

Wellow Under Fives

Annual General Meeting 2011

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# Minutes

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On Tuesday 1<sup>st</sup> November 2011, at 8pm at The Shoe

**Present:** Names taken from attendance sheet

**Apologies** – None

Welcome – **Lucy Sheffield, Chair, welcomed and thanked everyone for attending.**

Minutes of the last AGM – Agreed. **Proposed by Kate Hunt, 2<sup>nd</sup> by Sarah Smith**

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**Chairs Annual Report:** Lucy Sheffield – See Attached

**Treasurers Annual Report:** Mark Hunt – See Attached

**Adoption of Constitution** – This was last adopted in 2008. Copies were made available for all to read as was a copy of the alterations from the original Pre-school Learning Alliance template. This shall be passed onto the Charities Commission. Proposed by Karen Douch, 2<sup>nd</sup> by Mark Hunt.

**Resignation of current officers:**

**Lucy Sheffield – Chair**  
**Fiona Hoggarth – Secretary**  
**Karen Rumble – Treasurer**  
**Suzanne Lay – Wages**  
**Sarah Smith – Parent Rota**  
**Julie Gilson – Bookings**  
**Sarah Roberts/Rachael Saunders – Jelly Tots**

**Election of Officers:**

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| <b>Rob Blacmore – Chair</b>               | Proposed by Lucy Sheffield, 2 <sup>nd</sup> by Sarah McIldoon. |
| <b>Sarah McIldoon – Secretary</b>         | Proposed by Sarah Roberts, 2 <sup>nd</sup> by Genni Dent.      |
| <b>Mark Hunt – Treasurer</b>              | Proposed by Karen Rumble 2 <sup>nd</sup> by Fiona Hoggarth.    |
| <b>Karen Rumble – Assistant Treasurer</b> |  |
| <b>Genni Dent – Wages</b>                 | Proposed by Mark Hunt 2 <sup>nd</sup> by Suzanne Lay           |
| <b>Sarah Roberts – Parent Rota</b>        | Proposed by Sarah McIldoon, 2 <sup>nd</sup> by Genni Dent.     |
| <b>Jo Brown – Bookings</b>                | Proposed by Julie Gilson, 2 <sup>nd</sup> by Karen Douch       |
| <b>Kate Hunt – Jelly Tots</b>             |  |
| <b>Karen Douch – Website/Marketing</b>    |  |
| <b>Lucy Sheffield - General Member</b>    |  |
| <b>Cari Hensel - General Member</b>       |  |

**Continuing Officers:** Sarah McIldoon – Village Hall Rep

Bethan Larcombe and Emily Atherton very kindly attended representing Wellow School. Bethan explained to the attending parents about the new Read Write Inc scheme. The problem of low numbers facing the preschool are echoed through to the school with the following years intake. Parents are welcome to call the school to arrange a visit. Registering your place for Year R school starters in 2012 can be done on -

***<http://www3.hants.gov.uk/education/admissions>***

**Date of next A.G.M:** Monday 1<sup>th</sup> October 2012 (*this may change nearer to the date*)

**Date, Time and Place of next Committee meeting:** Tuesday 15<sup>th</sup> November @ The Shoe.

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Welcome to the Wellow Under Fives Annual General Meeting. For those of you that don't know me my name is Lucy Sheffield and I am the current chairperson.

I became Chair in February of this year as the previous chair Karen Douch stepped down as she was having a baby.

It has been very steep learning curve, but with the help of other members of the committee it has been very interesting, informative although at times very busy.

I started off with organising for the installation of the new awning in the garden to provide shade for both inside and out, which I hope you all agree is a great addition to the pre-school. We managed to pay for this with contributions from Hampshire County Council and Wellow Village Hall Charitable Trust, and from our fundraising activities.

In the last year we have also invested in a large amount of new toys and activities for the children, these include. New mats, Book corner, Role-play house, Bikes, Scooters, Computer Games, Remote Control bugs, Role play foam bricks to enhance the construction role play and many smaller bits!

I have made a few changes over my time, which I hope you feel are improvements but we are always open to any comments and suggestions that you make.

I have introduced the Managers Weekly e-mail, this idea was to help keep parents informed of what is going on at Pre School linked to their learning goals. I hope you all find this useful and I hope makes you feel more connected with your child's development.

We have changed the start time from 9am until 12; this was to mainly help parents dropping children off at Wellow School and then other children at Pre School, as previously there was rather a long wait between the two. It also allows children to get home a little earlier for their lunch.

We also now have a doorbell and we will shortly be having hinge protector fitted to the hall in all the doors used by the children.

Karen Douch and myself have updated all the policies and they will need to be formally signed off by the new committee rather than here due to the level of detail required.

We hope to move towards Parent staff Meetings in the next year, so that you are able to have detailed discussions with the staff. Although you can speak to the staff at any time about your child's development.

### **A major role of the Committee is fundraising, this last year we had a**

- Christmas Fete
- Easter Fair – where we decided to highlight the rural nature of our setting with a cohort of animals for the children to feed and stroke. We also managed to get a Fire Engine for the Children to climb on.
- Summer BBQ and Farewell to Jackie – Again we had a host of animals and also a couple of tractors for the children to climb on. We also managed to get an article in the Romsey advertiser to promote the pre-school.

