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| AGM Meeting Minutes |

A meeting of **West Wycombe Preschool** was held on **Friday 2nd October 2020**.

Attendees included **Susie, Elaine, Saira, Natasha, Ellen, Rosie, Sarah, Debbie, Kerrie and Dee**.

Members not in attendance included **Belinda, Karen, Steph, Helen, Gemma, Sadia, Antoinette,**

# Chair Report

Well what a year. I don’t think any of us couldn’t have foreseen what laid ahead of us at last years AGM.

I would like to thank all the staff, committee and families for all their hard work and support this year. Last year we came on board with finances in pickle, with £3000 in the bank. If it wasn’t for of you all, and your dedication to the Preschool, I am sure we wouldn’t be open today. So thank you.

I would like to say Thank you to our Treasurer, Ellen. Without her finance background I know we would have seriously struggled financially. She has managed to work on 3 years of finances in the last year. She has spent months of her free time piecing the finances back together and applying for grants. She has not only saved us money with her knowledge but giving us her services for free has saved us thousands. Huge thank you.

We started the year with a great first term. Occupancy level was increasing. We had a calendar full of events and fundraisers. In that first term alone we raised £2500, which is what had been raised in the previous whole year. So thank you everyone.

In the last year there has been a lot of change into how we work as a business. Different procedures, use of QuickBooks, google drive amongst somethings With brand new laptops arriving soon to help the staff and take some pressure off Rosie with what I think she will agree is the slowest computer in the world. I know we have come on board rustling some feathers but thank you for your patience.

We started monthly coffee mornings in Apple orchard for families of the preschool. Which were huge success to get families talking to each other. Also helped connect our families to our community and them learn about the village the preschool is part of.

It was lovely to see the village get involved with our fundraising too. George & Dragon had cakes sales for us, made us their charity of the year. We received donations and prizes from other business, Apple orchard gave us their tips from the café.

Improvements to school house have been done by either ourself or BCC, with new fence, new patio area, change to the backdoor. With lots more planned for this year. With new buggy shelter, cover over the patio to name a few. We will also see in the coming few months our landlord changing to become just BCC not the school.

We entered 2020 with positivity. With near full occupancy, we had recruited Dee to join the team. Lots of great events coming with Joules, VE dance, Walk to School week, Easter trail to name a few. We also had Sport Day and Easter parade all things that everyone looked forward to. It was heart-breaking to cancel all these. But come March Covid hit

It was like throwing all the plans in the air while trying to catch glitter. Rosie how you have handled Covid, is applaudable. You have taken it in your stride, just like a fresh challenge. Quick to come up with new policies, put up with my endless questions and thoughts. You kept staff moral up. I know we weren’t open for many key children. But I think we can be proud of ourselves that we did open and offer the children who came, welcome and familiar surroundings in a time which was scary for everyone. Wonderful videos and story times you did for the children at home were lovely, really helped them remember they weren’t alone. When restrictions start lift, and we could welcome families back again. You all made the children feel comfortable and at ease even in their bubbles when they couldn’t mix like these uses to. You should all feel very proud of yourselves.

I know Summer term finished on a sour note with Redundancy’s, it was something I wish we could have avoided. September numbers were at 40% or lower and with uncertainly of covid and how our finances will be it was unavoidable.

Despite a pandemic we are in a better place than we were a year ago, thank god Covid didn’t hit us last September. We have plans for fundraisers albeit, social distanced. Halloween Treasure Hunt planned for later this month. Who knows what next year will have in store for us. But I am confident that with staff, committee and families working together we can get through it.

Thank you everyone

# Presentation of Accounts

### 2018/2019 books completed. But it was delayed due to the investigation into the missing cash, it was reported to Charity Commission who were happy with the process to prevent incidents happening again

### August 2020 – Money in bank totaled £39k which includes Autumn Term Funding from Bucks Council of £12k and allocated grant money

We have finished the year with no money owed and all bills and rent up to date.

Redundancy was based on occupancy level being low in September and with economic uncertainty due to Covid.

**Fundraising** - £4k income and £3k profit.   
Autumn term fundraising over around £2500 helped with the cash flow issues while the finances were being untangled.

