**AGM Minutes - 15th October 2018**

Present:

Jo Oakley (Chairperson) Bettina Campion (Pre-school Manager)

Candice Lynn (Treasurer) Helga Vertes Angela Habibi

Melissa Waters Zoe Walsh Sylvester (Emmanuel’s father)

Lucinda Walsh Chaminda Karunarate

Apologies:

Elisa Goldsbrough

Tara Kenny

Kelly Deadman (Secretary)

Welcome by Chair

Jo introduced herself and welcomed the new attendees to the meeting. Jo explained the role of the committee and how it contributes to the running of the pre-school. Last year’s committee contributions were explained, such as fundraising events through the Friends of Noah’s Ark (FONA) and the continuation of offering 30 hour funding to families. The meaning and need for an AGM as a legal requirement was explained and how the committee is accountable to the Charities Commission and Ofsted.

The individual roles of the committee were explained such as Jo as the Chair, Candice as the Treasurer, with the aid of an employed accountant and Kelly as the Secretary. All present committee members introduced themselves and welcomed the new attendees.

AGM Minutes 2016

Last year’s AGM minutes were signed by Jo and countersigned by Candice.

Pre-School Manager’s Report

Bettina explained that in 2017/2018 the pre-school had 10 children take up the 30 hours although these were of varying days and not all full time. By the end of July, the pre-school had 60 children in total. There was 1 child with 2 year funding.

The pre-school had a 0% staff turnover this year with all 9 staff members remaining in their positions. Bettina gave a summary of all staff and their qualifications. 2 members of the team are working towards their level 3 with one member of staff newly qualified.

In regards to ratios, the 1st term proved very challenging. There were more children in January. Wages were covered by RBK funding. The focus for this year will be private fees.

Bettina reminded the group that RBK funding is not used for food or extra-curricular activities.

The pre-school did not employ an apprentice this year. The staff were paid a bonus in July 2018 as a motivational reward.

The pre-school is still awaiting a review visit from Ofsted, as the pre-school is overdue for the four-yearly inspection. The pre-school was registered and inspected as a food business with Kingston Council in 2017 and received a level 5 rating – the highest rating. The pre-school also will receive a visit from Achieving for Children shortly.

There was some expenditure on resources this year. A new climbing caterpillar was purchased for the playground along with other outdoor equipment. A new carpet was purchased for the inside which proved to be a good teaching point as well. Other expenditure included seasonal activities such as the chick incubator which is always a brilliant learning experience for the children.

The pre-school continued to establish links with the community e.g. library visit and the visit to the retirement home. This was particularly a good activity and the children performed their Christmas dress rehearsal for the residents.

There was some great parent participation. Sophia’s mum came in and taught the children a Korean song. We had a pets week and a lot of participation in fundraising.

Looking to the future, the pre-school has signed up for the Mayor of London’s healthy eating scheme. The pre-school will also focus on increasing pupil attendance.

Treasurers Report

* Candice introduced herself and explained her role within the committee. She explained that the pre-school is a charity and not for profit organisation, as all funds made are re-invested back into the pre-school.
* By virtue of the pre-school being wholly dependent on the number of children attending the 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.
* Dawn’s role was briefly explained along with the role of our accounting services provider.

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. Private payments from parents of children who have either used up their council funding elsewhere or do not yet qualify for the funding, and
3. Fundraising by parents and staff.

The accounts for the year from 1st September 2017 to 31st August 2018 were presented. The main points of consideration were:

* Main costs continue to be staff, premises costs and consumables
* Financially, the pre-school had a good year and increased their total income from £136,904 in YE 2017 to £15, 557 YE 2018
* This is partially attributed to an increase in RBK funding although there has also been an increase in fee-paying parents. Most 30-hour families are paying a top-up fee for the extra time outside of the 30 hours.
* Staff costs slightly decreased as one staff member left part-way through the year before
* Pensions were increased in line with government regulations
* Building costs remained stable however business and training costs increased with the introduction of a new accountants

The main fundraising events were as follows:

* Cake Sales - £352.91
* Disco - £1000.55
* Christmas card activity - £247
* Santa’s sleigh activity - £373
* Leavers’ art activity - £194.90
* BBQ - £661

The pre-school received the following in donations and registrations:

* Donations - £2440
* Registration fees - £240

Election of Chair, Treasurer, Secretary and Committee Members

Jo explained the election and “stepping down” process and the need for it. Jo explained that Kelly Deadman had asked to step down from the committee and her role of Secretary remotely.

Jo asked if anyone else would like to request consider for the role of Chair, which was declined by all. Jo requested re-election as Chair herself which was agreed unanimously. Candice offered the same and re-requested herself for the role of Treasurer which was agreed unanimously.

The following people asked to be re-elected as committee members:

* Tara Kenny (remotely) – unanimously agreed
* Elisa Goldsbrough (remotely) - unanimously agreed
* Chaminda Karunaratne - unanimously agreed

The following people requested to step down as committee members:

* Angela Habibi
* Helga Vertes
* Zoe Walsh
* Melissa Waters

The following people asked to be elected as new committee members:

* Lucinda Walsh - unanimously agreed

Jo explained the role of the Secretary and that it was now vacant and open to anyone in the committee to volunteer for this role. \*\*ADDED NOTE – After the AGM Tara Kenny was voted in as Secretary.\*\*

The importance of immediate DBS application was explained along with the process. Jo assured all new members that help would be available if required when filling out the essential documentation.

Thank you and Farewells

A presentation of a card, gift and flowers were given to all members stepping down, along with all our heartfelt thanks and appreciation.

AOB

n/a

Next Committee Meeting:

**Monday 19th November 2018**

**Minutes agreed at AGM:**

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