

## Noah's Ark Pre-school

The Bungalow, 401-403 Ewell Road, Tolworth, KT6 7DG

# AGM Minutes 25th November 2019

### Present

Jo Oakley (Chair)  
Bettina Campion (Pre-school Manager)  
Tara Kenny (Secretary)  
Suman Ajanthan  
Chaminda Karunaratne  
Elisa Goldsbrough  
Laura Holmes  
Lucinda Walsh  
Rachel Webb

### Absent

Candice Lynn (Treasurer)

### 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 2018

Last year's AGM minutes were approved and signed by the Chair and Secretary.

### Pre-School Manager's Report

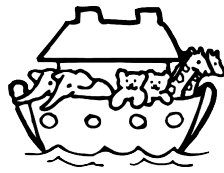
#### *Pupil/register attendance 2018/19*

In 2018/19 there were 45 children on the pupils' register; 14 of whom had applied for 30 hours per week. Four of the children had special education needs; two of whom had had an Education Care Plan initiated by the pre-school. Ten children had started the pre-school with minimal English language skills. Four children received Early Years Pupil Premium funding and one pupil was identified as a child in need who required special attention. The year had been the most intensive and challenging to date – the staff members had shown exemplary team working skills.

#### *Additional income opportunities*

Since 2017 parent/carers pay for the 35-minute lunch break to account for the time not covered by 30-hour funding. An additional £3 per day was invoiced to those in excess of 30 hours, attending for 6 hours and 35 minutes a day. These additional funds contributed to new resources for the children.

Early collection of children had ceased this cycle due to its negative impact, such as supervision of the children during collection times.



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A £5 charge for a full lunch hour has been introduced. This was taken up by a few parents on occasion.

### *Team, training and ratio requirement*

With the departure of one long term staff member (Julie), Nevila and Rosie's hours had increased. Two new staff members had joined the team: Lisa Kitchener, who holds a Level 3 qualification, and Latoya Reisinger, a learning support assistant who started her Level 2 qualification in September 2019. During this cycle, Nevila was congratulated for gaining her Level 3 qualification in Childcare and Education.

All staff were first aid trained. Alongside its uses during the pre-school day, the first aid training was essential during lunch time as the children develop their oro-motor skills.

The staff had attended other training courses including Safeguarding and the new inspection framework. Where appropriate, some courses were attended by a few key staff members who then cascaded the information / training to their co-workers.

The ratio of staff to children is arranged to exceed the legally required amount of qualified staff. On any given day, five staff members are at work and on two days a week, six staff members are at work.

### *Inspections*

In September 2019 the pre-school had been inspected by Kingston Council for hygiene in the kitchen and infection control and received the highest level of 5 once again.

The pre-school awaits an inspection from Ofsted, expected in 2020, when the present inspection cycle finishes. The manager reported the staff members' pride in their profession and their daily dedication to providing the very best care to the children.

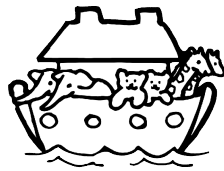
### *Resources*

The new resources that had been purchased for the children within the financial year were reported.

### *Development plan - future*

In December 2019 members of the Committee and the pre-school manager would be meeting with OLI parish, as landlord to the pre-school, to discuss contracts and use of the premises. The outcome would be discussed at the next Committee meeting.

January 2020 would be the 20<sup>th</sup> anniversary of the pre-school. Ideas for an appropriate way to celebrate this date would be discussed at the next meeting / FONA.



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## Treasurer's Report

The year 2018/9 had been financially sound as shown in Table 1:

	2019	2018
Total income	£171,829.76	£151,557.23
Total operating costs	£140,922.94	£130,485.15
Net surplus	£30,905.82	£21,099.08

Table 1: Total income and expenditure 2018/19

There had been an increase in RBK funding and more fee-paying parents. Staff costs had increased (£11,000) with two new staff members, an increase in hours, a rise in national insurance and pension costs as per Government regulations and a staff bonus and pay rise. Rent and office costs remained stable in 2018/9. Business and training costs were stable.

Total fundraising for financial year 2018/19 after deduction of invoices and costs was around £2000 as listed in Table 2:

Activity	Sum
Cake sales	£292.96
Disco	£373
Uniforms	£57
FONA projects	£147
NA projects e.g. Santa's sleigh	£323
Fundraising general e.g. photographer's commission	£98

Table 2: Fundraising sum 2018/19

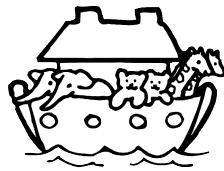
Donations and registration fees are shown in Table 3. This sum pays for snacks and treats that the children receive throughout the year. It also funds gifts, book bags, the Easter egg hunt and extra-curricular activities:

Activity	Sum
Donations	£2648
Registration fees	£200

Table 3: Donations and fees 2018/19

## Election of Chair, Treasurer, Secretary and Committee members:

The Chair reiterated the structure of the Committee and explained the election and



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'stepping down' process.

The Treasurer, Candice Lynn (remotely), had asked to step down from her duties on the Committee.

The opportunity to be considered for each of the roles on the Committee was offered to all present.

All agreed: Jo Oakley to be re-appointed as Chair

All agreed: Chaminda Karunaratne to be newly appointed as Treasurer

All agreed: Tara Kenny to be re-appointed as Secretary

The following people were re-elected as Committee members:

- Elisa Goldsbrough
- Lucinda Walsh

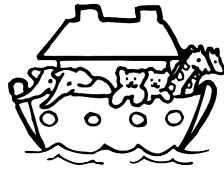
The following people were elected as new Committee members:

- Laura Holmes
- Rachel Webb

The Chair explained the members' accountability for pre-school Committee duties and the essential DBS process.

### **AOB**

The first Committee meeting would be Monday 13 January at 7.30pm.



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## Minutes agreed at Committee meeting on

**Signed**

**(Chair)**

**Date**

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**Signed**

**(Secretary  
Committee)**

**to**

**Date**

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