Portishead Pre-School

AGM Minutes 2017

8pm Tuesday 7th November 2017 at Brampton Pre-School, Brampton Way

SAFEGUARDING: any issues or concerns should be directed the OFSTED representative (Andrew Wedlock) who is the Committee’s safeguarding representative.

**Attendees**:

Please see sign in sheet attached

**Apologies**:

Andrew Wedlock (Vice-Chair), Paul Wilcox (fundraiser), Joanna Gill

**Welcome**:

**Stuart Travers, Chair of Portishead Pre-School**

Stuart started by welcoming all of the parents to the meeting and provided a brief history of Portishead Pre-School.

Stuart also introduced those members of the committee who were able to attend the meeting; Secretary – Lucy Murdock, Treasurer – Lucy Mattock and Fundraisers – Jenny Niblett, Ross Calderwood, Abbie Wilford, Sally Dyer and Kelly Ann Jervis.

In addition to the committee Stuart also introduced all of the staff who had attended from both of the pre-school settings and paid to thanks to them for all of their hard work and dedication. Stuart explained that the staff were key part of the pre-school’s success and reputation.

Stuart also highlighted that for this meeting, Anthony Cheetham who is one of our holding trustees, was also in attendance.

**Minutes of the last AGM:**

The minutes of the last AGM dated 17th November 2016 were approved and signed.

**Mandy Stopard – Guest Speaker:**

Mandy recalled her history with the setting – her own children attended Brampton. She then gave an insightful talk about her main focuses for parents with regards to children’s behaviour.

**Chairman’s Report:**

**Stuart Travers, Chairman of Portishead Playgroups**

Stuart gave a reminder that Portishead Playgroup is a rare term time setting. There are only two other term-time pre-schools now left in Portishead, and both are attached to schools.

Stuart welcomed Antony Cheetham and gave an overview of the two settings - the site at Hilltop is owned by the church and by North Somerset Council and we rent the setting from them. However, at Brampton we own the building and we lease the land from North Somerset Council. When the Pre-School was opened it was agreed that if ever the land was no longer to be used a Pre-School it would revert back to a green field site. He went on to explain that Antony’s role (alongside Peter Burden and Arthur Terry) as trustees of the building and the land and that if anything should happen to close the preschool then the funds are in place to return the site to green fields and ensure staff redundancies. The aim is to change the status of the charity so that the current committee would be the trustees and this would change annually. Stuart explained the process involves registration with a lawyer and provides the committee with protection so that individuals are not liable in the event of closure.

This process has taken much longer than we originally anticipated and we hope to be able to formalise it in the next few weeks. The new committee (trustees) will be bound by a one year term and it will mean that the AGM will be the only time to join the committee.

Stuart also explained the process and regulation involved in the committee – minimum 60% current parents, minimum 5 members, maximum 12 members.

Stuart then gave an update on the building at Brampton – over the summer the building was renovated and extended, this has greatly increased the lifetime of the building but we must be very aware that we will always need to put away surplus funds to prepare for the need of repairs or a new building in the future. It was a very quick turn around on the decision and a very nail biting time to ensure that we could have it finished in such a short space of time. Especially as North Somerset Council agreed to the plans within the last days of term. Much appreciation goes to Amanda Gallagher of Hilltop for project managing the build and giving her up her summer to organise the build. Hilltop has also been decorated and the committee have done some planting – although limited with what we can do within the regulations as tenants of North Somerset Council.

**Manager’s Report:**

**Sarah Bailey, Manager of Hilltop and Brampton Pre-Schools**

A warm welcome to you all. I am Sarah Bailey and I manage both Brampton and Hilltop preschools with the support of my Deputies Steph, Claire and business administrator Chris.

Portishead playgroups have been operating for 54 years, which I’m sure you’ll agree is an excellent achievement. We pride ourselves on offering an affordable based childcare provision where children can learn through play that is at the heart of the community. The staff that are employed by the preschool have many years’ experience working with children and families and always do their best to support everyone who attends from the first day through to the transition to school. The strong relationships we build with parents and children often remain and parents let us know how their children are getting on at school. We also have many little visitors each September wearing new uniforms and school shoes telling us all about their continued learning journey.

