

# Yarburgh Community Preschool

## Annual General Meeting 2022



<b>Date &amp; Time</b>	Wednesday 30th November 2022, 7:30pm
<b>Location</b>	Yarburgh Community Preschool
<b>Present</b>	Committee: Andrew Taylor, Mary Casey, Clare Barnett, Emma Parker Staff: Heidi Craft, Chelsea Bennett, Sam Clark, Charlie Davies, Emily Stevens, Sue Stevenson Parents/carers: Hayleigh Rhoads, Hannah Farrell, Kelly Farnon, Edita Duncan, Angela Morris, Tracy Hunn, Alena Bonome, Zainab Khakoo, Chloe Anderson, Alice Turton, Kelly Munn
<b>Apologies</b>	Hollie Martin, Kirsty Thom, Jemma and Jake Dallaway

## Minutes

Agenda Item	Notes
Item 1 Matters arising	There were no matters arising from the previous AGM minutes
Item 2 Minutes of the 2021 Annual General Meeting	Minutes of last meeting previously circulated are approved and signed by Chair
Item 3 Chairperson's Report	<p>I want to welcome everyone to the Annual General meeting and thank you for attending.</p> <p>I have been on the Committee for 2 years now, first as Secretary and for the previous year as Chair. It has been a very interesting and immensely rewarding time. We have had a lot of changes both visible one and others behind the scenes.</p> <p>In December last year our former manager Lucy left as did the Supervisor. We are very pleased to have Sue join as manager permanently this term having assisted us on a consultancy basis last year. Heidi re-joined the organisation, coming back as our supervisor, Emily stepped up to the role of Educational lead and Chelsea joined us in February taking on the Special Educational Needs Co-ordinator role. Sam has very gracefully and competently assisted us through the year but has decided to move on at the end of the year.</p> <p>I have to give special thanks to Charlie, Davina and Rebecca who gave us so much time and effort throughout what was a quite uncertain period at the beginning of 2022. Since then we have also had Tracey join as bank staff and we are delighted to have her on board.</p> <p>The management team have been updating risk assessments and policies and procedures to ensure that we are confidently and consistently providing a</p>

	<p>safe and engaging environment for children to learn and grow.</p> <p>We have reviewed the offer we are making as a preschool to both children and parent and changes have been made to improve the organisation. I hope you will agree with me that the educational program now in place, especially for those children that are 3 years and over is exceptional. The children are learning phonics in stepping Stones in preparation for school but also covering all the area's required under the Early Years Framework.</p> <p>With Covid almost a distant memory the children are out and about more and we are engaging with the new needs of children who have started their life with the limited social experience Covid created. There are increased needs around language skills and social skills which are being addressed constantly by simply being within this type of setting day to day.</p> <p>Given the current economic uncertainty our recent fundraising efforts have been to apply to Grants from larger charitable and community organisations to assist in meeting our needs – I will leave it to the Treasurer to provide more details on this. As a charitable organisation we are always looking for new fundraising opportunities whilst remaining conscious of the financial pressures faced by families so if you have any ideas the Committee are always happy to discuss.</p> <p>I feel the Preschool has come a long way from last November, following considerable staff changes, an ever-changing economic climate and the after effects of Covid we are continuing to offer a wonderful space with an amazing team to educate and engage your children daily. My final words are simply to repeat my thanks to the team here who have worked so hard this last year and achieved so much.</p>
<p>Item 4 Manager's Report</p>	<p>Hi lovely to so many of you here this evening, For those of you who do not know me I am sue Stevenson Manager. Well, what a year it has been especially as I was only going to be here for a few weeks. And here we are a year later. We have been very lucky with our recruitment this year securing our level 6 educational led Emily who was previously a reception school teacher. Chelsea our level 4 qualified SENCO Heidi our level 3 Supervisor Sam our level 3 practitioner Charlie who has recently qualified as our level 2 practitioner All who bring a wealth of knowledge and experience to the setting. I must also mention our committed bank staff Davina Rebecca and Tracy, who we could not have operated without at the beginning of the year. We had to reduce some staff hours at the end of last term for the beginning of September, as are numbers were concerning low especially on a Friday with only 7 children on the register. This was the same for at least 2 other settings in East Grinstead. We were all hoping it was just the tail end of the covid impact and parent were nervous about letting their children mix. However, this increased week on week throughout the first half term, where we were able to re instate all reduce hours back to 24 hours per week per member of staff. We currently have 32 children on the register from January 2023.</p>

