

**Meadow Nursery School Parents' Association Annual General Meeting
Monday 14th October 2019, 8pm at Meadow Nursery School
MINUTES**

1. Attendees and Apologies for Absence

Attendees

Committee Members Jo Glover (JG) Lizzie Seal (LS) James Gibbs (JG) Jo Haskin (JH) Sarah Guyot (SG) Sarah Dron (SD) Andraea Jackson (AJ) Vicki Judd (VJ) Jo Hargreaves (Jha)	New Committee Members to be elected Rachael Inns (RI) Vesna Osmanagic (VO) Lizzie Thomas (LT)	Continual Trustees Annette Medhurst (AM) Wendy Hayward (WH)
Other Members of the Parents Association Asad Kamran Michael Dron	Other Attendees Meryl Jones	Committee Apologies Sophie Edwards (SE) Liz Corse (LC) Chris Corse (CC)
Staff members Debbie Hill (DH) Jessica Prout Ann-Marie Dick Liz Honer Patka Burgess Lisa Jacobs Caroline Starkey	Staff Apologies Sarah Ratchford Kelly Parker	

The Meadow Nursery School Parents' Association is made up of all parents and guardians of children attending Meadow Nursery School, for the whole or part of the Association's year ie from one AGM to the next AGM together with duly elected additional members and continual trustees. Unfortunately, the meeting did not have sufficient attendees from the Meadow Nursery School Parents' Association to form a quorum. An attendance of a minimum of twenty members is required to form a quorum.

However, it was agreed that the meeting would proceed and, in order to meet the requirements of the constitution, the minutes would be sent out to all Members of the Association, in order to ratify the decisions made at the meeting in relation to:

1. Annual Report and Accounts
2. Election of Additional Members
3. Election of Officers and of Committee Members
4. Appointment of an External Examiner of the Accounts

These decisions are highlighted in **YELLOW** in the minutes. These decisions will require approval from a minimum of 20 members of the Meadow Nursery School Parent's Association.

The minutes would also be put on the nursery school's website.
Any objections should be sent to Jo Hargreaves, Chairperson.
chair@meadownurseryschool.org

2. Minutes of Last Meeting

WH requested that she be added to the apologies list of the last AGM, as she had emailed her apologies at the time, but this was not minuted.

The minutes of the last AGM were proposed by AM and seconded by SD and **APPROVED** by the meeting as a true and accurate account of the AGM meeting held on Monday 15th October 2018.

3. Chairperson's Report – Jo Hargreaves

Jha thanked all those attending for coming and welcomed everyone to the AGM.

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

The Chairperson's report is attached in Appendix 1.

4. Treasurer's Report – Jo Hargreaves on behalf of Liz Corse

The Trustees' Report and Accounts for the year ended 31st August 2019 were sent out by email. As a registered charity we have a legal obligation to prepare and file this document with the Charities Commission. It has been approved by the committee and reviewed by our External Examiner Mark Bradford. Many thanks to Mark for performing this task for us this year and for stepping in at the last minute to do so.

Many thanks were also given to the Finance Manager Caroline Starkey for preparing the accounts and for all the hard work she does throughout the year. LC asked that in her absence her thanks be noted for the support CS gave to her during her term as Treasurer.

Key points:

- Income is in line with the previous year at £174,351 (2018: 174,158)
- Expenses were up £10k on the previous year at £158,287 (2018: £147,839). The increase was mainly in salaries. A full-time nursery practitioner was recruited during the year to replace part time employees who left and there were 3 children requiring 1:1 cover. We also have a legal obligation to provide a workplace pension for all permanent staff members and the employer contribution rate for this increases each April.
- Overall the association showed a profit for the year of £16,064 (2018: £27,119), of which £6,702 was generated by the breakfast club, showing how this continues to supplement the activities of the nursery school.
- Net Current Assets - The nursery school has net assets of £228,182 (2018: £212,118).
- Reserves – The nursery retains a general reserve. Part of the reserves are held as a Special Project Fund to make improvements to the nursery school space and provide 1:1 support for children over and above local authority funding where felt necessary. Another part of the reserves has been allocated to a Building Fund to provide for any major repairs/replacements required (e.g. air conditioning last replaced in 2015). The remaining reserves are held as a General Reserve, enabling existing or expected liabilities and running costs to be paid over several months should council funding be delayed for any reason.

