



Earleybird Pre-School

MINUTES OF THE 2021 ANNUAL GENERAL MEETING

Wednesday 20th October 2021
19:30 Robin Room

1. Welcome and Apologies

The Annual General Meeting commenced at 8pm.
The meeting was chaired by Jen O'Brien (Chair)

Attendees:

Jen O'Brien, Max Pilcher, Claire Walden, Sarah Player, Donna Sarney, Ruth West, Louise Lunn, Dani Warwick, Sandra Warwick, Chris South, Maggie McDonald, Rebeca Lovato, Julie Loosley, Anna Doxford, Jade Whatley, Zoe Mitchell, Curtis Mitchell, Felipe Plaza, Alex Field, Holly Field, Lindsay Barkham.

Apologies:

Claire Rodway, Shellie Litchfield, Karen Peters, Jake Card, Chrissy Van der Merwe.

Jen started the meeting by welcoming everyone and thanking them for attending

2. Accepting of Minutes from last AGM and matters arising

Copies of the previous AGM minutes and agenda had been emailed to all parents and staff before the meeting. The minutes were accepted as a true and accurate record of last year's AGM held on 24th November 2020.

Proposed: Ruth West

Seconded: Sarah Player

Matters arising: There were no matters arising from the previous meeting.

3. Manager's Report - presented by Donna Sarney (Manager 2021 to date)

Good evening, thank you for attending this year's AGM. I am Donna Sarney Pre-School Manager.

As many of you know I started at Earleybird Pre-School in September, and what a busy term it's been. We've had returning children who were keen to come and explore the changes to the pre-school and tell the adults all about their summers, and all the new children who have transitioned into pre-school well over this half term and built new friendships.

During this term, I have been developing links with the Early Years team in Hawkedon to begin planning 'school readiness' although I do stress that having a place at Earleybird Pre-School does

not guarantee your child a place at Hawkedon. However, understanding how the Early Years team in Hawkedon have implemented the new curriculum helps us to work towards the skills needed for school no matter which school they go on to attend.

Moving forwards, the new EYFS curriculum highly focuses on Children's Communication and Language Development and therefore we have designed our curriculum to be focused on stories. Developing an early love of Reading exposes children to a variety of language that they may not otherwise hear. Reading develops not only children's language but also their imaginative and questioning skills therefore you will see that each week the children have been learning about a popular book and the activities are planned around this book. We also follow 'In The Moment Planning' and extend and plan on children's interests as they happen, for example last week the children found a spider and wanted to go on a bug hunt so the children went on an adventure through the wild area on the school grounds to search for bugs.

In the upcoming year, we already have some exciting dates in the diary, we are holding the children's Christmas party 17th December - all the children are invited to attend more information will follow.

We have the Ducklings arriving in March.

Feathers and fur and the children's photographer in May.

And we are in the process of arranging extra-curricular clubs in to do activities with the children. There will be more information to follow. Play sports next term – football Wednesday mornings.

I am also well informed that we have a great range of parents within roles and with skills that would inspire our children. If you would like to come and spend time in the pre-school talking to the children about your job or sharing skills with the children, then please come on speak to me or email Ruth. Parents who speak other languages you would be beneficial to come and support our development of English as an Additional Language provision.

We are looking forward to being able to welcome parents back into pre-school on the Parent Rota next half term which is something that we haven't been able to do for a while, so we are very excited to have parents back in and helping. We thank you for your continued support as a charity run pre-school parent participation is highly important to us so we encourage your participation and support wherever possible.

Finally, I would like to say a few thank you's.

Thank you to Max and Claire who are stepping down from the committee this year, Max has been our committee secretary for the past year and Claire our committee treasurer. I have been informed by staff that they have been an immense support throughout the last year. Thank you so much for your dedication to the pre-school and the time you have put in to help us continue to run effectively.

Thank you to our committee fundraiser Sarah, who throughout the pandemic was able to think of and deliver alternative ways of fundraising for the pre-school, I am very pleased to hear you are planning to stay on the committee for another year.

And thank you Jen our committee chair, who is standing again this year. Jen has been a great support to me as I settled in, and the team speak very highly of Jen as Chair. We look forward to working with you for another year.

