



## ANNUAL GENERAL MEETING

### AGENDA

Venue: Stoke Mandeville Community Centre – Park Room, Eskdale Road,  
Stoke Mandeville, Bucks, HP22 5UJ

Date: 10<sup>th</sup> October 2022

Time: 7.00 PM

1. Minutes of the 2020 AGM
2. Manager's report
3. Chairman's report
4. Treasurer's report
5. Election of Committee 2021
6. AOB



**AGM 2022 Minutes**  
**Venue: Park Room, Community Centre, Eskdale Road,**  
**Stoke Mandeville, HP22 5UJ**  
**Date: 10/10/2022**  
**Time: 7.00pm**

Present: Emma Newman, Stephani Gassi, Vanessa Taylor, Esther Chan, Sarah Dixey-King, Ievan Passchier-Evans, Carl Sautereau, Gina Lund, Dawn Collins, Katherine Alexander, Christina Tuculeanu

Apologies: Kelly Hailou

1. **2021 AGM Minutes were Agreed & Signed off By Vanessa Taylor (Chair).**
2. **Manager's Report was read out by Emma Newman, Attached.**
3. **Chair's Report was read out by Vanessa Taylor, Attached**
4. **Treasurer's Report was read out by Stephani Gassi, Attached**
5. **Election of the Committee 2022, Resignations & New Members:**

**The following members will remain in post:**

- Vanessa Taylor: Chair - Nominated by Ievan Passchier-Evans, Seconded by Gina Lund.
- Stephani Gassi: Treasurer - Nominated by Vanessa Taylor, Seconded by Carl Sautereau.
- Gina Lund: Committee Member - Nominated by Stephani Gassi, Seconded by Sarah.

**Resignations:**

Sarah Dixey-King is resigning as Secretary & from the Committee.  
Kelly Hailou is resigning from the Committee.

Ievan Passchier-Evans - Secretary - Nominated by Sarah Dixey-King, Seconded by Vanessa Taylor

**New Members:**

Carl Sautereau- Committee Member - Nominated by Gina Lund, Seconded by Christina Tuculeanu

**6. A.O.B:**

Vanessa Taylor will be stepping down with Carl Sautereau taking the Chair position once all checks are completed. Vanessa Taylor thanked Sarah Dixey-King & Kelly Hailou for their valuable contributions during their time on the Committee.

No other business.  
Meeting Closed 7.25pm.



Community Centre  
Eskdale Road  
Stoke Mandeville  
Bucks  
HP22 5UJ

Mobile: 07746 750945

[www.pollyannapreschool.org.uk](http://www.pollyannapreschool.org.uk)

[admin@pollyannapreschool.org.uk](mailto:admin@pollyannapreschool.org.uk) - Esther (Administrator)  
[manager@pollyannapreschool.org.uk](mailto:manager@pollyannapreschool.org.uk) - Emma (Manager)

**Annual General Meeting Minutes  
Held via Zoom**

**Date: 14<sup>th</sup> October 2021**

**Time: 8.00pm**

**Present**

Kathryn Wheeler, Cheryl Butler, Kayleigh Wiltshire, Vicky Sherwood, Vicky Shambrook, Dawn Collins, Gina Lund, Stephani Gassi, Esther Chan, Kelly Hailou, Sarah Dixey King, Emma Newman, Dan Sherwood, Barbara Zuiuya, Vanessa Whittaker

**Welcome**

Kathryn Wheeler (Chair) welcomed everyone to the meeting, and explained that the AGM is a legal requirement.

**1. Minutes of the 2020 AGM**

These minutes were agreed and signed off by Kathryn

**2. Managers' Report**

The managers' report was read out by Emma Newman – please see attached

**3. Chair's Report**

The Chair's report was read out by Kathryn Wheeler – please see attached

**4. Treasure's Report**

The Treasures report was read out by Kayleigh Wiltshire – please see attached

**5. Stepping down and Election of the Committee 2021**

The following members are stepping down from the committee.

Kathryn Wheeler (Chair)  
Cheryl Butler (Secretary)  
Kayleigh Wiltshire (Treasurer)  
Vicky Sherwood  
Vicky Shambrook

*V Taylor*  
10.10.22.

Kathryn Wheeler thanked them for all their hard work and contributions to the Committee.