Learning and development at both settings follow children’s interests as unique learners as well as covering all aspects of the EYFS with themes such as how people help us, numbers and shape, letters and sounds and developing skills to become more independent . Once again this year we participated in the Mini music maker workshop, which is coordinated by North Somerset and helps support children transition into school. The team have also attended supervisions, various training and meetings to support them within their roles.

Sadly, we said goodbye to Jodie Tailby who left early years education, though we welcomed new team members Sarah Mumby at Hilltop and Sally Skuse at Brampton, who’ve join our highly skilled and dedicated workforce. We have continued to build upon positive links within the community and have welcomed students enrolled on childcare courses from Weston College, and pupils on work experience placements from Gordano and Clevedon schools. Parents were also invited to join us for the Christmas Nativity at St. Peters Church and were suitably entertained by the children. Parents and grandparents also helped out at the settings bringing their own unique skills and support for the children.

Last year the numbers of children attending both Hilltop and Brampton preschools remained consistently high with the majority of new starters from our waiting list being recommended by previous parents which is a true testament to the strong links the staff have formed with the local community.

Fundraising is integral to how we operate and provides additional funds to purchase equipment and help with running costs, again over the year we ran many events which included a silent auction, quiz, cake sales, raffles, a summer fair held here at Brampton and stalls at the Portishead carnival, lake grounds and Victorian evening.

We have had improvements to the building here at Brampton over the summer break which has also extended the space in which we operate. Monies used to enable this project to proceed have taken many years of fundraising, I would like to take this opportunity to thank all those people past and present who have helped in this endeavour and to Amanda Gallagher who became our in-house project manager and coordinated the build.

This terms newsletter mentions that we are now allocating sessions for children returning to us in September 2018. Hilltop offer 21 places per session however with the changes that have taken place at Brampton will be increasing capacity from 21 places per session to 32. If you’ve not already done so, please come and see me to book your child’s sessions.

The change to the preschool status to become incorporated has taken a rather long time and it has been a challenging year however I’m sure the new committee working alongside the team will be able to move this on in due course, we are all hopeful we will see an end date soon. Rest assured it will not affect the service we provide or the quality of care your children receive.

I would like thank our building trustees Anthony Cheetham, Cllr’s Arthur Terry and Peter Burden for their continued support, this year’s committee for their role operating the business side of the preschools, whom apart from Lucy Murdock (Secretary), Ross Calderwood and Jenny Niblett we will be saying goodbye to this evening; as all their children have now gone onto school and their time as committee members has come to an end. Huge thanks as always go to Deputies: Steph, and Claire, Business administrator: Chris, and teams at both settings who all work extremely hard, often giving much of their own time to make Brampton and Hilltop the wonderful environment it is for children to play and learn. Ladies together we are Portishead playgroups, you all are an inspirational workforce with a wealth of expertise and experience that make a difference to children’s lives every day. I know we are all enthusiastic about children’s learning and development and I’m proud to call you colleagues.

Finally, I would like to thank you all for listening and taking time out of your evening to support Portishead Playgroups.

**Safeguarding Update:**

**Sue Tiley, Safeguarding Officer at Brampton Pre-School**

Sue introduced herself as safeguarding officer at Brampton, and Claire Godby as Safeguarding officer at Hilltop.  Sue reminded everyone of the definition of safeguarding in Ofsted’s inspection guidance:

In relation to children and young people, safeguarding and promoting their welfare is defined in ‘Working together to safeguard children’ as:

* protecting children from maltreatment
* preventing impairment of children’s health or development
* ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
* taking action to enable all children to have the best outcomes

Sue explained that all staff, committee and volunteers have DBS checks before working with children and that staff attend safeguarding training every 2 years and Claire and Sue attend regular meetings with North Somerset and they inform them of any changes to pass onto the team.

