

Wroughton Preschool Committee Meeting Minutes

Tuesday 18th Sep 2018 at 7:00pm

Preschool Hall

Attendees: Emma Powell (Chair), Sarah Cahill (Treasurer) Holly Mills, Celeste King, Heidi Fisher, Danniella Green, Katie Woodcock (Administrator), Jenny Pring, Becky Barrett, Claire Smith, Steph Haden, Henry Haden, Emily Wood, John Nartey.

Apologies were received from Gemma Mitchell, Zena Warburton, Alison Allen, Tracey Ham, Claire Woolford who were unable to attend.

Welcome and Introduction

The Chair, Emma Powell, welcomed everyone and thanked them for coming to this year's AGM. She explained that the purpose of the AGM is for the parents to find out more about how the Preschool is run and to elect new committee members.

The Preschool is a registered charity and is managed by a committee of volunteer parents and carers. Due to the sensitivity and responsibility associated with educating very young children, our constitution requires us to have a complete committee in order for the preschool to continue operating. Without this, the preschool would have to close.

Overview from the Chair

- Since the 1970's, Wroughton Preschool has run as a charitable foundation, aiming to provide the highest standards of care and education to all the children that pass through our doors
- We are governed by the Early Years Statutory Framework (EYFS), which determines the educational direction of the preschool.
- We are very lucky to have an extremely passionate and dedicated team, who are proud of the fun and safe learning environment on offer for our children.
- This team make the most of our setting, to provide challenge and stimulation, where enjoyment and fun are paramount!
- The preschool committee is the voluntary body which oversees the operation of the preschool – without a complete committee in place, the preschool will have to close its doors.
- In terms of the agenda for this evening, we'll start by telling you about the preschool – who we are, and what our aims are. The previous AGM minutes will be approved. We will then hear from Celeste (on behalf of Zena, acting Supervisor) and Sarah Cahill (Treasurer) about how the preschool has done in the last 12 months, and what lies ahead, before moving onto electing the committee which will support the preschool for the next 12 months.

The Chair's Report

While the educational direction of the preschool is set by the government, the committee, in conjunction with the staff, are responsible for making key decisions such as the number and size of sessions we offer, which age groups we are going to cater for, how much we charge, hiring staff, deciding on premises, as well as the less serious but equally important fund-raising activities that contribute so much to the equipment and activities the staff are able to provide for our children.

The Committee

- The committee meets every four to six weeks to discuss fundraising events and other issues concerning the Preschool.
- Supports the staff in Preschool
- Always acts in the best interests of the Preschool
- Plays an active role in events.

We have an extremely dedicated committee, some of whom have been involved with the preschool for a number of years. A few have decided that now is the time to step down – we would like to thank them sincerely for all of their effort, passion and support for the time they have been involved. Some are continuing for another year so I would like to thank them for their continued support. Current committee vacancies are – General Members and Secretary. The Secretary arranges meetings, takes minutes, keeps copies of all minutes, sends out copies of meeting minutes to relevant people. The Secretary also writes regular updates about the Preschool which are published in 'The Wroughton Monthly'.

Review of the previous year

- I have been the appointed Chair since March 2018, having previously been the Secretary.
- 2018 has been a challenging year as the Supervisor decided to leave and there were changes within the committee. Wroughton Preschool remains an exceptionally well-regarded preschool, not only in our village but also in the town.
- A major success this year was our Ofsted Inspection when we maintained our 'Good' rating.
- We have raised just under £3000 from fundraising events such as the chick chase, Christmas Fayre and winning the Carnival Procession.
- There have been amazing team efforts from the staff and committee.

Future Plans

- We aim to keep our sessions full or nearly full.
- We will endeavour to increase the amount of profit raised last year from fundraising in order to buy additional equipment for the children.
- We will raise the height of the wall in the outside play area.
- There are plans for the church to extend the hall. If and when this happens this could have a very positive impact on the preschool's future giving us the possibility to grow.

- We will recruit more staff. We are interviewing for a 1-1 position next week and also for additional bank staff. What action to take for the current vacancy for a manager is still being discussed.

I am very proud to be a part of this preschool, never having experienced anything like this before, I was very unsure what to expect as part of a preschool committee, but despite the challenges we have faced, I have to say it's been an extremely rewarding and valuable experience. Also from a purely selfish point of view, it's something that looks great on a CV, and has provided numerous interesting answers to interview questions!

I will be staying on as chair for another year. I feel that with all the recent changes it is in the preschool's best interests we have continuity plus I am enjoying my role!

Treasurers Report (Sarah Cahill)

2017-2018 was a profitable year for Wroughton Preschool ending the year £5896 in profit. The majority of income came from Swindon Borough Council funding (£90,500.00) and the Preschool raised £2,878 from fundraising events. Finances were also affected by the absence of a manager for part of the year.

We have seen general expenses, such as wages and pension contributions, increase over the last year and there has been no increase in funding received or in fees that we charge.

As the preschool is run as a charity all profits are ploughed back into the setting to cover items such as training, snacks, stationery, cleaning items and items for the children.

Fundraising is vital to provide new toys and equipment for the children and this year money was raised from events such as the Christmas Fayre, Chick Chase, Duck Race and Summer Fayre.

Looking at the year ahead, the rate of Government funding won't be increasing so the rate stays the same at £12 per child per session. However, the National Living Wage is due to go up in April as are pension contributions so our outgoings will be higher, as our income stays the same.

Supervisors report (Zena Warburton)

During the past year we have seen immense change within the Preschool with our Supervisor leaving. After finding myself in this unexpected role as acting supervisor I am pleased to say how well the start of this term has gone. Celeste has stepped into the role as acting deputy with complete ease and has helped me with the day to day running of the group. All the staff have been extremely patient, supportive and are working hard by settling in children, taking on extra sessions and attending the required staff training. Katie our administrator has been extremely helpful and supportive and has taken on the extra work of the supervisor's as I am needed in sessions. We wouldn't have such a good reputation if it wasn't for such a happy, hardworking and understanding team.

We have had lots of new children join us who have already made new friendships and seem very happy and settled.

We are very proud of our 'Good' rating after our Ofsted inspection in June this year, we are now putting in place the changes needed to receive an 'outstanding' rating. We are continuing to update the VSSR and development plans. These self-assessments and evaluations ensure that we continue to update and comply with statutory requirements to ensure every child receives the best possible start in life and enables them to fulfil their full potential in a safe environment.

This year we received amazing support and help from the parents who took on board all our requests from washing the towels, providing snack and other donations, reading stories and helping on school visits. I would like to thank the parents for their support and time.

Next term we will be looking at Autumn and Winter, celebrating Diwali, Bonfire Night and lots of Christmas activities. We would also welcome visitors with interesting jobs or hobbies to come and talk to the children.

That just leaves me to thank Emma and the Committee for all their hard work and support this year. Without your commitment there wouldn't be a preschool. Wroughton preschool is what it is because of the dedicated team of staff, committee members and parents.

Election of committee

Becky Barrett, Emily Wood, Steph Haden and Claire Smith all kindly volunteered to join the committee. There were no objections received from any of the attendees. All were given guidelines for applying for a DBS and completing an EY2 form as required by Ofsted.

Approval of the previous AGM's minutes

No comments were received regarding these minutes.

AOB – none

Date of next meeting – Wednesday 10th October 2018 at 7:30pm in the White Hart, Wroughton.

Committee- please let Emma know if you are unable to attend
wroughtonpreschool@gmail.com