us with our graduation event, all children and families we welcome to join us with this celebration. We sang our graduation songs, watched all the children graduate and then had a picnic before saying good luck and goodbye.

Throughout the year we continued to hold our Beetley Bears stay and play group at the village hall on a Thursday for children under school again, this is run my Sarah Knights, across the year this had an average of 10-12 families attending. In addition to this we also restarted out baby group, buds and blooms up, this group is mainly aimed at children under 12 months, where we promote singing to children with signs and actions as well as some baby massage and sensory experiences. This group would usually average about 4-5 families across the year at some points we have 8-9 and sometimes only 2-3 families. We can only have 10 spaces due to limited space.

Finally, this year we had to make a big decision in regard to the running of preschool due to new funding coming into place soon. The staff and Committee decided we would become a mixed aged preschool, opening from 8.30-4 from Monday to Friday for children aged 2-4 years. We would offer 8 spaces for 2-year-olds and 14 spaces to 3-4-year-olds. With this decision being made in the summer we had play sessions available to children who were due to start with us in September and also opened them up to the public as open morning for new potential parents. I just want to say thank you to everyone at preschool for this past year and look forward to what this year has for the preschool.

POLICIES

The following policies were reviewed and adopted this year:

Admissions and Operation of Waiting List
Registration Form
Transition Policy
Parental Involvement
The Role of the Key Worker
Promoting Positive Behaviour
Special Educational Needs (SEND)
Working in Partnership with Other Agencies
Ethical Information Sharing
Confidentiality and Client access to Records
Equality & Diversity
Compliance Statement
Fees and Charges
Invoice
Responsibilities of Staff in an Emergency
Equipment & Resources
Use of Volunteers
Complaints – Making Concerns Known
Data Protection
Retention of records
Child Protection
Safeguarding
Looking after Children
Use of Mobile Phones, Digital Photography & Social Media
Babysitting
Whistle Blowing
Child Protection – Covid-19
NCC Safeguarding audit
Policy Statement
Health & Safety Summary
Duties & Responsibilities of The Committee Health & Safety Officer
Risk Assessment Summary
Health & Safety Procedures
Health
First Aid

Identification of Illnesses which justify exclusion from the Preschool
Pandemic Policy
Safety
Safety Check List
Food
All Weather Protection
Outings
Staffing and Employment Policy
Safer Recruitment Policy
Early Years Relief Practitioner
Early Years Practitioner
Early Years Deputy Manager
Early Years Manager
Induction of New Staff Member
Induction Check List
Training & Development
Staff Support & Supervision
Standards of Behaviour
Professional Conduct
Grievance Procedure
Disciplinary Procedure
Staff Declaration
Student Placement
Induction Check List – Student
Contract of Employment
Code of Conduct Agreement for Committee Members

ANY OTHER BUSINESS

None

DISSOLUTION OF EXISTING COMMITTEE AND ELECTION OF NEW COMMITTEE

WW Dissolved the committee and stepped down as Chairperson. GO Stepped down from the secretary and the committee.

New committee –

AJ nominated WW and SK seconded.

IB nominated AJ and SK Seconded

SK nominated CH and WW seconded.

IB nominated ZL and ZS Seconded

IB nominated ZS and ZL Seconded

CH nominated AP and ZS Seconded

CH nominated SH ZS Seconded

CH nominated LC and ZS Seconded

AP and SH spoke to AJ and completed paperwork for Ofsted.

WW thanked everyone for attending.

THE MEETING CLOSED at 8:10pm.

The next meeting will be the 2nd November.

With a fundraising meeting the 12th October on Teams

Chairperson..... Date:.....

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2023

Beetley & District Pre-School

Receipts & Payments Account

For The Year Ended 31st August 2023

	2023	2022
Receipts		
Funding and Fees	81,221	92,680
Refundable Deposits Received (net)	160	0
Fund Raising	6,278	6,710
Clothing & Towels	216	288
Beetley Bears	66	1,332
Buds and Blooms	115	0
Parent & Toddler (Net)	509	-595
	<u>88,565</u>	<u>100,415</u>
Other Income		
Deposit Accounts Interest	71	1
Donations Received	224	128
	<u>296</u>	<u>129</u>
	88,861	100,544
Payments		
Wages	70,933	76,608
Building and Maintenance Works	1,735	287
Fund Raising	1,112	357
Insurance	1,040	1,019
Refreshments	401	486
Equipment, crafts	2,403	3,901
Electricity	2,461	1,639
Family + Our School Apps	2,146	1,643
Subscriptions & Fees	552	354
Telephone	682	683
Post, Stat, Adv, Apps & Comp Costs	314	291
Photocopier	815	1,259
Cleaning, Repairs & Renewals	541	1,095
Water + Sewage Charges	337	265
NCC Lease (18 months to Sept.2023)	1,290	0
Rates	546	267
Training Costs (net of NCC Grants)	124	389
Staff Clothing	0	60
Clothing - Uniforms and Polo Shirts	97	366
	<u>87,527</u>	<u>90,969</u>
Finance Costs	1,334	9,575
Audit Accounts	150	140
	<u>150</u>	<u>140</u>
Net Payments for the Year - Carried Forward	<u><u>1,184</u></u>	<u><u>9,435</u></u>

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2023

	Income Received	Less Expenses	Nett Profit
Afternoon Tea	£158.00	£40.00	£118.00
Amazon – commission	£91.20		£91.20
Anglo recycling bags to school	£25.00		£25.00
Bags to school	£85.00		£85.00
Christmas tree festival	£144.51	£25.00	£119.51
Coins	£34.00		£34.00
Duck Race, incl BBQ + Refreshments	£2,496.55	£699.68	£1,796.87
Easy Fundraising	£39.81		£39.81
Fundraising - Books Morrisons	£463.23		£463.23
Hook a duck	£58.50		£58.50
Jazzy Media – commission	£10.00		£10.00
Otter's mead collection tin	£13.84		£13.84
Fish and Chip Quiz and raffle	£614.00	£281.50	£332.50
Raffle - White co. Bonnett	£130.00		£130.00
Teddy Tombola	£131.40		£131.40
Welly Wanging	£52.00		£52.00
Wreath Making	£1,731.10	£65.94	£1,665.16
	<u>£6,278.14</u>	<u>£1,112.12</u>	<u>£5,166.02</u>
	0.00	0.00	

Beetley & District Pre-School

Receipts & Payments Account (Continued)

For The Year Ended 31st August 2023

	2022	2021
Balance Bought Forward	1,184	9,435
Bank & Cash Balances as at 31.8.2022		
Current Account	12,136	24,764
Deposit Account	17,015	10,013
New Build Barclays Account	50,832	35,832
Cash In Hand	106	45
	<u>80,089</u>	<u>70,654</u>
	<u>81,273</u>	<u>80,089</u>

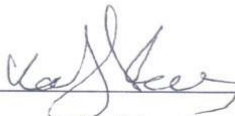
Agreed By -

Bank & Cash Balances as at 31.8.20223

Current Account	13,312	12,136
Deposit Account	17,086	17,015
New Build Barclays Account	50,832	50,832
Cash In Hand	43	106
	<u>81,273</u>	<u>80,089</u>

0

In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2023 from the accounting records, information and explanations supplied.


Mrs. Kathryn Perry

Dated 22nd September 2023

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2023

Beetley & District Pre-School

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Beetley & District Pre-School

Receipts & Payments Account (Continued)

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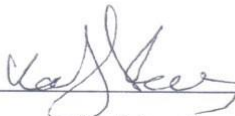
Agreed By -

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Mrs. Kathryn Perry

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