**New Members**

**Vanessa Whittaker (Chair)**; Nominated by: Kathryn Wheeler and Emma Newman  
**Stephani Gassi (Treasurer)**; Nominated by: Vicky Shambrook and Sarah Dixey King  
**Sarah Dixey-King; (Secretary)**; Nominated by: Cheryl Butler and Kelly Hailou  
**Gina Lund**; Nominated by: Vicky Sherwood and Emma Newman  
**Katherine Alexander**; Nominated by: Vanessa Whittaker and Esther Chan

**6. Any Other Business:**

Barbara expressed her interest in further details in joining the committee

Meeting Closed at 8.25pm

## AGM 10/10/22

Good evening everyone,

My name is Vanessa Taylor and I have been the Chairperson at Pollyanna for the past year.

I would like to start by thanking you all for taking the time to attend our Annual General Meeting tonight. As you all know, attendance at the AGM is important for the pre-school as the AGM is a legal requirement for the pre-school to run.

It has been an eye-opening experience working closely with the Pre-school, I have acquired much more knowledge than I anticipated during my time as Chairperson. It has been a delight to work alongside a great committee and team of staff here at Pollyanna who have given me a huge amount of support.

I will start by signing off the minutes from our last AGM in front of you all.

### **SIGN MINUTES**

I would now like to move on to Emma Newman, who will be sharing her manager's report with us tonight.

### **MANAGER REPORT**

Thank you, Emma.

### **Chair Report**

It's great to hear about the wonderful things you've been able to incorporate into the pre-school year.

During the Christmas concert last year, the committee did a great job of organising a Christmas Raffle and once again thank you to everyone that got involved and bought tickets. We had fabulous prizes that were donated by the local community, thank you the committee who sourced these prizes.

We were really excited to be able to have held the Summer Fayre back in July this year, this was a huge success thanks to all the helpers and staff members. We raised a total of £565 which went towards a new wooden play kitchen for the children. It was such a joy to see all the children play and have a great time with all the activities at the Summer Fayre, I know I personally really enjoyed being a part of those activities.

Just to follow on from Emma regarding the fence, we did have an unfortunate time with the first company. We are really thankful for the donations sent to us from parents. I would also like to thank Jamie at Serene Landscapes who donated his time to Pollyanna to finish the fence. He has done an amazing job and the fence looks fantastic. It is greatly appreciated by all of us.

We also introduced our new little Panda to the family at Pollyanna, we were very excited about this and we're so happy it received so many positive comments.

We have applied for many grants to support the pre-school, however to our disappointment, there was little to no support off the back of these grant applications. You may remember seeing Pollyanna Pre-School on the Tesco Community Grant competition, we did win the £500 award. This is great news as we will be able to use this grant towards our healthy eating project we strive to continue to promote.

### **Goodbyes**

Now for the sad bit. As you are all aware, I have made the decision to step down as Chair. As a charity, we need parents, carers and family members to join the Management Committee Team who have experience in many different aspects. Without them the pre-school would not be able to continue operating and we would therefore have to say goodbye to over 30 years of Pollyanna Pre-School. I stood up and took Chair, not because I'm experienced, or because I knew what I was doing, but because if I didn't step up, this could have happened.

I would like to hand over to Carl Sautereau, who will be transitioning to Chairperson in our next general committee meeting subject to his Ofsted suitability checks. Therefore, after this evening, I will remain as chairperson at this point until Carl can be officially voted in as Chair.

### **CARL'S STATEMENT**

Thank you, Carl.

I have learnt so much during my time as Chairperson, I've become part of an amazing team who are all here to help give back to the community through this amazing charity. With this being said, I feel that parents and carers and the children deserve someone who can give more, someone who can help this preschool grow and remain sustainable. My child also attended Pollyanna, is now in year 1; saying this, I will stay on as a committee member to help where I can. I hope that more people can join the committee to be a part of this amazing charity for the children. With more people on this amazing team, we can do more for the pre-school and help this pre-school to grow bigger and better; for all the children in this community, not just our own. Although I am staying on for a little longer, I would like to Thank you all for having me as your Chair and I look forward to seeing what next year will bring.

I would now like to hand you over to Stephani Gassi as Treasurer for her report.

### **TREASURER'S REPORT**

Thank you, Steph.