**Grants** – £22600 total  
£7k for Patio & Backdoor from Bucks County Council  
£100 from Spa  
£2000 for laptops from Hearts of Bucks  
£500 for PPE and Covid based products from Tesco  
£3000 from TNL Lottery for Hand Sanitizer units, wipe down resources, cleaning supplies, sprayers for cleaning garden and other covid related   
£10,000 Discretionary grant from Bucks County Council which be used as a reserve for when we have financial difficulty

Furlough scheme by the government was used through the pandemic with last member staff returning in Autumn Term

18/19 finished with £1k loss with debts and unpaid bills  
**19/20** finished in August with a **profit of £16.8k**

# Presentation from Manager

Well what a year we have had. In my 18 years working within early years I have never had a year like this one. It’s safe to say we have had a lot to get our heads around as a management committee, a staff team and as a community. I must say though I am very proud of how everyone has come together to look after each other and support each other through such difficult times.

Sadly we are not ending this year with the same colleagues we had last year. We had to say goodbye to Toni-Jade and both Shelley and Elaine have chosen to take a different path with their careers.

I would like to thank Elaine for her hard work as our preschool SENDCO. Elaine has been an advocate of our phonics, PALS programme and book lending scheme at preschool for many years and we are thankful for her 15 years of loyal service to so many families. We wish you lots of luck and happiness in your new adventure.

We have been lucky enough to welcome the fabulous Dee to our team and welcomed back our lovely Saira after having baby Essa. We are soon to welcome back Sadia after having baby Reyaan and we are looking forward to building our preschool team back up to strength.

Sadly we missed our OFSTED inspection which was due pre-COVID by only a couple of weeks. However we are excited to show off all of the fun and learning we create for the children at preschool each day. With such a strong team moving forward I feel very confident as a manager that we will achieve a great outcome.

We are due to continue recruitment throughout the autumn term and hope to find someone that can complement our team and continue to build upon the exciting learning opportunities that we enjoy creating at preschool.

Sadly we will have to find alternative ways of managing things like our parent communications, parent’s evenings, family events and fundraisers. Nonetheless I feel confident that with a strong and dedicated committee behind us, the support of our families and a committed staff team we will find ways to continue our strong parent partnership and presence within the community.

We are not out of the woods yet with COVID and we will have further events which will need careful consideration so we may continue. One thing I have remained constantly proud of however is that no matter how hard life is for us as adults and how much anxiety and uncertainty we feel with each new daily briefing or news report; the children of West Wycombe Preschool have the maximum amount of fun each day. Their days are full of excitement, awe and wonder as the staff team switch off from the seriousness of the outside world and commit themselves each and every day to the children’s development. Thank you to everyone on my team for all of your amazing and hard work.

I know you took the time to thank me at the end of last term for my hard work getting us through such a difficult time but I want to take this opportunity now to thank all of you. You make the preschool what it is and I am incredibly proud of each and every one of you. I am excited to see what wonderful things we achieve with these children over the next few months and I know you will give them everything you have.

After what has been a difficult year with many factors beyond our control I am proud and privileged to manage a strong community setting where so many people pull together to make us a success. Thank you to all committee members for your time and efforts to keep making our preschool the best it can be. I know my demands can often be a lot as I strive for excellence but I am thankful that you have kept pushing to make these many requests become a reality.

I would also like to thank our parents past and present for their understanding and support during a very difficult time. The gratitude we have been shown goes a long way and really does keep us motivated as a staff team during such turbulent times.

Now that our children have settled back into a normal preschool routine we will begin to once again build our quality improvement plan and see which areas of the setting we can continue to build upon whilst navigating through a winter with COVID.

With so much support I know we can come through this stronger and more thankful for our warm, homely, exciting and truly outstanding setting.

Thank you everybody.

# Election of Management Committee and other

Chair – Susie Chester  
Treasurer – Ellen Carter  
Secretary – Monika Grey  
Safe Guarding Officer – Antoinette Blair  
Fire Officer – Kerrie Thorose  
Fundraising – Natasha Rever  
Fundraising – Steph Dow  
Voluntary Fundraising – Elaine Rose

# Other Business

Susie explained to staff and members the update with the change of lease and moving away from school being our landlord

Ellen has asked we put together marketing Strategy for 20/21

# Next Meeting Booked

Monday 12th October, location to be confirmed based on Covid restrictions