

NORTH DUFFIELD UNDER FIVES



Registered Charity No 1045432 OFSTED Reg: EY231566

Minutes of the AGM

Date: 5th June 2017 - 8pm

Venue: Sports pavilion

Present: Niki Hargreaves (NH), Leanne Dobson (LD), Kathleen Taylor (KB), Sarah

Staff: Sarah Mitchell (SM), Jenny Britain (JBr), Julie Barker (JB) (minutes)

Apologies: Jodie Morris (JM), Amy Tree (AT)

Action Points from this meeting:

Action	Person	Deadline	Progress	Further action
Issue DBS link to new committee members	JB	Asap		

Minutes of the last meeting

Agreed

Chairperson's Report

I have thoroughly enjoyed my role as chair person of the North Duffield Under Fives Committee over the past year. It has been a pleasure to see the pre-school go from strength to strength due to the staff and committee's hard work and dedication. North Duffield Under Fives has a very good reputation within the community and numbers have been steadily increasing all year. I would like to thank Sarah for being the best manager we could ask for. Sarah works very hard behind the scene's, more often than not in her own time, to ensure the setting runs seamlessly. If she isn't writing newsletters, working on the children's files, replying to emails (usually mine) or claiming free things on the North Duffield Forum, I know she is thinking of the setting, children, fundraising or what she can do to improve things.

We have run with a very small committee this year and I would like to thank Jenny, Leanne and Amy for joining the committee last year and ensuring we had enough members to run. Leanne and Amy both have had a positive input and have been very supportive of the setting, advocating wherever they can for families to use the pre-school. Due to the small committee, fundraising has been difficult, however Sarah and the staff have worked hard to raise money

for the setting through small events which involve the children and their families. Staff organised a very successful sports day, ladies night and Christmas fair, giving up their own family time and roping in family members to help ensure the events were successful-please thank them all, without all these small, kind gestures the setting would not run as successfully as it does. Money has also been raised by having a stall at the village Christmas light switch on and through christmas cards, photograph's and bags to school. Although these aren't the big fundraising events the pre-school has held in the past, they have been very successful-raising the profile or NDU5's and putting money back in to the setting and buying resources for the children. Somebody once told me the wealthiest resource in a setting is the staff and this is very true of North Duffield Under Fives. Each member of staff are a true assets to the setting and ensure every child is progressing, settled and having fun during their time at the pre-school, the good bonds the staff team have shine through when you enter the setting giving off a very positive vibe, this is lovely to see.

I would also like to thank Amy for taking on the role of running toddlers voluntarily, saving money and allowing Sarah to give her time to pre-school on a Thursday morning. The partnership has worked really well and by setting up, tidying up and running song time Sarah has managed to keep successful links with the toddler's families and children ensuring a smooth transition when these children start their time at pre-school.

There have been more staff changes this year with Emma and Rachael going on maternity leave and both giving birth to beautiful baby girls. Sarah B and Caroline were recruited to cover their maternity leave and both settled in amazingly, having a very positive impact on the setting. Sarah B has a very calming influence on the children and has taken song time to a whole new level! Caroline sadly left in May but again we were very lucky with our recruitment, finding a gem in Nichola. Nichola is very popular with the children and very natural in helping the children learn through play. Throughout all these staffing changes the pre-school has stayed strong and stable and the changes have barely affected the children. This is due to the core team which is Sarah and Jenny, taking on more key children to ensure each child is settled and their needs are met.

Jenny has been working very hard this year in her role as SENCO, supporting the children in the setting and their families. All families are made to feel very welcome and Jenny goes above and beyond the call of duty to ensure all involved are receiving the help and support they need- thank you Jenny.

Finances are still rocky due to staff increases and the 30 hours funding implementation, but I know with the help of Julie and the hard work of the staff, the future is bright for North Duffield Under Fives. Thank you Julie for being a very successful administrator, ensuring finances are kept in order and ensuring we access all available funds we can! I don't know what we would do without you!

I feel very honoured to have been a part of North Duffield Under Fives over the past 10 years and I feel very sad that I won't be seeing as much of you all in September however through the ethos of the setting-the door is always open and the kettle is always on- I know I will always be made to feel welcome.

