

## Pre-school Committee AGM

13.10.21 at 7.30pm

Adam (Chair), Sarah (Pre-school Manager), Lucy (Treasurer), Rob, Jo (minutes), Vicki, Kelly, Tracey (staff Rep), Hannah

Apologies: Teresa

		Action
1	<p><u>Chair's Report</u></p> <p>Adam thanked for everyone for attending.</p> <p>Adam agreed to stay on for another 12 months last year because of the difficult time the pre-school was facing.</p> <p>He thanked Sarah and the staff team for managing the pre-school so well over the last year despite the huge challenges that were faced. The team's ability to adapt and overcome and stay open in response to Covid was fantastic.</p> <p>Another success for the year was securing the pre-school lease for another 5 years which was a team effort of all the committee.</p> <p>Fundraising has gone well this year specifically with the Co-op money and individual Facebook birthday fundraisers.</p> <p>Adam has stood as chair for 6 years and now feels it is time for someone new to come in.</p>	
2	<p><u>Manager's Report</u></p> <p>Sarah thanked Adam for everything thing he has done and especially fixing thing, fitting the new kitchen and building the sensory area.</p> <p>The Manager's report is attached separately</p> <p>Sarah has handed in her notice and will be leaving at the end of the year.</p>	
3	<p><u>Financial Report</u></p> <p>Lucy presented the financial report (appended below)</p> <p>Fundraising will be a key activity for the forthcoming year</p>	
4	<p><u>Re-elect current/elect new office and committee roles</u></p> <p>With Sarah leaving it was suggested that the role is split into two:</p> <ul style="list-style-type: none"><li>• Pre-school Manager</li><li>• Financial Administrator</li></ul> <p>Previously the pre-school had a financial administrator but when the last person left Sarah and Teresa took this on.</p>	

	<p>As Lucy has been overseeing the payroll and doing the accounts in her role of Treasurer it was suggested that she be appointed to the role. The required processes will be followed by Sarah and the new Chair ASAP.</p> <p>Under the constitution of the pre-school the following roles must be within the committee:</p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Secretary</li> <li>• Treasurer</li> </ul> <p>Those attending the meeting were asked if they wanted to be considered for the roles. Following nominations being proposed and seconded by members the following were appointed.</p> <p>Chair – Kelly Secretary – Jo</p> <p>The position of Treasurer remains open and will be filled at an Extra-ordinary AGM if</p> <p>Vicki stepping down as committee member</p> <p>Hannah, Rob and Natasha were appointed as Committee members.</p> <p>The Committee for 2021/22 is therefore as follows Kelly Tardivel (Chair) Jo Harley (Secretary) Sarah O’Toole (Pre-school Manager and member) Hannah Wright Natasha Coon Rob Adams Tracey Lewarne (Staff Rep) Treasurer – Position vacant</p>	
6	<p><u>Re-adoption of Constitution</u></p> <p>It was proposed and seconded that the Constitution should be re-adopted</p>	

Date of next meeting: Autumn 2022 – date and time TBC

## **Managers' Report – Sarah O'Toole (Pre-school Manager)**

We started September 2020 with 28 children and ended the academic year in July 2021 with 36 children. We have started this September 2021 with 28 children and have increased to 31 this week.

We currently have 8 two year funded children, the highest amount ever (due to the increases in criteria for the funding). We get £1125 each 14 week term for each child attending 15 hours two year funding a week (£5.40 per hour), so this increase will really help financially.

Last academic year we had 17 school risers. They enjoyed weekly forest school and outdoor learning, in two smaller groups. We started off in the woods that we used last year at the top of Treemill, then began our visits to the aquarium, Par Community Gardens, The Bird Lady of Fowey and some beach school sessions at Polkerris and Par.

The last six weeks of the 22 week program were at Tywardreath School, in their forest school area. It was great for the children to be able to do some settling in sessions this year, as the previous cohort missed out, due to Coronavirus restrictions.

It was not a good start to the new school year for me in September 2021, as I contracted Coronavirus and was isolating for the first week of term. The staff meeting went ahead without me a few days before we re-opened and I attended via video, poorly on my sofa at home. The staff team were fantastic, covering a full agenda of meeting topics. The first week back was busy and happy, we received some kind thank you emails and messages from grateful parents.

I sent out a parent/carers feedback survey at the start of September. We had 19 responses. 100% said they would be very likely to recommend our pre-school. 100% said our communication met or exceeded their expectations. I have popped some of the comments on our website. There were two suggestions that we are pleased to be able to action, regular Makaton videos to demonstrate the signing vocabulary for each topic (which we post on Facebook, as 100% of our families said they used our Facebook page for information). We also plan to have staff ID badges, as one parent commented that they were not sure who all the staff are.

In September 2021 we have seen the introduction of the new Early Years Foundation Stage statutory and Development Matters framework.

Staff have been committed to their continuous professional development. One staff member has signed up to a degree with Plymouth University in Early Years (this will give pre-school three Level 6 qualified staff). Coronavirus actually seemed to increase the amount of training opportunities, such as Mental Health First Aid and Emotion Coaching.

It was with a heavy heart and huge regret that I formally handed in my notice in on Friday 8<sup>th</sup> October. My last day is officially Friday 31<sup>st</sup> December. It is now time for me to pass on my full and rewarding role, as I will be moving to Derbyshire (after 40 years away), to be closer to my family.

Our achievements as an important part of the community would not have been possible without the dedication of an incredibly talented staff team and the kind support from our volunteer committee. I personally thank everyone who has contributed to the passion and success of the pre-school.

Recruiting a manager is likely to be challenging, as there is a shortage of nursery practitioners and managers in Cornwall. I leave the pre-school my biggest heartfelt positive wishes for the future. I sincerely hope that the committee trustees can secure the successful and joyful future of the pre-school, in an ever-changing world.

#### **Finance Report - Lucy Pemberton (Committee Treasurer)**

Current Account (CA) balance on 13/10/21            £10,616.80

Contingency (CF) Account balance on 13/10/21    £7,464.52

Overdue Invoices in last 365 days                    £1329.00

Of which    £945 is owed by 3 families who have left the setting

And    £414 is overdue by existing families

#### **Recent Grants, Fundraising & Donations:**

Coop Community Fund part payment                £1578.28

PayPal donations                                        £422.50

The New Inn    £304.75

The Ship Inn    £300.00

Easy fundraising current balance                    £214.08 to date

(36 supporters of which 20 have never shopped!)