



## **Annual General Meeting Minutes – 20th October 2020**

### **(8pm via MS Teams)**

#### **1. Attendance and Apologies for Absence**

Committee: None

#### **Present**

Committee: Kelly Evans-Barrett, Toni Wyatt, Liz Pringle, Kerry Simpson, Felicity Walker, Stacey White-Rose, Medlan Porter, Emma Rusher

Staff: Tamsin Bramley.

Parents: Tom and Laura Johnson (Georgia), Sonia and Keith Groves (Elliott), Kelly Blok (Phoebe), Maryanne Jones (Hope), Tim Walters (Charlie and Mollie)

**Meeting is being held virtually due to the restrictions in place due to the COVID pandemic.**

#### **2. Matters arising from the last AGM report**

Issue re: removal of the old Playgroup building- OCC agreed to absorb the cost into the school renovations which saved considerable costs

#### **3. Chairperson's Annual Report (MS)**

'Well, what a year. Where do we start!!? October 2019 through to February 2020 life continued as normal at Hanborough Meadows. The children were settled and we enjoyed our Christmas events and our very successful wreath making evening.

Then Covid-19 happened. Life changed as we know it and in the true Hanborough Meadows Preschool style everyone rallied around and supported one another. The staff, committee and families were amazing and supportive of one another during these unprecedented times. Thank you!

As with all other settings we closed our doors during lockdown from March until July as we did not have any key worker or vulnerable children requesting childcare support. The staff were furloughed, with the exception of Kelly and Toni as we did not have the private income for the scheme to cover their salaries. Fortunately, Oxfordshire County Council continued to provide the funding for eligible 2 year olds and 3 and 4 year olds. Whilst we were closed Kelly and Toni held the fort and kept things ticking along, whilst homeschooling their own children.

We were able to re-open in July with a reduced capacity and began to welcome the children back to the setting. Tamsin and Hollie remained on furlough at this time returning in September. It wasn't life as we knew it but it was lovely to have the door open again and help those children transitioning to school have some time to prepare and play.

We returned in September with this new 'normal' and welcomed many new families to the setting. Welcome!! We have navigated the ever changing situation and continue to do so. Again everyone has been so very supportive and the staff have all worked so hard as they always do to make Hanborough Meadows so exceptional.

One of the biggest impacts on the setting has been our ability to fundraise. We rely on additional money we raise from our various events to buy resources and top up our coffers. This year we have had to cancel numerous events including our spring fun day, Easter wreath making and the Hanborough Show. Going forwards it does not seem likely that the Fireworks (a significant fundraiser for us) or our Christmas events can go ahead. This loss of income has a significant impact. We have set up a go fund me page and we had a huge response to the Conker challenge with a fantastic £800 raised. Again Thank You.

Covid-19 continues to be our biggest challenge. We will respond in line with Government guidelines if we have any confirmed or suspected cases. Please be mindful that we may have to close or run a reduced service if we have staff who need to isolate. If there is another lockdown we will remain open if we can and are advised to do so. Again we will follow the guidance.

The staff continue to provide the children with brilliant learning and opportunities for growth. They go above and beyond for the setting and children they care for. We could not do it without them. Thank you.

Without an enthusiastic committee the Pre-School cannot function. We offer the opportunity for parents to get involved as much as suits utilising people's skill sets. If you would like to become a committee member or part of the fundraising subcommittee please do express your interest. This year our key roles remain fulfilled but we have one committee member stepping down. A big thank you to Felicity for all her support and input.

I have been the chair of the Pre-School for four years and would love to continue in the role for another year if voted in. I would like to thank all the staff, committee and families for making Hanborough Meadows a setting to be proud of.'

#### **4. Manager's Annual Report (KEB)**

'Well what can I say! What a year it has been! It will definitely be one to remember.

I will start back in the days before we had ever heard of Corona Virus, Covid 19 or bubble groups! Back in the autumn term last year where no one had to wear masks and parents were allowed into the setting.