	<p>21 children on a Monday morning session                  24 on a Tuesday morning session                  23 on both Wednesday and Thursday morning session                  20 on Friday morning session</p> <p>We would love to see our setting full every session and will continue to advertise our setting at every available opportunity.</p> <p>We have throughout this year had a lovely visit to the local fire station. We had visit to the setting from both the library and local dentist. And a visit to the local food bank with our harvest festival collection</p> <p>I have seen an amazing turn around with in the setting with children engaging in purposeful play and activities. And all staff being enthusiastic and motivated.</p> <p>We have introduced a weekly dance fitness session with Flo from Kicks Dance coming in every Wednesday morning, which has been engaging the majority if not all children in the session.</p> <p>We have enjoyed taking out our Stepping Stones children on a Wednesday afternoon to the park local shop and on a picture and number search along the bumpy lane.</p> <p>The Committee have managed to secure some grant to help towards providing 3 hot meals a week from January for all children in the setting. We are looking forward to our Christmas play and party at the end of this term and building on our success in the new year.</p> <p>I would like to take this opportunity to thank all the staff for their continued hard work and dedication they have shown this year</p>
<p>Item 5</p> <p>Treasurer’s Report and accounts for the year ended 31st August 2022</p>	<p>Firstly I’d like to echo the thanks to the management and staff team for their dedicated efforts to Yarburgh over the past year.</p> <p>From a financial perspective it’s been a difficult year and I know that I’ve often had to decline requests to spend money, or we’ve had to find different ways of doing things to reduce costs, yet the team have found a way to ensure the children have all the toys, equipment and supplies they need and have not compromised on the standard of care and education we provide.</p> <p>To cover some of the key financials for the year:</p> <ul style="list-style-type: none"> <li>• Our income was £90,720, compared with the last academic year when it was £109,349</li> <li>• Our expenditure was £112,808, compared with the last academic year when it was £96,418</li> <li>• Overall, we have a deficit of £22,088 for the year, compared with a surplus of £12,931 last year</li> <li>• If we look at both years together, that means a deficit of just over £9,000</li> <li>• We were able to absorb that loss with funds in the bank, but it’s critical that this financial year we get back to at least a break-even position.</li> </ul>

	<p>The main reasons for this deficit include the changes in staffing during the year and periods of parallel costs (including a rise in Living Wage), the lack of any significant fundraising, and increased costs from things like utilities, rent and rates.</p> <p>I am pleased to say that things are looking positive already for this year with a full register, increased funding rates from WSCC and very low aged debt. We will continue to keep a close eye on finances, but would really appreciate support from families with fundraising ideas and events as we always used to do and was a staple of the Yarburgh annual plan.</p>
<p>Item 6 Appointment of Independent Examiners for the 2021/2022 accounts</p>	<p>Andrew proposed use of current accountants – Mary seconded and it was agreed by Committee</p>
<p>Item 7 Election of new officers and committee members</p>	<p>Mary Casey will continue as Chair Andrew Taylor will continue as Treasurer Mary proposed Emma Parker as Secretary, Sue Stevenson seconded – elected</p> <p>Mary proposed Chloe Anderson, Alice Turton, Hannah Farrell and Kelly Munn as committee members, Sue Stevenson seconded - elected</p>
<p>Item 8 Resignation of existing Trustees and appointment of new Trustees</p>	<p>Hollie Martin resigned as Trustee and Secretary Claire Barnett resigned from the Committee</p> <p>Emma Parker is appointed a Trustee in her role as Secretary</p>
<p>Item 9 Any other business</p>	<p>None</p>
	<p>Meeting ended at 20:46</p>