Administrator's Report

Year End Summary 2016/17

Following a couple of tough year's NDU5's had a much better year this year. The final accounts for the year have been produced by the Accountant (attached), and show a profit of £2,457.00, which is in part due to cost saving strategies employed in the previous year and also due to an increase attendance.

Income:

Income from funding was up by £4,551 compared to last year. The number of funded hours taken by 3/4 year olds was up by 113.5 on the previous year, whilst the number of funded hours taken by 2 year olds was down by 42 hours. Once again, we saw an increase to the funding rate for 3/4 year olds of 14p from £3.62ph to £3.76ph, whilst the rate for 2 year olds remained the same at £4.97ph.

In April 2016 we increased the fees to £10.08 per session and £4.07 per lunch club in order to offset increased costs. Due to increased numbers and the rise in fees, income from fees was up by £1,050.57 on the previous year. As at 31st March 2016 there were no fees outstanding.

We had another successful fundraising year this year, raising a total of £1,239.25 after expenses. In particular, the Tour de North Yorkshire (£246.16) and the Christmas Fayre (£516.65) were most successful. We applied to be recognised as a Charity by HMRC this year to enable us to claim Gift Aid, and were able to claim an additional £36.75 on top of the sponsorship money raised from the Tour de North Yorkshire.

In November 2016, we received a generous donation of £100.00 from IST UK Limited to help us towards expenses at fundraising events, and also received £69.54 from the Tesco Embroidery Service in respect of uniform purchased through Tesco.

In addition, YPO contacted us in November 2016 to advise us that we had a credit of £78.89 on our account due to an invoice being paid twice back in February 2014, which was a nice surprise and enabled us to purchase some new resources.

Expenditure:

Expenditure was up compared to the previous year by £759.99. The temporary reduction in rent came to an end in July 2016 and a new hourly rate was negotiated with effect from September 2016. Although staffing was kept to a minimum we had to increase our lower pay scales in April 2016 to comply with an increase to the National Living Wage. We also saw increased pension costs as we had our first full year of pension contributions following Pension Automatic Enrolment, which came into effect for NDU5's on 1st February 2016.

Savings were made once again in employer's NI through the Employment Allowance, which this year saved £1,487.36. In addition, we ended the year in credit with HMRC by £30.58 due to a member of staff's tax code change in the final pay period of the year. This will be adjusted in the 2017/18 tax year.

End of year position:

Cash in hand	£50.00	
Current Account balance	£6,902.48	
Savings Account Balance	£11,008.96	Total £17,961.44

There were no debtors as at 31 March 2017.

Overall, a very successful year financially due to increased numbers, the support received from the PFA during the first quarter, the ongoing efforts of Sarah and the team to keep costs down and the committee's support to keep money coming in by way of fundraising. To end the year with a surplus of £2,457.00 is a huge achievement and gone some way in recuperating the losses of previous years.

Preschool Manager's Report

2016/17 has been yet another very busy and hard year financially for North Duffield Under Fives. Numbers have never been really high but gradually over the year we have had a steady influx of children to keep us going. I feel over the past year we have really made a name for ourselves within the village and this will hopefully be reflected in the way that families use us over the coming year. At the time of this AGM we have 24 children on the register of which 12 will be leaving us to start school in September.

The Bumps, Babies and Toddler group is still proving to be a success with around 15 families using us. I would like to thank Amy Tree for volunteering to run the group. I know that this is time for you to spend with your daughter but it helps us so much to know that you are there to see things go smoothly. This group continues to be a starting point for families in our organisation and through the links that have been established here it ensures a smooth stress-free transition for both the family and the child.

Again this year we have worked very hard to maintain our strong links with North Duffield Primary School. The children who will be starting school in September have had some transition visits (not as many as we would have

liked) to ensure a smooth and stress free transition. We have attended their nativity performance and Easter celebrations. Through our termly partnership meetings with school we are able to discuss the children's needs, interests and learning styles which ensure that the school know everything about each child before they start in September. Staff have also worked alongside other professionals such as Speech and Language therapists, Portage workers, Child Psychologists, Community nurses, Early Years Lead Teachers and Early Years consultants to ensure that every child has the chance to succeed at North Duffield Under Fives. We have maintained our strong partnership with the childminders of this village, working in partnership we are able to offer the full wrap around service that working families require. Working together with everyone involved in the children's lives ensures that we can give the best care and education for every child who attends North Duffield Under Fives.

