

# WROUGHTON PRESCHOOL COMMITTEE

## Annual General Meeting

Tuesday 27<sup>th</sup> September 2016

Present: Ruth Woolley (Chairperson), Kathryn Hawkins (Secretary), Gemma Mitchell, Claudine Woodman (Supervisor), Jackie Smith, Barbara Abrey, Charlotte Dimbylow, Abi Corry, Neil Spark (Treasurer), Anne Pace, Zena Warburton, Jenny Pring, Katie White, Celecte King, Holly Mills

### 1) Welcome & Introductions

- This is the Official AGM for Wroughton Preschool.
- Agenda is set
- The Preschool is a charity, founded in 1974, and aims to provide the highest standards of care & education to all our children. It follows the Early Years Statutory Framework (EYFS). We have a passionate and dedicated team who are proud of the fun and safe learning environment that is offered. It strives to create a setting where children are stimulated and challenged and where enjoyment and fun are linked with discovery and learning - this is key. It is managed by a committee of volunteer parents and carers - without a committee we have no preschool, this is a legal requirement.
- We are committed to treating each child as an individual and ensuring we meet all their needs according to their development stage. We do this by providing a high quality, affordable community preschool ensuring that Wroughton Preschool abides by all relevant legislation including, but not limited to, the EYFS framework. We recruit preschool team members under a safe recruitment policy ensuring they provide high quality care and education to all children. We maintain a high quality provision by ensuring all team members are, or must be willing to train, to at least a Level 3 Childcare Qualification, and take part in relevant additional training. We ensure all staff are DBS checked prior to working with children unsupervised.

### 2) Supporting the Preschool

- The preschool needs your support, which can be given via several means:
  - o Volunteering to join the committee.
  - o Volunteering your support during sessions
  - o Cleaning toys & towels

- Getting involved in fundraising events
- Donating snacks or core products
- Buying raffle tickets & attending fundraising events

### 3) Chairperson's Report

- Our current committee is made up of volunteers:
  - Ruth Woolley (Chairperson), Kathryn Hawkins (Secretary), Neil Spark (Treasurer), Barbara Abrey, Laura Barnes, Abi Corry, Charlotte Dimbylow, Yemi Josey, Gemma Mitchell, Jackie Smith & Kelly Spark
- The Committee's responsibilities include:
  - Meeting every 4-6 weeks, actively taking part in the discussions and decision making
  - Supporting the preschool Supervisor and staff in their work
  - Acting in the best interests of the Preschool
  - Actively supporting the various Committee responsibilities
  - Playing an active role in various events/activities
  - Promoting the Preschool within the Community
  - Chairperson
    - Organises and leads the Preschool Committee meetings (every 4-6wks)
    - Undertakes official Preschool responsibilities (filing Charity Report - once a year)
    - Support the Supervisor in the running of the Preschool
  - Secretary
    - Responds to, and keeps records, of all committee correspondence
    - Assists in organisation of meetings
    - Takes accurate minutes of all meetings, and distributes them to the relevant people
- Successes of the past year
  - Financial Security (sustainable)

- Review & implementation of new fees - no negative feedback. Fees reflect quality of care provided by the setting
- Fundraising: Christmas Fayre, Dressing Up Week, Chick Chase, Duck Race & Carnival. These all provided a great income for the Preschool
- Improvements to our feedback system, with more potential improvements over the coming years
- New website - hopefully to be launched very soon
- Incredibly strong staff team
- Opportunities for the coming year
  - Fundraising - high on the agenda, and a very significant part of our income
  - Developing & maintain the website as a primary source of Preschool information, with the aim of keeping it dynamic & interesting
  - Introduction of On-line Journals
  - Introduction of text message service for provision of information to parents
  - Continue our programme of investment in the Preschool's infrastructure

