

**AGM Minutes**

**Location**: Streatley Hill Pre School

**Date:** Friday 12th October 2018 **Time:** 8.00pm

**Attendees:** Bob Kapp (BK), Shelley-Anne Smith (SAS), Beverley Harrow (BH), Sophie Scott (SS), Georgina Kennedy (GK), Nikhil Kulkarni (NK), Lloyd Jenkins (LJ), Cheryl Allen (to be completed)

**Apologies:** Abby Barton, to be completed

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| **Item** | **Minutes** |
| **1.** | **Chair’s Report (Bob Kapp)**Chair ReportThanks to everyone for coming. It’s been quite a year.We welcomed Cheryl Allen about a year ago to be our Lead Teacher – and what an amazing addition she has been to the pre-school. She’s come in and not only put her mark on the school but helped us to tackle each of our issues in a positive and proactive way. It’s been inspiring to see our pre-school teachers get excited and give even more to SHPS.We started last year under serious financial pressure. Costs had steadily been marching up along with increasing regulatory responsibilities. Our income however, remained stagnant. As we primarily relied on West Berkshire funding, we needed to make changes. At our Extraordinary Meeting in January, we shared with parents the situation. There we decided to raise rates and ask for Voluntary Contributions. We also seriously ramped up our fundraising efforts to fill these holes. In addition, we tackled costs and the way we manage staff to make things more streamlined and efficient. I’m pleased to report that, while we still have a way to go, this year on a cash basis we have edged into positive territory – helping to replenish reserves. This is from the uptake of the Voluntary Contributions (80-90%), the hard work of our finance and fundraising teams, and the generosity of our community. (See Lloyd’s presentation for details).Still, in my view, Pre-school teachers are one of the most undercompensated groups in the UK today. They have such an important role in our children’s lives. Before I took on the role of chair I hadn’t fully realised the commitment of our staff. From the ongoing training, extra hours and time put in – all on top of being with our children all day. I really struggle with the idea that the pre-school is just barely scraping by financially given how much time is given by the committee and how little we are able to pay staff. I truly hope over time the committee can continue to improve this and find a way to improve staff compensation – at least in our corner of the world. There is simply not a better thing to invest in than our children. It’s been busy on many different fronts this year apart from Finances. Here are a few of the highlights:* ensuring evolving Ofsted requirements are met on all levels
* engaging with West Berks frequently and driving a regular meeting with other local pre-schools in similar situations
* meeting independently other local pre-schools to share ideas and concerns
* dramatically improving our relationship with the Primary School
* overhauling our register and filing methods
* redefining management committee policies
* reviewing and implementing major pre-school policy updates
* implementing significant changes to the way the school is run day to day
* Improved IT – computer, tablets, laptops, printer
* starting Tapestry allowing improving our Learning Journals using technology
* managing HR to encourage stability with staffing and cost efficiencies
* proactively engaging with Parents
* opening the school for longer as response to parent demand
* streamlined office and play areas
* smashing fundraising targets
* starting to build committee transition process that will allow for more sustainable, ongoing governance
* exploring other paths to manage the pre-school to ensure continuity
* getting commitment for active engagement from over 80% of Parents

I’d like to thank all of the Committee and Staff for their amazing work in helping to deliver all of these and many more. I’d particularly like to thank Shelley and Sophie who have gone above and beyond, and I’ve gotten to spend a lot of time with them in past year! I’d also like to thank Lloyd for stepping up even though he’s not on the committee (yet!). And I’m sure the new committee will miss meeting at Abby’s lovely home – what hospitality!I look forward to seeing how the Pre-school grows from here. I think the committee has left the pre-school in a more stable place and on a positive trajectory. I am certain that parents really value the pre-school and its staff, and I trust that everyone who is able will be actively involved – as it’s what’s needed.Bob Kapp**Election of the committee**

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| **Role** | **Trustee?** | **Nominee** | **Proposed by** | **Seconded by**  |
| Secretary | Yes (TEMP) | Abby Barton (TEMP) | Beverley H | Shelly S |
| Chair | Yes | Shelly Smith | Lloyd Jenkins | Andy  |
| Treasurer | Yes | Lloyd Jenkins | Nikhil K | Shelly Smith |
| HR | Yes (TEMP) | Sophie Scott (TEMP) | Beverley H | Shelly S |
| Health & Safety | Yes | Emma Francis | Lloyd Jenkins | Andy |
| Website & I.T. | Yes | Nikhil Kulkarni | Lloyd Jenkins | Andy |
| Events | No | Beverley HarrowGeorgina Kennedy | CLBK | EFSD |
| TBD | Yes | Yvonne Siggemann | Nikhil K | Shelly Smith |
| TBD | Yes | Laura Miles | Nikhil K | Shelly Smith |

