

Yarburgh Community Preschool

Annual General Meeting 2022



Date & Time	Wednesday 29th November 2023, 7:30pm
Location	Yarburgh Community Preschool
Present	Committee: Andrew Taylor, Mary Casey, Emma Parker, Chloe Anderson, Staff: Chelsea Bennett, Davina Cranham, Charlie Davies, Tracey Hawksworth, Emily Stevens, Sue Stevenson Parents/carers: Kathryn Feck, Melanie Chard, Chris Golland, James Walsom, Vikki Stonestreet, Rosie Tassell, Zainab Khakoo, Katie Fitzprice, Richard Fitzsimmons
Apologies	Hannah Farrell and Kelly Munn

Minutes

Agenda Item	Notes
Item 1 Matters arising	There were no matters arising from the previous AGM minutes
Item 2 Minutes of the 2022 Annual General Meeting	Minutes of last meeting previously circulated are approved and signed by Chair, seconded by Sue Stevenson
Item 3 Chairperson's Report	<p>I want to welcome everyone to the Annual General Meeting (AGM) and thank you for attending.</p> <p>I have been on the Committee for 3 years now, this being my second year as Chair.</p> <p>We have been delighted to have Sue with us as manager for over a year now and following Heidi's departure in the summer we are pleased to have Emily as our Deputy Manager. I am extremely proud of the management team – they are very organised, capable, and enthusiastic and have made the running of the Committee a delight.</p> <p>As Chair, I wish to express the Trustees gratitude to all the staff – each of whom brings a unique and admirable set of skills to our amazing setting. I also wish to officially welcome our new bank staff into the family of Yarburgh – Caroline and Melanie. They are both level 3.</p> <p>This year we received our much-anticipated Ofsted Inspection for which we received a Good rating. My special thanks go to Sue for preparing the team for the inspection which we know was nerve wracking. The report itself is a resounding endorsement of our management, our team and our practices. We are so proud of the team for achieving this result and for creating an exemplary environment for the children to learn and grow. Our team are approachable and knowledgeable. They are encouraging and engaging, and I hope you will agree that your children are enjoying, our fun educational environment.</p>

	<p>We hope that those of you with older children, will see that there are lots of trips out to assist the children in learning about the world around them and ensuring they are experiencing new environments often. We aim to ensure your children are ready for school and our Stepping Stones program is commendable in doing so.</p> <p>There are always projects and improvements that can be made and we are always open to suggestions and feedback.</p> <p>As a charitable organisation we are also 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. We have now used up the fund that provided hot meals to the children each week though for Stepping Stones this will return in the final term of the year to help the children get used to the school lunch environment.</p> <p>I am proud to Chair the Committee at Yarburgh – I am very proud of the setting’s wonderful space and amazing team. As always, I must end with my thanks to the team for their dedication. We would not achieve any of this without their efforts.</p>
<p>Item 4 Manager’s Report</p>	<p>Good evening and thank you for coming here this evening, It has as always been a pleasure and a privilege to have your children attend our setting.</p> <p>We said goodbye to majority of our children this summer and helped with a seamless transition to their new schools.</p> <p>We have seen some staff changes throughout this year with both Heidi and Sam leaving childcare to pursue different career choices.</p> <p>Emily has moved into the supervisor position and has very successfully built up a strong independent learning environment for both staff and children in our setting.</p> <p>Chelsea is still our SENCO and has successfully completed her level 3 childcare course in inclusion.</p> <p>Charlie has successfully completed her Level 2 childcare qualification and has gone on to enroll in her level 3 course this term.</p> <p>Tracy has moved from her bank staff position to a permanent member of staff since September.</p> <p>Davina is still supporting the setting 2 days a week and we have 2 new Qualified level 3 childcare Bank staff Caroline and Mel. And Becks who has supported the setting for the past 2 years. All of whom bring a wealth of knowledge and experience to the setting.</p> <p>At the beginning of this year, we received a £1000 grant from a local charity which helped us to provide hot meals at lunch time 3 days a week. Unfortunately, this money has now run out.</p> <p>We currently have 26 children on the register from January 2024.</p> <p>17 children on a Monday morning session 17 on a Tuesday morning session 20 on both Wednesday 20 Thursday morning session 16 Friday morning session</p> <p>We would love to see our setting full every session and will continue to</p>

	<p>advertise our setting at every available opportunity.</p> <p>We have throughout this year been able to support your child’s learning, development and understanding of the world they live in, with various visits to and from local services.</p> <p>We had a weekly KICKs session, where the children joined in with dance and movement activities, building their understanding of health and wellbeing.</p> <p>This term we are doing Mini Athletics and this is provided by a qualified P.E teacher on a Friday morning.</p> <p>We have introduced fortnightly outings in our stepping stone session these include walking to the local supermarket to buy food for our harvest festival donation to East Grinstead food bank.</p> <p>We went to Homebase to buy plants and vegetable seeds for our garden, which the children helped to plant, look after, pick and eat. (not always just the vegetables)</p>
<p>Item 5</p> <p>Treasurer’s Report and accounts for the year ended 31st August 2023</p>	<p>Firstly I’d like to echo the thanks to the management and staff for their dedicated efforts to Yarburgh over the past year.</p> <p>From a financial perspective it’s been a good year in terms of income. However, expenditure is also up.</p> <p>To cover some of the key financials for the year:</p> <ul style="list-style-type: none"> • Our income was £124,000 compared with the last academic year when it was £90,000 – big increase due to increase in funding from WSCC and rates increased by 50p/hour, grant for hot meals and fundraising was over £600 (compared with nothing the previous 2 years) • Our expenditure was £119,000 • Overall, we have a surplus of £4,300 for the year, compared with a deficit of £22,000 last year and surplus of £12,000 the previous year • If we look at the last 3 years together, that means a deficit of around £6,000 • 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. <p>The next year will be hard with the main reason being the increase in minimum wage by £1.02 which is approx. a 10% increase on our wage bill. Also, have increased costs from things like utilities, rent (increased by 50%) and rates, insurance, supplies. We have to be careful on expenditure.</p> <p>Fundraising is very important – anyone who would be interested in joining the committee to aid fundraising would be greatly welcomed as this would give Yarburgh the additional funds to buy supplies for the children</p>

Item 6 Appointment of Independent Examiners for the 2023/2024 accounts	Andrew Taylor proposed use of current accountants – Emma Parker seconded and it was agreed by Committee
Item 7 Election of new officers and committee members	Mary Casey will continue as Chair Andrew Taylor will continue as Treasurer Emma Parker will continue as Secretary James Walsom to join the committee – proposed by Mary Casey and seconded by Andrew Taylor
Item 8 Resignation of existing Trustees and appointment of new Trustees	Chloe Anderson, Hannah Farrell and Kelly Munn have resigned from the committee
Item 9 Any other business	None
	Meeting ended at 20:00