Sue reminded everyone of the social media policy and the mobile phone policy – All staff are aware of the policy and are aware of which children cannot be photographed. Sue reminded parents that no mobile phones are to be used in the setting and should be kept in pockets or bags whilst collecting children. She also took the opportunity to remind all parents, committee and staff to be aware of what they put on social media in order to protect all of the children, parents, families and staff at the setting. It is also to guard the pre-schools reputation and that of the staff.

Sue also confirmed that due to the change in building at Brampton the lockdown procedure is currently being reviewed, however staff at both settings are aware of a lockdown procedure should an event take place.

If there are any queries parents are to feel free to come in and have a chat with the staff. Here at Portishead Playgroups our policies are in place to achieve a nurturing and child-centered environment where children can have fun and be safe.

**Treasurer’s Report:**

Stuart confirmed that the accounts are not ready to be signed off but David Wragg from Leslie Dark has brought a draft copy for viewing. The intention is for the committee to review and confirm the accounts at their next meeting.

**David Wragg, Chartered Accountant from Leslie Dark & Co.**

David gave a brief overview of the accounts – they are in a steady stable financial position. Although at the year end, the money hadn’t been paid to the building contractors so a large creditor appeared on the account. This payment has been made now, using capital so the funds are in a good state and communications with the committee and staff have been professional and courteous. He also noted that the format the accounts received in will be slightly different due to changes in legislation. He also confirmed that there would not need to be a full audit of the type of charity and that an independent overview would be sufficient.

**Lucy Mattock, Outgoing Treasurer**

Lucy gave a passionate review of the settings as both a member of committee and as a parent. She reiterated the importance of keeping the surplus in the accounts for a potential repair or replacement of the current building and enough for closure, return to greenfield site and redundancies. She confirmed that the status of the account was down to £67,000. Lucy also commented on the importance of offers of support from parents and the community for the upkeep of the buildings.

**Re-Adoption of Constitution and Policies:**

The constitution was agreed and will continue. Due to the change of charitable status we will be adhering to the current policies. These will be updated alongside the change in constitution that is currently pending. Parents will be informed as and when this change occurs.

**Fundraising**:

We had a fantastic year of fundraising that has been highlighted by Sarah Bailey. We would like to say a big thank you to Sally Dyer, our fundraising lead, for all her hard work as she moves on to new challenges. We achieved an income of £3000 through fundraising last year – Lucy thanked all parents, staff and committee for their supporting helping us achieve this. Lucy explained how the committee are making efforts to encourage parents to support fundraising and will be holding fundraising meetings open to the parents. And any parents who want to contribute help should get in touch with the committee or attend our next meetings.

**Election of New Committee Members:**

Several committee members are moving on this year as their children have moved to reception. So we say goodbye to:

* Stuart Travers – Chair
* Andrew Wedlock – Vice Chair
* Lucy Mattock – Treasurer (stood down on 31st October 2017)
* Sally Dyer – Head Fundraiser
* Abbie Wilford – Fundraiser
* Kelly Ann Jervis – Fundraiser
* Paul Wilcox – Fundraiser

The remainder of the committee are staying on, and this includes:

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| **Name:** | **Proposed:** | **Seconded:** |
| Lucy Murdock | Abbie Wilford | Stuart Travers |
| Jenny Niblett | Ross Calderwood | Lucy Mattock |
| Ross Calderwood  | Lucy Mattock | Sally Dyer |

The following joined the committee:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Proposed:** | **Seconded:** |
| Emily Luxa-Richards | Stuart Travers | Debbie Tiernan |
| Debbie Tiernan | Sally Dyer | Ross Calderwood |
| Hannah Harris  | Lucy Mattock | Jenny Niblett |
| Lisa Paskowski | Kelly Ann Jervis | Belinda Sanderson |

**Any Other Business:**

Antony Cheetham questioned Stuart about the longevity of the process involved in the incorporation and if he could have a time frame for his (and others) removal as trustees and on the M&G savings account. Stuart confirmed that the committee were working as quickly as possible and that as soon as the incorporation went though then the names would be removed.

**Results of the Silent Auction:**

Prizes were awarded and funds collected – a total of £372.50 was raised. A big thank you to all who bid and donated prizes.

**Date of Next Meeting:**

November 2018 – the specific date will be determined closer to the time.