



Established 1965

# Theydon Bois Pre-School Group

## Annual General Meeting – Minutes

Wednesday 29 February 2022

### Attendees

Staff: Alison Girling, Jennifer Fry, Melanie Hanlon, Andrea McCauley

Committee Members: Suzie Fogarty, Karen Legge, Sarah Lilley, Deborah Talbot

Parents: Sarah Gysbers, Harriet Joannou, Francesca Barlow

### 1. Staff

Alison gave an update on staffing at the pre-school since September. There have been three new staff members, and all have settled well. There have been a number of staff training activities so far this year. The Committee thanked the staff for all of their continuing hard work.

### 2. Admissions

The pre-school continues to have high demand for places and the current waiting list contains 65 children seeking places. In the autumn term we introduced a non-refundable registration fee of £25 per child. This is to ensure that parents are serious about wanting a place when they register. At the start of this year we had a number of parents drop out at the last minute when we offered them a place which caused a lot of extra work in September to then fill the places at short notice. The money raised from the registration fee will be treated as a donation and will be used to pay for new resources and the running of the pre-school. The committee thanked Suzie for all her hard work running the admissions system.

### Actions:

- Karen Legge to update admissions policy to reflect the new registration fee
- Chairs to check if fee should be reflected in the constitution.

### 3. Finances

The Chair and Administration Manager presented a summary of the accounts for the 2019/20 and 20/21 financial years. The pre-school had made a loss of around £5000 each year for the past two years. This is primarily due to the impact of covid as the pre-school lost council funding and parent fees during the periods of extended closure. We have also been unable to fundraise through our usual events such as the Christmas nativity for the past two years due to covid. We have had some expenditure increases during this period too including creating the new Administration Manager role and above inflation pay increases for staff. Overall the picture for the current 21/22 financial year should be more positive as the pre-school has been operating as normal and we have been able to resume some fundraising. The new registration fee will also support income this year. The Committee thanked the Administration Manager for all her work for the pre-school and agreed that her work is making an essential contribution to smoother running of the pre-school.

### 4. Policies and performance

Committee member Karen Legge noted that all pre-school policies had been reviewed at the start of the school year. Policies are developed by the Managers and staff and are reviewed and signed annually by the Committee. Staff performance reviews are being held regularly and Karen held appraisal discussions with the Managers at the start of the Spring term. Karen has developed a new pro forma to be used for Manager Appraisals. This should be used again next year. The Committee thanked Karen for all her hard work leading on the policies and Manager appraisals.

### 5. Fundraising

Committee member Deborah led a discussion about fundraising ideas for the spring and summer terms. Fundraising has been impacted significantly by covid but activities can hopefully now resume. Some of the ideas discussed included: applying for a local Tesco grant and a national lottery grant; cake sale; Easter activities; dressing up day; events for parents such as a Salsa night or pamper evening. The committee agreed to seek new members to help Deborah with fundraising activities and events. The committee thanked Deborah for joining and leading the fundraising work.

### 6. Governance

The Chair shared a hard copy of the constitution with participants, and all agreed the constitution for another year.

The Chair detailed the following committee members would be resigning and stepping down at points before the end of summer term;

- Sarah Lilley, Chair, resigning of end of Spring term
- Suzie Fogarty, Admissions, resigning during summer term

- Karen Legge, Policies and Performance, resigning during summer term

The follow parents stepped forward to join the committee:

- Sarah Gysbers, Co-Chair, taking over at end of spring term
- Harriet Joannou, Co-Chair, taking over at end of Spring term
- Francesca Barlow, Admissions, taking over during summer term
- Deborah Talbot, Fundraising, has started in role since Christmas

All new committee members are to complete their OFSTED DBS and EY2 forms.

The Committee needs 5 members to function as per the constitution. The Committee is still seeking a Treasurer as an essential role that must be filled. The Chair thanked all the new parents for joining the committee. Without their support and involvement, the pre-school would not be able to operate.

AOB

The next AGM will be held in November 2022.