

## Annual General Meeting 2020

### Minutes



**Date:** Tuesday 8<sup>th</sup> September 2020, 7.45 for 8pm

**Location:** Virtual – Zoom (mtg ID: 934 845 3135 – joining instructions sent to members via email)

#### Attendees:

##### 2019/20 Committee:

Chair: Iman (Faith) Khonji (IK)  
Treasurer: David Evans (DE)  
Company Secretary: Mark McDonald (MM)  
Health & Safety: Laura Miles (LM)  
HR: Amna Hasan (AH)

#### Staff:

Cheryl Allen (Lead Teacher)  
Lisa Tilbury (Deputy Lead Teacher)  
Georgina Kennedy  
Cheryl King  
Lorna Kinlock  
Jo Sentinella (apologies)

##### 2020/21 Members:

Claire Stanbrook  
Becky McDonald  
Katie Ferry  
Zoe & James Cook  
Jennifer Gray  
Louise Whitburn  
Penelope Sage  
Peter Davies  
Sam & Tom Woodward  
Justyna Krogulska  
Kate Fox  
Lee & Vicky Gardner

Item	Minutes	Owner	By Date
1	Introduction (MM)		
	MM provided a brief introduction to the AGM including the format and agenda		

2	<b>Chair's Report (IK)</b>		
	<p>What. A. Year!!! We made it- despite all the challenges and hurdles we have faced as parents, carers, staff, committee, helping hands and children! Every single tear and drop of sweat has been worth it for our children.</p> <p><b>Thank you(s)</b> Buckets of thanks go out to: ALL the staff, especially Cheryl Allen (Leadteacher) and Lisa Tilbury (Deputy) for keeping our pre-school open and running during the Covid outbreak. Parents Jenny Gray, Ilka Weiss &amp; Hannah Holland on their tremendous effort fundraising, despite challenging personal circumstances throughout Covid. You have been EPIC. Helping hands parents Clare Anne-West (who even raised a brilliant £160 in a couple of hours selling cookies with her boys), Izabella Leese, Sian Armitage, Sam Lovelock, Vicki McDonald &amp; Sam Shuker for baking help. Our fantastic Committee for all their incredible hard work &amp; support a Chair could wish for: Mark McDonald, David Evans, Laura Miles &amp; Amna Hasan. I hope I haven't missed anyone!</p> <p><b>Fundraising &amp; Finance</b> When I took over as Chair in April 2020, we had a deficit of £7700 due to our biggest fundraiser of the year, The Summer Ball, being cancelled due to Covid19. Despite the pre-school having to temporarily close for a short time during the peak Covid19 outbreak, we still had bills and wages to pay. Re-opening to pre-school meant increased costs as we had to invest in essential PPE to operate safely and extra health &amp; safety checks. After the few parents in the above 'thank you' section stepped up to help fundraise, we currently stand very close to £9000 (fundraised in 2 months!!!) and I am very confident we will reach £10,000 by end of August this year. We are now in a very comfortable financial position which is allowing us to invest in a new kitchen at pre-school, new resources, carry out all the maintenance and repairs we were hoping to do, replace the fire alarm that decided it wanted to die during the peak of Covid, source all the essential PPE we need (and the list continues).</p> <p>As soon as I became Chair, I set out to immediately change and adapt the way we fundraise; a strong shift to online and doorstep fundraising which has proved very successful. We will continue with this method in September 2020 and am confident we will surpass this year's fundraising figure if everyone does their bit. Covid has not beat us and we now know it won't if we keep fundraising together throughout the year.</p> <p><b>Leavers</b> We are so proud of our children moving on to Primary School. A huge well done and best wishes for a smooth and happy start. Cheryl and her team will continue to work with Head Teachers to ensure the transition is as seamless as possible. Grow, learn, laugh and love always!</p> <p>My very warmest wishes to you all, Faith (Iman) Khonji Streatley Hill Pre-School Chair</p>		
3	<b>Lead Teacher's Report (CA)</b>		
	<p>Welcome! Its lovely to be back at Pre-school and the first few days have gone well. I'm so excited to get to know our new families and children and delighted to have our other children back.</p> <p>Its certainty been a very challenging time for Pre-school with the Covid situation but alongside a fabulous team of staff and a dedicated and wonderful committee, we have come this far and we are going from strength to strength. I feel very lucky to be part of Streatley Hill Pre-school.</p> <p>For those of you that are new, I joined Pre-school just before Christmas 2017. I came from Goring Preschool as their Deputy and had spent 13 very happy years there. We were all very sad to learn that Goring Pre-school didn't make it and closed its doors last summer. We must make sure this never happens to our Pre-school and I hope all of our parents will contribute to our wonderful setting in any way they can, whether it's by supporting us on the committee, fundraising or helping to look after our building and garden.</p> <p>The opportunity came for me to take the next step in my career and I can tell you it's been a roller-coaster ride but worth every moment. I adore this Pre-school and with my team-Lisa my deputy, Cheryl K, Georgina, Jo and Lorna, we are very proud of the setting we offer to our community. I really hope you feel like part of our Pre-school family, as a team we will do everything we can to make sure your child is happy at pre-school and we want each child to experience the awe and wonder of the world in which they live, this will stay with them for their journey through school and beyond.</p> <p>I would just like to thank Laura, David and Amna who have been on our committee over the last year and have done an amazing job, it's been an absolute pleasure to work alongside them and I'm so grateful for everything they have done to support Pre-school. I would also like to thank Faith and Mark for staying on the committee as our Chair and Secretary and Katie for her wonderful job on our website.</p> <p>Let's hope for a healthy and wonderful year ahead.</p>		

## 4 Treasurer's Report (DE)

Thank you and welcome to the new normal.

