



West Street Pre-school

A.G.M. Tuesday 6th July 2021. At 8.00pm

Meeting held on Microsoft Teams due to Covid-19 restrictions on group meetings taking place.

Those present: -

Pat Trotter: Hilary Clough (Joined then got blocked out); Sarah Jubb; Angie Trotter; Claire Curran; Cheryl Smith; Sally Edwardes; Kerry Waplinton; Kate Ogle; Carol Dempsey; Clare Wortley; Mary Said

Apologies: -

Rowanne Trollope (Resigned) Emma Trotter; Laura Saunders, both unable to attend.

Well, this year's A.G.M. was again definitely one with a difference. Due to Covid 19.

We went ahead and had the accounts audited and recruited committee members.

We had a few names to investigate. Mary Said's DBS is being pursued so she is not a voting member until we get her suitability letter. Emma Trotter has a DBS and suitability letter for West Street Pre-school which is ongoing from her previous time on our committee.

This A.G.M. has again been quite a while after the end of the financial year but was the only way we could hold a group meeting after the accounts were audited.

The reports were sent out via email to all staff and committee members before the Teams meeting, to give the members time to absorb the information and have any questions ready for the A.G.M.

Plus, the last year's AGM minutes which required signing as a true record and the new Lease agreement form (For two Years at a time only) which needed agreement and signing as well. Sarah Jubb, Chairperson agreed to these being a true record from last year's AGM in 2020 and these being brought to her house for her signature on Saturday morning 10th July 2021.

All committee members resigned during this point in the A.G.M. and then the new committee were elected. Rowanne Trollope and Pat Trotter resigned permanently, and they were thanked for their roles and support as committee members.

The committee was then voted on: -

| Role | Name | Proposed By | Seconded By |
|------------------|---------------|----------------|---------------|
| Chairperson | Sarah Jubb | Kate Ogle | Angie Trotter |
| Vice Chairperson | Hilary Clough | Sally Edwardes | Kate Ogle |

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| Treasurer | Emma Trotter | Angie Trotter | Sally Edwardes |
| Secretary/Minutes Secretary | Sally Edwardes | Claire Curran | Sarah Jubb |
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| Committee member | Claire Wortley | Claire Curran | Angie Trotter |
| Committee member | Carole Dempsey | Kate Ogle | Sally Edwardes |
| Committee member | Mary Said | Angie Trotter | Claire Curran |

Thanks were given to two parents Clare Wortley and Carole Dempsey for staying on the committee for another year.

Thanks were given to Hilary Clough for agreeing to be the link between pre-school and the committee for this coming year.

The discussion of Pat Trotter becoming an unpaid Admin Person for this coming year to support the pre-school when she is not able to stay on the committee for one year was voted on and agreement from the committee and staff was obtained. This would enable her to support the newer committee members with their tasks.

A.O.B.

Thanks, were given to the two committee members retiring Pat Trotter and Rowanne Trollope and a welcome to the two new committee members Emma Trotter voted on for the Treasurer's role next year and Mary Said voted on as committee member. Pat had completed her 14 years as a committee member and following our constitution had to retire. She hopes to return after a one year-break.

It was agreed by all present that the next meeting date was set for Tues. 12th October 2021. (6.30pm if at West Street. All voted yes with the proviso 8.00pm if on Microsoft teams) To await the Government advice if group meetings could be held or if it would have to be another virtual meeting. All agreed they would like to wear masks and thought by then all would have had their second covid vaccination.

Pre-school leader to send out information to parents re the new procedures in September to follow. Re continuing some of our Covid practices i.e. drop off and pick up's at the pre-school gate to continue. Plus, a hard copy of this information to be available to hand out during the first week open.

Information to be also put onto Tapestry; Facebook and to emails of families.

(Covid policies to be updated which will be looked at on our Inset Day on 28th July 2021.)

(N.C.C. Summer Vouchers for 17 children (13 two year funded and 4 EYPP) will receive vouchers for the Summer holiday period and will be sent out to pre-school to distribute between 19th-23rd July. They will be vouchers for Aldi shop at £15.00 per week for 5 weeks, for each child.)

Meeting ended at 9.05pm

West Street Pre-school

Treasurers report May 2021

Our accounts were audited by Kate Evans this year who passed them as being correct. We thank her for her continued support of our pre-school for doing this once again.

April saw the staff wages upgraded in line with the Government Minimum wage increase.

We hired an emergency Lunch Time Assistant, Georgia Trotter for one week, who organised the lunch sessions for the children very well.

