

Needingworth Community Pre- school
(Registered charity no 1005511)

THESE ARE THE MINUTES OF THE ANNUAL GENERAL MEETING HELD MONDAY 4TH OCTOBER 2010 IN THE PRE-SCHOOL ROOM.

Present: Dawn Gibson, Alison Jackson, Sally Beaman, Cathy Biddle, Dianne Baily, Angela Maxwell, Anna Braund, Rosie Lawrence, Margaret Riggs, Elizabeth Dolby, Brigid Elsdon, Elizabeth Townsend, Janice Asplin, Ciona Sutton, Verity McCann, Melissa Hookham, Joanne Taylor, Lynette Huges, Michelle Dolan, Frank Dolan, Emma Taylor, Kate Abdee, Helen Webb, Sarah Gibbons, Ruth Dove, Heidi Busseteil.

Welcome:

Alison Jackson introduced herself and welcomed everyone to the AGM and then handed over to Dawn Gibson who informed everyone of where the fire exits were and what to do in event of a fire.

Apologies:

Mr & Mrs Purse, Mr & Mrs Atkinson, Mr & Mrs Parker & Mr & Mrs Megginson

Minutes of last AGM:

It was unanimously agreed that the minutes of the previous meeting were accepted as a true record.

Adopt the latest constitution:

It was unanimously agreed that we re-adopt the latest constitution

Adopt all current Policies and Procedures

It was unanimously agreed that we would adopt all existing and new policies and procedures.

Chairperson's speech - Alison Jackson

Thank you all for coming this evening, it's lovely to see so many new and old faces. Our AGM is a very important event for Pre-school, this is because we elect our new committee for the upcoming year.

This year I am going to focus my speech on the committee as I think we have a lot of new parents to pre-school. This is a very exciting time seeing your children start on their pre-school adventure and for most of the children their time with us will be anything up to 2 years. This time will go by very quickly, so now's the time to think about how pre-school is run and whether you could help or support us.

Pre-school is a registered charity run by a voluntary committee of parents who

can serve up to 10 years. The way we run ourselves as a committee is governed by our Constitution which is up on the notice board. Pre-schools are like small businesses and we have to abide by certain legal requirements. Basically we have a committee of up to 15 parents which include named roles, legally we have to have a Chair, Treasurer and a Secretary. We depend on the support of our parents as without a management committee there would be no pre-school.

The committee is responsible for setting Pre-school's policies; managing and engaging staff; fundraising and organising social events. The staff are responsible for the day to day operations of pre-school. We meet once a half term and meetings last between 1 ½ and 2 hrs. We also have other roles which are named so that we can ensure everything runs as smoothly as possible.

This year Nicky, Karen and Corinne will be standing down and I'd like to thank them for all of their help and support of pre-school during their time on the committee. Also looking forward Brigid our Admissions Secretary and Rosie our Registrar plan to serve another year and then will be standing down. Ideally we would have someone who could shadow them for the next year to ensure a smooth handover, so if anyone is interested and would like to have a chat with either Brigid or Rosie to see what's involved please do talk to them. Also 2 years in pre-school life seems to pass so very quickly and with this in mind, we have a few members of the committee with children of the same age who plan to continue until their children go up to school so this is for the new parents to think about that I as Chair, Anna as Secretary and Lizzie as Fundraising will be planning to stand down in 2 years and once again ideally we would have people willing to shadow these positions to ensure a smooth handover. So really the purpose of this talk was to try to give some idea of what would be expected of someone volunteering. If you do have any questions or would like to know about a particular role please do come and have a talk to me. Unless there are any questions or volunteers, I'll move on!

For pre-school we have seen the introduction of our new session times to accommodate the increase of funding available. I would like to thank the staff for their continuing flexibility and dedication to the pre-school. Dawn and Margaret are continuing with their Level 4 studies so we wish them well for the next year.

Fundraising is always a priority for pre-school and we have been well supported this year raising over £2000 so congratulations to our fundraising team for the successful events they have organized over the last year which Elizabeth will cover in a moment.

Like all good speeches I have saved the best until last. We had our Ofsted inspection last November and once again we achieved an Outstanding in all areas. This was the thoroughly deserved result of the hard work and dedication of everyone involved in Needingworth Community Pre-school. The staff, committee, parents and children all helped to make this happen, so well done.

I hope that the one thing you take away from this evening is that everything is achieved through teamwork and with a child in this pre-school you are part of this team. Please do get involved where you can as any help is greatly appreciated.

Treasurer's Annual Report & Presentation of Accounts:

Hello, I'm Elizabeth and I am the treasurer for pre-school.

My role is to prepare the accounts, make sure all the money is banked, calculate the payroll, and pay the bills.

Alison has explained that pre-school is a registered charity – we do not operate to make a significant profit, our aim is to earn enough money to cover our running costs. The demand for places at pre-school influences how many sessions we can run. This term, we have low numbers which means it is only viable for us to open for morning sessions. We are grateful to the staff for being flexible in their working hours.