Last Autumn the children enjoyed celebrating the seasons in our usual ways and visiting the Church for a Harvest celebration. Soon after Harvest had finished, we were flung into the season of glitter, with bonfire celebration, and the village firework display, where valuable funds were raised for the Meadows. Then we hit December with full force and the glitter increased!!! The children enjoyed all the festive activities and we finished off the term with a lovely Christmas party for the children. We had singing for parents and were visited by Zoo Lab, who brought their amazing animals and creatures with them, and of course a special visit from Santa himself!

The spring term started back and things continued to remain as normal for the start of term with the children enjoying the Meadows and Our Forest Rangers Session. Numbers were good and new starters were due to start at Easter, then Covid hit!

As you all know we sadly had to close our doors at the end of March, and these strange times began. Tamsin, Sarah and Hollie were furloughed, and Toni and I remained working from home (obviously without the children). Parents were contacted, questionnaires were created and risk assessments written ready to be put into place. Once some of the restrictions were lifted we were able to reopen for the families that needed us. We reopened in June with separate bubble groups, and only Sarah, Toni and Myself. It was strange, but for the children it was still a fun, stimulating and safe environment for them to learn and socialise in. For the children that didn't start back with us we made regular contact and sent home individual learning activities for the children to try with their families. In July we said a sad farewell and good luck to all our children going off to school. We were able to hold a small leavers party for them, handing out leavers gifts, and eating lots of yummy cakes.

September came around extremely fast, and again with the change of restrictions, it meant we were able to open as one bubble. So with more planning and risk assessments we welcomed all our children and staff back to the Meadows. The new children due to start at Easter were finally able to join us as with lots of other new children. This past term has been busy but fun and exciting. All the children have enjoyed being back at the meadows and spending time with their friends, which I think after the past 7 months we can all appreciate. Sarah has now started her Forest School training and has been spending two days each month at Hill End where she is learning lots of new exciting things to share with the children. We have just had a fantastic response to our annual conker hunt raising £850.

Numbers are strong and we are currently full until September 2021, I also now have a list of new children wishing to join us in September 2021 and 2022, all having paid a deposit to reserve their place. The Meadows is going from strength to strength.

Looking forward, we are not sure what will happen next but whatever it is, we will cope with it and the children will always be at the heart of the Meadows and the dedicated staff and committee will always make the Meadows a fun, stimulating and safe place to learn.

I would like to thank the amazing team I work with for their relentless dedication, hard work, ideas and energy. They really are the best team anyone could ask to work with. It has been an 'interesting' year

but they have dealt with everything that was thrown at us, and as I said, always with the children at the heart.

I would also like to thank our committee, that again have always been there for us. Guiding, support and answering endless questions and queries, and our backbone during Covid and reading through the endless reams of guidance and updates! Kerry, for crunching the numbers, Liz for our amazing website, Hanborough Herald and all the other jobs she does, and Meg, who is a font of all knowledge, and always goes above and beyond her role as a chair. Without the committee there would be no Hanborough Meadows, it's more than just a Pre-School, it really feels like a family, and one I am very proud to belong to.

Evident from the staff how committed everyone is. Makes the Meadows a lovely place to be. Full until 2021. People want to send their children to us because of the staff. Meadows feels like one big family.'

## **5. Treasurer's Annual Accounts Report (KS)**

'Firstly, I would like to introduce myself to those who do not know me, I'm Kerry and until July, had Olivia who was attending Meadows, but she has now started school. I took over the role of Treasurer back in January 2018.

Ok, so now on to the Accounts....

### **INCOME**

#### **Funding & Fees:**

Direct Funding remains the biggest income for Meadows, which is the funding for 3 & 4 year olds, plus some 2 year olds. That came in at **£65,884.20**, which is a great increase of over £28,000 from the previous year.

Next comes Fees, which is for children who aren't eligible for funding, plus any extra session by funded children, and lunch clubs. This was **£19,612.00** which was a slight decrease of just under £2,000 based on the previous year.

**Total Funding and Fees: £85,496.20** against £58,352.54 from the previous year.

#### **Fund-Raising:**

Fund-raising has suffered this year, but we have managed to get in the Wreath Making and Disco so it isn't all bad.

The total raised for the year was **£1,818.94**. This included money from events such as the Conker Hunt, Wreath Making Course and Valentine's Disco. We have also had donations from Hanborough Fireworks, Easy Fundraising and some Parents during the Covid-19 Pandemic.

