**AGM Minutes**

**Monday 9th November 2020**

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| **Present** |
| Jo Oakley (Chair)  Bettina Campion (Pre-school Manager)  Chaminda Karunaratne (Treasurer)  Tara Kenny (Secretary)  Stephanie Drewery  Caleb Dadson  Elisa Goldsbrough  Lana Holmes  Lucinda Walsh  Rachel Webb |

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| **Chair’s Welcome**  The Chair introduced herself and explained the requirement for Noah’s Ark Committee including its legal, financial and functional obligations. The roles of the committee members were described.  **AGM Minutes 2019**  The minutes of 2019 were approved and signed. |
| **Pre-School Manager’s Report**  *Pupil register / attendance 2019-20*  During the 2019/20year there had been 39 enrolled pupils in total; 17 of whom were full time. The pre-school continues to welcome children on a full time or part time basis as well as a small number of two year old funded children.  *Covid-19 response*  Covid–19 had resulted in a reduced number of children attending the pre-school from March 2020. During this time, the pre-school team had worked hard to maintain contact with parents and the children via email, the newsletter, telephone and home learning. When the pre-school re-opened in June, 12 pupils had returned to complete the pre-school year with three members of staff on rota. Increased hygiene routines had been implemented and the purchase of and use of additional PPE had been incorporated into daily activities following government guidelines. The pre-school manager / deputy manager were available at the door at drop off and collection to ensure parents had an opportunity to discuss matters face to face (adhering to social distancing / government guidelines). There were continued communication channels via email, over the phone and the regular newsletter. All relevant policies had been reviewed and updated in response to Covid-19.  *Ofsted inspection*  Following the Ofsted inspection of 27th February 2020, the pre-school received a 'Good' rating. The pre-school manager thanked the team members for their hard work and dedication not only on the inspection day, but every day that the children attend at Noah's Ark.  The inspector had been particularly impressed with “children listening to one another's views; …they are polite and respectful of each other. They learn the meaning of new words to describe each other, such as 'creative', 'feisty' and 'epic'. Parents say children with SEND learn key skills in readiness for school, such as social skills, toilet training and begin to confidently communicate and express themselves. This means children's play and learning experiences overall, helps them become confident and independent learners, ready for the next stages in learning and when they move on to school. Children make good progress and achieve well.”  Strategies to reduce the noise levels of the children during days when they could not go outside due to bad weather were being considered.  *Team changes*  The manager reported that the team loves working in the pre-school. Team members get on well and all know their roles and responsibilities. New team members this cycle included Lisa at the end of 2019 and Latoya, having finished the Level 2 Certificate. The team attended first aid, a few network meetings as well as health and hygiene courses. Covid-19 had reduced the amount of training opportunities this year. The finance assistant had left at the end of the Summer due to the pre-school’s new financial commitments.  *Tenancy of the pre-school property*  The pre-school was a tenant of the diocese of southward. The pre-school had operated on the current premises for over 20 years. The pre-school had paid a low rent for providing a pre-school to the community we serve. Financial pressure from the landlord had resulted in an increase in rent. Negotiations had taken over a year. On 1 September 2020 a formal tenancy took affect with the pre-school gaining full occupancy for the bungalow and garden.  *Development plan*  Having lost access to the use of the garage, a new storage shed had been erected in the pre-school’s garden. The manager wished to thank Oscar’s father who completed the work at a reduced price in order to support the pre-school.  The old ‘meditation’ room had been decorated and would be used for meetings and children’s activities.  *Fundraising*  The manager thanked the committee members and parents for their involvement in the fundraising activities this year. The year’s fundraising efforts had paid for equipment for the children including the new desk drawer as well as decorating costs.  The Chair congratulated the pre-school team for all their hard work, for their outstanding care of and dedication to the children and the engagement with the early year’s framework.  **Treasurer’s Report**  Table 1 shows the annual figures for the year 1 September 2019 - 31 August 2020. The surplus had been lower this year mainly due to the impact of Covid-19.  Inline image  Table 1. Income and expenditure 1 September 2019 – 31 August 2020  Table 2 shows the balance sheet as of 31 August 2020.  Inline image  Table 2. Balance sheet 31 August 2020  Table 3 shows the budget prepared for next year. The Treasurer forecast a positive surplus for the coming year despite the large increase in rental obligations.  Inline image  Table 3. Budget for the year 1 September 2020 – 31 August 2021.  **Election of committee members 2020 / 21**  The Chair reiterated the structure of the committee and explained the election and ‘stepping down’ process.  The Treasurer, Chaminda, was to step down from his duties on the committee. Chaminda had been a committee member for the past three years and in the role of treasurer for the last year.  Committee member Elisa was to step down from the committee. Elisa had been a committee member for the past three years.  The opportunity to be considered for each of the committee roles was offered to all present.  All agreed: Jo Oakley to be re-appointed as Chair.  All agreed: Tara Kenny to be re-appointed as Secretary.  All agreed: the following people be re-elected as committee members:  Lana Holmes  Lucinda Walsh  Rachel Webb  All agreed: The following people be elected as new committee members:  Caleb Dadson  Stephanie Drewery  *\*Nerina Kenny was voted in as a committee member at the following meeting on 14th December 2020*  The Chair thanked Chaminda and Elisa for their work and dedication to the committee over the years. To Elisa who had been reliable and helpful with communications and fundraising activities. To Chaminda for his work, knowledge and dedication as treasurer and who had been the voice of reason and had assisted during the rental negotiations.  **Fundraising 2020 / 21**  The pre-school reached its 20 year anniversary in 2020. This would be celebrated in 2021. Children from last year would be invited back to join the party.  Due to Covid-19 restrictions, the Noah’s Ark Team had very kindly offered to conduct the Christmas print activity.  The following activities were anticipated in 2021 the Lenton project; Disco 2021; a leaver’s activity; an end of year celebration and the introduction of Amazon Smile. All ideas for new fundraising strategies were warmly welcomed and would appear as a regular item on the agenda.  **Thank you and goodbyes**  The Chair thanked the Noah’s Ark team for all the work over the last 12 months and for giving the children such wonderful and full experiences in preparation for their academic lives. The Chair thanked the committee for their input and support.  The Treasurer on behalf of the committee wished to thank the Chair for fulfilling the role so well.  **AOB**  The Chair discussed the DBS and Ofsted Process.  **First Committee Meeting 20/21**  Monday 14th December 2020 at 19.30hours via Zoom.  . |

**Minutes agreed at Committee meeting on**

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| **Signed** | J Oakley | **(Chair)** |
| **Date** | 27th February 2021 |  |
| **Signed** |  | **(Secretary to Committee)** |
| **Date** |  |  |