I will briefly run through the accounts for the year ended 31st August 2010. These accounts will be submitted to the charity commission once they have been audited by an independent auditor.

If you could all turn to the income and expenditure account, this shows the various sources of income we have received throughout the year and the expenses broken down by category.

Total income for the year was £45,775.

The majority of the income received was grant funding from the local authority at £33,824.

Session fees are the cost of the sessions that you pay for. These are charged at two rates, a rate that is subsidised by pre-school before your child is eligible for funding and then at the grant rate.

Lunch club – this is income received from lunch club fees

Milk – this is a subsidy received from the government for milk provided at snack time.

Fundraising – we had a very successful year and raised £2,332 This money will be used to purchase new bikes and other items of equipment for the children. We appreciate any help and assistance you are able to offer on fundraising, whether it is helping to set things up, contributing a prize, or coming and spending your money on the day!

The sponsored kickathon, music festival, fashion show, and RAF Wyton band concert were our most successful events, so thank you to everyone involved. Following a suggestion from a parent we are now taking orders for Organised Mums products, these are diaries, family planners, reward charts and lots of other nice things – we have some brochures over there and pre-school receives a commission on each sale. You might find something for yourself or a present for a friend so please place an order tonight or give your order to a committee

member or pre-school staff by the end of this week.

We are always looking for new fundraising ideas and at the back of the accounts is a form where you can complete your suggestions.

Clothing – this is the money received from the sale of pre-school sweatshirts, t-shirts and caps – If you would like to buy any of these please see the pre-school staff – all items are reasonably priced – sweatshirts are £9.50, t-shirts are £5 and legionnaires caps are £5.

Donations – we are incredibly grateful to 3 sets of parents, who very generously provided us with donations as a way of saying thank you when their child left pre-school. A really obvious idea which a lot of us hadn't even thought of! We have asked these parents to let us know what items in particular they would like purchased for pre-school using their donations.

The total expenditure for the year was £44,482

The major expense is wages and the majority of the other costs are self explanatory.

Premises costs – this covers repairs and the rent we pay to school for the pre-school room

Consumables - covers the cost of cleaning materials, food, drink and snacks. Any contributions for snack time are gratefully received.

Various new items of equipment were purchased during the year, the larger items were an outdoor classroom cart, a tabletop writing centre, parasol and parasol bases for those sunnier days which are now a distant memory!

The category other expenditure relates to the costs of the leavers party, Christmas presents for children and gifts for helpers.

Overall pre-school made a net profit of £1,294 for the year ended 31st August 2010. This profit will be reinvested back into pre-school.

If you now turn to the balance sheet on page 2

Stock – this relates to sweatshirts, t-shirts and legionnaire caps that we have in stock that have not yet been sold.

Debtors – this is money that was owed to us at 31st August 2010 for summer term fees. All of this outstanding money has now been received.

Hopefully most of you will have received a methods of payment sheet letting you know that you can pay pre-school bills by cheque, bacs, childcare vouchers and cash. It really helps us if you are able to return your remittance slips with your payments, so we know who has paid.

Pre-school has two bank accounts. The current account balance is £30,723, and the buildings account balance is £16,624. This buildings account is a contingency fund to cover the running costs of one term at pre-school.

Accruals are bills that we received after 31st August but related to items that we had before 31st August.

Deferred income – the grant income for the current autumn term is received in advance in August, as it does not relate to the year end 31st August 2010 we show it as deferred income as it is income we are deferring until next years accounts

I am currently finalising the cash flow forecast for this year. As there has been a much smaller uptake of children this has meant we have had to open for fewer sessions. We are currently investigating grants and additional funding that may be available to us

If anyone has any question in relation to the accounts, please feel free to ask me now, or catch me later.

Questions and Answers:

There were no questions and answers.

Supervisors Report - Dawn Gibson

Dawn started her speech by running through the review of the last year:

AUTUMN TERM 2009

Grandparents day well received

Toys

Bonfire night – we went to chatters and made firework pictures

Harvest

Staying safe – road safety, sharing about fire safety got to see fire engine

Divali

Christmas – performance first time in the hall visit to Baptist church Christmas party in the snow with the magic snow man

SPRING TERM 2010

Made the most of the snowy weather

Valentine we made cards and walked to the post box to send them home

We thought about our own country and celebrated St. David's, St. Georges & St.

Patrick's Days – Parents came to share about St. David's Day and made welsh cakes

Children's Interest sheets highlighted that a number of the children were interested in and enjoyed the story of the Gruffalo.

Which expanded into our main topic till the end of the year.

Allotment – well supported by parents

Easter we had a Easter Hat parade with school

SUMMER TERM 2010

We thought about spring made full use of the school field did lots of growing and fully enjoyed the allotment we experimented and had our first full session on the field we finished with a Woodland party at the end of the half term.