Lastly, thank you to the staff team at Earleybird Pre-School, they work tirelessly to ensure the children are given the highest quality activities, interactions, support, and environment, I'd like to take a moment to introduce them to you all;

Ruth - our Pre-School Administrator

Chris - Supernumerary SENCo

Julie - Deputy Manager & Early Years Practitioner Key Worker

Sandra- Starling Room Leader & Early Years Practitioner Key Worker

Maggie- Early Years Practitioner Key Worker

Dani- Early Years Practitioner Key Worker

Jake – EY General Support

Rebeca- EY 1:1 Support

Claire- Robin Room Leader & Early Years Practitioner Key Worker

Louise- Early Years Practitioner Key Worker

Karen – Early Years Practitioner Key Worker

Shellie – EY Practitioner Support

Thank you

4. Chairs' Report - presented by Jen O'Brien (Chair 2020 – to date)

Evening all, I'm Jen and chairperson for Earleybird Pre-School. This has been my first year of being chair and I hope to continue for another year. Both my children have been through Earleybirds, with my son now in Hawkedon foundation and my daughter in year 2.

Firstly, I'd like to start by saying a massive thank you to Claire and Sandra for filling in as interim manager after Shelley left at May half term. I know this wasn't an easy job to do while being room supervisors. I really appreciate you stepping up. I also want to give a massive thanks to ALL the wonderful staff most of who are here tonight. They create the most wonderful relationships with the children, which is shown by how much the children love coming in. I'm sure as parents you can all understand how hard the staff work in setting up activities that spur the children's curiosity and interests to keep them busy and entertained throughout the days. It has been another difficult year with covid- 19 but the staff have kept the Pre-School running with new hygiene routines, removal of various resources, yet you would hardly know. The smiles from the children and the safety at pre-school that the children have felt throughout the pandemic has been down to our wonderful staff. Thank you. I would also like to welcome Donna – our 'new' manager! She has been a breath of fresh air into the Pre- School, and I cannot wait to see what else she has planned over the next year.

Secondly, I'd like to thank the committee for everything they do. Without their support and hard work the fundraising and day to day running would not be as smooth. We have held an online auction which was successful – thanks to Sarah for organizing. Other fundraising events have been the Panto tickets, Christmas cards/tea towels etc and we will be having a photographer coming in in the next few months. Thank you, committee, for all your hard work and the support you have given me and the pre-school.

Normally our biggest fundraiser is the Easter Fayre, but we have been unable to run this. It is normally a fantastic day with the help of parents – however currently with only one fundraiser this is not something we can run with just the 4 of us. So please if you have time, we would love to have you as a fundraiser. This year we had some generous donations which allowed us to buy a new interactive screen for starling room which has been a huge hit. We have also changed the allotment into a sensory area which has made the area much more useable to the staff and children. The plan moving forward is to do the garden area up in Robin room but as it is a shared area we need to discuss this with the school.

We, as a committee, have not been able to hold meetings with the schools headteacher Mr O'Shea to build on our relationship however we hope now we will be able to do this. Donna has met with Mr O'Shea and Miss Povey to gather a plan for the summer term and school readiness. We would like to say a special thanks to Mr Cooke and Andy the schools site controller who is always on hand to help us with various DIY jobs etc!

We are saying goodbye to Claire and Max this year, as they both have new commitments. I cannot thank them enough for all their support and hard work. I would also like to thank Sarah for all her fundraising efforts which she has done single handedly. I personally am very excited to see what's next for Earleybirds. Thank you all for your continued support as we really cannot run without wonderful volunteers. Lastly staff thank you again for all your hard work it really does not go unrecognized and again we really can't thank you enough.

5. Treasurer's Report – Claire Walden (Treasurer 2020-2021)

Hello Everyone,

Thank you for joining us in support of our pre-school this evening. I'm Claire, the Treasurer for the Pre-School. I have been treasurer for the past year and have a daughter who is currently attending Earleybird. The Treasurer role is a voluntary position and requires me to pay bills, organise floats for fundraising events, bank money raised, check the payroll run by Ruth, agree with the Executive Committee how money should be spent, reconcile the monthly bank statements, prepare the end of year accounts and arrange for them to be examined before submitting them to the Charity Commission.

Following last year's AGM, Hollie Culham, a contact of the previous treasurer, Steph Hanson, examined our accounts for the year ending 31st August 2020. I can confirm that Hollie was happy with the accounts. They were submitted to the Charity Commission, along with her report and our Annual Return. Due to another examiner we had previously engaged falling through at the last minute, we had to request an extension, and the report was submitted in September, well before the extended due date of 1 October 2021. I would like to thank Hollie for stepping in and helping us with this.

