# Noah’s Ark Pre-School





The Bungalow

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**AGM Minutes**

**16th October 2017**

Present:

Jo Oakley Bettina Campion Kelly Deadman

Angela Joyce Latoya Reisinger Melissa Waters

Steph Hilton Yarak Tara Kenny

Candice Lynn Elisa Goldsbrough Chaminda Karunaratne

Shyamala Benjamin Cynthia

Apologies:

Suzanne Fowler

Hega Vertes

Zoe Walsh

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 supporting Bettina in making the decision to introduce 30 hours funding. The meaning and need for an AGM 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 Zoe 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 as witness by Candice.

Pre-School Manager’s Report

Bettina explained that in 2016/2017 Noah’s Ark enrolled on 53 children, from mixed backgrounds and by the end of spring 52 were fully funded, with three children identified as requiring special needs. This large intake improved the finances for that year.

Noah’s Ark have employed two new members of staff who are training at a level 3 qualification to aid them working with children with special needs. In September 2016, the Pre-School also hired their first apprentice, although a worthwhile experience staff found this added extra pressures to their day and would prefer to wait another year before embarking on this challenge again. We said good-bye to our long-standing deputy in this year and this post was filled with promotion within the pre-school. Due to this another level 2 trainee was employed to bridge the gap, along with extra days been offered to existing staff members.

In 2016/2017 Noah’s Ark decided to take part in the 30-hour funding offered by the Government in September 2017. This has been offered to a small number of children as a trial at the moment, although early signs are suggesting it is a success.

Due to large scale refurbishment projects last year, including the sensory room, it was felt that the pre-school should concentrate on purchasing medium sized resources for 2016/2017.

The pre-school is awaiting a review visit from Ofsted, as the four-yearly review is due year 2016/2017. The pre-school is also awaiting a review inspection as they registered as a food business with Kingston Council in 2017 and an audit from AFC Kingston.

For the following year Bettina would like to use funds to add to the sensory. Also the pre-school would like to focus more on our community, such as the elderly and resources i.e. the library. Bettina would be delighted for any parental participation in helping us achieve these goals

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 Preschool being wholly dependent on the number of children attending the Preschool 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.

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. Direct 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 2016 to 31st August 2017 were Presented

* Main costs are staff, premises costs and consumables. These costs are less flexible so our financial aim is to cover these costs in any one year so that the Preschool does not run at a loss. Noah’s Ark started the year with a positive cash balance of £44,940.45 and ended with a balance of £52,770.57.
* Refer to income and expenditure report
* From 1 September 2016 to 31 August 2017, Noah’s Ark generated an operating surplus of £7,840.12.
* Our income is wholly dependent on attendees so our key risks for the year starting 1 September 2017 are as follows:
* Lower numbers – each funded child generates £\_\_\_\_\_\_ per year in funding for the Preschool. Therefore, having 10 children less immediately makes the Preschool loss making.
* Rent and other costs may increase.

The main events are as follows and a comparison shown to prior years fundraising events:

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Fundraising |  |  |
|  | 13/14 | 14/15 | 15/16 | 16/17 |
|  |  |  |  |  |
| Cake Sales | £459.34 | £528.23 | £386.45 | £299.44 |
|  |  |  |  |  |
| Disco | £577.78 | £575.65 | £679.71 | £923.49 |
|  |  |  |  |  |
| BBQ | £459.25 | £939.40 | £863.10 | £607.88 |
|  |  |  |  |  |
| Christmas | £748.54 | £639.25 | £569.41 | £677.85 |
|  |  |  |  |  |
| Photo Commission | £207.40 | £354.30 | £142.60 | £156.40 |
|  |  |  |  |  |
| Dress up days & Coffee Mornings | £274.90 | £137.38 | £0.00 | £42.15 |
|  |  |  |  |  |
| Easyfundraising |  | £17.95 | £15.62 | £0.00 |
|  |  |  |  |  |
| Other | £0.00 | £0.00 | £48.00 | £439.10 |
|  |  |  |  |  |
| Total | £2,727.21 | 3,192.16\* | 2,704.89\* | £3,146.31 |

Policy of the Committee and Preschool is to try and make sure that the current children benefit from the income. Therefore we should try and use the funds to buy equipment that can be used in the Preschool.

Thank the staff, parents and other Committee members for their efforts in fundraising.

Invested back into Preschool.

|  |  |
| --- | --- |
| Tykes Cars x2 | £90.00 |
| Roof cover for bus shelter | £600.00 |
| Sensory mats | £200.00 |
| Costumes and high visibility safety vests | £70.00 |
| Magnifying glasses | £30.00 |
| Tools | £40.00 |
| Firestation | £110.00 |
|  | £1,140.00 |

Election of Chair, Treasurer, Secretary and Committee Members

Jo explained the election and “stepping down” process and the need for it. Suzanne asked to step down remotely. Zoe asked to step down as Secretary but to remain a committee member remotely, both were agreed unanimously. Steph, Shyamala and Latoya asked to step down; their hard work and contributions over the years were acknowledged and thanked.

Jo asked if anyone else would like to request the role as Chair, which was gratefully 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. Angela and Helga requested re-election as committee members which was agreed unanimously.

Chaminda nominated himself to become a committee member, which was agreed unanimously.

Kelly nominated herself for the role of committee member, which was agreed unanimously.

Tara nominated herself for the role of committee member, which was agreed unanimously.

Elisa nominated herself for the role of committee member, which was agreed unanimously.

Melissa nominated herself for the role of committee member, which was agreed unanimously.

Yarak declined the offer to nominate himself for the committee. Cynthia stated she was unable to commit to becoming a committee member at present, but would like to assist the Pre-School with fundraising through FONA.

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. Kelly requested election to the Secretary’s role, which was agreed unanimously.

Angela agreed to continue to be the lead for FONA and to continue communication through both the Whatsapp page and the FONA Facebook page.

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

Bettina appeal for help fundraising.

Steph and Shyamala wishing to continue supporting the Pre-School by getting involved with FONA fundraising events.

Elisa agreeing to add information regarding fundraising and important dates to the parent and carers Whatsapp group.

Melissa agreeing to organise the cake sales for the year.

Next Committee Meeting:

**Monday 27th November 2017**

