

**St. Nicholas Pre-School Annual General Report**

**Meeting held Wednesday 17th November 2021**

**2020-21 AGM**

**Attendees:**

Craig Gardiner; ; Miriam Cush-Clark; Kate Brien; Sarah Pearce ;Julie Ryder; Tracey Peters; Louise Haines; Michele Latham; Emily Holmes.

**Apologies:**

Anne Weston; Mary Stone; Kelly O’Leary; Marie Walters; Kate Burt; Hayley Thatcher; Nicolette Stevenson; Claire Edwards; Steph Smith; Lisa Fennelly.

1. **Minutes of Last A.G.M.**

Agreed the minutes were a true reflection of events and no matters outstanding.

1. **Election of Committee Members and Officers.**

All Officers and Committee Members happy to stay in roles.

No members left or joined.

Abi Patch and James Saunby did not complete paperwork to become Committee Members, so removed.

1. **Matters Arising.**

There were no matters arising.

1. **Chairperson’s Report**

Craig expressed that everyone at the Pre-school did an excellent job and was happy for everyone to keep doing what they are doing. Craig stated that he was sad to hear Julie had left in the summer but is glad that she coming back to help out. Craig believes that his children developed a lot by attaining St. Nics and is happy to support the setting as long as he is able.

Craig was also satisfied that the finances were at a good level, despite the challenges of the last couple of years.

1. **Treasurer’s Report**

Last year’s financial records show a loss of £471.66.

Our Income actually shows an increase of £437.03 but some of the money coming in had to go straight out as they were for external organisations (PE/Coach for trip/external charities). Also the sweatshirt sales show a £372 increase but on the flip side we paid out £706.10 more on buying uniforms in 2021 than 2020, but the income from this will still be coming in this year.

Fees were down on the previous year because First Steps/Little Learners did not start properly running again until May 2021. General Fundraising was down slightly as were unable to do our usual Nature Trail.

Expenditure increase by £2,329.15.

Main increases – Salaries by £878; £545.10 on expenses – increase in cleaning products; groups needed this as well as individual toys for First Steps. £225 more on training as we all had First Aid Training renewed. Sweatshirts have been mentioned above. Also Returned Fees added as started the Place Holding Fee of £20 which needs to be refunded and many First Steps Fees had to be refunded as some who signed up for December sessions could not return in May.

1. **Fundraising Report**

Could not run our usual Nature Trail this year although still raised money through Christmas raffle, DVD sells and Easter fill the Smarties tube. We could have the photographer this year at Preschool and groups plus awarded £300 Village Council Grant – Climbing Frame.

Also had a couple of £20 donations from members of the public – broken arm lady and Angus’ nan.

We also raised money for other charities namely: MacMillan; Red Nose Sports Relief and Children In Need.

1. **Pre-school Report**

Last September started as normal as possible in current times. Made some adjustments to the Pre-school day, staggered starts/ends and parents wait outside the front door, children sanitise their hands on the way in, and bring their own fruit snacks in a box just for themselves.

No Nature Trail, no Garden Centre visits, no allotment visits and the Nativity was filmed with no audience.

In January there was another lockdown and we just had children in the morning again, apart from Thursday all day – both morning and afternoon children who wanted to come. For the children who opted to stay at home we sent weekly home schooling packs. All children we back in for the Easter term and we managed to get in all the afternoon children who should have started after Christmas in before the end of July.

Still lots of cleaning and hand cleaning/sanitising during the Preschool day.

We did manage a leaving presentation on the grass at the back of the Maes Knoll, which was lovely to say goodbye to children & parents & Julie.

Once again, it was a very challenging year and with the help & support of all the staff we managed to open and offer our normal standard of session. Thanks to all the staff for their hard work & dedication.

1. **Little Learners and First Steps Report**

First Steps opened in December for 2 sessions. Both groups re-open May 2021. Had to increase fees for groups as we are still sticking to lower numbers and increased cleaning costs.

1. **Admin Report.**

2020-21: Mornings – 22 children (20 max per session).

 Afternoons – 19 children – three did not go to morning this year.

From September 2021: ams: 22; pms – 4 pre-schoolers (who will also do some mornings from Jan) and 14 younger children to start by end of July.

Lots of extra Admin due COVID – new policies/risk assessments/ DFE weekly reports.

COVID lockdown gave chance to apply for grants/fundraising. Applied for Whitchurch Parish Grant, £300 received. Co-op Community cause have given us £879.56. Comic Relief will be giving us £1244 to sort out the allotment, which we will do over the summer. We came second in the blue tokens for the Tesco Community Grants Scheme and will receive £1,000. We also are part of Amazon Smile, Give As You Live and Easy Fundraising now for on-line fundraising (donate as you shop).

As per previous AGM, letters/information and a system was put in place to allow for fees increase to £4.50 an hour and a holding fee of £20 is charged and refunded when the child starts with us. As well as usual £10 admin fee, which is not refunded.

Policies are kept up-to-date, annual review in September.

Charity Commission Annual Return completed, Trustee Report and Accounts sent.

Website is regularly updated.

 Ofsted – fees paid; Committee details kept updated.

Insurance paid.

Anne and Tracey continue to be Whitchurch Village Community Association Committee Members to help with the up keep and running of Whitchurch Community Centre. Tracey is now Trustee and Secretary.

1. **Any Other Business:**
* None.

**11. Next Meeting:** To be confirmed.