Thank you to all the committee, staff, and parents who help organise, man the stalls and obviously come along and support the Pre School on the day. I would like to remind you all that Wellow Under Fives is a registered Charity and we do need the support of all at the fund raising activities as it is vital to help us improve the facilities for the Pre School and untimely our children's future.

I think we will also need to consider other forms of fundraising in order to raise additional funds for the Pre School; one possible option would be through sponsorship and donations. Sarah Smiths managed to receive £250 donation from her employer Lloyds TSB we have also received £250 from Mr Saunders' Company

We continue with the easy fundraising for when shopping on line – see our website for details.

### **Staffing Issues**

Staffing issues this year have been rather complex.

Last term both Jackie Greenwood our previous supervisor and Sarah Wharmby handed in their notices for personal reasons. We advertised for a new supervisor, the application time had to extend due to a poor initial response, after investigation I discovered it was a problem suffered by all pre-schools in Hampshire. We did however recruited a Supervisor Michelle Beer who was on probation for three months, unfortunately for a number of reasons Michelle has not returned after half term.

However Julie Jager, our current deputy manager, has agreed to step up and will be managing the preschool until we are able to recruit a replacement. Kate and Sam have agreed to stand up as deputy. I as well as all the Committee would like to formally thank Julie and all the other staff, for really pulling together in this hour of need we really appreciate it.

We have also decided to invest in the future of the Wellow Under Five pre School staff by being very supportive of staff to increase their qualifications, so that we can plan for the future through succession planning. Both Kate Hunt and Julie Wilson are under taking training for their Diploma at the current time and Sarah McIlldoon is also volunteering on a session a week whilst she is also undertaking her training.

**Jelly Tots** - Kate Hunt has on a trial basis taken over the running of Jelly Tots, on a Monday from the beginning of this term, as we consider Jelly Tots is a way to promote the Wellow under Fives to new parents. The Trail to date has been very successful as numbers have increase, well done Kate.

I am sorry that I have to stand down as chair after a relatively short time, but I am going back to work after being on maternity leave and feel that I cannot give 100% to this position I have enjoyed by time as chair and I hope I have not made too many mistakes . I would like to thank all the staff for all there dedication to our children and the Pre-school and to all the committee who have worked so hard and the support they have given me. Wellow under Fives wouldn't be what it is without the dedication of all the committee members who all give up there time for free of charge to help – Thank you – Any questions

I will now hand over to Mark for the Treasurer's report.

2010/11 has been a very good financial year for the pre-school. This was expected as child numbers were predicted to be higher than 2009/10 and they were with the summer term seeing the pre-school full on most days.

On first glance it may appear that the pre-school did not perform financially as well as 2009/10 with the surplus for the year being halved however the 2009/10 result was inflated due to the early years grant received in January 2010 of £5500. This remains untouched in the Capital Reserve Account.

Karen, Kate and I are happy to report a surplus for the year 2010/11 of £3716. The Current Account balance at year end (31/8/11) was £11273 and the Capital Reserve Account balance increased slightly due to interest payments to £13598 giving the pre-school cash reserves of £24871 at the start of the current school year.

I would now like to take you through some of the key income and expenditure figures

### **Vouchers/Jelly Tots**

Voucher funding increased by £10836 YoY reflecting the increase in child numbers as the school year progressed. Jelly tots fees were down by £285 YoY however early indications are that this will improve through 2011/12 with the pre-school now formally running the sessions on Monday mornings.

### **Fundraising**

Fundraising was consistent with previous years when taking into account that the fashion show, which generated c£1200 in 2010, was "rested" this year. Christmas, Easter and Summer events continue to be well supported.

At this point it is important to note that the aim should always be that fundraising is an additional income for investment in the pre-school, not an income that is used to subsidise its operation.

### **Donations and Grants**

Grants and donations were £8936 this year and, as you can see from the equipment spend of £10467, all of this plus our fundraising income was reinvested into Wellow Under Fives. I would like to take this opportunity to thank and commend Lucy, Karen Douch and Kate for their work in securing funds from HCC that have allowed us to improve the environment for our children to learn and play in.

### **Staff Costs**

As with any business Staff costs remain our biggest expenditure item. Due to higher child numbers Staff costs increased YoY by £4048. This was expected and was within budget. I would like to take this chance to thank all the staff and parent helpers for the hard work and flexibility shown last year. This has continued into this term with lower child numbers requiring a more prudent approach to staffing levels.

### **Thank you**

Karen Rumble, Kate and I would like to say thank you to Suzanne for all her hard work and support with staff wages this year.

### **Finally the Future**

As you can see from the balance sheet Wellow Under Fives ended the year in a strong financial position with substantial investment throughout the year in the setting. Child numbers for 2011/12 are low and currently do not see an improvement as we move into the spring term. The deficit for the 2011/12 school year is c£11000. This is not sustainable and the committee, working with the staff, are looking for ways to improve this. The simple way is to improve child numbers, the next step is to control what is in our gift – prudent cost control coupled with proactive

fundraising. We will also work closely with Kim Harris who is our early year's advisor to ensure we make the right decisions at the right time.

That concludes the annual treasurer's report.

**Karen Rumble**

**Kate Hunt**

**Mark Hunt**

**Treasurers Wellow Under 5's**

**1<sup>st</sup> November 2011**