Again this year we have had a number of staff changes. Jenny, we are still here and I would like to thank you personally for sticking with me. Together we are like an old married couple, we probably get on each other's nerves now and again but we work well together and know what's best of the children that come through our doors. You are someone that I know I can always rely on. We said "Good-bye" to Emma and Rachael who both left for maternity leave in October and successfully added to our team with Caroline and Sarah. Sarah (or the other Sarah as the children affectionately call you) you have filled North Duffield Under Fives with beautiful songs and singing and have made the rest of us sound very flat and out of tune, the children love you. When Caroline left at Easter we were worried that we would be unable to replace her. Well, someone was looking down on us because Nichola you applied and successfully got the job. Thank you Nichola for wanting to be part of our small team and fitting in so smoothly with us and making us complete again, just don't ever use the left hand toilet. The hard work and commitment of my staff team reflects through every child that sets foot through our doors and in the confident, playful, talkative, 4 year olds that leave us in July. Over the past year staff have attended training on boys mark making, maths, moderation, safeguarding children and special education needs. We also attend as a team local partnership and network meetings, where we meet and train with other local nurseries and pre-schools. Again a big thank you goes to Julie, our administrator. She has been forecasting, number crunching and reporting all year and is instrumental in keeping this pre-school afloat. Julie knows how to manage a spreadsheet and keep the books balanced and for the first time in history has been able to get the book audited and back for the AGM, that's a feat in itself. Thank you also Julie for paying us on time and looking into any queries we have when it comes to our wages. I am very proud of the team around me and I thank them all for their dedication and support they have given me during the past year.

This year we decided to do things differently with our Sports Day and Christmas celebration. We wanted to include the whole family and decided to hold them either on a night or on a weekend. This proved to be very successful and as one mum commented "I have never been able to attend any of my children's sports day due to work, thank you for thinking of us". We again made our annual visit to the Wetherell family farm to experience

harvest. The children really enjoyed seeing what was being harvested and learning where it was would end up, seeing all the animals and sitting on the tractors and the massive combine harvester was a highlight of the visit. Thank you again to the Wetherell family for allowing us to take over your farm. We also had a session with Baby Ballet where the children were encouraged to dance and move to music and we enjoyed sharing our favourite books with each other for World Book Day.

As always we make the most of our lovely village, going for walks, feeding the ducks, shopping for snack at the local shop, playing at the park and on the big playing field all ensure that the children feel part of the community which they live in. Our open weeks have encouraged prospective parents to come and have a look around, while our "Open Door" policy encourages parents and visitors to come and spend some time with us, have a coffee and see what the children get up to.

On behalf of the staff and myself I would like to thank the committee Niki, Leanne, Amy and Jody. I know there hasn't been many of you but you have turned up for every meeting (all in one car), enabling us to keep going as a committee run pre-school and helped in our fund raising activities all of which you have done voluntary. Together we've managed to raise money through clothes recycling, photographs, the Christmas fair, Christmas village light switch on and our Ladies Night. The money we raise through fundraising will never keep North Duffield Under Fives afloat but it does go towards new resources and treats for the children. To those of you leaving the committee thank you for all your time and effort you have given voluntary, it has been very much appreciated. My final "Thank You" goes to all the parents, grandparents and carers of North Duffield Under Fives for their continual support throughout the year. By working together we will ensure that we can maintain the high standards that the children of our setting deserve in order for them to progress in their learning and development. As we enter yet another year we all know that we are working together at North Duffield Under Fives to maintain the high standards of education and care that these children so rightly deserve.

Election of Committee

All members resign.

Committee election

	Nominate	Second
Jodie Morris	JBr	SM
Amy Tree	SO	NH
Leanne Dobson	NH	SM
Sarah Outhwaite	JBr	LD
Kathleen Taylor	SM	JBr
Niki Hargreaves	LD	JBr

JB to issue DBS links to new members.

Roles appointed:

Chairperson

Leanne Dobson

Secretary

Amy Tree

Treasurer

Jodie Morris

Committee members given time to look at the constitution, policies and procedures which are to be adopted at the next meeting

AOB

None.

Next Meeting: Monday 10 July 2017

AGM Meeting: Monday 11 June 2018