**ACTION - Handover notes to be sent or meeting to be had by leaving members by the end of Nov 2018.** |
| **2.** | **Lead Teachers Report (Cheryl Allen)**AGM 13th October 2018Welcome everyone, its lovely to see you here tonight. It’s been quite a journey for Streatley Hill Preschool over the last year, we have seen many changes, including myself joining the team at the end of November last year, after leaving Goring preschool, having been there for 13 years.It was a case of settle in and get to know everyone while preparing for Christmas! I joined the staff for their annual Christmas meal during my first week and we hit the road running, learning Christmas songs for the Children’s party and making Christmas cakes and cards to post home.January and February flew past and we past and we enjoyed our new routine of having a good morning song and the children enjoyed our topic of ‘All about me’. Cheryl K and I started off as old and new Cheryl but have now become Cheryl K and Cheryl A or occasionally Cheryl with the white hair! After the February half term, we started to think about planting in the garden and the children voted for what they would like to grow-carrots, strawberries and beans.We celebrated world book day in March, unfortunately Lisa’s car broke down in the morning, so I went to south stoke dressed as a wizard and found my lovely deputy dressed as a pirate on the side of the road! I rescued poor Lisa and we ended up having a wonderful day at preschool, the children dressed up as Where’s Wally, Batman and even Goldilocks.April was fun, we started using the primary school hall on a Tuesday and introduced our special bags, the children love bringing things in from home to show and talk about. We organised ‘The Great Easter Egg roll’ and invited all the children and their big people to join us, we decorated and rolled Eggs, made Easter baskets, sang Easter songs and had an Easter bonnet parade.During May we put our artistic talents to the test and became involved in a river themed art project with the Goring Gap Festival. The children created amazing pictures, and these were displayed at the train station. We also launched our very exciting Woodland Wednesday and recently purchased some waterproofs for the children to wear.Lots of transition visits happened during June and early July, we were helping our biggest children get ready for their next journey and welcoming our new children to visit and get to know us. We ended the summer with a big party and picnic at preschool, we put on a little concert and presentation and of course got the face paints out.Lots of work happened behind the scenes over the summer holidays, getting the preschool ready for September and we started our new school year with 10 new children. We introduced our new colour groups for our key children and self-registration, which the children are brilliant at doing. We now have group time with our key persons too. Everyone has settled in well and we currently have 28 children at Preschool.We have arrived back at Christmas bit again as we have just designed our fundraising Christmas cards and the photographer has been in to take Christmas themed photos! We are very much looking forward to celebrating Diwali with one of our families after Autumn break.I would like to thank my wonderful team of staff, Lisa, Cheryl k, Chrissie, Jo and our bank staff, Claire, clare and Sophie, you are what makes preschool so successful and such a warm and welcoming place to be. You all work incredibly hard and are truly amazing at what you do.Thank you to Bob for being a wonderful Chair and my friend this year, we have shared quite a journey which I will never forget!Thank you to all the committee and all of you parents for your support, kindness and hard work to keep Streatley Preschool flourishing.Exciting times and I can’t wait to see where the next year takes us!  |
| **3.** | **Finance Report (Shelly Smith)**Outstanding year in terms of:* New lead teacher
* Major shake up to revenue streams
* Bumper yr in fundraising
* Cost reductions in all areas where possible

Where the costs had increase.How we increased income Working together more, bouncing ideas between each other during committee meetings, parents help, snack offerings, parents generous supplies to stationery, toys and resources.* Hourly fee increased to £5.90
* Voluntary Contributions reintroduced
* Financial management function introduce
* Fundraising team working closely together to meet
* All working together to improve the setting.

**Financial Overview** Surplus before depreciation - £7,843 Depreciation, building and equipment - 10,639Net funds (2,796)Fund raising £15,346Areas of costs cut:* Reductions in cleaning
* Reductions in Staff
* Reductions in Repairs and Maintenance
* Reduction in stationery
* Reductions in Canteen
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| **4.** | **AOB:****The Future of Pre-school – Lloyd Jenkins**Lloyd presented an outlook of the pre-school from the past to the present and the ambition for future.Key messages (the presentation is available on the website):* The school had a fantastic founding with a boost of donation that set the school up for a great start with a new building and garden.
* The school has steadily become a very popular choice, ranked Outstanding in 2015, for local families and families from surrounding villages and towns.
* The pre-school funding is not invested into by local government and thus the grants do not pay for the running of the school. This has therefore over the last few years regularly meant that the school has relied on its reserves, raised at the founding of this school, to make up the difference.
* Last year, 2017, the school had a working deficit of £20k.
* This year, due to the fantastic effort of the current committee, the events team and staff at the pre-school, with generous help from local community, the finances are much better. The school had a surplus of £7k.
* However, the reserves are low and thus with renewed ambition the funding team and committee have set a target of raising £20k. This is £5k more than 2017.
* There are key external pressures – stagnant funding, general cost inflation, pension obligations. However, they are countered by good cost management, an increase in the community stepping up their volunteering to do admin and maintenance task that would otherwise cost money.
* There are further challenges that an average parent dropping their kids to a charity based not for profit pre-school setting run by a parent based committee don’t find out, unless they are reading this report or attending the AGM, and they are:
* In the past few years, the Early Years Register has seen a net loss of **over 1,000 providers** (Ofsted figures)
* **18% average gap** between local authority funding and actual costs (according to Pre-School Learning Alliance and the Professional Association for Childcare and Early Years)
* Last year, the average cost to run SHPS was **£2,800 per pupil**
* In addition to funding, fee income and voluntary contributions, SHPS has to raise a further **£15-20k each year** just to break-even

Lastly how can you help:* **Voluntary contributions** – they’re voluntary, but necessary!
* **Support fundraising initiatives** – join the fundraising team, hold an event or simply make a donation!
* **Give as You Live** – sign up yourself, get friends and family to join too; when you buy online, SHPS receives free money!
* **Donations** – it’s not all about money… healthy snacks help, so would your time to help with set-up, admin and cleaning…

**Parents as active volunteers:*** Georgina Kennedy
* Gemma Jenkins (Parent Liaison)
* Jennifer Gray
* Janine Cairns
* Emma Sisson
* Sara Anderson
* Freya Barton
* Dave Payne
* Olivier’s Mom
* Shan Armitage
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| **5.**  | **Next Committee meeting: TBD** |