Moving on to the 2020/21 academic year, you have been emailed a copy of the latest accounts (Appendix 2). These accounts have not yet been examined, although Hollie has already agreed to assist us again with this, so as soon as the AGM minutes have been approved, Hollie can begin examination and the report and accounts can be submitted to the Charities Commission well before the deadline of 1 July 2022.

If you would be interested in helping in this non-committee role of accounts examiner in future, and have some financial or accounting experience, please speak to me at the end of the AGM, or email the pre-school for further details.

Our main source of income shown in the accounts is the Early Years Entitlement Funding received from Wokingham Borough Council (£192,514.59), and also private fees (£12,668.57). These funds are used to cover our staff, rent and running costs.

Staff wages are our greatest expenditure (£141,606.94), but I am sure you will agree their wages are well earned as they do a fantastic job, and make pre-school a fun, caring and happy environment for our children.

Rent is also a large expense, at £12,000. As part of our rental package, we also pay an additional amount of £1400.00 per annum – recorded under “Materials” – which enables us to purchase materials through Hawkedon’s suppliers at a reduced rate.

Our other source of income is fundraising, and this is key to making positive improvements to the pre-school. Despite another year without the historically very successful Easter Fayre, we were fortunate to have some generous private donations to the pre-school this year, totalling £3200, which funded the renovation of part of the outdoor area, creating our beautiful sensory garden, and a new interactive whiteboard. Sarah Player, our Fundraising Coordinator, also raised a magnificent £1000 through our first online auction, which helped to refurbish the pre-school and buy new furniture.

We have not made use of any Match Funding during the past financial year. Many people do not realise these schemes exist, so please do check with your employers as they may well be able to match funds we raise (usually capped at a certain amount). Your employer receives a tax relief against the charitable donation, and the pre-school benefits from the extra funds – it’s a win-win situation! And don’t forget to use Easyfundraising when you shop online – it has helped us to earn £24 in the last quarter of our financial year.

The Christmas Panto ticket scheme was not able to be used in 2020 as the Hexagon understandably cancelled the pantomime, but our ticket allocation and deposit paid have been rolled over to the 2021 pantomime – you may well have seen the emails about this recently. Fundraising from this will therefore show on next year’s accounts.

Money was also raised through commission from online shopping, photos and Christmas creations.

Thank you to all the parents for your donations and also to our committee members, staff and helpers who work really hard to ensure all events we hold are a success. We hope to be able to run a few more next year – online and in person!

The fundraising money has enabled us to purchase the duckling hatching kit for the fifth year running, which again was a great hit with everybody, and has already been booked again for 2022, and we have funded several sports taster sessions run by local providers Flexx Gymnastics and Didirugby.

In Summary, as you can see from the accounts, the Pre School has a healthy cash position and we will continue to invest in new facilities, activities and materials.

I am standing down as treasurer this year, as I need to focus on building my own small business. I have thoroughly enjoyed my time on the committee – it has been such a privilege to be closely involved with the pre-school and I am sad to leave, although I plan to help out as often as I can as a non-committee volunteer, and will be supporting the incoming treasurer with a phased handover!

A huge thank you to the committee and staff for their support and hard work. I will miss working so closely with you all – and wish the new committee all the best for another successful year.

6. Vote on Policy Document

The pre-school Policy Document has been reviewed since last year. This revised copy of our Policy Document was circulated via email to all parents & staff for them to review and raise any comments or objection before the vote this evening. No objections or comments were received before the meeting, and those attending this AGM agreed to a vote for the whole document. Our full Policy Document is available to download from Hawkedon School's website, the pre-school website, or a printed version is available upon request by contacting our Administrator.

Proposed: Sandra Warwick

Seconded: Becks Edwards

7. Resignation of Committee and Election of New Committee

Jen thanked all current committee members for their support this year and those stepping down this year. Committee members stepping down are Max Pilcher (Secretary), Claire Walden (Treasurer), Chrissy Van der Merwe (Fundraiser).

