

Beetley & District Preschool

Committee Meeting (2024-25 AGM)

Charity No: 1181636

Monday 07-10-2024

At Preschool mobile and virtually, via Teams, 7.30pm

PRESENT: Abby Jenkins (AJ), Danielle Edwards (DE), Diane Calvert (DC via Teams), Charlie Woods (CW), Zoe Lawrence (ZL), Zoe Smith, (ZS) Charlie Woods, (CW), Will Wilson (WW), Laura Cross (LC)

APOLOGIES:

MATTERS ARISING FROM THE LAST MEETING: previous AGM minutes need to be updated as there were some name missing from the attendees list (WW to look up and change on Governor Hub)

MINUTES OF THE LAST MEETING:

The minutes were agreed and to be signed by LC, the chairperson.

WELCOME: AJ welcomed everyone and LC chaired the meeting

LC ran through the past years fundraising and committee efforts.

Special thanks were given to Zoe Smith for her efforts in the committee and fundraising. Zoe will be stepping down from the committee this year and will be missed.

A huge thank you was also said to Diane Calvert, DC was the former manager of the preschool and has stayed on the committee as treasurer, she will be leaving the committee and will be greatly missed.

Zoe and DC have both extended an offer to help if needed in the future and can be contacted through their usual email.

Chairmans report

'm Laura and ive been the chair of the committee for the past year. Before I tell you about all the fundraising events we have run this year i'd like to say thank you to all the staff and to the committee members for everything they do. The preschool is such a special place. All the staff go above and beyond for every child that attends and I can't thank you enough for making their time here so special. And the preschool wouldn't here without the committee members who volunteer their time to fundraise and support the running of the preschool. SO thank you all so much.

We have had a really busy year with fundraising events. We started the year with the pumpkin trail, which we are running again on this year on the 31st of october - so please all come along or help support. then we held the wreath making, Wellie Waddle, duck race and finally the quiz night. The events were really well attended despite some horrible wet weather during several events which was very unlucky. but all these events helped to raise around £4000 for the preschool.

This money has gone towards a variety of different activities and items to support the preschool. for example, providing eggs and an incubator so the children could watch and learn about eggs hatching and money towards to preschool trip to church farm.

There are lots of family members and friends who have also given up their time to help with the fundraising events this year and I'd like to thank them as well.

finally, we have a few members of the committee stepping down this year - Zoe Smith who has been absolutely amazing at organising our fundraising events - you will be very missed! and Di calvert who ran the preschool for years stepping down in 2022 but stayed on as treasurer. She is now saying her final goodbye from the committee. Thank you so much for all that you have done for the preschool - which I know is huge amounts. you will be very missed.

SUPERVISOR'S REPORT

Abigail Jenkins Supervisor

Good evening and thank you for coming along to our AGM. We have had another great year at the Preschool. We welcome the year with a big change to the preschool. We took away 2-3 club and became a mixed aged Preschool, for children aged 2-4 years from Monday-Friday 8.30-4. We welcomed the year with 19 children, and this increased to 36 by the end of the year.

We had several changes over the year, at Christmas Emma Ellis left the Preschool after more than 20 years, then at Easter Sarah Knights left after near 20 years. We were sad to see both Emma and Sarah leave, we then welcomed Toni Tinker, Kirstie Rayner and Lucy Tooke to the team as Early Years Practitioners and Chloe Ott as Early Years Relief Practitioner. India Bonnett completed her Level 3 in Early Years in May, and with Emma leaving, we had the position of Deputy Manager become available, which Hollie Durrant has stepped into.

The library bus has visited throughout the year on a Thursday, those children in on Thursday's were able to go onto the bus and choose new books for us to borrow which they would take home to share with families. We also borrowed two story sacks to use at carpet times with the children.

We held 3 activity sessions during the year. All children and families were invited in for the themed morning or afternoon. We had a Christmas, Easter and Mindfulness as the themes. During these sessions we would read a story which was then followed by 3-4 activities based the theme. All sessions had a good number of families attend and feedback was good from parents.