First of all.

Our accounts are 99% complete, there are a couple of areas that the committee are still reviewing / tweaking. But the final figures won't change from what I present tonight.

Secondly, I'm going to try and keep this brief.

2020 will undoubtedly go down in his history as the year was turned on its head with COVID-19. Thankfully, the pre-school has made it through the financial year and, unlike many other pre-schools, is in a reasonably good financial position to start 2020-21.

We started out consolidating on the financial success of 2018-2019 and began to make plans to invest and upgrade the school's facilities. However, as you can imagine, this was turned on its head with the arrival of COVID. Our fees reduced dramatically, while our costs (wages, maintenance, insurance etc) continued and in some cases increased as we were required to spend more on cleaning and PPE etc.

Thankfully, led by our new chair, Faith, and with the enormous goodwill of parents, grandparents, children, friends, and the local community, the pre-school was able to end the financial year with a small surplus of £1,668.

### Key Figures

	2019-20	2018-19
• <b>Total Receipts:</b>	<b>£93,377</b>	<b>£116,794</b>
<i>Of which</i>		
<i>fees (incl. voluntary contributions):</i>	<i>£75,426</i>	<i>£94,638</i>
<i>fundraising (incl. grants)</i>	<i>£17,593</i>	<i>£20,471</i>
• <b>Total Payments:</b>	<b>£91,709</b>	<b>£88,901</b>
<i>Of which</i>		
<i>wages and salaries</i>	<i>£65,377</i>	<i>£61,191</i>
<i>repairs and maintenance</i>	<i>£4,813</i>	<i>(£1,365)</i>
<i>insurance</i>	<i>£5,818</i>	<i>£5,212</i>
<i>equipment + materials</i>	<i>£1,467</i>	<i>£3,718</i>

*(N.B. there are other sources of income and expenditure which aren't included in the above)*

Fundraising:       £ 11,154 from direct fundraising  
                           £6,439 from grants (this includes furlough payments)

- Income from fundraising (excl. grants):       £11,154
- Income from grants                                 £6,439

(Includes 'Furlough' payments, £2,299 to support SEND (special educational needs and disability) children, £500 from Tesco, £500 from The Gatehampton Trust)

It is fair to say that without the fundraising that occurs each year and the support of the local community, the viability of the pre-school would be very different.

### Reserves

Reserves were replenished in line with the pre-school's Finance Policy - £70,000, ensuring both the short-term financial health and long-term viability of the setting is protected. This is held in a separate bank account.

(The Reserves are set out in an established Finance Policy and comprise:

- Redundancy liabilities in case of closure – 25% of total annual wages
- General running costs contingency to offset funding and/or cashflow shortfall – one term's expenditure (excluding maintenance and depreciation)
  - Maintenance contingency to meet urgent repairs – equal to one term's maintenance expenditure, averaged over the previous three years
- Designated contingency, accumulating over time, to cover the estimated costs of replacing the pre-school building – based on the depreciation of the asset over its useful economic life).

5	<b>Elections to Committee Posts (MM)</b>		
	<p>a. The following Committee roles for the Pre-school were outlined to the Members:</p> <ul style="list-style-type: none"> <li>- “the Officers”:</li> <ul style="list-style-type: none"> <li>o Chair</li> <li>o Treasurer</li> <li>o Company Secretary</li> </ul> <li>- Elected roles:</li> <ul style="list-style-type: none"> <li>o Health &amp; Safety</li> <li>o HR</li> <li>o Website/IT</li> </ul> </ul> <p>b. It was noted that from the 2019/20 Committee, both Iman (Faith) Khonji and Mark McDonald wished to stand for re-election in their current roles. There was no opposition to this.</p> <p>c. An overview of the following 3 vacant roles was given by the 2019/20 Committee members who hold these positions:</p> <ul style="list-style-type: none"> <li>o Treasurer</li> <li>o Health &amp; Safety</li> <li>o HR</li> </ul> <p>d. Due to the nature of the meeting (virtual), no nominations for these roles were received during the meeting.</p> <p>e. Post-meeting, volunteers have approached the 2019/20 Committee for the vacant roles, which have now been filled. Announcements will be made to all Pre-school Members.</p> <p>f. At the end of the 2019/20 year, the Website/IT role was filled by Katie Ferry, but at the time it was not a Committee role. Post-meeting Katie has agreed to continue in this role and become a Committee Member.</p>		
6	<b>AOB (MM / IK)</b>		
	<p>a. “Helping Hands” for 2020-21 – IK ran through the calendar of events for the first term, highlighting that we are aiming for £15k of fundraising this coming year (~£625 to fundraise per child!)</p> <p>b. A huge thank you to everyone who attended the AGM and we’re looking forward to a great year at the Pre-school, even with the challenging circumstances we find ourselves in.</p>		