- Fundraising – The nursery school relies on regular fundraising events, organised by the Committee. Fund raising activities continue to be important to the nursery school as a means of enabling larger projects to enhance the learning experience of the children. Events and activities in the current year generated a net income of £4,494 (2018: £6,745)

The nursery remains in a very strong financial position to face the challenges of the year ahead.

The Treasurer's Report was delivered by Jha on behalf of LC, proposed as a true representation by AJ and seconded by JH.

5. Appointment of External Examiner

Mark Bradford was the External Examiner for the Accounts this year. Mark kindly stepped in at short notice and we are hugely grateful for him in doing so. Mark Bradford's appointment as External Examiner was approved at the Meadow Nursery School Committee meeting on 30th September 2019.

The Nursery School will need to find a new External Examiner for next year. Jha asked that anyone who has, or know someone who does have, an accountancy background to please speak to either SG, CS or JHa.

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:

Jo Hargreaves
Sarah Guyot
Jo Haskin
James Gibbs
Jo Glover

These positions were proposed by WH and seconded by AM.

7. Election of Officers and Committee Members

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

Name	Position	Proposed	Seconded
Executive Members			
Jo Hargreaves	Chair	RI	VJ
Rachel Inns	Vice Chair	VJ	LT
Vesna Osmanagic	Secretary	JG	JH
Sarah Guyot	Treasurer	RI	SD
Members			
Sophie Edwards	Marketing and PR	AM	SD
Jo Haskins	Fundraising		
Andrea Jackson	Health and Safety		
James Gibbs	IT		
Lizzie Thomas	Website		
Lizzie Thomas	Communication		
Lizzie Seal	General Committee Member		
Jo Glover	General Committee Member		

The maintenance role remains vacant.

Jha thanked AM and WH for continuing to serve as Honorary Trustees.

8. Nursery Report – Debbie Hill

DH thanked everyone for coming to the AGM.

The Nursery Report is attached in Appendix 2.

9. Any Other Business

No further business was raised.

**Please contact Jo Hargreaves via the nursery school
if you have any queries chair@meadownurseryschool.org**

Appendix 1

Chairperson's Report

Jha thanked all those attending for coming and welcomed everyone to the AGM.

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

Jha thanked staff for all they have done over the past term and year and for their continued support of the committee. Jha highlighted the staff dedication to the nursery and the outstanding start they provide all children who attend. Jha described their unwavering enthusiasm and the fact that every member of the team fully embodies the meadow family spirit, making it a very special place indeed.

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

Jha went on to highlight 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. This is a central quality of Meadow that enables the nursery school to be a setting that opens its' doors to all children within our community, fully providing for their individual needs.

Staff Changes

Jha said how sorry the nursery school is to see some important and valued members of the team leave this year. Sue Chapman left at the end of the summer term, Jess Prout will leave after the October half term holiday and Ann-Marie Dick will leave at the end of the year. Jha highlighted how they will all be missed. The nursery school is excited to welcome two new members of staff. Sara Ratchford joined towards the end of the last academic year and has already made a very positive contribution to nursery life, and Lisa Jacobs has joined most recently. In addition, the nursery school has welcomed a fabulous new cleaner, Katie Cove.

Continual Trustees and Committee

Jha thanked WH and AM, the continual trustees, who provide a wealth of experience and knowledge about Meadow and provide continuity on the committee. Jha also highlighted the significant support they have provided her with over recent months.