#### 4) Supervisors Report

- Some important decisions were made during the last year:
  - Decision to merge two age groups together into one session, thus allowing us to remain a sustainable business. This has exceeded our expectations - both age groups are excelling by being integrated. The older children enjoy being role models for the younger children, and the younger children have the older ones to learn from. By January 2017 our sessions will be at full capacity and we continue to have an ever growing waiting list.
  - We were able to respond to some legislative changes, namely increasing our staff hourly rate in line with the requirements of the National Living Wage, and implementing our Workplace Pension Scheme in line with our staging date. Both of these areas will need to be monitored in the future to ensure we stay ahead of legislation and continue to provide our staff with favourable employment terms
- Perimeter wall height
  - Unfortunately this work has yet to be completed. We are currently waiting for the Local Authority to approve the colour of the bricks to allow us to proceed. The fundraising money is still in our budget.
- Introduction of Online Journals
  - With the huge success of fundraising and donations this year we will be introducing online learning journals. Currently the staff spend endless extra hours working late, sometimes up to 1.5hrs per Learning Journal, to ensure all assessments and observations are logged in a timely and accurate manner.
  - By implementing Interactive Learning Journals we will be able to convert our observations, photographs & assessment results, next steps and planning targets into live data. This is an online tool and can be accessed from anywhere at any time, but on a secure platform.
  - Staff, Children and Parents will be able to enjoy a closer partnership which is highly beneficial for a child's educational development. The system complies to Data Protection requirements and all storage is maintained within the UK which is one of the fundamental requirements we were looking for.
  - This will allow staff to devote more time to nurture the children's enthusiasm and love for learning to put in place the resilient

foundations necessary for their future growth - something we are passionate about.

- Continued Thanks
  - We have the most exceptional team and bank staff. Huge thanks to them for all their endless dedication and hard work, but most of all their ability to always remain happy & positive regardless of the constant challenges, changes & high expectations we are faced with.
  - Special thanks to Ruth Woolley (Chairperson) and the Committee and parents for all their hard work and support in the last year. Without which there wouldn't be a Preschool. Wroughton Preschool is what it is because of the dedicated team of staff, committee members & parents.

## 5) Treasurer's Report

- Financial Regulations - The Legal Stuff
  - Introduction of National Living Wage required staff pay rise. This is due for review again in October 2016. It is also our intention to forward plan to meet yearly increases in NLW between now and 2020
  - Auto-Enrolment - Pensions
    - Options were proposed to the Committee and a scheme chosen
    - All eligible staff have now been entered, this was successfully implemented in June 2016
    - We have taken the decision to make this available to all staff to ensure fair treatment for all, something we are passionate to continue wherever possible.
- Finances - How are we doing?
  - After some difficult years we are finally in a much better place
    - Forecast profit for this year was between £4k - £7k
    - Actual profit is £13.3k
    - Highlights have been:
      - Receipt of funding/fees - £78k
      - Total Fundraising - £2.75k
      - £1.5k donation from Shining Stars

- Need to keep focus on finance & fundraising over coming years to ensure continued stability
- Spending limits to be in place for easier access to funding
- Investment - Looking Forward
  - Continued focus on funding & Fundraising is needed to ensure success
  - Investments planned:
    - Ipads - to implement Online Journals
    - Technology - for the use of Children & staff
    - Staff Uniforms
    - Wall - increase its height
    - Storage - to aid use of space within the setting
- Thank you
  - A huge thanks to the Committee, especially the Chairperson. Have really enjoyed the role and looking forward to the next year ahead.

## **6) Committee Elections**

- A few committee members will be stepping down so there are some key roles vacant:
  - Chairperson - interest received from Sarah Cole. Ruth Wolley to contact to discuss further
  - Secretary - Katie White has volunteered to take over role from Kathryn Hawkins
  - Committee Members - Gemma Mitchell, Anne Pace, Holly Mills & Ruth Woolley have volunteered to join Committee.
- Treasurer to remain in place - Neil Spark
- Date for next Committee Meeting to be proposed as soon as possible.

## **7) Closing Comments**

- Well done to all involved in the last year
- Good luck to the new committee in the ongoing journey for the continued success & growth of Wroughton Preschool.