

AGM Agenda

Venue: Handsworth Pre-school Zoom Meeting
Day/Time: Wednesday 20 October 2021, 8.00 pm

AGM Agenda

Agenda Item No.	Agenda Items
1.	Welcome and Introduction (Chair)
2.	Apologies -Jade Franks
3.	Chair's report – Read as required
4.	Treasurer's report (presentation of accounts) – Read as required
5.	Pre-school Leader's report – Read as required
6.	Business Manager's report – read as required
7.	Items for discussion/proposals -The waiting list is healthy, at 48 names. Parents have just been invited to use Tapestry, and stay-and-plays have recommenced. Wide note of thanks from attending parents, re the smooth start to the school year.
8.	Any questions -NA
9.	Resignation of current committee - Completed
10.	Ask for nominations – read those already received. – read those already received.
11.	Election of new committee Jonny Cooper – nominated as Chair by Pascal Wyse, seconded by Lauren Hay. Pascal Wyse – nominated as Vice Chair by Jonny Cooper, seconded by Alex Meade. Lykke Hansen – nominated as Treasurer by Pascal Wyse, seconded by Jonny Cooper

	Amy Livingston – nominated as Secretary by Jonny Cooper, seconded by Pascal Wyse Ruth Mattison – nominated as Co-Opted Member by Jonny Cooper and seconded by Pascal Wyse
12.	Date and time agreed for the first meeting of the new committee Wednesday 17 th November 2021
13.	Thanks, from Chair – to all those attending

Handsworth Pre-School Annual General Meeting, 20th October 2021

Chair's Report

Handsworth Pre-School has had another challenging but ultimately successful year. The pandemic created persistent upheaval, but the setting managed to keep its doors open for the majority of the school year, providing the local community with a hugely valuable service.

As Chair, I would like to put on record, once again, a note of thanks to all the staff for managing such a difficult time so diligently. Financially speaking, as the accounts will show, the Pre-School appears to be in a secure position. This marks an improvement from the situation two years ago, although we need to recognise the financial anomalies that Covid has created. The accounts will require continuing attention, but the trend does seem to be positive.

More broadly, there are two challenges in the coming months. These are:

- 1.** To refresh the Committee, with new named members who can help with fundraising events
- 2.** For the pre-school to recommence the Stay and Plays and maintain them for as long as possible, to allow new parents to get to know the setting

Handsworth Pre-School Annual General Meeting, 20th October 2021

Pre-School Leader's Report - Overview: 2020/21 Academic Year

The last academic year was another to be disrupted by COVID. The Pre-School closed twice due to positive cases. The Pre-School remained open during the national lockdown from January – March 2021. Attendance during this time was reasonably high, with some 15 children continuing to come in regularly. Attendance increased gradually after the February half term, and we were pleased to welcome back all children after the Easter break.

COVID presented – and continues to present – the Pre-School staff team with challenges. Whilst many of the restrictions have currently been lifted, we are expected to maintain our risk assessment; additional safety procedures in line with guidance; and to be ready to ‘step up’ our procedures as required. Over the last year, the Pre-School has regularly reviewed the COVID risk assessment and has regularly published information for staff and parents. Most recently, towards the end of the summer term 2021, this published information became the COVID Management Plan.

The supply of PPE and cleaning equipment/materials have not presented such a challenge as previously, however, it does continue to place a small but significant financial burden on the Pre-School. Regular asymptomatic testing was introduced after the Spring term last year. Staff continue to test regularly, and tests are supplied by the Department for Education.

Parental Involvement: COVID impacted significantly on the ability last year to invite parents to come into the setting and to celebrate special events together. We are grateful to our parent community, past and present, for their continued support for the Pre-School and especially during the pandemic. The Committee have been particularly supportive of the staff and the Pre-School during this time, and we are grateful.

Staff established a closed Facebook Group for parents last year and this worked well, helping to keep everyone in touch. Feedback from the questionnaires suggested parents also valued this facility. The Facebook Group, and email, also allowed staff to keep in touch with, and suggest activities for, children who were at home during the winter lockdown.

Curriculum: Despite the challenges of COVID, the staff team have continued to plan and deliver a rich and varied curriculum of activities for the children. Feedback from the parent questionnaires at the end of the year suggested that parents consider their children have made good progress across all the areas of the curriculum.

