

Humpty Dumpty Pre-School AGM – Nov 23rd 2016



Present: Richard Watson; Sue Wall; Sally Fink; Hollie Smith; Rosie Tidby; Caroline Corlett; Linda Ashby; Rose Harris; Elaine Spencer; Kerry Sartin

Apologies: Clare Green; Laura Dresser

2015 Minutes:-

- continued to improve the setting*
- new shed for outdoor toys*
- new tablet computers*
- negotiated price and time of scout hut*
- Sarah Trim left*
- change from admissions secretary, Andy Howells to administrator, Sue Wall*

Sue sends out weekly emails; improved communication with parents.

Updated website

Sue is first point of contact for new prospective children; also doing invoices and funding. She also covers for staff absence on occasion.

2015 was more balanced in terms of attendance across the week

First aid course completed by 5 members of staff which needed to be paid for

Annual contract with pest controller – worked out cheaper

Date for pension scheme – Feb 2016; training subs increased in April 2016; new minimum hourly pay went up

Regarding 30 hours funded childcare – still under discussion

Raising funds for shed

Sally (pre-school manager):

Good parent participation throughout the year – enabling visits to the park

Over 5,000 vouchers collected in the Sainsburys scheme which were used to ‘purchase’ exciting new resources

Ranger visit in May – interactive and good fun

Trip to Adventure Wonderland was thoroughly enjoyed by all

Various themes throughout the year have been enjoyed by staff and children

17 children left at the end of the school year; they have been visited since starting school and all are well settled.

Thanks to staff and committee for all their support

Sue (Administrator)

Currently we have 29 children on roll

24 attend now

1 more joins after Christmas; 1 in March and the remaining 3 beginning after the Easter break

We have space for up to 22 children each day which we usually expand on in the Easter term for extras to start so long as they will be with us for a full year ahead.

After Easter each day will be as follows:

Mon: 21; Tues: 21; Wed : 22; Thurs: 20; Fri: 19

As of September 2017 numbers are:

19 start school leaving us with 10 of our current children

Additionally we have 5 on our list to start in Sept 17 and 2 for Jan 18 giving us a current total of 17 on roll for Sept 2017

Richard (chair and treasurer) Also see finance reports

Shared report of income and expenditure

Bags 2 School – is an inefficient way of selling clothes to raise funds. Is there a better way? Jumble Sale? Car Boot Sale? Table Top Sale?

Staff to please chat to parents to see what people think

Richard Lines – good commission – thankful to him for offering this to help with fundraising

Fundraising is for specific extras rather than for ongoing expenditure

Quiz is the biggest fundraiser – usually held in Feb and also a skittle evening. More people brought in alcohol rather than buying it on the night

Final Exxon Mobil donation of £500 was used towards the replacement of the shed. This giving will now end

Wages slightly up for 15/16 as a staff member on training needed additional hours to enable her to complete training appropriately.

Pension payments (HDPS contributions) will steadily increase due to how it has been set up by the government

Rent increase – scouts looked at the overall HDPS use – they charge us £112 per week – more in line with the going rate, but still lower than it could be.

Insurance – Richard has researched as to whether we could pay less to a different provider – Pre School Learning Alliance continue to offer good value

Pre School Learning Alliance expect us to promote HDPS – this is done currently via the local advertiser newspaper. This will be raised through business cards in local shops etc

Admin/cover – up on previous year as Sue started part way through previous year and is also now covering for staff absence

New Shed – metal rather than wood – guaranteed for 10 years – seems to be working well, no condensation. Cost less than a large wooden shed; needs no painting

Long term – plastic shed may also be replaced

Christmas entertainer was more expensive as he provided a longer time slot

Photocopier toner lasts for ages – so doesn't need purchasing too often

School trip more expensive as more children attended – this was offset by contributions towards it; Adventure Wonderland seems best option to continue with. Open to other suggestions/options

Raffle licence for selling tickets in advance of events

Reserve is now being added to

DBS checks for two staff

Laptops – HDPS contributions towards staff who needed to replace laptops to enable them to do work at home

Virgin Charity account to be closed as no interest given and no online banking available – looking to replace it with an alternative

Redundancy commitments – after staff have been employed for two years we need to have sufficient funds to make a payment if necessary – two more staff now come into this criteria.

Staffing:

We currently work on the under 3s ratio of 1:4 giving us an additional member of staff on duty at each session.

Minimum living wage will go up again in April; we will also find out what our new funded HCC rate will be.

Staffing ratio will need to alter slightly to help with costs e.g. 17 children with 4 staff

Visits from Children's services no longer happen; only OFSTED will visit – ideally every 3 years but it is often longer.

Training is not so readily available through HCC – HDPS look to outside agencies for training which costs more. We do what is necessary to enable continuous professional training

Policies:

Worked on by Sally & Sue

Policies are based on Pre School Learning Alliance

3 out of 26 have major changes

The updated policies will be uploaded onto the website and available as hard copies at HDPS soon

Committee:

Elaine Spencer; Kerry Sartin and Clare Green have joined – thank you

The chair should really be a parent of a child attending pre-school; Richard no longer has a child in attendance

A letter was sent out to all parents but there have been no responses

Richard happy to continue as Treasurer BUT a parent MUST take on the role of Chair

'The chair is a doddle compared to Treasurer role!'

No chair = No Pre-School!

