

AGM Minutes

Date & Time	Wednesday 18 th November 2020, 8pm
Location	Remote access via Zoom
Present	Caroline Emmerson, Katie Hope, Lynsey MaCartney, Andrew Taylor, Lucy Stiller, Sarah Clark, Tina Brown, Angela Morris, Claire Williams, Heidi Craft, Becky Carrier, Nicky Cole, Rosie, Mary Casey, Clare Cole, Emma Searle, Sam Clark, Ogunduyile, Maria Kinsella
Apologies	None

Minutes

Agenda Item	Notes	Actions
Item 1	Caroline (chair) welcomed everyone and said how nice it was to see so many people attending.	
Item 2	Minutes of last meeting previously circulated	Signed by Chair
Item 3 Matter's arising	There were no matters arising from the previous AGM minutes.	
Item 4 Chair's report	<p>This has been the most extraordinary year. Expectations and plans have been overturned and new ones have swiftly, and sometimes sadly, had to be put in place. I would like to take the opportunity to thank our staff for working so hard to keep the children safe and keeping the learning fun.</p> <p>Lucy has now been the manager of Yarburgh since February 2019. She is also the safeguarding lead with Sam as her deputy. Becky has worked for us since 2017 is our Senco. Heidi has been working at Yarburgh since 2016 and is our Fire Safety Officer and First Aid Lead, Claire is our longest-serving member of staff and continues to share her expertise on a Monday and Tuesday. Charlie and Sam are our newest assistants, who have worked very hard over the past year to gain their Level 2 and Level 3 qualifications respectively. Owing to delays caused by the corona virus, they still have a few exams to complete, but we are sure that they will both be fully qualified soon. Maria continues to provide excellent administrative support. This year we also bid a sad farewell to Harvey, who left to pursue a career at Sainsburys and we welcomed Davina, our wonderful cleaner who has worked so hard to ensure a safe clean working environment for our children.</p>	

	<p>Over the past year, we have had a very healthy number of children on roll at Yarburgh. Attendance was obviously affected by Covid-19 in the summer term, as we followed guidance recommended by the local authority on numbers that could attend. We also had to prioritize children that could attend according to the LA's criteria. (Children attending school in the Autumn, children of key workers and vulnerable children.) We have nearly reached capacity for places this year, with 38 children due to be on roll in the summer term, in comparison to 35 children at this time last year. We have 1 space available on a Monday morning, 7 on a Monday afternoon and 2 on a Tuesday afternoon. This is remarkable, considering how disrupted life was over the summer term and is a testament to our strong reputation within our community that our numbers have been as positive as they are.</p> <p>Fundraising has obviously been disrupted this year, however, we have successfully applied and received grants from local charitable organisations, helping make up this short-fall. One big event we held before lock down was an 80s disco at The Crow's Nest. Through selling tickets and organising a raffle, we managed to raise an impressive £600. We also received £900 from the Rotary Club of East Grinstead for our beautiful mud kitchen, £330 from Waitrose towards garden equipment and £600 from the East Grinstead Common Good Trust for some indoor climbing equipment. In these difficult times, we are very grateful for the local charities who have helped us buy such lovely equipment for our children. Although fundraising obviously has its challenges at the moment, we do have plans to run a sponsored event over the coming months and possibly a Christmas raffle. There are the possibilities of other grants to apply for and I'm sure this is an avenue the new committee will be keen to explore.</p>	
<p>Item 5 Manager's report</p>	<p>This year at Yarburgh has certainly been interesting, we have all had to overcome and work through so many new challenges that we never expected to have thrown at us!</p> <p>I feel so proud of my team who did their very best to support the children and families at home throughout lock down providing fun activity ideas, stories and zoom meetings while balancing their home lives! They also worked on their own personal development completing many, many online training courses to support them in their roles, and leaving poor Maria with the huge job of printing everyone's certificates when we returned!</p> <p>The passion and dedication to the children's well being came above all as always and despite the worries the staff returned back in September excited, ready and full of enthusiasm, we have adapted and learnt as we go and we thank everyone who has been so supportive!</p> <p>Although things have been very different, the children have settled</p>	

	<p>beautifully and the majority of the children seeming to absolutely love the independence of walking into preschool on their own. I am always overwhelmed with how they take everything in their stride and adapt themselves to our new normal.</p> <p>Unfortunately there were so many missed plans and trips but this has also given us the time to look at the provision we already have and how we can improve it, adding a new sandpit, planter, water wall and an amazing mud kitchen to the garden which is absolutely adored by the children. The goodwill trust has also provided us with the funds to acquire an indoor climbing frame and we cannot wait for it to arrive and for the children to explore it!</p> <p>With so many restrictions outside of our bubble we look forward to packing this academic year full of fresh and exciting learning opportunities, celebrations and fun!</p> <p>We have already celebrated birthdays, World space week - making rockets, moon walking and a special zoom talk with Steve Pond from Above East Grinstead, Bonfire night, learning all about fire safety, Halloween, Diwali – with the children making lovely candle holders, Rangolis and explored Indian music and dance. World kindness day where we really focused on what it means to be kind, taking turns and working together, raising money for children in need, thinking about others and recognising Remembrance Day where the children sat silently for 2 minutes and made wonderful poppies. Sam has now completed training and introduced us all to Makaton, a sign language to support all of the children with their spoken language development and we hope they have fun teaching you the signs too!</p> <p>We look forward to what the next year brings and working together with the newly formed committee to always strive for the best for our children!</p> <p>Thank you!</p>	
<p>Item 6 Treasurer's report</p>	<p>See attached report.</p>	
<p>Item 7 Appointment of independent examiners for 2020/2021 accounts</p>	<p>Last year Andrew reviewed the accountants, but found that the current company are providing the best value for money for our needs. He recommends that they be appointed for next year. This was agreed by the current committee.</p>	
<p>Item 8 Election of new</p>	<p>Lynsey Macartney, Sarah Clark, Angela Morris and Andrew Taylor to continue on committee. Lynsey Macartney nominated Sarah, Angela and Andrew.</p>	

<p>officers and committee members</p>	<p>Seconded by Caroline Emmerson Sarah Clark nominated Lynsey. Seconded by Caroline Emmerson. Emma Searle and Mary Casey are keen to join. Nominated by Caroline Emmerson. Seconded by Katie Hope.</p>	
<p>Item 9 Resignation of existing Trustees and appointing new trustees</p>	<p>Caroline Emmerson and Claire Williams are resigning as Trustees.</p>	
<p>Item 10 AOB</p>	<p>None.</p>	
	<p>Meeting ended at 20:25</p>	