

BEES NEES EARLY YEARS CENTRE



ANNUAL GENERAL MEETING
ON
Thursday 5th October 2023
at 6.30pm

BEES NEES EARLY YEARS CENTRE

Welcome to the Annual General Meeting of Bees Nees Early Years Centre where the Board of Directors have pleasure in presenting the Annual Report

Contents

- Agenda
- Chairperson's report: Penny Lees
- Manager's report: Janice Mawhinney
- Early years co-ordinator's report: Daphne Nicoll
- Out of School co-ordinator's report: Leanne Ritchie
- Accounts for period 6th April 2022 to 5th April 2023 prepared by Leeann Crooks

**BEES NEES EARLY YEARS CENTRE ANNUAL GENERAL
MEETING FOR THE PERIOD 6TH APRIL 2019 TO 5TH APRIL
2020 HELD ON THURSDAY 7TH NOVEMBER AT 6.15 PM**

AGENDA

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| 1. Chairperson's welcome and introduction | Penny Lees |
| 2. Apologies | Penny Lees |
| 3. Presentation of Manager's Report | Janice Mawhinney |
| 4. Playgroup and Out of School reports | Daphne Nicholl |
| | Leanne Ritchie |
| 5. Presentation of Financial Report | Leeann Crooks |
| 6. Appointment of Auditors | Stanley woods |
| 7. Election of Board of Directors | Janice Mawhinney |
| 8. Date of first meeting | |
| 9. Thanks and close | |

Board of Directors 2022/ 2023

Chairperson – Penny Lees

Treasurer – Necole Tate

Secretary – Emma Clegg

Directors – Darren Crooks
Lynn Lyall
Amanda Rainey

STAFF MEMBERS

Name	Position	Date Started	Date Left
Janice Mawhinney	Manager	3 rd January 2011	
Daphne Nicholl	Early Years Co-Ordinator	19 th September 2016	
Joanne Caughey	Deputy Early Years Co-Ordinator	January 2007	
Claire McDowell	Early Years Assistant	24 March 2003	
Fiona Lindsay	Early Years Assistant	April 2022	
Leanne Ritchie	Out of Schools Co-Ordinator & Deputy Manager	3 December 2003 September 2012	
Phyllis Milby	Playcare Assistant & Cleaner	September 2015 June 2008	
Maiha Smyth	Playcare Assistant	July 2023	
Darren Crooks	Playcare Assistant	October 2023	
Alexis Leeman	Volunteer	September 2007	
Leeann Crooks	Finance Administrator	November 2019	

BEES NEES EARLY YEARS CENTRE

Annual General Meeting

at 6.00pm

1. Welcome:

The meeting was chaired by Penny Lees who gave a warm welcome to all present.

2. Introductions

The members of the Board of Directors introduced themselves.

3. Those present:

All those in attendance signed the attendance sheet

Apologies:

Directors: All present

4. Minutes of the last Annual General Meeting Held November 2022

Chairperson asks for acceptance of the minutes and proposed that the minutes of last Annual General Meeting be accepted as a true record of the proceedings.

Chairperson signed the record.

5. Chairpersons report

Penny presented her report and thanked all stakeholders for their hard work and support.

5a. Presentation of the Annual Report for the year ended

Janice presented the Managers report and highlighted some of the main events and issues.

Daphne Nicholl Early Years Coordinator provided her report on the achievements made within pre-school.

Leanne Ritchie Out of School Coordinator provided her report on the achievements made within out of school last year

6. Presentation of the Audited Accounts

Presentation of the audit accounts for year ended 31st March 2023.

7. Appointment of the Auditors

It was proposed that Stanley Woods should act as auditors in the forthcoming year.

Proposed:

Seconded:

8. Election of new board:

Chair

Vice chair

Secretary

Treasure

New Associate board members

[proposed by

Agreed by all present

Any new nominations -

Proposed by: Penny Lees

Re-election to the board - Board of Directors as before

9. Date of first meeting - 18th January 2024

10. Any Other Business - None

Signed:



Chairperson

Signed:



Secretary

BEES NEEDS WOULD LIKE TO GIVE THANKS TO THOSE WHO SUPPORTED US OR HAVE HELPED US DURING THE PAST YEAR



Bees Nees Mission Statement

To provide high quality care, play and educational support for children and their families that is challenging, enjoyable, flexible, and affordable.

We want to make a positive difference in the lives of our children through early intervention and the provision of a safe, secure, happy, healthy, and stimulating environment which nurtures those in our care to become Creative Thinkers.

CHAIRPERSON'S REPORT

Penny Lees

I would like to welcome you all to our AGM. On behalf of the Board, I would like to thank Janice Daphne and all the staff at Bees Nees for all their hard work in achieving another successful year providing high quality care and educational support for children both in the preschool and afterschool, The holiday scheme, and events such as the Christmas and Coronation Celebrations. Since joining the board in 2016, I have witnessed the changes to the centre year on year and I am always left in awe as I believed each year that no more improvements could be made but the team here surpass themselves. My first introduction to Bees Nees was pulling up outside looking at the now long-gone bars on the windows and big blue heavy door which left me wondering where my husband had brought me. But the minute I walked in through the door my perception totally changed, the staff were warm and welcoming, and I knew this was the right place for my daughter to begin her school journey. I would like to thank Emma for all her hard work on the new website that launched in January of this year. I would also like to thank all the parents for their continued support. But most of all I would like welcome all the new children to Bees Nees.