After half term we celebrated the world cup with lots of enthusiastic footballers and created our own display football pitch. We also thought about South Africa we finished the summer by holding our own Gruffalo show and a leavers party in the village hall.

How Play supports your child's early Reading Writing and Numeracy

As you know as a setting we follow the Early Years Foundation Stage (EYFS) and within this we focus on your child's six areas of learning and development through the use of observation and assessment.

These areas cover all aspects of your child's learning and initially when they come into pre-school our main focus centres around Personal, Social and Emotional Development (P.S.E.D).

We recognise that until a child is fully settled and secure in the environment then learning is unlikely to progress, as a happy child will become a confident learner. This process is supported by the use of a key person system and all staff spend time building relationships with their key children and their parents.

Once your child is settled and accessing a wide range of activities that are offered they are then ready to move onto their next steps in learning.

I would just like to share about how we achieve some of those next steps in your child's preparation for the foundation stage.

A concern that many parents have is how they can support their child with early reading. As a setting this area of development falls under Communication, Language and Literacy (C.L.L).

Children are made aware about reading through the use of many activities and resources that are available daily throughout the setting.

Children can access a wide variety of storybooks that include factual, homemade, picture, tactile and multi cultural.

Group story time is a key part of every session and a member of staff shares planned and child initiated stories with the whole group. We also use big books and Story Sacks and share traditional fairy tales. During story telling questions are asked and children learn to anticipate what might happen next. They also learn about the format of a story and have opportunities to engage in key refrains and sounds. Reading stories is a positive way to build on your child's

development and we encourage you to read daily to your child either accessing books from the local library or by borrowing books from our lending box.

Alongside reading to your child it is really important that you share songs, rhymes and poetry with them as this all helps to build on your child's knowledge of rhyme and alliteration it is also a way to promote early phonics. All children will learn their letter sounds phonetically and therefore it is really important that when you are sounding out their names or other word sounds you do this with them.

As a setting early writing skills are encouraged and supported through a wide range of activities. In order for your child to have the dexterity to hold a pen they must first be able to manipulate their gross and fine motor skills. Gross motor skills are developed through the use of activities such as playing with dough finger painting swirling ribbons, riding bikes batting balls. Again these are included on a daily basis within the setting and children's progression of these skill are observed in order to extend and refine their abilities. Fine motor skills are supported through the use of threading activities, Small construction, Cutting & sticking, cooking and obviously any activity where a child is using mark-making equipment. The combination of all of this play helps your child to build the necessary skills and confidence to begin early writing. It has been proven that the more opportunities that a child has to mark make the more confident they will become in their own ability and be willing to try out new techniques such as writing their name when they are ready.

Early Numeracy is broken down into three sections: Numbers as Labels and for counting, this refers to a child being interested in numbers and beginning to use number language spontaneously, starting to count up to ten and forming an understanding of what each number represents.

Calculating is an understanding that quantities change and the beginning of using their own methods to work out mathematical problems.

Shapes, space and measures is becoming aware of different shapes within the environment and how shapes link together such as puzzles. It is also the understanding of positional and mathematical language along with quantities and measurement.

Again all of these activities are planned into your child's daily curriculum but the majority of this learning comes through using natural opportunities to introduce and develop these skills such as counting how many plates are on the snack table, finding shapes in their environment and estimating how many brick they will build before the tower falls down.

All play is important to your child's learning and development and through the experiences that they gain in our setting we are confident that they are making positive progress and moving on to become confident and resilient learners.

If you have any questions or concerns about your child or our setting then please don't hesitate to come and speak to any member of staff or myself.

New Committee is elected:

Alison Jackson Chair	Proposed : Brigid Elsdon Seconded : Anna Braund
Anna Braund Secretary	Proposed : Corinne Wootley Seconded : Kate Abdee
Elizabeth Dolby Treasurer	Proposed : Anna Braund Seconded : Brigid Elsdon
Rosie Lawrence Registrar	Proposed : Brigid Elsdon Seconded : Anna Braund
Brigid Elsdon Admissions	Proposed : Anna Braund Seconded : Kate Abdee
Emma Taylor Buyer	Proposed : Anna Braund Seconded : Brigid Elsdon
Janice Asplin General Committee	Proposed : Brigid Elsdon Seconded : Corinne Wootley
Kate Abdee General Committee	Proposed : Anna Braund Seconded : Ciona Sutton
Elizabeth Townsend General Committee	Proposed : Brigid Elsdon Seconded : Ciona Sutton
Ciona Sutton Bookings	Proposed : Brigid Elsdon Seconded : Emma Taylor

Date, time and venue for the next meeting:

15th November 2010 at 8pm

Any other business: none.

Meeting ended at 9.50pm.

Minutes recorded by Anna Braund. Confirmed as a true record by Alison Jackson.