**AGM Minutes**

**14th October 2015**

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| **Present** | **Apologies** |
| Anna Abulafia | Kate Burnett |
| Bettina Campion | Latoya Reisinger |
| Dawn Lloyd | Paula Alverez |
| Anne-Claude Mills |  |
| Jane Webb |  |
| Nerina Kenny-Humpage |  |
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Welcome by Chair

Anna introduced herself and welcomed the attendees to the meeting and went on to explain the responsibilities of the Committee. She said the Committee is responsible to the charities commission and OFSTED. The role involved supporting the staff of Noah’s Ark b but was not involved in the day to day running.

The Committee introduced themselves and Anna mentioned Committee achievements of the past year.

* Introduction of staff pensions and recognising the staff as professionals.
* Introduction of Friends’ of Noah’s Ark which focusses purely on fundraising, thereby leaving the Committee to focus on the business.

Anna mentioned that fundraising is very important as it enables the pre-school to purchase new equipment and toys.

AGM Minutes 2014

The previous AGM minutes were signed and dated.

Pre-school Manager’s Report

Bettina introduced herself and thanked the Committee for all their efforts and support over the past year.

She went on to say that introducing a Welcome Meeting for the parents was proving to be more successful than when it was incorporated with the AGM. The welcome meeting is all about the children and parents whereas the AGM is business focused.

She gave an insight of children numbers. Last year was a “bumper” year and we had a full intake. This year is proving to be much different and numbers are much lower. Fewer children mean less income. We are allowed to have 30 children per session.

The staff are delighted with the pension.

Bettina mentioned that one of our staff, Angelina, recently left to take up a post at a local school after 6 years with us. She was a teacher prior to joining Noah’s Ark. Unfortunately she will not be replaced as we do not have a sufficient number of children.

Bettina advised the meeting that Noah’s Ark hosted a Cluster Meeting on 13th October 2015 for staff from other pre-schools. Only pre-schools with good or outstanding OFSTED award will be allowed to take on 2 year old funded children and children are sign posted to us by Achieving for Children (AFC).

Bettina advised that the pre-school was set up for Catholic children within the parish. However with lower birth rates we do take in children of other faiths. She went on to say that the 2 year old funded may not be of Catholic faith and may be from disadvantaged homes.

Treasurer’s Report

Jane introduced herself and presented the accounts for the year from 1st September 2014 to 31st August 2015 (extract below). She explained that as we are a charity we do not make a profit, but rather any surplus that we make is re-invested into the pre-school. By virtue of the pre-school being wholly dependent on the number of children attending in any one year, it is also prudent to hold a reserve to cover years where the numbers may be lower than needed to cover costs.

She noted that our three main sources of funding are as follows:

1. Kingston funding for children who have reached three years of age (including a smaller amount for grants for children who may have special needs),
2. Funding from parents for children who either take up their council funding elsewhere or do not yet qualify for the Kingston funding and
3. Fundraising by parents and staff.

The main costs were staff, premises costs and consumables. These are fixed costs so we would aim to cover these within the financial year.

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|   | **Actual** | **Budget** |
| Kingston Funding | 125,758.44 | 115,401 |
| Parents Fees and other parent | 8,230.96 | 6,137 |
| Fundraising | 4,216.58 |   |
| Contingency | 0.00 | -1,200 |
| Other | 55.22 |   |
| **Income Total** | **138,261.20** | **120,337.76** |
|  |   |   |
| Staff Costs | 108,383.22 | 109,821 |
| Premises & Office costs | 2.639.95 | 2,578 |
| Consumables | 3,918.93 | 3,427 |
| Equipment | 1,408.48 |   |
| Cost of Fundraising | 645.87 |   |
| Other | 390.66 | 301 |
| Use contingency | 1,224.00 | 4,091 |
| ***Outgoing Total*** | ***118,665.11*** | ***120,217.91*** |
|   |   |   |
| **Net Surplus** | **19,596.09** |   |
|   |   |   |

From 1 September 2014 to 31 August 2015, Jane reported that Noah’s Ark generated a surplus of £19,598. She explained that the main reason for this was that Noah’s Ark was able to run at full capacity throughout most of the year. The increase in children during the year was covered by existing staff costs and was within the staff: child ratio. Therefore Noah’s Ark started the year with a positive cash balance of £24,739.99 and ended with a balance of £44,336.08.

