

**Meadow Nursery School Parents' Association Annual General Meeting
Wednesday 4th November 2020, 8pm virtual meeting via Zoom
MINUTES**

1. Attendees and Apologies for Absence

Attendees

Committee Members Jo Hargreaves (JHa) Lizzie Seal (LS) Sarah Guyot (SG) Lizzie Thomas (LT) Jo Haskins (JH) Vesna Osmanagic (VO)	Continual Trustees Annette Medhurst (AM) Wendy Hayward (WH)	Committee Apologies Tanya Mullan (TM) Sophie Edwards (SE) Andraea Jackson (AJ) James Gibbs (JG) Jo Glover (JG) Anita Kaur (AK)
Other Members of the Parents Association Alison Denyer Claire Dodd Courtney Sanford Helen Edwards Andrew Edwards Helen Barnes Jess & Andy Colmer Louise Cheale Sam Bennison Sarah Dare Tim Feist Yulia Syrovoiskaia Mark Haskins	New Committee Members to be elected Helen Edwards Andrew Edwards Sarah Dare James Dare Mark Haskins	
Staff members Debbie Hill (DH) Kelly Parker (KP) Lisa Jacobs Sara Ratchford Caroline Starkey Liz Honer Natasha Eade Sharon Castle Zoe Langley	Staff Apologies Sarah Rea Tara Randall Patka Burgess	

2. Minutes of Last Meeting

The minutes of the last AGM were proposed by VO and seconded by WH and **APPROVED** by the meeting as a true and accurate account of the AGM meeting held on Monday 14th October 2019.

3. Chairperson's Report – Jo Hargreaves

JHa thanked everyone for attending and welcomed all to the AGM.

JHa ran through the agenda for the meeting and introduced the other speaker; Sarah Guyot – Treasurer and Debbie Hill – Nursery Manager.

The purpose of the meeting is to **APPROVE** the following:

Annual Report and Accounts
Election of Additional Members
Election of Officers and of Committee Members
Appointment of an External Examiner of the Accounts

The Chairperson's report is attached in Appendix 1.

4. Treasurer's Report – Sarah Guyot

The Trustees' Report and Accounts for the year ended 31 August 2020 were sent out by e-mail. As a registered Charity the nursery school has a legal obligation to prepare and file this document with the Charities Commission. It has been approved by the Committee and reviewed by an independent examiner, who this year was Anna Watson.

SG thanked Anna for her time in carrying out this task for the nursery school this year.

SG thanked Finance Manager, Caroline Starkey. Caroline worked extremely hard during the year for the nursery and also prepares the accounts for year end. In addition to all of this, Caroline has worked tirelessly during the second half of the year to ensure the nursery remains in a secure financial position during these very uncertain times as a result of Covid restrictions.

The key points from the accounts are as follows:

Income is slightly down on 2019 at £169,729 vs £174,351. This can mainly be attributed to the loss of fundraising income owing to Covid restrictions, which saw us unable to host Meadow Mayhem this year.

Despite the lack of fundraising from Meadow Mayhem in the second half of the year, the nursery still gained a net income of £1,247 from fundraising. However, this is significantly lower than last year, which saw a net fundraising income of £3,485.

Expenses increased by £8,033 to £166,320, which is in large due to the purchase of the new play equipment that was installed earlier in the financial year (£16,554).

Overall, the Association made a profit of £3,409 compared to £16,064 in 2019. The loss made by the Association as a result of Covid restrictions has been offset by the Breakfast Club surplus (£4,099), fundraising, bank interest and an ongoing insurance claim for loss of third party revenue;

hence an overall profit. As such, Breakfast club continues to supplement the nursery income, despite its interrupted running this year as a result of Covid.

The nursery has net assets of £231,591.

Part of the reserves are held as a Special Project Fund to make improvements to the nursery space and provide 1:1 assistance for children over and above that funded by the local authority where it is felt necessary. This year saw the nursery spend £16,554 on a new climbing frame for the garden space out of this fund.

Another part of the reserves has been allocated to a Building Fund to provide for any major repairs/replacement required.