### **Thank You's**

I would also like to take this opportunity to thank Emma and the staff at Pollyanna for their incredible hard work and passion. Watching over this last year has shown me how great they really are with the children. All credit goes to them for creating such a bright and positive place for the children to be in and giving them an amazing time within Pollyanna. The children have greatly benefited from their expertise and experience. They all have worked extremely hard through this pandemic and the after-effects. So thank you!

I would also like to thank the committee members, as we are all in our first year of being a part of this committee it has been great to see us all come together as a team. They have given so much time, effort and support which is greatly appreciated. Thank you so much, guys.

I also have a couple of goodbyes tonight. Sarah Dixey-King, our secretary, will be stepping down and leaving the committee due to personal circumstances and Kelly Hailou who was a committee member. Thanks to both of you, for your time with Pollyanna, we appreciate the time you have given us and wish you all the best.

### **New Committee Members and Voting**

We will now move to the voting of old and new members.

Vanessa Taylor to remain as Chair.

Stephani Gassi to remain as treasurer.

Ievan Passchier-Evans to be joining the committee as Secretary.

Gina Lund to remain as committee member.

And Carl Sautereau will be joining as a committee member.

I will now start the official election of the committee. We need two votes for each member please. Each person can only vote once.

Vanessa Taylor – Chair – I will remain as Chair, please can someone make the 1st nomination... and who will 2<sup>nd</sup>...

Stephani Gassi – Treasurer – who will remain as Treasurer, I will nominate Stephani as Treasurer... and who will 2<sup>nd</sup> my vote

Ievan Passchier-Evans – Secretary – who will nominate... and who will 2<sup>nd</sup>...

Gina Lund – Committee Member – who will remain as Committee Member, who will nominate...and who will 2<sup>nd</sup>

Carl Sautereau – Committee Member - who will nominate... and who will 2<sup>nd</sup>...

Thank you to all the old and new members for offering your time and experience to the committee for Pollyanna. I look forward to working with you all.

Finally, Thank you to everyone for attending tonight, your continued support really means a lot to the Pollyanna Pre-school Charity and the committee behind it.

Does anyone have any questions or any other business?

Thank you once again, please be safe getting home and enjoy the rest of your evening.

## **Managers' report AGM October 2022**

Preschool life has slowly started to return to the new normal. We have been lucky enough to start inviting parents/carers back into the preschool as well as lots of visitors.

We have started the year with 47 children on roll which is fantastic. Pollyanna is welcoming children from all the new housing estates and beyond. We have 15 two-year-olds with us. We now have an extensive waiting list.

We have 3 new members of staff, Gemma, Jade and Debbie they have all had a fantastic start at Pollyanna. We are currently recruiting another member of staff to join the team.

At the end of the school year, we held a leaving ceremony for our school leavers, and this was received very well by parents and carers. We had a summer party for the children which was thoroughly enjoyed by all.

We held coffee mornings for Mother's Day and Father's Day which were a huge success. We had lots of activities for parents/carers to share with the children. We welcomed Janice the lollipop lady and Faye a midwife in to talk to the children about their job roles.

We have changed the room around to make sure we incorporate all 7 areas of learning, and the children seem to be accessing more activities than before. We have had the fencing done again, by one of our dads. We are really pleased with it and cannot wait to buy some new equipment for the garden. We had a kind donation of £1000 from previous parents of Pollyanna and a donation from the parish council.

Once again for harvest we delivered food packages to the local elderly residence, and this was well received. Thank you everyone for the donations.

We have a coffee morning coming up on the 21st of October. We will be holding our first parents evening on November 14th.

Finally, I would like to thank all our parents for their continued support, the children for showing such resilience and embracing preschool life. and of course, the staff for all their hard work and their dedication. We are always looking to improve and welcome any suggestions or comments from parents, carers, and families, so if you do have any ideas or comments, please do feel free to let me know.

Kind regards

Emma Newman



Pollyanna Preschool – Treasurer’s Report – AGM 10/10/2022  
Accounts – January to December 2021

I’m happy to announce that Pollyanna, even with some restrictions still in place in 2021 managed to make a profit of £10,052.90

At the backend of last year, we were able to start some fundraising which included the Xmas bundles and raffles and various smaller fundraising activities and on the whole, we raised around £2K from fundraising alone.