From January 2021 the staff team commenced a full curriculum audit and review in preparation for the introduction of the new Early Years Foundation Stage this September. The review led to changes in practice and procedures for staff, particularly around the planning and evaluation of the curriculum. This was a significant piece of work for the staff team, and has, I believe, led us to being well prepared for the new curriculum arrangements this September.

Partly as a result of the curriculum review, it was decided that we would move to recording children's progress via **Tapestry**, the online learning journal. Again, this presented a change in procedures and practice for staff and over the summer term staff undertook preparation for, and in-house training in, the new program.

Staffing and Staff Training: there were no changes to the permanent staff team last year. We maintain a staff team of six. One member of staff is commenced maternity leave from the end

of the summer term. Last year, we also employed a total of three Learning Support Assistants; one of whom left mid-year as the child she supported moved to another setting.

Training opportunities were significantly disrupted by COVID but staff continued to represent the Pre-School and the sector in Borough-led forums and to access online training as it was offered. One member of staff also completed the extended course aimed at supporting two-year olds in the setting.

I acknowledge the contribution of the staff team over this last year. They have remained committed and have worked hard to deliver high quality experiences for children and families.

Children on Register: The Pre-School remained full last year (in terms of the number of children on the register) and supported 35 children. This includes offering an inclusive, welcoming and supportive environment for (over the year) 5 children with special educational needs.

Finances: The Business Manager's report gives more detail on the budget over the last year. We expect pressures will not ease significantly over the forthcoming year, particularly in the light of the current energy crisis and other national (or global) economic changes.

Forward Look – Priorities for 21/22

- Continuing to respond to the challenges presented by COVID
- Embedding and developing practice within the framework of the new EYFS
- Managing Tapestry, including the roll-out of parental accounts
- Supporting the staff team through training and development
- Managing the budget, particularly in the light of expected further increases in pressures due to the national economic situation

Handsworth Pre-School Annual General Meeting, 20th October 2021

Business Manger's Report - Overview: 2020/21 Academic Year

1. Two Year old Funded Children

We continued to offer funded two-year-old places during the last academic year. We had eight funded two-year olds through the year.

2. Three-Year-Old Headcount Figures

At the start of September 2020, there were seven funded three-year-olds and one funded 2-year-old who returned to the setting. The academic year started of with 15 funded 3- & 4-year-olds, this number increased in the Spring term to 22 and by the end of the summer term we had 24 funded three- and four-year-olds in the setting

3 Fee paying children

At the start of the academic year (autumn term) we had seven fee paying children. During the spring term this reduced to five children and by the summer term there were two funded two-year-olds.

We had 35 families on or register during the academic year.

4 FEEE

We continue to receive the Free Early Education Entitlement form the Local Authority for the 2,3, and 4-year-old children who are eligible for the funding.

5 Waiting List

There are currently 48 names on the waiting list. This has increased considerably from the same time last year.

6 Website

The website continues to be a good way of communicating with prospective parents as well as with current parents. It is felt that is a good website providing families with the necessary information to help them make an informed decision about our pre-school.

7 Spring Fete

Unfortunately, due to Covid-19 the Spring/Summer Fete did not take place this year.

8 Donations

We received £98.72 from Hawes Funeral Directors which was used to pay for the Parents 'Booklet that we produce each year and hand to parents at the start of the new academic year.

£624 was raised during the year by the committee. A couple of coffee mornings were held (Covid Permitted) and there were two raffles one at Christmas and the other at the end of summer term 2021.

I would like to thank the committee for raising such an amazing amount of money during the year, whilst Covid put a stop to a lot of the committees usual fund-raising events, they rose to the challenge that Covid presented itself. So, thank you.

9 Covid 19

Once again Covid had a huge impact on the setting. However, as in the previous academic year 2019-2020 all the staff rose to its challenges. I would like to thank Janet for once again ensuring the setting met its statutory obligations along with the Government guidelines (and there were many of these)! I would like to also thank Louise for her support to both me and Janet through the difficult times, and not forgetting all the staff who without them the Pre-school would not be the place that it is.

Handsworth Pre-School AGM – 20th October 2021

Treasurers Report

The accounts covering the period September 2020 to August 2021 have been checked by an accountant and his report is available separately. The pre-school ended the year 20/21 in profit by £3,536.00.

Financial Position as at 31/08/21:

£

Current account	17,820.94
Deposit account	39,637.79
Total	57,458.73

As part of the pre-school constitution six months running costs are required on deposit. This is currently £36,000.