The rest of the reserves are held as a General Reserve. This reserve enables us to be sure we can pay existing or expected liabilities and running costs for at least 3 months, even if council funding should be delayed for any reason. In addition, it allows the nursery to bring in extra staff for children with additional needs and has meant that the nursery was in a strong position to cope with the financial impact of the Covid-19 pandemic.

The nursery remains in a strong financial position going forward as we face these continued uncertain times and any further challenges ahead.

The Treasurer's report was proposed as a true representation by AM and seconded by JH and **APPROVED** by the meeting.

5. Appointment of External Examiner

Anna Watson was the External Examiner for the Accounts this year and she has agreed to continue this role next year. Jha thanked Anna on behalf of the committee.

Her appointment was proposed by AM and seconded by SG and **APPROVED** by the meeting.

6. Election of Additional Members (in accordance with clause 1.3.2 of the constitution)

Members of the Meadow Nursery School Parents' Association annually elect a Management Committee made up of volunteers from members of the Association. Clause 1.3.2 of the constitution allows additional members to be elected on to the Association on an annual basis at the General Meeting. This allows parents whose children have left Meadow to join the Association and continue to support the committee.

The following parents were elected as Additional Members:

Sarah Guyot
Vesna Osmanagic

The appointments to the Association were proposed by LS and seconded by LT and **APPROVED** by the meeting.

7. Election of Officers and Committee Members

Newly elected executive members/officers were proposed and seconded as follows:

Name	Position	Proposed	Seconded
Executive Officers			
Jo Hargreaves	Chair	AM	LS
Lizzie Seale	Vice Chair	JHa	JH
Vesna Osmanagic	Secretary	SG	JHa
Sarah Guyot	Treasurer	JHa	AM
Elected Members			
James Gibbs	IT	JHa	AM
Lizzie Thomas	Website		
Lizzie Thomas	Communications		
Jo Haskins	Fundraising		
James Dare	Marketing & PR		
Vacant	Health and Safety		
Sarah Dare	General Committee Member		
	General Committee Member		
Helen Edwards	Maintenance		
Mark Haskins	Maintenance		
Andrew Edwards	Maintenance		
Honorary Members			
Wendy Hayward		Annette Medhurst	
Jha thanked AM and WH for continuing to serve as Honorary Members.			

<u>8. Nursery Report – Debbie Hill</u>
The Nursery Report is attached in Appendix 2.

<u>9. Any Other Business</u>
No further business was raised

Appendix 1

Chairperson's Report

Jha thanked all those attending the AGM.

Jha ran through the agenda for the meeting and introduced the other speaker; Debbie Hill – Nursery Manager and Sarah Guyot - Treasurer.

Jha thanked the staff for all they have done over the past term and year and for their continued support of the committee. Jha said that it had been an extremely difficult year because of the pandemic and the staff have remained professional throughout, being utterly dedicated to the nursery and its children. Jha described their unwavering enthusiasm and the fact that every member of the team fully embodies the meadow family spirit, making it a such special place.

Jha thanked the lunch club staff for supporting the children during this session, which offers a fantastic addition to the day. Jha also thanked the breakfast club team, who do a great job providing this service to the community; something which continues to be a fantastic offering and is an important financial part of the success of the nursery school.

Jha went on to express how passionately the meadow family feels about the part it plays in the wider community. The nursery school continues to provide 1 to 1 support for children with additional needs, so allowing all children who come through the nursery doors an equal opportunity and experience. Meadow is a setting that opens its' doors to all children within our community, fully providing for their individual needs.

Staff Changes

Miss Bartlett left Meadow early in the year. Two member's of staff are now training to gain their level 3 qualifications. The committee is hugely supportive of growing talent and are proud of its track record of supporting staff in gaining further qualifications. Jha thanked Mrs Burgess who stepped in at short notice to clean the nursery until a replacement was found and has now handed over to Sue Pieper

Continual Trustees and Committee

Jha thanked WH and AM, the continual trustees. They provide a wealth of experience and knowledge about Meadow and provide continuity on the committee. The committee is made up of parents, many of whom only have children at the nursery for very short periods of time, so this continuity is vital for the nursery's success. Jha also thanked them for the significant support they have provided the nursery with again this year.

Jha thanked the outgoing committee members for all their hard work through the year and for all they have done to support the array of achievements in the nursery. In volunteering their time, staff are able to spend more time providing exceptional educational experiences for the children.