We sent £55.70 to Children in Need Appeal.

Local Giving membership of £96.00 was cancelled this year as we were now not using this service.

Our pupil premium funding enabled us to purchase extra resources to meet children's individual needs. Plus, one family were given funds to purchase their child's school uniform with permission from N.C.C. Early Childhood Services Department.

During this financial year N.C.C. have distributed Supermarket vouchers for all Government funded children attending during Christmas; February and Easter breaks, to pre-school to distribute to the families. Also available to support families was a £90.00 voucher for all families attending pre-school. If families were struggling financially due to Covid-19 they could apply for Utilities payment support, some families requested this, so an application was put into Notts Energy Partnership for them. Many replied they had been successful and thanked pre-school for doing this process for them.

Meetings held last year were: -

AGM Monday 17th August 2020 via Microsoft Teams.

Tuesday 2nd February 2021 Committee meeting held via Microsoft Teams. Where the committee investigated and agreed to pursue the Nat West online banking system.

This was achieved and was in use from March 2021. Pat Trotter and Kerry Waplinton being the two authorised signatures on our online account.

Votes on matters needing addressing between meetings were organised via Emails and records kept of all replies with the outcome of these votes.

Throughout the year adaptations and amendments to existing policies and the creation of new policies was undertaken via Emails to all the committee and staff team.

A Treasurers report was given at each meeting and via emails to enable the committee to be aware of our financial status.

5 Inset days were organised as well as funding courses for the staff teams Continuous Professional Development. Funding for these days comes from pre-school funds.

Two new skylight windows, which could open, were put into the main play area during August 202. This was to enable the air flow to be better to safeguard children/staff being affected by the Covid-19

Christmas presents purchased by pre-school were given to each child.

We once again created Calendars but with no charge, of the children playing in pre-school. We did not use this as a fundraiser this year.

A grant application form was created for requests for this Ordsall grant funding and a panel set up to process these requests. We have not had any requests this year due to restrictions by the pandemic and no new children enrolling. This will continue to be made available in future years.

It was agreed at the last committee session that fees each session, as from April 2021 would raise to £14.50 a session, to meet the increased rising costs of wages, utilities, Insurance, resources etc. Staff wage rate per hour would increase as from April 2021.

With the J.R.S (Furlough) support it has enabled pre-school to remain sustainable. Although to process this scheme has been quite complicated and the % we could claim needed working out each month, as it kept changing re how many staff were on furlough and the % government funding we got each term.

It was decided not to charge families the full number of sessions they attended pre-school, if they chose to not attend during the Covid-19 pandemic. We would ask for payment of one session per week to be paid, to keep their child's place open for them when they returned. Which would support the

sustainability of pre-school. Each case would be considered separately depending on family's circumstances.

We have a Reserves Policy, which identify funds which are to be used for Redundancies, if necessary and any unexpected expenditure required by West Street Pre-school. The pre-school follows our reserves policy as agreed to by the committee. This year has been financially successful for pre-school, with the bonus of the merged funds from Ordsall Pre-school, being in our Reserve account for emergencies. Some of this reserve's money, £12,000.00 was transferred to our current account, in case we needed it during the pandemic by the committee agreeing to this. But it was not required, I am pleased to say. It remains at present in our current account.

This emergency came sooner than expected with Corid-19 pandemic coming to Britain in March 2020 and the Government closing all childcare settings as from Monday 23rd March2020 if they were not catering for vulnerable children. At this point in time, we were not, so closed.

We then reopened to provide a limited service of mornings only. In July Government said settings to open to all children, so we reopened all our sessions again with staff acting up into different roles and some working additional hours.

The Government had created a Job Retention scheme that we could access to pay 80% (But we were only able to claim 26% as were still getting funded children's costs from the Government), of furloughed staff wages. We kept the leader and admin posts on as paid staff to undertake any tasks necessary to the running of the pre-school. We then furloughed the other 6 part time staff. They all agreed to this process with a signed letter. We agreed to do this process to keep the pre-school sustainable as we were not sure how long this shut down would continue for.

It was agreed to pay the difference to the furloughed money to keep the rate to be the same as the new minimum wage starting April 2020 for all staff when setting was closed, due to the lockdowns. (Government had stated that February figures were to be used for all claims)

The Government funded 2,3,4-year-olds would continue to be paid, which will in part support the wages and we must fund the other running costs of the group, initially from the fee's income or fund raising.



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