MANAGER'S REPORT

Janice Mawhinney

All new policies and procedures have been updated and continue to be relevant to new legislation.

Safeguarding pro forma from EA completed and changes to child protection policy updated.

Our aim is to bring about a positive learning environment for all children within Bees Nees from Breakfast club right through to Out of Schools.

Staff have worked on developing a creative indoor and outdoor environment and learning through play is our main objective.

These children are the Alfa children pre 2010 which means they have so much virtual media input. So we as a staff team need to plan our programme to meet the needs of all our children

We encourage our children's curiosity by providing them with rich learning places to explore and discover their sense of wonder.

Learning to learn funding new kitchen which is used by all children no matter what age. Financially with the great administrative skills of Leeann our centre is maintaining sustainability. At present Covid has help with keeping our centre operating but now with the living crisis we have had a downturn in families attending our out of school and we can't compete with schools who offer this service at a lower cost. If you and your child like our service, please do PR our centre like and share our face book page and website pg and leave a review.

Thank You Emma our board member who got our new website up and running and is managing this effectively with creating more interest with people who don't know about our service. End of year fundraising Emma contacted all local businesses to get ballot prizes for end of year fundraiser.

When you become a board member this gives you the opportunity support from you as parents to help with our fundraising events throughout the year.

We would personally like to thank the board and staff for all input and time given to Bees Nees over this year.

Achievements

Outdoor play space continues to develop this is an area that we used daily within all of our session to get children's love of outdoors and experience play.

Introducing parent workshops this year with Big Bedtime Read and Education works developing story sacks, lending library for our children

We had another successful summer scheme which was enjoyed by all who attended. We were able to have great extra activities of bouncy castles, candy floss popcorn and Mr Hullabaloo storyteller, Fitness Freddy, Jump Jiggle and Jive etc. to visit our group with no expense to our parents.

Preschool is regulated under EA and are working on development plan to highlight areas for improvement. This year we have put ourselves forward for empowering improvement with ETI and go through the new inspection process.

This year's targets are developing partnership with parents, outdoors and indoor environment ascetics of building. We now have Micheal our handy man who come sin regularly to help us maintain the building.

We hope to continually have forest school as part of our curriculum for our children as the benefits of being outdoors and learning without walls is endless.

Out staff have attended training on Emotional wellbeing, site visit with other groups to look at good practice and are going to take part in an accreditation with James Tunnel Nursery Nook under loose parts under CID

Our staff meetings have been interactive with all staff getting involved in sharing good practice and how best we can integrate this in our centre from training attended.

Partnerships

In order for us to continue our work and develop we do fundraise each term and encourage our parents to get involved i.e., Christmas hamper, sponsored bike ride, dance a thon etc. Thank You Dean spiers for getting involved and cleaning our carpet which was much appreciated.

Our next fundraiser will be Christmas hampers and Christmas concert sing a long so please support us.

I would like to thank all staff as this has been a hard year with staff sickness and staff have been accommodating on giving up their time to cover when needed and staff are loyal and dedicated in all that they do for providing the best quality learning environment for Bees Nees Early Years Centre. The support from the board is of great benefit as without their hard work and dedication the centre could not survive.

AGM November 2023 Pre-School Co-ordinators Report

- We currently have 24 funded Pre-school children enrolled in the playgroup session along with our Pre-pre children bringing us up to 26 attending each day.
- We have covered getting to know you theme, autumn and Halloween will be our themes for October we will also pick up on the interests of the children.
- We continually evaluate the children's play and areas such as the layout of the room Our planning system links directly to our observations. It also links in the voice of the child and needs of the children.
- We have continued to develop our outdoor play area such as the mud kitchen and construction area. The play has been enhanced in these areas and the children are really benefiting from quality experiences.
- We will continue to self-evaluate and work towards achieving our development goals as the year goes on.
- Staff continue their professional development, our training with CAPS Peer support on Monday was practical and informative around well-being and resilience, all the Pre-school staff have current child protection and first aid training.
- Getting Ready to Learn including The BIG Bedtime Read will build partnership with our children's families.
- We will continue to build links with the local schools.
- Our overall aim is to provide a rich pre-school education for the children who attend Bees Nees.

I would also like to thank Janice, Leanne, Leeann, and my staff team Joanne, Claire, Fiona, and Maiah for their support over the past year.

Daphne Nicholl
Bees Nees Early Years co-ordinator.

OUT OF SCHOOLS Co-ordinators Report

Leanne Ritchie

During the past year we have met our many challenges for the benefit of our children. The following are some of our highlights of the past year and of some things coming up

- Voice of the child- This was extended to incorporate all children attending sessions enabling staff to plan activities based on the voice of the child.
- We welcome Maiah to our staff team as a play-care assistant.
- Staff will be updating their child protection training over the month of November.
- Our past summer scheme proved was very popular.
- Halloween scheme bookings are now out. We have booked to attend W5 as this was greatly enjoyed by all children last year. Thanks to funding from Bright start this will be at no additional cost for parents. We are looking forward to a farm trip in February again with no additional cost to parents due to securing funding.
- Children have been involved in anti –bullying workshops and work together to develop the group contract of behaviour.
- We are collecting from four schools in the area and also one nursery school