Highlights from the last year

Jha thanked outgoing committee members for all their hard work this year and highlighted projects that have been undertaken this year, including:

- Garden project – Committee members, staff and parents all did a huge amount of work over the summer to get the garden ready for works to start, so that the nursery school can have a new play area. Jo said how she could not thank everyone enough for their hard work over the summer in clocking up around 90 people hours, digging up roots, painting fences, clearing, chopping and moving garden waste.
- Lease negotiations with the local authority and the Diocese of Oxford are ongoing.
- A full review of policies and procedures, with the addition of a new policy for safer recruitment, a more robust whistle blowing policy and the introduction of a lockdown policy, which had been very successfully practised more than once.
- Another successful fundraising year. Jha gave special thanks to JH for the fantastic job she and her team do. Yet again, earnings were up from Meadow Mayhem. The money raised goes towards projects such as the new play equipment, so is hugely important.

- Great recruitment of new staff.

Fundraising

Net income from fundraising this year was over £3,400, the vast majority coming from Autumn Evening and Meadow Mayhem. Again, this year, JH has very successfully coordinated all the events by pulling together a great team of helpers each time and running the events so well. Jha thanked JH. Jha asked for more parents to get involved to help ensure the success of the events.

The Year Ahead

Committee

Jha stated that she was grateful to the committee for their support over the past year and is excited to welcome many new members to the committee this year. They will now start their training and complete their DBS checks.

Recruitment

The nursery school has a recruitment process underway to replace Ann-Marie Dick.

Garden

The supplier and equipment have been agreed so progress will soon start in the garden. The planters should also start to come to life over the course of the year and next year, the top section of the garden will be looked at, with regards to potential improvements that could be made there.

Nursery Signage

The nursery school will be looking at enhancing its' signage, so that the nursery is more "visible" from the road.

Policies and Procedures

There will again be an annual review of these; however, the aim this year is to standardise the documents more, so they are consistent. JHa welcomed feedback from anyone to the committee regarding how these documents could be more accessible.

Technology

The committee would like to start reviewing the technology used within the nursery school with staff to see if improvements are needed/can be incorporated into the nursery.

Ofsted

The nursery will continue to ensure it is Ofsted ready, as the last inspection was 2015.

Maintenance

The committee would like to find a volunteer to join them who could help with general maintenance at the nursery school.

Appendix 2

Nursery Report

DH thanked everyone for coming to the AGM.

Staffing

DH highlighted it had been another busy year, which has included taking on Zoe Langley as an Assistant, Elise Coleman as a Temporary Assistant, Sarah Ratchford as a full time Qualified Practitioner and recently, Liza Jacobs as a part time Qualified Practitioner. The nursery has also sadly said goodbye to Sue Chapman in July and will be saying goodbye to Miss Prout at half term and Mrs Dick at Christmas. In addition, the nursery school has welcomed a new cleaner, Katie Cove.

Events

DH went on to say that since the last AGM, the nursery school has enjoyed a very successful Autumn Evening with lots of past and present families in attendance. The Christmas sing song was very well attended and was as unique and special as each and everyone is. Meadow Mayhem was a super event and very popular. It is the nursery's largest fundraiser and DH thanked JH and her team for all their hard work in making it such a great event. Finally, there was the summer picnic. Unfortunately, this year the weather didn't hold and it was a very wet affair. Next year this event will be held at Barkham Village Hall, so all eventualities are covered for. This will also be the case for the Christmas sing song.

Activities in the Nursery School

DH highlighted the wide variety of activities the children have enjoyed this year, including themed weeks, such as holiday week, conversion of the garden into a car wash, police station, fire station and fairy talks, and changing the home corner into a Chinese restaurant for Chinese New Year amongst other things.

School Transitions

In the summer term there were lots of visits from schools for our transitioning children, which they really appreciated and which really helped in making the transition to school much smoother. DH did say that they would like more visits, but that is something for discussion with schools.

Admissions

DH said that the nursery school has recently reviewed the admissions process. Parents are now invited to visit, during which time they are given a form to fill out. This will detail as much information about the child as possible in the hope that a smooth transition into nursery can occur. There will also continue to be the hour stay and play and home visit. This new addition appears to have worked well this year and children have settled very quickly.

DH thanked the staff for all their hard work and commitment to Meadow Nursery School 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 you are able to help in any way, to please let nursery school know.

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