

OWLETS PRE-SCHOOL

Owlets Pre-School
Methodist Chapel Hall
High Street
Langford
SG18 9RU



Telephone: 07935784567
Email: owletspreschool@outlook.com

Annual General Meeting

Date: Saturday 22nd October 2022

Time: 10am

Venue: Online

OWLETS PRE-SCHOOL
AGM Agenda
22nd October 2022

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Title: Annual General Meeting

Date: 22nd October 2022

Time: 10am

Venue: via Teams

Attendees:

Committee Members
Staff Members
Parents / Carers

Agenda:

1. Welcome, apologies and list of people present
2. Minutes from last years AGM
3. Annual Report from the Committee
4. Annual Report from Manager
5. Annual Report from Treasurer
6. Election of any new committee members & resignations
7. Fundraising
8. Any other business
9. Arrange date for next full committee meeting

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OWLETS PRE-SCHOOL
AGM Minutes
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Attendees:

Donna Lawton
Joanne Rockall
Michelle Shaw
Vicki Snow

Apologies:

Sarah Spinks
Wendy Snow

1. Welcome, apologies and list of people present
2. Minutes from last years AGM
3. Annual Report from the Committee – DL presented the committee report.
4. Annual Report from Manager – Report presented & discussed.
5. Annual Report from Treasurer – Report presented & discussed
6. Election of any new committee members & resignations – See Committee report
7. Fundraising – VS suggested re-sending Amazon Smile link back out to parents. Xmas raffle going ahead, with donations from parents required
8. Arrange date for next full committee meeting – Sarah Spinks to organise in new year

OWLETS PRE-SCHOOL

Committee Report

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- Official handover of Chair position to Sarah Spinks happened on Monday 17th October. Donna to put all digital files on a USB stick for Sarah to use.
- Donna to email Ofsted to confirm she is no longer their nominated person. Sarah to complete EY2 form to confirm she has taken over the role.
- DBS checks been completed for Sarah & certificate should be in the post now. Wendy Snows DBS check ongoing & certificate should be issued in the next few weeks
- Current committee confirmed as:
 - Sarah Spinks – Chairperson
 - Donna Lawton – Treasurer
 - Tara Martin – Secretary
 - Kelly MacKenzie – Member
 - Debbie Gallagher – Member
 - Wendy Snow – Member
- Nicola Henley, Joanna Dale, Sophie Loveridge and Becky Wells are yet to complete DBS checks or EY2/Ofsted form. Donna chased in September, Joanne to check next time she sees them if they still want to join committee.
- Kelly, Debbie & Wendy to contact Ofsted via email & complete EY2 form (instructions in information pack) to confirm they are members. Need to register for a government gateway account, once account formed, log in & find the EY2 form. Complete this & then Ofsted will be informed you are on the committee.
- Donna to have a meeting with Jo Hankins to formally hand over treasurer role & transfer all bank details etc
- Website up to date with all previous committee meeting minutes uploaded, dates of upcoming events, staff certificates & childcare funding options all added
- Upcoming: Charity commission application needs to be submitted before end of January.

Manager's Report - October 2022

Staff:

Joanne Rockall - Manager/SENDCO

Michelle Shaw - Deputy Manager/Administrator

Sam Randall - Level 3 Practitioner

Vicky Snow - Level 3 qualified but counted as Level 2 in ratio until completed functional skills - Level 2 in English and Maths.

BANK STAFF

Michelle Warmoth - NNEB

Debbie Gallagher - Level 3 qualified but counted as Level 2 in ratio until proof of GCSE grade C or above in English and Maths, or completion of functional skills Level 2.

Staff Training:

All staff have updated their safeguarding knowledge.

Safeguarding is covered in supervisions and appraisals.

Joanne and Michelle - Prevent, Channel Awareness

Joanne and Michelle - Wellbeing and Bereavement

EYPDP certificates have now been presented to Joanne and Michelle from Department of Education.

Level 2 Mental Health - Joanne

Supervisions will be carried out by Joanne this month.

Preschool News:

Laura Ross our Development Officer will be coming out this month to carry out the Ofsted required Learning Walk, as it is highly likely we will be Ofsted inspected early next year. Our last Ofsted was 12th July 2017. Our outcome was GOOD.

We have at present 21 children on our register. We are still waiting for a few registration forms to come back.

We have one child with SEND and have been allocated 12 hours SEND funding to support the child with 1-1 support.