With no more restrictions in place, we will be planning for fundraising events such as a regular summer and xmas fayre and also standalone events such as quizzes and bingo.

Unfortunately, no money was received via grants but this is something that we have been focusing on in 2022 and will be come more evident in 2023.

Thanks to the parents who have been making one off donations, this has been helpful. Last year we still had in place the DONATION STATION but we had been finding that we were not receiving as many donations that we needed or were receiving too many of the same items so we thought it would be better to change this for 2022 to session and/or monthly donations to cover essentials that the preschool needs such as snacks for the children and cleaning equipment and the preschool can monitor what is needed.

For Spring 21, government funding was at £4.38 per child (3/4 yo) and Summer/Autumn 21 £4.44 per child (3/4 yo) which is considerably less than our normal fee amount of £5.50 in 2021. We have printed out copies of our income and expenditure for January to December 2021 which you are more than welcome to take home with you for your reference.

Thank you 🐼

**POLLYANNA PRE-SCHOOL**  
**(Registered Charity No. 1024769)**  
**Income and Expenditure Account for**  
**1st January to 31st December 2021**

<b>INCOME</b>	£
Fees - from Parents/ Carers	£22,756.19
Nursery Funding Entitlement (NEF)	£108,889.54
Uniform	£655.00
Waiting List	£189.00
Grants	£0.00
Other Income	£7,915.68
Bank interest on deposit account	£1.82
Fundraising	£2,106.50
Donations	£60.00
<b>Total Income</b>	<b>£142,573.73</b>

<b>EXPENDITURE</b>	£
Salaries	£106,646.57
Rent	£8,654.86
Catering	£295.14
Household Consumables	£270.45
Craft Consumables	£1,238.66
Equipment	£4,718.77
Admin Costs	£1,773.58
Admin Stationery	£1,709.35
Training	£1,950.32
Other	£2,656.94
Fundraising	£2,606.19
<b>Total Expenditure</b>	<b>£132,520.83</b>

<b>Profit for the year</b>	<b>£10,052.90</b>
Balance carried forward from last year - Current Account	£17,984.12
Balance carried forward from last year - Reserve Account	£21,775.15
Balance carried forward from last year - Fundraising Account	£3,611.21
Balance carried forward from last year - 100 Club	£256.75
Balance carried forward from last year - Donations Account	£270.08
Balance carried forward from last year - Petty Cash	£100.00
	<b>£54,050.21</b>

Balance in Current Account at 31/12/21	£28,474.89
Balance in Reserve account at 31/12/21	£16,776.97
Balance in Fundraising Account at 31/12/21	£3,550.08
Balance in 100 Club Account at 31/12/21	£256.75
Balance in Donations Account at 31/12/21	£330.08
Petty cash held at 31/12/21	£100.00
<b>TOTAL</b>	<b>£49,488.77</b>

**Auditors Report**

I have examined the above accounts with the books and vouchers supplied to me. In my opinion the accounts show a true and fair view of the deficit for the year and the state of the affairs as at 31st December 2021

Signed S. Goss Treasurer

Date 09/10/22

Signed [Signature] Independent Examiner

Date 6/10/22

**POLLYANNA PRE-SCHOOL**  
**(Registered Charity No. 1024769)**  
**Fundraising Account for**  
**1st January to 31st December 2021**

<b>INCOME</b>		
Charitable Activities		£
Donations		986.80
Gift Aid		97.63
Lottery		16.88
Other		260.00
<b>Total Income</b>		<b>0.00</b>
		<b>1361.31</b>
<b>EXPENDITURE</b>		
External Provider		£
Resources/ Equipment		210.00
Events		1078.42
Other		66.26
<b>Total Expenditure</b>		<b>94.21</b>
		<b>1448.89</b>
<b>Profit for the year</b>		<b>-£87.58</b>
Bank Balance 01/01/21		3611.21
		<u><b>£3,523.63</b></u>
Bank balance at 31/12/21		<u><b>£3,550.08</b></u>
<b>TOTAL</b>		<u><u><b>£3,550.08</b></u></u>

**Auditors Report**

I have examined the above accounts with the books and vouchers supplied to me. In my opinion the accounts show a true and fair view of the deficit for the year and the state of the affairs as at 31st December 2021

Signed S. Goss Treasurer

Date 09/10/22

Signed [Signature] Auditor

Date 8/10/22