



Hilltop and Brampton Pre-Schools

Portishead Playgroups/Pre-School AGM Minutes 2018

8pm Thursday 8th November 2018 at Brampton Pre-School, Brampton Way

SAFEGUARDING: any issues or concerns should be directed the Chairperson who is the Committee's safeguarding representative.

- 1. Welcome from Hannah Harris, Chair of Portishead Playgroups/Pre-School**
- 2. Attendees**
 - See attached sheet
- 3. Apologies**
 - Jenny Niblett
- 4. Minutes of last E.G.M. dated 8th May 2018**
 - Minutes explained and signed
- 5. Matters arising from minutes dated 8th May 2018**
 - There have been some issues with an investment that was incorrectly originally registered, this situation had to be resolved before the Charity Commission would allow the incorporation process to begin. This has now been resolved and the application is being resubmitted.

6. Chairs report – Hannah Harris

Portishead Pre-Schools is special for many reasons:

We're special within our industry, having been operating for over 50 years!

We're special in our town, in that we're the only independent, term-time pre-school.

Our regulatory body, Ofsted, have reported that both settings are good, with elements that are outstanding, For example, they commented that at Hilltop:

- *Children play well together, forming strong relationships with staff and one another*

And at Brampton:



Hilltop and Brampton Pre-Schools

- *Children's behaviour is exemplary. They have an excellent understanding of staff's high expectations and treat each other with respect. Children's outstanding confidence underpins their learning very well.*

We're special to parents and carers for reasons such as:

- *He will be cared for and looked after as if he was at home, whilst getting experiences that we wouldn't ordinarily be able/or choose to offer. For example; sand, mess, sharing, social skills for school - sitting and waiting for fruit/story etc.*
- *I like that it's small and not overwhelming, with staff who make me feel safe leaving them. And it offers a variety of activities every day and a nice, small, contained outside play area.*
- *The team are fantastic. I could not have asked for a better nursery for supporting my son. They understood his needs and how to help and support him daily. It's thanks to their hard work and support, and us having such a good relationship, that our son had the support he needed. I am forever thankful.*

We're special to the staff, in their own words;

- *Portishead Pre-School is special to me because it is full of energy, fun, happiness and most of all smiling faces!*
- *Portishead Pre-School is special to me because it's a happy, positive and warm environment that is a safe place for families and children to learn and achieve. It is also full of dedicated people that you can rely on that make a difference to children's lives everyday*
- *It's good to work for a long established community preschool.*
- *Portishead Pre-School is special to us as it feels like a family.*

This is proven by the high retention rates that we hold. For example, this year we celebrate some anniversaries within the staff team;

- *Steph has been with us for 15 years*
- *Joanna has been with us for 15 years*

The committee, in recognition of the outstanding work that the staff do, prioritised increasing staff rates of pay this year. This industry is not known for being one where people can make a fortune, but we are doing what we can to value the wonderful work they do here very day.

We'd like to give a big thank you to the wonderful team of staff. Their skills, dedication, endless patience and enthusiasm make these settings the happy, safe and welcoming places that they are.

And, most importantly, we're special to the children. Here's what some of them had to say:



Hilltop and Brampton Pre-Schools

- *"I like Sally, but the green snack (kiwi fruit) was disgusting!" and then he showed me the painting that he did there and asked when he could go back. Which pretty much sums up what I want - he tried something new (they all hate kiwi so I never buy it!), and he feels safe with Sally, he did an activity I avoid and he wants to go back - so he must have enjoyed it. Job done!*
- *There's lots of toys and good teachers.*

There were a lot of new faces, myself one of them, who joined at the last AGM, and we've been kept very busy over the past year. It has largely been a time of completing some long-running tasks. First and foremost, we've been continuing with the process of becoming incorporated. Debbie, our treasurer, will cover this fully in her report shortly.

We have also resolved an ongoing issue with an investment that is held for restoring the Brampton site to green field, if and when that is necessary. We'd like to extend our thanks to the previous account holders; Anthony Cheetham and Elizabeth Woodward, for their endless patience and assistance during this process.

As usual, there have been several successful fundraising events, including; our May fair, stalls at the victorian evening and raft race, the nativity, Valentine's disco, professional photographs, sponsor week, raffles, hampers and cake sales. The organising of most of these events was led by Lucy, our Secretary, and we'd like to thank her, and the rest of the committee and staff for giving up their time. Special thanks also go to all of the families who bought tickets, decorated easter eggs, baked cakes and, in general, showed their support for Portishead Pre-Schools.