We are holding a 'Drop In' session on Thursday 20th October 12.15 – 1.15 pm.

New Actions:

We have stopped using the Eylog digital system as it was costly and we did not get much feedback from parent/carers.

We are now trialling our old hard copy system; we will re-evaluate in December.

Joanne and Michelle have had a demonstration with Parenta digital system which is only £20 per month if it is decided this will be the best way forward. Sam and Vicky will also have the demonstration then the team will decide the best way forward.

The new Owlets Preschool WhatsApp group has been a major success. Parents are interacting with each other and the feedback has been very positive.

All parents have given their consent for photos to be shared but ONLY on the group.

General feedback forms regarding the preschool have been sent out and we will respond to everyone once all the forms have been returned and evaluated.

We asked on FB pages of any interest in Owlets opening for longer hours. We only had 3 responses; this is not financially viable for us to do so.

Owlets Preschool need a minimum number of children to open per session to cover rent, insurance, staff wages. (Two members of staff must be present at all times and one of these must be Manager or Deputy Manager. Staff ratios must be always adhered to. 1 member of staff to 8 children aged 3-4 years, 1 member of staff to 4 children aged 2 years.

Fundraising:

Asda token scheme is now in place votes for Owlets will decide how much money is donated to the preschool.

We will be asking parent/carers again to donate £5.00 per half term towards snack and arts and crafts materials. Or donate either. Many preschools charge additional hourly fees on top of the government funding, Owlets Preschool only receives government funding and fee paying for those eligible. As a charity run preschool we rely heavily on fundraising or donations.

Government funding is £5.39 per hour for 2-year-olds and £4.05 for 3-4-year-olds.

Owlets charge £5.00 per hour for fee paying children.

We are aiming to do a Christmas raffle to raise funds.

Uniform:

Staff have ordered new uniform and are just awaiting the logos. Donna has order new lanyards for all staff.

Owlets Preschool want to thank all the retiring members of the committee for their support. A huge thank you to Joanne Hankins who has done a fantastic job as our treasurer. Thank you, Donna, for taking on this role. Welcome Sarah as our new Chairperson. Welcome new committee members.

Joanne Rockall - 04/10/2022

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Treasurer Report

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Please see attached Excel sheet for full breakdown

Some highlights:

- Net surplus of £1400 - which I'd suggest is a good place to be; nice to make a small profit and obviously preferable not to make a loss
- Healthy bank balance - total of over £35k between the deposit and current accounts - so plenty there to cover any "rainy day" items which may come up
- Good income from funding with currently just a few fees being charged to parents, though that might increase in the second half of the year.
- Wages costs well under control - and the total number (£36k) includes (a) PAYE and NIC deducted from the ladies' salaries and remitted to HMRC; and (b) pension costs in respect of Joanne and Michelle - a combination of employee and employer contributions

Other significant expenses:

- Toys and equipment - some of which is sensory / outside equipment, funded by EYPP and DAF monies coming in - which have to be spent on this sort of equipment
- Hall hire - £2.5k

LANGFORD OWLETS PRE-SCHOOL
ACCOUNTS FOR THE YEAR 1 APRIL 2022 TO 31 MARCH 2023

6 months from
1 April 2022
to 30 September 2022

OPENING BALANCES	£
Cash	83.78
Current Account	25,352.65
Deposit Accounts	8,513.55
TOTAL OPENING BALANCES	33,949.98

INCOME	
Funding	41,560.29
Fees	1,910.00
Fundraising	90.00
Arts projects	0.00
Sweats/Ts	0.00
Interest earned	0.00
Sundry Income	0.00
TOTAL INCOME	43,560.29

EXPENDITURE	
Wages & HMRC	35,865.56
Shopping/Food	581.70
Toys & Equipment	2,309.58
Mobile Phone/Stationery/Photocopying	423.27
Hall Hire	2,437.00
Cleaner	97.74
Training	0.00
PLA Insurance	0.00
Sweats/Ts	0.00
Fundraising	0.00
Photographs	22.45
Gifts	0.00
Christmas	0.00
Sundry Expense	407.90
TOTAL EXPENDITURE	42,145.20

NET INCOME/EXPENDITURE	1,415.09
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CLOSING BALANCES	
Cash	18.78

Current Account	26,832.74
Deposit Accounts	8,513.55
TOTAL CLOSING BALANCES	35,365.07

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Saunders

Fees

90

90.00