#### **Other Income:**

We also received **£6,216.58** from other sources of Income which includes Bank Interest, Book Orders, OCC PPE Grant, CJRS Grants and Extra work carried out by Kelly for OCC.

Therefore, our Income for the financial year ending 31<sup>st</sup> August 2020 was **£93,525.73**

This is a fantastic amount compared to last year being just over £79,000, especially as this year has seen Meadows muddle through a Pandemic and close for some time too!

#### **EXPENDITURE:**

Payroll remains the biggest outgoing again this year, which is expected. It stands at £54,450.37 for the year. Alongside this we have Pension at £1,756.80 and HMRC at £2,576.44 Giving a total for Payroll this year of **£58,783.61**.

#### **Building Expenses:**

Electricity - **£2,305.08**

Water - **£671.74**

Gas - **£423.88**

Insurance - **£4,705.61**

Other Expenses - **£2,571.21** – which includes cleaning, small repairs, Fire Extinguisher Testing and any other expenses connected to the building.

#### **Supplies:**

This covers everything from toilet rolls to pens, paper to toys and even the gifts that your children bring home at special events such as Christmas, Mother's Day etc. The total for this was **£3,876.07**.

#### **Fundraising:**

This is costs associated with our Fundraising such as Hall Hire, supplies, printing etc. The total for this was **£67.93**.

#### **Uniform:**

The purchase of Staff Uniform including T-shirts, Jumpers and Fleece's - **£397.44**

#### **Phone/Broadband:**

This includes rental, calls and internet - **£1,377.91**

#### **Staff Courses:**

This covers various courses and training by all members of staff - **£1,515.00**

#### **Other:**

This covers everything else not covered in the above headings. This could include leaver's gifts, Christmas Party entertainer, Website hosting, Ofsted Fees etc. - **£2,309.21**

Therefore, our Expenditure for the financial year ending 31<sup>st</sup> August 2020 was **£80,533.85**.

This means that our Income exceeded our Expenditure for the year, leaving us with an overall Surplus of **£12,991.88** This is an amazing achievement and makes all the effort and hard work worth it for sure!

#### **Bank Balances as at 31<sup>st</sup> August 2020**

Current Account £16,097.84

Fundraising Account £3,728.81

Contingency Account	£15,061.39
Cash in Hand/Petty Cash	£345.82
<b>Total</b>	<b>£35,233.86</b>

And lastly, Kelly and the staff work so hard to build up relationships with children, parents, and carers, resulting in our Income increasing year after year, they are just incredible.  
I have said this many times before, but it really is a great setting with some amazing people leading the way. That is all from me!

The figures speak for themselves. 4 years ago we were at risk of bankruptcy. Income over £90k is amazing. This was due to everyone's hard work and determination. Thanks to everyone.

Staff salaries are something under review at the moment. Want to be able to pay the staff at a rate of market value. MS and KS need to complete a financial forecast so no decisions have been made. Positive that through the pandemic that OCC have continued to pay for funded children and that will continue moving forward. Fee paying children would need to be reimbursed if we did have to close again in the future. Need to keep an eye on the figures. Each year we need to review if we have to increase our fees. Competitive rates in the local area but need to keep this under review.