Highlights from the last year:

The pandemic has created significant challenges for the nursery school, its staff and its families. The whole school has risen to the challenge. Meadow has continued to stay safely open when many nurseries shut their doors.

Despite that backdrop the nursery school achieved the following things that committed to at the last AGM.

Ofsted - Jha was proud to say that the Nursery School achieved an outstanding OFSTED rating across all areas and overall – a phenomenal achievement.

Recruitment - Miss Bartlett was recruited to replace Mrs Dick but she is no longer working at the nursery. Instead other staff members have stepped up, by taking on more responsibility and training, and stepped in by taking on additional hours.

Garden - The garden project was successful delivered. Jha thanked the committee members, staff and parents who made this such a success. The review of the top section of the garden is on hold now as fundraising abilities have been significantly reduced.

Nursery Signage - The committee had planned to look at enhancing the signage. Whilst this was started, it is on hold now as opportunities to generate income have been significantly reduced.

Policies & Procedures - The full annual review of the Policies and Procedures was carried out along with a standardisation process to ensure consistency across all the documents.

Technology - Prior to the end of the Spring term work had been done to establish what improvements the staff wanted to make to technology inside the nursery. However the pandemic took priority and so this has been carried forward to the coming year.

Maintenance - The search continues for a person to taken on maintenance for the nursery. Jha thanked DH for all she currently does.

Fundraising - Jha thanked JH for successfully coordinating fundraising events again. It has been a difficult year for fundraising. Fundraising income was down significantly this year generating a net income of £1,247 (2019: £3,485). This reduction was largely due to there being no mayhem which is a significant generator of income. This coming year there will be no autumn evening and potentially no mayhem meaning next year's income will likely be reduced further.

The Year Ahead

Committee

Jha said that it has been hard to recruit new member to the committee this year. Jha was delighted to welcome some new members. They will now start their training and complete their DBS checks. Jha encouraged other parents to step up and support the committee and the nursery.

Staff

The committee will be looking to recruit new staff members to bring some flexibility to the team. The committee will continue to look at ways to optimise and support staff well-being.

Projects

This year there are no major projects planned because of the pandemic's impact on fundraising.

Technology

The committee will continue to look at opportunities to enhance our technology within the classroom.

Ofsted

Whilst we achieved an outstanding rating the nursery school will continue to strive to better itself in every way it can.

Appendix 2

Nursery Report

DH thanked everyone for coming to the AGM.

Ofsted

DH stated that the nursery school had its Ofsted inspection and was delighted to say that the nursery received its fourth Outstanding rating. The inspection went extremely well and the children and staff shone.

Staffing

DH highlighted it had been another busy year for staff but it has included Zoe Langley and Natasha Eade starting their training to become Qualified Practitioners. The nursery school has also sadly said goodbye to Allana Bartlett. In addition, the nursery school has welcomed a new cleaner, Sue Piper.

Events

Last year for the first time DH hired the Bearwood Community Hall for the Christmas party and sing song. All the children were invited to the party. At the party there were games, dancing and there was lots of food. Half an hour before the party was due to end parents were invited back to come and watch the children perform some songs. DH went on to say that this year would unfortunately be different but that here are plans in place to ensure the children still have a Christmas party.

Activities in the nursery school

DH highlighted the wide variety of activities the children have enjoyed this year including lots of exciting activities such as painting self-portraits, racing liquids, making volcano's, going on a dinosaur hunt and building with marshmallows.

Covid-19

During the first lockdown in the Summer DH said that staff planned and uploaded lots of activities and wonderful stories onto tapestry, the feedback was very positive. In June, the nursery school reopened to small sized bubbles. The children that did attend had a super time. DH thanked Miss Parker for all her support during this time.

DH went on to say that the Autumn term has also been quite different for the children and staff. All the children have taken all the changes to the routine in their stride and DH stated that she was immensely proud of them.

DH thanked the staff for all their hard work and commitment to Meadow Nursery School and JH and the committee for all their hard work and support. She highlighted that without parental involvement the nursery school would not function and asked that if parents/carers are able to help in any way, to please let DH know.

Finally, DH thanked CS for all her continued hard work.