Finally, I'd like to take this opportunity to say a couple more thank yous to some people who've contributed to the successful year that we've had.

- Firstly, to local business Chorus, who donated 8 tablets and enabled us to set up the digital learning diaries, that are now in place.
- Secondly, to Lisa, Kim and Jenny who are standing down from the committee tonight. We really appreciate all of the time and work you've put in to Portishead Pre-school over the past year. We'll miss them, but are also looking forward to welcoming some new members this evening.
- We'd also like to thank Anthony Cheetham, Peter Burden and Arthur Terry; the Brampton building trustees. Due to the extended process of



Hilltop and Brampton Pre-Schools

becoming a CIO, these gentlemen were in this role for much longer than they anticipated. We are very grateful for their patience.

- Last, but not least, thank you to you all. Not just for coming out tonight, but for all of your support over the past year.

7. **Hilltop and Brampton Pre-Schools Report – Settings Manager, Sarah Bailey**

Good evening and welcome to Brampton Preschool. My name is Sarah Bailey I have worked for Portishead Playgroups for many years managing both Brampton and Hilltop Preschools here in Portishead.

Portishead Playgroups have been providing early year's education for over 53 years and have worked with many families and children offering a place for children to learn through play at the heart of the community. With such a high reputation we pride ourselves on offering a warm and family orientated environment that children can learn and grow in confidence and for parents to feel supported through the relationships that we build with them.

I am fortunate to work with two wonderful teams who always go that extra mile for the children and families they work with, My Hilltop team is led by Super Claire who does an incredible job. Until Easter this year Brampton was led by Steph who had dedicated 15 years to the preschool. Steph decided to take a break from management and use her vast years of experience to work in a 1 to 1 support role with children who have SEN D. we have been fortunate to retain Steph's skills as she is now supporting children within our Hilltop Preschool.

Sue was promoted as my new Deputy at Brampton having spent a number of years as preschool assistant and has taken on the challenge of providing high standards through her hard work, conscientious approach and fun disposition.

Chris Hunter is our business administrator for the preschools who's support and dedication is invaluable to me and the committee with everything she does.

We welcomed Zoe to the team at Brampton during the summer term, Sally T became our new Inclusion officer and Alison transferred from Hilltop to join us this September. Sarah M became our new Inclusion officer at Hilltop and we will soon be joined by Sarah D at Brampton and Hayley W at Hilltop as we cater for our current and future children.



Hilltop and Brampton Pre-Schools

Throughout the year the team have continued their own professional development by attending courses to help them within their roles, we have also provided learning placements for students from both Gordano School and Weston College helping to mentor early year's providers for the future.

The committee members this year have been a great support led by Hannah Harris.

The committee play a vital role for the preschool and work hard behind the scenes to support the work we do in the setting. These positions are voluntary and we are forever thankful that parents who are elected onto the committee are able to support us in this way. I would like to pass on special thanks to Lucy Murdock in her role as secretary for her dedication and endless enthusiasm and Debbie Tiernan our current super treasurer, who sadly will be leaving us as she is moving away. The time committee members spend in their roles can vary from year to year and we have made many friends over the years with the same vision and understanding of how challenging early year's education can be.

We have seen many changes within this sector and this continues to evolve with each new education minister the government appoints. I would like to reassure you that through this ever changing environment we will always place the children in our care children as our highest priority ensuring each unique child grows in confidence through a consistent approach from a dependable team.

We opened this new building in September 2017 after many years of fundraising and thank everyone involved over the years who have given their time to raise funds and help with the project.

We had a wonderful year with the children through the very cold winter, April snow and endless summer sunshine. The children participated in many activities that involved a wide range of interesting topics to help their development and independence. The children worked really hard learning songs for the Nativity which was held at St. Peters Church this was attended by many families who enjoyed the performance, everyone contributed to the singing; giving the event a unique atmosphere. We ran many fundraising events including the may fair and held a stall at the Victorian evening. The children took turns to complete our sponsored pirate obstacle course, receiving a special certificate and medal at the end. Monies raised from this and other events enabled us to purchase new resources for the children and help with ongoing costs. We ended the year with a party and cake; saying goodbye to 60 children and



Hilltop and Brampton Pre-Schools

families from both settings who we had the privilege to work with that left us in July to start school this September.

