



Noah's Ark Pre-school

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

AGM Minutes 20th February 2023

Present

Jo Oakley (Chair)

Bettina Campion (Pre-school Manager)

Hena Lachman

Ruth Antoniadis

Natalie Slark

Staff of Noah's Ark (Theresa D'Souza, Rosy

Kanyiki and Nevila Mansaku)

Sophie Thorn parent

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 2021

The minutes of 2021 were approved and signed.



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Pre-School Manager's Report

Pupil register / attendance

During the 2021/22 year there had been 37 enrolled pupils in total; 18 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. She explained that there were children with special needs who received referrals and an EHCP plan. For this reason, some children needed extra support during the sessions.

Team changes

The manager reported that the team works well together. Team members get on well and all know their roles and responsibilities. Sharna left in September 2021 to pursue a different career whilst Sandie left in December 2021 also for a change in career. Latoya and Suelli mainly stood in during this period as Learning Support Assistant and bank staff. The area in

Tenancy agreement and Improvements

The monthly rent continues to be the second most expensive outlay after the staff wages and we look after the property well. Maintenance and repairs are also down to the pre-school which means that more money is used for these expenses. It is planned to decorate the whole nursery including the kitchen and change the adult's toilet.

A former parent provided his gardening/fencing services to us for a reduced price. An artificial grass area was laid to ensure the safe play for children around the caterpillar and slide.

Development plan

The pre-school's garden still needs a few more improvements to cover the wall and we hope that this work will be done for the summer holidays. We intend to bring parents in for a sale of cakes and have another year end picnic planned to celebrate those who are leaving and those who are staying.



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Fundraising at Noah's Ark

During 2021 and 2022 our fundraising opportunities were limited, but revolved around activities within the pre-school. The children were involved in creating their own craft work which was then sold on to the parents. We also took photos of the children which were sold to parents with a good surplus at very little cost. The main fundraiser continues to be the Christmas decoration which is send home for families to sponsor their child.

Treasurer's Report

The Treasurer, Greg Walsh, resigned for personal reasons. The financial summary was provided during the meeting by the Chairperson, Jo Oakley.

Jo reported that we achieved a healthy surplus of £48322 in August 2022, i.e. an increase of £13976 to the previous financial year's surplus of £34346.

This was achieved by a slight reduction in staff cost and an increase in funding grants. A surplus is used to help with unexpected costs as well as future low intakes.

The full report is attached to the minutes.



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Election of committee members 2023/24

The Chair reiterated the structure of the committee and explained the election and 'stepping down' process.

Committee members of the financial year all stepped down for personal reasons.

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.

Hena Lachman, Ruth Antoniadis, Natalie Slark put themselves forward as committee members. Carole Hornton offered to be the Treasurer and was voted in.

Committee Secretary to be decided at a later date.

Fundraising 2021 / 22

There have been no fundraising activities by the committee other than two projects in December 2021 and July 2022 organised only by the Chair. It was hoped to restart the annual disco at some point in the future.

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 also thanked passed Committee members as well as the Treasurer, Greg Walsh.

AOB

The Chair discussed the DBS and Ofsted Process.



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First Committee Meeting 2023

27th March 2023 via Zoom

Minutes agreed at Committee meeting on

Signed _____

(Chair)

Date _____

Signed _____

(Secretary to
Committee)

Date _____