

**AGM**  
**NEW MILLSIDE PRE-SCHOOL COMMITTEE**  
**WEDNESDAY 17<sup>th</sup> OCTOBER 2012**

**PRESENT:** Amy Lincoln, Gilly Hill, Jan Kennedy, Katie Warnock, Sandy Booker, Ella Brockwell, Pauline Smith, Ann Lawford, Louise Lawford, Nicola Preskett, Tracey Cherry, Jenny Ralph, Tammy Saw, Linda Wroe, Kelly Byfield, Gemma Shepherd, Kate Newns, Charlotte Hart, Connie Band, Naomi Hayers, Nicola Glasson, Gary Glasson, Carolyn Kitchen, Moira Hutt, Aleksandra Fyfe

**APOLOGIES:** Jackie Richards, Jane Stancombe, Corina Coleman, Laura Uchuno, Gitte Bendtsen  
Teresa Long, Helen Shave

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1. Apologies - As above
2. Minutes of previous AGM agreed
3. Chairs report – copy attached
4. Manager’s report – copy attached
5. Treasurers report – copy attached
6. Vote of thanks to outgoing officers
7. Nomination & election of new committee;

Chair	Anne Lawford
Vice	
Treasurer	Louise Lawford
FR Officer	Tammy Saw
	Aleksandra Fyfe
	Nicola Preskett
	Linda Wroe
	Charlotte Hart
	Kelly Byfield
	Kate Newns
	Tracey Cherry
	Naomi Hayers
	Caroline Kitchen
	Gemma Shepherd

First committee meeting to be held on Wednesday 6<sup>th</sup> November @ NMPS –7pm

9. Any Other Business – None

## Chairman's Report

Welcome and thank you for coming tonight.

Another successful year for the preschool as you will see for all the coming reports. I won't list them all as they are the achievements of others so they should take credit.

We have sadly lost a few members of staff this year; Vicki and Sophie left at the end of last term and also at Easter Carla left the team.

As chair, a change of leader is one of the most daunting parts for the job and I hope we got it right by appointing Sarah to the job. She has made a lot of changes, some only tweaks, some on a grander scale but she seems to have found her feet and been a positive influence with excellent feedback! I hope she will be signing her permanent contract in the next few days and continue to lead the preschool with gusto!!

Thank you to all the staff for their continued support and commitment to the preschool. It has been testing at times but you are all a close team and a great asset to the preschool. In fact you are the heart of the preschool and without you all preschool wouldn't be here.

I would also like to thank the committee for their continued support and strength. Even last night we were battling out the finer details of something. We are all 'just mums' giving up our time generously to help out. We are required to be the boss, accountant, HR, to name but a few departments, but have no training and a field of which most of us know nothing about. But we do it willingly and with a smile most of the time because it is a cause we all believe in.

After 5 years with the preschool sadly it is time for me to hang up my hat but I wish the preschool and all those working tirelessly to keep it going the very best and I wish most of all for some easier times... You deserve it.

## Managers' Report

Welcome everyone to the New Millside's AGM, and thank you all for coming this evening.

It's been a busy start to the term, but we are pleased to see our new children in the Preschool settling in happily and we are pleased to see so many smiling faces as they become more confident in their surroundings. We have provided tips to parent whose children might need extra support in settling down.

I believe the pre-school works so well because we work as a team to achieve the best for our children. In the last couple of months that I joined pre-school, there have been many changes in the pre-school. The staffs have approached every change with professionalism, dedication, flexibility and commitment to work towards and continually reflect on their working practices to achieve and maintain the outstanding pre-school we are today. I am thankful for all of the support offered to me.

The team have worked really hard during the holiday to ensure the environment is welcoming and stimulating for the children to learn, develop and enjoy. We have introduced a rolling snack this term, this would enable the children to enjoy uninterrupted time to play and learn without interruption for timetabled sessions for small group time and other adult-led activities.

Just little information about rolling snack for parents those are not familiar with the term. Rolling snack encourages children to listen to their own body messages. Play (and learning) needn't stop for snack time as imaginative play can continue into the snack area as children keep the momentum of their role play going while helping themselves to snack. This doesn't mean putting out the food and drink on a table and leaving the children to it. Adult interaction and supervision is very important. Here in preschool we observe, monitor, and support, to encourage and to enable children to make the most of the snack time. Rolling snack still provide a wonderful opportunity to socialise with children, to actively listen, to sit with them and model appropriate eating and housekeeping behaviours in informal ways. Given the opportunity, most children will monitor their own eating habits but some will need help in the initial stages not to eat more than they need.

Here in New Millside preschool we hold safeguarding at a very high esteem and we have introduced another level in our safeguarding procedure when collecting children. We have requested for passport sized photograph of any adult listed on the children's collection form.

This would be used in addition to password when children are picked up by other adult who are not their parents.

At New Millside, we are keen to involve parent/carers as much as possible with regards to their child's learning and development. Information sharing is considered very valuable and always encouraged, as we acknowledge that you as parents know your children in detail. In this light we have introduced the 'Star Moments' in the preschool. We would like to celebrate our children when they have achieved something or reached a milestone in their developmental stage. Please share your child's achievement. Please refer to the June 2013 Newsletter for more information about the Star Moments.