Key people held parent consultations in Autumn and again in Summer. Staff would invite their key children's parents in for a chat where their child's development would be discussed and how they are getting on at preschool. It gives the parents a chance to ask any questions they may have.

To continue to support children's development, we have been using the Wellcomm Speech and Language Toolkit, this helps to identify areas of support for children within their language development. We also had a Speech and Language Therapist in for a child to support their speech before they started school. Hollie and I also worked with another setting (child attended both) to support several areas of their development as both had some concerns before they also started school. During the year we had 2 children start with us that due to their needs required a one-to-one, Hollie and I felt without one-to-ones the children would not benefit much from

preschool. Both children have already made good amounts of progress in their development within the shop space of time they have been here. Breckland schools and community team also came in to visit, they provide information and support for us when required or we have concerns about a child. We focused on Ten Town again this year which is a numbers

resource that support children learning all about the numbers 1 to 10. Each number has a character with a story and song all about them that the children can learn and find out about.

In October the children helped to make a Bluey Scarecrow for the Pensthorpe competition, we were very proud to have won the competition which resulted in us being able to take the children there on a trip, just before Christmas.

Christmas time, we performed our Christmas nativity at Beetley Church and followed this with our Christmas party at the village hall, where Father Christmas came to visit us.

During the year we had a few visits to the preschool that supported some of the themes we were exploring, these included, a tractor, a fire engine and a nurse. As well as the visits we had eggs kindly given to us from Dani, we watched these hatch into chicks. We had frog spawn that grew into tadpoles that was released into Charlie's Pond and caterpillars that became butterflies which we released at Preschool. At Christmas time we took part in the Christmas Tree Festival again in Fakenham, this year our tree was the very Hungry Caterpillar, all children decorated bits of the fruit for the tree.

During the Easter and Summer Holiday's we had tidy up days at the preschool that committee and staff attended, these are a great way to keep the preschool looking tidy and give some areas some TLC.

Throughout the year we have kept busy with lots of different themes and topics, some of these include all about me, pirates, autumn, Halloween, bonfire, Christmas, healthy me, storytelling, Chinese New Year, 30 days wild, pancake day, valentines day, world book day, mother's day, father day, science week, planting, mindfulness, endangered animals and people who help up.

We went on several outings round the village again last year, we visited the park, the woods and Gressenhall Museum.

Towards the end of the year we celebrated with our sports day, encourage the children to work in team to win some races and have lots of fun all together. We went on our preschool trip to Church Farm in Stow Bardolph, and we had our Preschool Graduation for the 11 children going off to school.

Throughout the year we have been running Beetley Bears and Beetley Buds and Blooms, Bears kept a regular number of families between 8-12 attending each week whilst Buds and Blooms fluctuated throughout the year some points with 7-8 families and other 2-3 families. In July Zoe Smith who ran Buds and Blooms for us said she was no longer able to run this due to personal commitments and unfortunately due to the fluctuating numbers we did not feel at the moment in time we would continue to run it.

TREASURER'S REPORT (please see 2023/2024 accounts attached)

Diane Calvert

Hopefully are all able to see a copy of the accounts for last year. If not please ask a member of staff at the end of the AGM. From the accounts you will see that last year was not a good year for the Preschool financially, we ended up making a loss of just over £7000.00. This was mainly

due the increase in minimum wage of just over 9%, meaning all staff wages had to go up by the same amount, the costs of employing new staff and an increase in the number of adults needed in each session due to the needs of the children attending.

Lucky the Preschool had enough money in the funds to support this but the situation is not sustainable, which is why at the last committee meeting there were discussions about increasing the fees and maybe introducing additional costs for consumable products. This is a practice that is used by many early years settings as the money received for funded children is not enough to support settings but something in the past the preschool has tried very hard to avoid. I know the committee and staff are looking at the best solutions to maintain the preschool costs without having too much of an impact on the families attending.

I will be stepping down from the committee tonight after over 26 years of being a part of the preschool in many different ways. It has been a hard decision to make but I feel I am unable to support Abby, Hollie and the rest of the team enough from a distance. I will continue to follow the progress of the preschool on Facebook and hope all of those who stay on the committee and those of you who join tonight get as much out of being involved in such a great preschool as I have over the years.