### **Summary of Annual Accounts 01/09/2019- 31/08/2020**

LONG HANBOROUGH PLAYGROUP  
Registered Charity No. 289489

RECEIPTS & PAYMENT ACCOUNT  
01 September 2019 to 31 August 2020

2018-19		Payments	2019-20		2018-19		Receipts	2019-20	
£50,004.64		Wages	£57,096.53		£21,357.00		Fees	£19,582.00	
£1,040.83		Pension	£1,756.80		£36,995.54		Direct Funding	£65,884.20	
	£51,045.47	HMRC		£58,853.33		£58,352.54			£85,466.20
		<b>Building Expenses</b>					<b>Fund Raising/Donations</b>		
£1,549.42		Electricity	£2,426.08				Cake Sales		
		Water	£671.74				Valentines Disco		
£235.55		Rates			£170.10		Hanborough Show		
£193.70		Refuse			£600.00		Fireworks		
£187.80		Gas	£423.88				Summer Fete		
£3,264.50		Insurance	£4,705.61				Christmas Performances		
		Planning	£0.00		£214.47		Easy Fundraising	£1,818.94	
£1,110.80		Cleaning	£0.00		£338.00		Conker Hunt		
£12,970.04		Other	£2,571.21		£1,277.80		Christmas Fayre		
	£19,511.81			£10,798.52		£255.00	Staff Muddy Run		
		<b>Administrative Expenses</b>			£17,597.42		Other	£6,216.58	
£5,063.21		Supplies	£4,376.07						
£6,341.74		Replacement Equipment	£1,529.16			£20,452.79			£8,035.52
£206.36		Fund Raising	£67.93						
£1,286.01		Uniform	£397.44						
£396.58		Phone/Broadband	£1,440.91						
£35.00		Ofsted Registration							
£1,676.00		Staff Courses	£1,515.00						
£144.00		Magazine Subscriptions							
£1,571.30		Other	£2,381.21				<b>Other Income</b>		
	£16,720.20			£11,707.72	£160.00		Sweatshirts/T-Shirts	£64.00	
					£36.60		Bank Interest	£26.85	
		<b>Total Payments</b>		£81,359.57	£185.34		Book Order		
					£299.33		Supplier refunds		
						£681.27			£90.85
		<b>Surplus for 2019-2020</b>		£12,233.00		£7,790.88	<b>Deficit for 2018-2019</b>		
	£87,277.48	<b>TOTAL</b>		£93,592.57		£87,277.48	<b>Total Receipts</b>		£93,592.57

Balance Sheet: As at 31 August 2020

**Liabilities**

Capital Accounts 01 September 2019		£23,317.65
Operating Surplus for 2019-20		£12,233.00
Total		£35,550.65

**Assets**

Current Account	£16,097.84
Deposit Account-One 41698168	£3,728.81
Deposit Account-Two 51499440	£0.00
Deposit Account-Three 61622668 Contingency Account	£15,061.39
	£34,888.04
Cash in Hand	£662.61
Total	£35,550.65

These Accounts are in accordance with books and vouchers of the Long Hanborough Playgroup and explanations given to me.

Signed

Independent Examiner.....

Roger Chester

Trustee.....

Chairperson.....

Megan Sayers

Date..... 28-Jun-20

## 6. Adopt New/ Update Policies

MS has still to review policies; no big policies need to be changed. Covid policies can sometimes change daily. Risk assessment needs to be reviewed after half term as the Tier system is now in place. Will be posted on the closed FB page. Policies need to be signed

## 7. Adoption of the Constitution

MS reports that Hanborough Meadows Pre-School has been endorsed by OCC and KEB has been mentoring other organisations and demonstrating what we do.

## 8. AOB

Hanborough Meadows Pre-School is formally seeking to change the charity name from Long Hanborough Playgroup and also changing the bank account name from Long Hanborough Playgroup to Hanborough Meadows Pre-School.

SW-R conducted the prize draw (£20 voucher for the George and Dragon). Congratulations to Sarah Boodell.

## 9. Election of Committee

### Chair

Megan Sayers: Proposer KE-B, Seconded ER.

### Treasurer

Kerry Simpson: Proposer MS, Seconded EP

### Secretary

Elizabeth Pringle: Proposer MS, Seconded FW

### Committee Ordinary Members

Thanks to FW for all of her support and input but she would like to step down from the Committee.

Stacey White-Rose is happy to stay on as a Committee Member

Medlan Porter is happy to stay on as a Committee Member

Emma Rusher is happy to stay on as a Committee Member

MS suggests that if anyone is interested in supporting the Committee there are two options:

- Committee member: Become a full member of the Committee with a legal requirement to complete a DBS check and Ofsted EY2 check.
- Joining the fundraising sub-committee: Becoming involved in running fundraising events or writing grant applications but not becoming a Committee member. You would be unable to attend Committee meetings and would not have the same voting rights as Committee members.

Any new parents would be very welcome to join the Committee and more information can be provided. Please contact MS if interested. Sonia Groves would be interested in finding out more about joining the Committee.

### Actions

None recorded

**Next Committee Meeting** – Wednesday 4th November 8pm via Zoom