We would like to offer parents the opportunity to pop in to pre-school for an 'open surgery/drop-in' - a chance to chat with me. Particularly parents who work full time and would not normally drop in their children. However our open door policy ensures that everyone is welcomed, and time is taken to listen to and respect individual ideas and opinions. Staffs are always on hand to talk things through when required, and hopefully all parent/carers feel valued.

We are considering either early morning or late evening, if you are interested, could you please complete and return the slip by Friday 19<sup>th</sup> October as this is something we would like to get underway from next half term.

We have organised an informal Parents Evening, on Monday 21<sup>st</sup> October 7-8pm to give parent the opportunity to chat with your children's key-person and ask any question. We hope to see as many of you next Monday.

We would like to welcome our new members - Ella, Amy, Katie and Nazia who have joined the team. Amy and Katie would be caring one-to-one for two of our new children. Ella and Nazia will be helping us with the lunch club. Beginning of the term Gill our joint deputy resigned her role as deputy and step down to a preschool assistant. All staff continues to update and refresh their knowledge by attending courses, and inset days are still organised to ensure staff are able to thoroughly update their key children's development profiles for continuity. The children's development record are now stored in their drawers for parent to have a look anytime they are in the pre-school.

We are shortly due to have an Ofsted inspection, and are very much hoping to hold on to our 'outstanding' judgement.

I would like to finish off by saying that we here at New Millside, pride ourselves on offering good quality care, and that is largely thanks to the dedicated team behind it. So with this in mind I would like to thank all the staff and particularly Jan my deputy who have being a good support and selfless in many ways. Thank you to our administrator Jacky, who have being a great support personally and also ensures the smooth and effective running with all our Administration matters. Also a huge thank you and appreciation goes to our committee team, led by our chair Jenny, who all gave their time to help ensure New Millside's standards remain high. We look forward to a good year ahead.

Thank you and have a good evening!

### **Treasurers Report - Financial Year Summary Report Aug 2012-July 2013**

Following the note on last year's financial report with emphases on the requirement for accurate budgeting, I am pleased to inform you that this was achieved, maintaining a healthy cash follow, effective budgeting and keeping track of costs. We have been proud to maintain our status of 'Outstanding', offering a wealth of opportunity and array of equipment for the children without excessive expenditure.

Please find below details of top lines, with detail of variances:

**Income:** Actual £128.4k v budget £110.1k = variance of £18.3k

This gave us an advantage due to my rather cautious budgeting of income being by first time as budgeting for the preschool.

**Staff Costs:** Actual £110k v budget £98.5k = variance of £11.5k

When budgeting the assumption was made that pay runs were made each month, pay runs are actually made 4 weekly and therefore x 13 pay runs were correctly made against a short budget of approx. £7k being a 4 weekly run. Therefore there is no actual overspend against basic salary costs. The remainder of the staff cost variance is due to an unbudgeted pay out of annual bonus totalling £3.3k.

Pay review of staff is always given on reflection of funds permitting, in July we were pleased to inform staff of a 2.5% pay increase and also award them with an annual bonus.

**Property Costs:** Actual £4.1k v budget £6.9k = variance of £2.8k

Actual processed rent is £4.1k however we are still awaiting an invoice from BCC for the final quarter of approx. £2.8k so there is no actual saving against property costs.

**Other pre-school Costs:** Actual £17.2k v budgeted £10.8k = variance of £6.4k

Under estimated the large costs incurred with renewal of insurance premiums, and lease renewal. Plus, unforeseen essential costs for maintenance for computers and equipment. £1.2k has been spent on training for staff, -developing the team, many staff have undergone training or have been booked courses,

### **Overall**

Expected cash movement -£2,936.04, budgeted -£6,113.50 therefore a saving of £3,113.50, however still with an expected invoice for rent of approx. -£2.8k, overall saving of £300, therefore we have managed our costs extremely effectively this year spending in all the right places

### **Account Balances:**

Maintaining a healthy balance in current account, £16,355

Reserve account balance of £18,087 - which covers us for losses in the event of sudden closure including lease fees, redundancy and unexpected charges.

Fundraising account £2,279

Our fundraising account is built with incoming cash from a variety of sources and includes donations, funding vouchers and pre-school fees including lunch club, as well as money raised via our specific fundraising events such as raffles and our ever popular summer Fayre which this year raised just over £300.

The voluntary termly donations introduced in 2012 continues to be a success and helps greatly towards cost of everyday essentials such as wipes, toilet & kitchen rolls. Without our fundraising account we are unable to offer the special events and treats we hold throughout the year to entertain the children, which again this year included a magic show with Magic Carl, who went down a storm and our annual Christmas & Summer parties, plus visits from Zoolab amongst other activities, and we are looking forward to more fun, learning activities in the fore coming year.

### **Fundraising Officers speech**

It has been a few years now whereby we have asked parents for a voluntary donation be it termly or annually. It appears to be working well, and has proven to be less hassle for both staff and parents, in that parents are no longer continually asked for wipes and kitchen roll donations! A rough breakdown of the money raised for the last academic year.

£1500 raised from voluntary donations from parents

£300 from the summer fair, this was not as much as the previous year, but 3 new games were purchased and there are consumables left over that won't need to be purchased next year

£329.25 from commission from photos

£100 approx. from uniform

£18.08 from Easy Fundraising - search engine

£8 Yellow Moon catalogue

£53 from KidsKlub - DVD's