

Bisley Pre-School AGM

Wednesday 22nd October 2014

Bisley Village Hall

1215pm

Minutes

Attendees:

**Abi Brown
Samantha Kumar
Kate Watson
Bushra Raza
Jo Venables
Louise Odam
Mrs Diovisalvi
Mrs Holt
Mrs Lakeman
Miss Evans**

**Chrissie Gray
Laura Hardy
Vicki Briggs
Debbie Saunders
Helen Szekeres
Jane White
Mrs Elliott
Mrs Hunt
Mrs Zovich
Miss Hawkins**

Agenda

1. Receive the accounts of the Pre-School for the previous financial year.
2. Receive an annual report from the Committee.
3. Elect the new members of the Committee.
4. Transact any other business properly put to the meeting.

1. Treasurer's Report.

Please note that these accounts are subject to an independent review by our Accountant which has not been completed. These accounts remain as a draft until the review is complete.

The Pre-School made a **book loss of £3,396** in this period, but you will note that there are **two** exceptional items which have significantly affected these results.

The basis on which the Pre-School's accounts are prepared means that all receipts and payments are booked as they occur and no adjustments are made if these amounts in fact relate to a different period. There were 2 items which affect the accounts in this way.

- a. Fees of £800 were received in the previous year (2012/2013) but relate to attendance in the year 2013/2014.
- b. A teacher training grant of £3,600 was received in the previous year (2012/2013) but was paid out in the year 2013/2014.

Had these two amounts been received in the year to which they related then the profit for the year 2013/2014 would have been £1,040.

In comparing the £1,040 with the adjusted profit in the prior year you can see that the profit has decreased by 68% and an operating loss of £228 occurred in this year.

£346 was received from a Gift Aid claim and £661 received from bank interest in this period. Also a £2,500 Equipment grant from Surrey County Council for supporting FEET children within the setting was received which allowed toys and resources to be renewed.

Active fundraising allowed £596 spending on new toys and equipment (printer/hard-drive storage/laminator) for the setting and also provided money towards the Theatre Company production at the summer party. The net fundraising income for the year is £1,268.

In terms of operating expenses, there was a larger than normal spend on advertising in this year which is due to the Pre-school logo, leaflets and Hall Foyer notice board being updated. The Pre-school also switched advertising to Families Magazine which cost more than The Grapevine. Staff salaries also increased in Sept 2013 and the Village Hall increased the rent in April 2014. Other expenses generally remained at a similar level to the previous year.

Budget 2014/2015

A review of the budget was conducted again this year and it decided that fees should increase to £4.80 to £5.00 per hour from September 2014 but the suggested voluntary contribution for funded children should remain at £15 per term.

2. Annual Report.

The Chairman reported that once again, 2013/14 was a very busy academic year.

There have been several significant events to report this year:

- The Christmas concert and party - Santa was once again a big hit at the children's Christmas party.
- The Easter concert.
- Sports day was planned early to allow for postponing, but typically once again the weather was beautiful and it was a wonderful event enjoyed by all... the turnout was almost 100% of children and families which was brilliant.
- The trip to Fishers' Farm which is always a firm favourite.
- The "school dinner" and "preparing for PE" as part of a specific preparing for school session.
- The graduation and the summer party.
- ... as well as numerous fundraising events such as Ladies' Nights, the Easter Fayre, the Strawberry Fayre... and the photos, Christmas cards, and tea towels!! A big thank you to all parents, friends and staff that have supported our fundraising activities, the money raised last year, in the region of £1,864, really does make a difference and we hope that you will continue to support in the future.

Owing to the outstanding fundraising activities we have been able to make a number of new purchases this year. However, with a healthy fundraising pool remaining and hopefully some additional external funding we are also in the process of purchasing some more things to further enhance the children's experience at the Pre-School; in particular we are looking at refreshing some elements of the garden that are beginning to look a bit tired. Parents were assured that the fundraising money goes directly to the benefit of the children.

