



Noah's Ark Pre-school

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

AGM Minutes 19th March 2024

Present

Ruth Antoniades (Chairperson)

Bettina Campion (Pre-school Manager)

Staff members

Theresa D'Souza

Nevila Mansaku

Rosy Kanyiki

Lisa Kitchener

Parents

Tara Ghareeba

Aya Al-Tuhafi

Richard Mendez Caina

Apologies

Carole Hornton

Hena Lachman

Chair's Welcome

The Chair, Ruth Antoniades, welcomed everyone to the meeting and praised the team for making an effort coming to a meeting after work.

The Chair introduced herself as the new chairperson since the previous one left for personal reasons in November 2023. She explained that her background is in education and holds a Quality Assurance Consultant's role based in London and Surrey. She has been in education for the past 19 years.

The Chair explained our legal obligations to hold an annual meeting as we are registered with the Charity Commission as a charity. The pre-school is a committee run pre-school which means that a committee oversees the work of the pre-school



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and helps with fundraising to ensure that additional funds can be used to buy extra resources for the children.

AGM Minutes 2023 were signed and agreed by the Chair.

Pre-School Manager's Report

Pupil register / attendance

The Pre-school Manager introduced all team members present and explained how many years each of them have been at Noah's Ark. During academic years 2022 and 2023, Noah's Ark had 36 children in total on the register. This was only one child less from the previous year. Only a small amount of parents privately paid for sessional or all day care. The majority of income for Noah's Ark was generated through Government funding either 15 or 30 hours. We have not increased our fees for a number of years and should consider this for the next intake and decide the amount in our committee meetings.

Team

There were 6 people employed during the academic year 2022 and 2023. Two team members, Manager and Deputy, have Early Years Professional Status which is a teaching qualification. The ratio allowed for EYPS is 13 children per adult. There are 3 members with a level 3 qualification which allows a ratio of 8 pupils per adult. Two students joined us in September and October respectively. One team member is studying towards a level 3 qualification. In the Spring term 2023, one team member left for maternity leave. She returned in November 2023. Staff work from 2-4 days a week and will flexibly stand in during illness or training if necessary.

Parent satisfaction

The Pre-school Manager reported that parents, whose children left in July 2023, were 99% positive of their children's learning experiences in a survey handed out in July 2023. Many positive comments were received on our weekly videos, Learning Journeys, settling-in and key persons.

Development plan

The Pre-school Manager reported that during 22/23 the pre-school was painted at a high cost. Other plans such as outside work and a new toilet were put on hold. It was decided that with the high cost of inflation and our high rent it made sense to wait until it was financially more viable.

Our development plan for this academic year was to achieve the Bronze level for Healthy Early Years London (Heyl). This project is achieved through a thorough



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audit of our practice in general and in particular about healthy eating, bodies and mind. A positive aspect of this was a leaflet on healthy lunchboxes. The Pre-school Manager further reported that it was hoped to reintroduce extracurricular activities such as a Spanish course to the children. The pre-school plans to offer the end of year picnic again as a means of a goodbye event and perhaps as a fundraising opportunity.

Fundraising at Noah's Ark

Monies raised through fundraising was used to buy new resources and improve the learning environment and the pre-school's garden.

Treasurer's Report

The Chair summarised the present financial position and that of the academic year 22/23 in absence of the Treasurer:

Year end Management Report 2022/2023

1. Retained Earnings This is the balance of prior years' surplus of income. This is a healthy balance and will help the Charity when pupil numbers are low etc
2. Total income for the full year was higher than expected when the budget was produced by £20k - this all flows through to the net surplus for the year.
3. . Total Expenses Overall the over / underspends compared to budget all net with a £800 surplus. Costs were well controlled
4. Net surplus £20,497

Management Report February 2023

1. All income and expenditure as expected. Standard monthly overhead costs.
2. We are currently showing Income above our budget. The Full Year Budget for RBK is split equally across the year so this may be due to timing. The Full Year Budget for Preschool fees is split per quarter as this is how the families are charged. We will have a true reflection of Actual v Budget after Easter.
3. Net Surplus (Loss) for the Period - Currently no concerns over Income or Expenditure for this Financial Year



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Election of committee members 2024/25

The Chair explained the legal requirement for a committee and how new members are elected, confirmed and how members step down.

The chair offered her services again for the role – this was seconded by parents present.

The Committee Secretary offered her services again – this was seconded by parents present.

The Treasurer offered her services again – this was seconded by parents.

New Committee members were encouraged to join. Parents need to be actively involved to help shape the pre-school.

Fundraising 2024/25

The Chair highlighted the need for fundraising as a means to ensure that the pre-school is able to buy more resources for the children. Fundraising for the pre-school will also bring families together which will lead to lasting friendships and memories for all. There have been no fundraising activities organised through the committee during that academic year 22/23. Most of the fundraising at Noah's Ark was organised through staff and supported by parents. The Chair promised that her first fundraising activity would be a cake sale.

AOB

none

First Committee Meeting 2024

May 2024

Minutes agreed at Committee meeting on

Signed

(Chair)

Date



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Signed

**(Secretary to
Committee)**

Date