I would just like to end this year's speech with a final thank you from everyone at Portishead Playgroups to Anthony Cheetham, Cllr's Arthur Terry & Peter Burden and Elizabeth Woodward for their many, many years of support as trustees of the previous building.

8. Treasurer's Report – Debbie Tiernan

Financial Performance

- Surplus for the year of £24k. Slightly less than last year but still a good result and we had depreciation charges this year for the new building. We again managed a really good fundraising total of over £3.5k.
- Government funded places increased while privately funded places decreased. To be expected as it was the first year of 30 hours government funding.
- While we have made a good surplus the last 2 years, a lot of this money is needed to safeguard the future of the preschool. As you know we have recently refurbished the building here at Brampton. This type of building does only have a limited lifespan so we need to actively rebuild the reserves to ensure we have money available for further improvements in years to come.
- We are expecting an increase to the legal fees the preschool pays in the next 12 months as we aim to complete the incorporation work.
- However, we are hoping to start reinvesting some of this surplus back into the preschool as well. This includes further improvements to the facilities and also continuing our efforts to increase pay rates to staff. They are key to making the preschool what it is and we want to ensure they are appropriately rewarded.
- *Please see attached draft accounts.*

Incorporation

- The preschool is currently unincorporated. This means it does not exist legally in its own right, so committee members are ultimately responsible for everything it does.
- This puts committee volunteers at risk. Although this risk is very low (the preschool has good level of reserves) this is not fair. Especially considering people are giving up their time to help. This could potentially deter people from joining.
- We also have building trustees who are ultimately responsible for Brampton building. They have been holding this role for a long time and unfair to keep demanding this of them.
- Long standing aim to incorporate charity. Work has moved on this year.
- Can't change status of current charity so have to set up a new CIO and transfer the running of the preschool to it. We are in the process of setting up this new charity with the charity commission. Once that is set up we will register it with Ofsted so it can take over running the preschools.



Hilltop and Brampton Pre-Schools

- In the meantime working with solicitors to transfer leases, employment contracts etc to new organisation.
- We hope to complete this work within the next 6 months.
- No difference in day to day running of preschool. Will have new charity number and Ofsted registration but that is the only changes parents will see.

9. Re-adoption of Constitution and Policies

- Constitution and all policies are available in hardcopy in the waiting area of both pre-schools, if anyone would like to access them. They will all be available on the website in due course. Hannah proposed that the constitution and policies were re-adopted, this was unanimously approved.

10. Election of new Committee members

- Re-election of current committee
 - Hannah Harris (Proposed by Lucy Mattock and seconded by Debbie Tiernan)
 - Debbie Tiernan (Proposed by Lucy Mattock and seconded by Ross Calderwood)
 - Lucy Murdock (Proposed by Sally Dyer and seconded by Ross Calderwood)
 - Ross Calderwood (Proposed by Lucy Murdock and seconded by Debbie Tiernan)
- Nominations received on paper
 - Elizabeth Snook (proposed by Claire Greenslade and seconded by Kirstie Belcher)
 - Ella Clarke (proposed by Debbie Tiernan and seconded by Lucy Murdock)
- Nominations from the floor
 - Rebecca Fuller (Proposed by Lucy Murdock and seconded by Amanda Pendry)
 - Amanda Pendry (Proposed by Lucy Mattock and seconded by Rebecca Fuller)
 - Lawrence Davidson (Proposed by Lucy Murdock and seconded by Ross Calderwood)
 - Danielle Davidson (Proposed by Lucy Murdock and seconded by Ross Calderwood)
 - ~~Kelly Truan (Proposed by Lucy Murdock and seconded by Ross Calderwood)~~ – Following the AGM Kelly confirmed she just wished to support fundraising, but couldn't commit to the committee
 - ~~Sally Halliwell (Proposed by Lucy Murdock and seconded by Ross Calderwood)~~ – Following the AGM Sally confirmed she just wished to support fundraising, but couldn't commit to the committee



Hilltop and Brampton Pre-Schools

11. Fundraising Review and Update – Lucy Murdock

- Lucy thanked all committee, staff and parents for their support with fundraising this year and asked parents to highlight opportunities for fundraising and offer support if they are able.

12. Any Other Business

- The committee thanked Sue for being the allocated key holder and alarm response contact.

13. Results of Raffle and Free Prize Draw

- The raffle was drawn and all prizes allocated.

14. Date of Next Meeting

- The next AGM is planned to be held in November 2019 (exact date TBC closer to the time), although there may be an EGM to finalise the incorporation prior to this.