In addition to all the events that are run for the children and all the fundraising activities, there has also been a significant amount of change in the management of the Pre-School; As everyone should be aware, due to a number of social and economic reasons, the timings and structure of the sessions at Bisley Pre-School changed at the start of this term. So far it has proven to be a wonderful success on all fronts; the extra hours enable the Pre-School to offer new and exciting activities for the children with a daily mix of structured and unstructured learning through play and exploration. The new session times also include a 'lunch club' to help the children prepare for school and experience the fun of social eating... having lunch at Pre-School has been exciting for all involved, including the staff!, and the children appear to be really enjoying the additional time at the Pre-School (as no doubt are a lot of the parents!) Alongside this there has also been a notable increase in attendance at the Pre-School and we are experiencing a very healthy flow of applications for new-starters. It is still early days, but the future looks bright!

Alongside a considerable amount of work in changing the session structure and timings, the Pre-School are also continuing to work towards a Surrey County Council Early Years Quality Improvement Award (Surrey QIA). It is a type of quality assurance scheme that helps early years settings to look at what they do, identify areas that need to be improved and work out how to make those improvements. By completing a quality assurance scheme Bisley Pre-School aim to prove that we have made progress against a set of agreed standards and raised the quality of the setting. This is also helping us prepare for an impending Ofsted inspection.

As those of you who were here last year will also be aware, Bisley Pre-School are also in the process of converting to a Charitable Incorporated Organisation (CIO) in order to improve the structure and support provided to the volunteer trustees. A CIO is a new legal form for a charity, it

- is an incorporated form of charity which is not a company
- only has to register with the Charity Commission and not Companies House
- is only created once it is registered by the Commission
- can enter into contracts in its own right and its trustees will normally have limited or no liability for the debts of the CIO

It is essentially a paperwork exercise for the Committee for the benefit of future committee members in limiting their personal liability with the charity. The application was submitted last week and if accepted we will call an Extraordinary General Meeting in due course to transfer the Charity across to a Charitable Incorporated Organisation (CIO).

It is busy yet very exciting times for Bisley Pre-School, but none of it would happen without the amazing effort, enthusiasm and dedication of our staff and the Chairman took the opportunity to thank them for all their hard work - the team really do make a difference to our children's experience and enjoyment of pre-school. Every single teacher goes above and beyond what they need to and for this we are truly grateful. In particular the Chairman mentioned Mrs Fiona Hunt who is leaving us at the end of this week; she has been part of the 'Pre-School family' for over 30 years, she is extremely talented in dealing with young children and despite her time with the Pre-School, she has remained enthusiastic, positive and endearing towards the children to the end, creating the perfect learning environment. The Chairman thanked Mrs Hunt, wished her all the very best in her future, and presented a card and gift from the Pre-School.

The Chairman then went on to say how the pre-school also continues to be managed by a strong team of willing parents who have also worked exceptionally hard throughout the year. The Chairman thanked all committee members for their dedication and hard work, in particular, Helen, the Treasurer, who although all her children have moved on, offered to stay until we found a replacement! The Pre-school really couldn't exist without such willing support and the Chairman passed on our sincere thanks to them all.

3. Election of Committee for 2014/2015.

The Chairman then proposed the Committee members for the coming year and advised that if there were any parents who wanted to become involved to please get in touch, especially as a number of the committee will be leaving at the end of this academic year. The Pre-School only survives with the help of volunteers, and being on the committee can be very rewarding, both professionally and socially.

COMMITTEE NOMINATIONS/SECONDMENTS WERE AS FOLLOWS:

VOLUNTEER	NOMINATED BY	SECONDED BY
Abi Brown	J White	B Raza
Katherine Fernandez	J White	H Brown
Helen Szekeres	B Raza	L Odam
Debra Saunders	A Brown	K Fernandez
Louise Odam	C Gray	K Fernandez
Kate Watson	A Brown	L Odam
Bushra Raza	C Gray	B Gavin
Jo Venables	A Brown	H Brown
Samantha Kumar	C Gray	L Odam
Jane White	T Belliss	B Raza
Chrissie Gray	A Brown	T Belliss

All nominations were unanimously agreed.

4. AOB.

With no other business to consider, the meeting was ended.