

North Nibley Preschool

Monday 11th September 2023

8PM in Village Hall

Chair person opened meeting.

Minutes of last meeting approved.

Apologise – Julian Powell

Present

Jessie Marsh

Cassie Hannis

Julie Dyer

Fran Walton

Donna Findlay (Attending via facetime)

Cat Malins

Vicki

Finance Report

- 2020-21 income £42,340.91/expenditure: £37,273.50
- 2021-22 income £72,563.69/expenditure: £57,308.12
- 2022-23: income £35,423.78/expenditure: £34,382.58
- It is the only early year establishment in the village since Nibley House closed.
- Recent “Good” at the March 23 Ofsted Inspection
- Four members of staff have been recruited

This has enabled the Pre-school to have a vibrant future and is reflected in the fact that there are 25 children on the register to start with the pre-school in September 2023.

Funding

With the increase in children this has meant that the number eligible for funding has grown. However, over the last 12 months the setting has not had any child eligible for 2 year old funding nor has any 3 or 4 year old been allocated Early Years Pupil Premium.

Over the last 18 months the setting has been in receipt of Disability Access Funding and, with the dogged persistence of Julie, have managed to get further funding to support the setting and the child. The Early Years team have ensured that all

expenditure from the funding has been recorded and used up as the child moves onto primary school in September. At present, we are not anticipating receiving this monies for 2023-24.

Deposits

At the beginning of the year we had forecast to receive a minimum of 10 deposits. In fact, we have received 21! All these at £30 each, and said monies have been/will be credited back to them via their child's first invoices. However, amongst those 21 we were given notice of 6 who will no longer attend the setting – as per our policy 26 Payment of children's fees and, reiterated in the Welcome Pack, we retain these £30.

In June 2023, the Committee unanimously took the decision to increase the deposit charge to £50 with immediate effect. This was as a result of parents/carers deciding not to send their children to the setting in September, but failing to pass this information on until they were chased!

Fundraising

We have either organised/held or been involved with a number of fundraising activities over the last 12 months, some more profitable than others. Major money raisers have been the Christmas Hamper and the Music Festival.

We held 2 quiz nights. The first doing better than the second, both for monies raised and for drumming up attendance. In future, only one quiz night will be held in any one pre-school year (if the Committee agree to organise).

I would like to thank Julie for all of her hard work and commitment to pre school fundraising and in general – she has made the treasurers role much easier.

Coventry Building Society

I would like to extend my thanks to Rita for diligently pursuing access to the Coventry Building Society Account. We now have access and have recently deposited more money into it to ensure that our reserves are adequate should we, unfortunately, have to close the setting and pay redundancy. This will continue to be reviewed annually to ensure it remains at a satisfactory level.

Expenditure

Our highest expenditure is, naturally, with regards to staff costs. We are very lucky to have such a highly skilled and dedicated team, both early years and admin.

Due to the number of children registered with the setting, we have fortunately had the monies to be able to manage the 9.7% increase in the National Living Wage from 1 April 2023 without too much hardship.

Payment of HMRC costs have moved to quarterly.

Income.

- NEF Grant : **down 9%** - no child eligible for EYPP or for 2 year old funding;
- Childrens fees: **up 60%** - we have 16% more children attending by Summer 2023 (ie. 29) compared with the previous summer (ie. 24);
- Other Grants: **up 74%** - this is due to two payments re SEND child who left us at the end of the pre-school year.
- Deposits: **up 22%** - NB rate raised to £50 from June 23, two payments received at this rate, the rest at £30;
- Fundraising income: **up 21%**
- Uniform (children's purchased): **up 46%** - correlated with the increase in child attendance numbers.

Expenditure.

- staff wages: **up 39%** - due to recruitment of Rita, increase in Paris' hours during year and the 9.7% rise in the NLW in April 23;
- Tax, NI, NEST etc: **up 45%** - linked to staff wages;
- Payroll services: **up 15%** - again linked to staff wages and increased hours, new staff and staff annual payrise;
- Training: **up 21%** - increase in the number of courses attended by staff, and the emphasis on SEND;
- Premises: **up 14%** - this now includes rent, nappy disposal, mobile phone, website;
- Insurance/membership: **down 35%** - this is because subscriptions (eg. Tapestry, Ofsted, PATA) have been separated out;
- Admin costs: **down 36%**
- Consumables: **down 24%**
- Equipment: **down 83%**
- Fundraising costs: **down 15%**
- Other expenditure: **up 92%** - due to the monies transferred into the Reserves account which required topping up after review;
- Uniform: **down 56%** - only children's uniform was purchased, no staff uniform replacements required;
- DAF: **up 61%** - due to SEND child and spending of DAF grant.