However as already noted, Jane explained that our income is wholly dependent on the number of children attending. So whilst over the last 2 years we have had good numbers our key risks for the year starting 1 September 2015 are as follows:

* Lower numbers – each funding child generates £2,280 in funding for the pre-school. Therefore having 10 children less immediately make the pre-school loss making.
* There is great uncertainty over the Government’s new plan to offer 30 hours funded to each child from 2017 (although Kingston council may trial this earlier). Whilst we hope that we will still be able to cover costs, we may have to provide lunch cover at the pre-school which means taking on additional staff. The Pre-School Learning Alliance has said that the current funding model means it expects pre-schools to run at a 23% loss.

Jane explained that it is already known that the numbers are considerably lower than last year and that there are risks around the future funding model. Therefore the committee has taken the decision to operate prudently for the year starting 1 September 2015. The committee is keen to ensure that Noah’s Ark is run in a sustainable and financially responsible way and therefore agreed in July 2014 to hold a reserve of £10,000 and also to have a designated pot to cover repairs and maintenance of £6,000. Of this amount £2,867 is left to spend on future needs. In the current year the office was decorated and the pre-school underwent a deep clean. Jane noted that it would be advisable for the committee to look at the reserve figures again when discussing the 2016/2017 budget.

With regard to the fundraising amount, £513 is collected via uniform costs (offset by costs to purchase the uniforms which were accounted for in prior period accounts) and the remaining £3,058 was from events by either staff or parents. The main events are as follows:

|  |  |
| --- | --- |
|  | **£** |
| Cake Sales | 528 |
| Christmas Sponsored Event | 560 |
| Disco | 576 |
| Summer BBQ | 939 |
| Various other | 456 |
|  | **3,058** |

With this fundraising, Jane said the policy of the committee and pre-school is to try and make sure that the current children benefit from the income. Therefore they try and use the funds to buy equipment that can be used in the pre-school. Jane took the opportunity to thank the staff, parents and other committee members for their efforts in fundraising.

Election of Committee Members

Anna Abulafia resigned as Chair.

 She was thanked for her extremely hard work in supporting Noah’s Ark and in particular, Bettina. It was acknowledged that Anna had steered Noah’s Ark through a difficult time when she took on the role. She will be very much missed.

Anne-Claude Mills was re-elected and nominated as Chair.

Jane was re-elected as Treasurer.

Paula Alvarez, although unable to attend the meeting, advised that she was resigning.

Nerina Kenny-Humpage re- elected and appointed Secretary.

Latoya Reisinger, in her absence, was re- elected as a Committee Member.

Kate Burnett, in her absence, was re- elected as a Committee Member.

Angela Habibi was nominated and elected as a Committee member.

Joanna Oakley was nominated and elected as a Committee member.

Helga Vertes was nominated and elected as a Committee member.

Candice Lynn was nominated and elected as a Committee member.

Dawn Lloyd continues as Clerk to the Committee.

Questions

None.

AOB

Fundraising

Angela suggested holding a quiz night and gave brief details of how it would work. The meeting agreed that they were happy for her to pursue this and to provide Anne-Claude (new Chair) with details before committing to it.

New Committee members to be asked to complete an application form and DBS check to be initiated.

**Minutes agreed at AGM:**

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| **Signed** |  | **(Chair)** |
| **Date** |  |  |
| **Signed** |  | **(Secretary)** |
| **Date** |  |  |