**MERTON PRE-SCHOOL**

**MINUTES OF THE AGM HELD ON 20 NOVEMBER 2019**

**Welcome and Apologies**

Present: Larissa James (Chairperson and Headteacher of Merton Infant School), Carey West ( Pre-School Leader), Kelly Leadbetter (Finance/Admin Officer), Jo Ballard (Treasurer) and Vanessa Brazier (Parent). Apologies from Zoe Wisken (maternity leave).

**Approval of Previous AGM Mintues**

The previous AGM minutes were signed as a true copy by LJ.

**Chairperson’s Report**

Larissa James thanked everyone for coming and emphasised the need for more parent committee members. It was explained that we should be running a 50/50 ratio between parent and associate committee members. We are currently operating at a lower rate than this with special permission from the Charity Commission but this will not be granted long term. It was explained that we only meet termly and we need people desperately to fundraise. Carey has also compiled a step by step committee sheet which should streamline the process of completing dbs’ and EY2’s which will be handed out to all new committee applicants.

**Manager’s Report (copy attached)**.

Carey is currently undertaking her MA in Education and alongside with Cori the Forest School Training.

We will be at full capacity in January and have unfortunately had to turn away children both for January and April. We will have 39 children leaving for school in July and anticipate to have 23 children for September 2020 which includes 6 new children. We may have a dip in numbers next year as we were unable to accommodate all new 2/3 year olds this year.

The setting has reduced the amount of paperwork and this has made a great impact on the setting enabling staff to be more child focused.

We receive extra funding for pupil premium and we spent this money on the following areas:

* Relax Kids which helps the children with their emotional and physical wellbeing and the children really enjoy the sessions.
* Core books for all children were sent home.
* Attended more trips to enhance capital culture.

Our aims for this year are as follows:

* To continue to run Relax Kids.
* Run Talking Tots sessions to enhance the vocabulary in all children and staff will use this as a training aid for their own practice.
* Embed the curriculum so staff really know what we do and how we do it.
* Run weekly cooking activities to enhance capital culture.
* Support behaviour through a system called PATHS which focuses on using stories and puppets to teach the children about behaviour.
* Work with the community to help develop capital culture by enabling us to more involved with all different generations.

**Financial Reports**

The Annual Report was distributed which contained the Annual Accounts and Auditors Report. (Copy attached).

We are very fortunate to be in a strong financial position. Our cash funds were as follows: Current account £2209.41 and our savings account £41921.09 with a deficit of just over £11000. It was explained that although we had a deficit of 11k we had spent 12.5k on equipment which consisted mainly of the decking/electrics in the log cabin so we were really using the previous year’s surplus of 13k to put back into the preschool.

The utilities were higher than previous years as we had a back charge for the school’s allocation for electricity/cleaning/gas etc and we have also had a rent increase with HCC.

The preschool may have a few financially challenging years ahead where the funding rate has not significantly increased for the last 3 years and is now considerably lower than our hourly fee rate. The 30 hours funding along with minimum wage rises and pensions are having a considerable impact on all settings and we do not forsee this situation changing in the near future.

It was explained that we need around £30k as a reserve to ensure that we are sustainable and have the funds for at least 3 months salaries and rent.

**Appointment of New and Existing Members**

All current committee members were elected to stay on the committee and new members were encouraged to come forward as we desperately need new members.

The committee members are as follows:

Larissa James – Chairperson (Affiliate Member)  
Zoe Smith – (Affiliate member)  
Jo Ballard – (Treasurer)  
Vanessa Brazier – (Parent)  
  
There were no further questions relating to the AGM and everyone was thanked for attending.

**Other Information:**

Parents who came forward after the meeting to join the committee:

Jo Oswald – Previously applied - Completed DBS no EY2  
Kady Pike – Previously applied – Completed DBS no EY2  
Emily Ward   
Kerry Gardiner  
Jessica Saunders  
Stacey Pearce

**Action: C West to follow up on EY2 forms for OFSTED and DBS’.**