I just want to finish by thanking all of those who were on the committee when I was manager and who have stayed on a continued supporting the preschool, your hard work and dedication is what helps the staff keep the preschool going.

Review and adoption of Policies (please see policy list attached)

The 2023/24 policies were agreed, and we will begin the review of 2024 /25 policies.

Any other business

No information recorded.

Dissolution of existing committee and election of new committee

The existing committee was dissolved

The following people were nominated for future Committee positions to be confirmed at the next meeting.

Laura Cross, Dannielle Edwards, Charlie Woods, Will Wilson

It was confirmed that there were enough people to form the complete committee.

LC then talked through the relevant roles for the future meeting.

DC confirmed that there will be a handover from her to the next treasurer

The meeting closed 8pm

Date of next committee meeting 14/10/2024

Chair person (date)

Policies to be reviewed and readopted:

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

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2024

Beetley & District Pre-School

Receipts & Payments Account

For The Year Ended 31st August 2024

	2024	2023
Receipts		
Funding and Fees	94,541	81,221
Refundable Deposits Received (net)	176	160
Fund Raising	4,743	6,278
Clothing & Towels	179	216
Beetley Bears	655	575
Buds and Blooms	40	115
	<u>100,335</u>	<u>88,565</u>
Other Income		
Deposit Accounts Interest	235	71
Donations Received	<u>1,361</u>	<u>225</u>
	<u>1,596</u>	<u>296</u>
	<u>101,930</u>	<u>88,861</u>
Payments		
Wages	93,743	70,933
Building and Maintenance Works	386	1,735
Fund Raising	739	1,112
Insurance	1,003	1,040
Refreshments	488	401
Equipment, crafts	1,303	2,403
Electricity	2,445	2,461
Family + Our School Apps	2,146	2,145
Subscriptions & Fees	1,149	552
Telephone	794	682
Post, Stat, Adv, Apps & Comp Costs	381	314
Photocopier	851	814
Cleaning, Repairs & Renewals	797	541
Water + Sewage Charges	213	337
NCC Lease (18 months to Sept.2023)	0	1,290
Rent	860	0
Rates	579	546
Training Costs + DBS	202	124
Trips (nett)	342	0
Clothing - Uniforms and Polo Shirts	570	97
	<u>108,991</u>	<u>87,527</u>
	<u>-7,060</u>	<u>1,334</u>
Finance Costs		
Audit Accounts	<u>160</u>	<u>150</u>
	<u>160</u>	<u>150</u>
Net Payments for the Year - Carried Forward	<u><u>-7,220</u></u>	<u><u>1,184</u></u>

Beetley & District Pre-School
Receipts & Payments Account (Continued)
For The Year Ended 31st August 2024

	2024	2023
Balance Bought Forward	-7,220	1,184
Bank & Cash Balances as at 31.8.2023		
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>
	<u>74,052</u>	<u>81,273</u>

Agreed By -

Bank & Cash Balances as at 31.8.2024		
Current Account	4,610	13,312
Deposit Account	17,371	17,086
New Build Barclays Account	51,932	50,832
Cash In Hand	140	43
	<u>74,052</u>	<u>81,273</u>

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.


 _____ Dated 9th September 2024
 Mrs. Kathryn Perry

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2024

	Income Received	Less Expenses	Nett Profit
Bags to school	£45.00		£45.00
Cake sale	£39.50		£39.50
Christmas tree festival	£134.13	£25.00	£109.13
Duck Race	£1,430.30	£232.61	£1,197.69
Easy Fundraising	£17.60		£17.60
Halloween	£364.00	£86.00	£278.00
Jazy media commission	£10.00		£10.00
Morrisons-Book Table	£350.67		£350.67
Quiz	£646.10	£234.90	£411.20
Welly waddle	£272.00		£272.00
Wreath Making	£1,434.10	£160.00	£1,274.10
	<u>£4,743.40</u>	<u>£738.51</u>	<u>£4,004.89</u>

Beetley and District Pre-School

Receipts and Payments Accounts

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