Setting Support Officer Report

Firstly, a big thank you to the committee for being on the committee and supporting when they can. A big big thank you to Fran for all her support over the last few years.

STAFFING

A huge thanks to each and every one of the staff for working hard all throughout the year. It's a well-oiled machine and everyone is needed to make preschool work as well as it does. We are lucky to be keeping Paris on for another year's contract. Her hours have changed and is now 16 per week but was 19.

This is slightly less hours than last year, but we were partly funded for Paris's post by Gloucester County Council.

Becky's hours have reduced slightly to 26 per week as she is no longer working on Monday mornings. She is however prepared to work on Monday's if the need arises. Therefore, Paris was given a 'contract addendum'.

Kirsty's job description has been revised because Kirsty was finding it very hard to fit all her duties into her 6-hour contract and was regularly going over contracted hours. Kirsty did not wish to increase her contacted hours. After much discussion, Rita's hours have been increased to 3 per week and she has taken on some of Kirsty's duties but still doing her original tasks.

Julie's hours are to remain the same but she frequently goes far over her contracted hours, but she also does not wish to increase her contracted hours.

Elaine and Catherines hours remain the same.

Catherine and Paris are both given one hour a week admin time and Elaine and Becky one afternoon each per week. More time is given if needed.

FUNDRAISING

Our biggest event was the Christmas raffle - £846.00.

2nd – Music Festival - £563.76

3rd – 2 Quiz nights totalling £662.72.

Small lottery registration already completed for this year.

Quiz night is on October 21st 23.

Christmas Raffle tickets will be ordered soon, and prizes organised. (Committee needed to gain prizes)

Have enrolled on the school Fundraising project.

GRANTS

Julie has applied for two grants in 22/23 of which were both successful.

Music Festival and Parish Council.

Thank you, letters were sent.

STAFF TRAINING

All training is up to date. Mandatory training for this year has been complete already. No further training required at present. Most of our courses are through PATA or Gloucestershire County Council.

Julie has enrolled on 3-month online course with Stroud College which should enhance wellbeing sessions.

STAFF WELL BEING

This will continue and new dates will be booked in for October onwards.

OFSTED

Preschool gained a 'Good' Ofsted rating in all areas. We were all thoroughly delighted with this. Julie was on the feedback panel with Elaine and all feedback was excellent.

WEBSITE & FACEBOOK

Kirsty continues to update the website and is no longer responsible for the newsletter. Elaine will now be doing this with a slightly different format. Julie will continue to update the Facebook page.

POLICIES

Throughout the year policies have been written or updated. Thanks to Donna for ratifying many policies. The system of having one person ratify and feeding back to the committee is working well.

This year we have bought:

New banner

Outdoor play equipment

Books

Crafts

Dressing up costumes

Tech toys

Sensory toys

Paid for Cattle Country Christmas Trip

Paid for children's entertainer for leavers party and gifts for all leavers.

Staff gifts given at Christmas and end of the year.

All staff meetings booked for the year ahead. The Early Years team have meetings every half term, this year we have cut it from four weekly as the staff communicate daily. EY staff, Julie and Kirsty meet termly.

Inset days set by the committee for the year ahead.

We are now on the ICO register. (ICO data protection register, £35 annually).

We have had one work experience pupil with us.

Supported one college student from Stroud College.

Have one regular volunteer.

We ended the academic year with 29 children on roll.

Children have been having settling in sessions since we opened again, and we have had some enquires.

All in all, a very positive end to the academic year 2023 and a great start to 23/24.

Committee Stepping down:

Fran Walton – Treasurer

Julian Powell – General committee member

Emily Searle – Health and safety

Election of new committee:

Jessie Marsh – Chairperson (Emily first, Fran second)

Cat Mallins – Treasurer (Jess first, Cassie second)

Cassie Hannis – Secretary (Jessie first, Fran second)

Elaine Roberts to be handed over Health and Safety as part of her role as play leader.

Donna Findley – General committee member (Julie first, Jessie Second)

Emily Searle – General committee member (Julie first, Cassie second)

Julie Dyer – General committee member (Cassie first, Jessie second)

Fran Walton – General committee member (Jessie first, Cat second)

Date of next meeting

18th September 2023

Date of next AGM

9th September 2024

Date next meeting – 18th September 2023

Date next AGM – 9th September 2024