All committee members shown below were unanimously voted in with 20 counts:-

<i>Committee Position</i>	<i>Name</i>	<i>Proposed by</i>	<i>Seconded by</i>
Chair	Jennifer O'Brien	Sara Jackson	Becks Edwards
Secretary	Curtis Mitchell	Jen O'Brien	Becks Edwards
Treasurer	Lindsay Barkham	Becks Edwards	Amy Davies
Fundraiser	Sarah Player	Becci Czornij	Becks Edwards
Fundraiser	Jade Whatley	Jen O'Brien	Becks Edwards

Donna Sarney has been co-opted to the committee.

8. AOB

No other business was raised.

The first committee meeting for the new committee was arranged for 3rd November at 8pm.

Jen closed the meeting at 8.28pm.

Appendix 1: R&P Accounts 2020-2021

		Earleybird Pre-School		1029326			
Receipts and payments accounts							
For the period from		01.09.20		To		31.08.21	
CC16a							
Section A Receipts and payments							
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year		
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £		
A1 Receipts							
Fees from Wokingham borough council	192,515	-	-	192,515	163,638		
Private fees	12,669	-	-	12,669	4,379		
Fundraising	4,605	-	-	4,605	6,942		
Interest earned on bank accounts	7	-	-	7	37		
Other	427	-	-	427	140		
Sub total (GROSS INCOME FOR A/R)	210,222	-	-	210,222	175,134		
A2 Asset and investment sales, (see table).							
Total receipts	210,222	-	-	210,222	175,134		
A3 Payments							
Wages	141,607	-	-	141,607	138,009		
PAYE	15,013	-	-	15,013	12,726		
Pensions	5,307	-	-	5,307	4,614		
Expenses	5,171	-	-	5,171	11,543		
Food Shop	2,116	-	-	2,116	1,277		
Fundraising expenditure	286	-	-	286	5,473		
Training	365	-	-	365	1,264		
Rent	12,000	-	-	12,000	8,000		
Phone	211	-	-	211	260		
Garden	1,832	-	-	1,832	576		
Materials	3,660	-	-	3,660	1,403		
Misc	1,884	-	-	1,884	1,141		
	-	-	-	-	-		
Sub total	189,454	-	-	189,454	186,285		
A4 Asset and investment purchases, (see table)							
Sub total	-	-	-	-	-		
Total payments	189,454	-	-	189,454	186,285		
Net of receipts/(payments)	20,769	-	-	20,769	- 11,151		
A5 Transfers between funds	135,319	-	-	135,319	146,470		
A6 Cash funds last year end	156,087	-	-	156,087	135,319		
Cash funds this year end	156,087	-	-	156,087	135,319		
Section B Statement of assets and liabilities at the end of the period							
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £			
B1 Cash funds	Lloyds bank current account	82,145	-	-			
	Lloyds bank bus instant access savings	73,929	-	-			
	Petty Cash	13	-	-			
	Total cash funds	156,087	-	-			
	(agree balances with receipts and payments account(s))	OK	OK	OK			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £			
B2 Other monetary assets		-	-	-			
		-	-	-			
		Fund to which asset belongs	Cost (optional)	Current value (optional)			
B3 Investment assets			-	-			
			-	-			
		Fund to which asset belongs	Cost (optional)	Current value (optional)			
B4 Assets retained for the charity's own use	Laptops	Unrestricted	-	-			
	School furniture	Unrestricted	-	-			
	Toys	Unrestricted	-	-			
	Digital Camera	Unrestricted	-	-			
	Ipads	Unrestricted	-	-			
		Fund to which liability relates	Amount due (optional)	When due (optional)			
B5 Liabilities	August PAYE	Unrestricted	1,331.54	08/09/21			
Signed by one or two trustees on behalf of all the trustees	 Signature		Print Name Claire Walden Jen O'Brien	Date of approval 19/10/2021 19/10/2021			
Notes:	Accounts have been prepared using the Payments and Receipts method.						

Appendix 2 Bank Accounts Summary 2020-2021

	Lloyds Current Account	Lloyds Business Instant Access Account	Petty Cash
Opening balance 1.9.2020	61,384.29	73,921.26	0.00
Ext. receipts	210,214.95	0	0
Ext. payments	-189,453.79	0	-16.70
Interest earned	0.00	7.40	
Net transfers b/w Earleybirds' bank accounts	0.00	0.00	30.00
Calculated closing balance 31.08.2021	82,145.45	73,928.66	13.30
Closing balance on bank statement 31.08.2021	82,145.45	73,928.66	13.30
<i>Check</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>