



AGENDA Abington Pre-School and Abington Community Out Of School Club

Extraordinary General Meeting.

Monday 16th December 2019, 18:00

GAPS room, Abington Annexe, c/o 68 High Street, Great Abington, Cambridge, CB21 6AE.

| Committee Members | | |
|-------------------------|-----------------------------|---------------------|
| Name | Role | Present ✓ Absent |
| Wendy Morgan (WM) | Chair | ✓ |
| Teresa Stone (TS) | Secretary | ✓ |
| Poppy Aldam (PA) | Treasurer | AR |
| Gina Warren (GW) | Deputy | ✓ |
| Lizzie Taylor (LT) | Trustee | ✓ |
| AR – apologies received | | |
| Amani El Fagui | To be nominated for trustee | ✘ |

| Staff Members / Volunteers | | |
|--|-----------------------------|-----------------------|
| Name | Role | Present ✓ Absent ✗ |
| Ruth Beach (RB) | Administrator | ✓ |
| Louise Woolcott (LW) | Finance Manager | ✓ |
| Georgina Blyth (GB) | GAPS Manager | AR |
| Angela Lindsay (AL) | Pre-School Manager | ✓ |
| Yasmine Wilkie (YW) | Pre-School Deputy | ✗ |
| Katie Mannion (KM) | Baby & Toddler Group Leader | AR |
| Ryan Moclair (RM) | AAS Deputy Manager | ✗ |
| Alan Cooke | Governor's Representative | ✗ |
| Kate Brown ✓ Ellie Tolchard ✓ Peter Brown ✓ Mark Sephton ✓ Selena Sephton ✓ Bert Flipo ✓ | | |
| 1. Welcome from the chair. | | |
| Minutes of the previous AGM meeting. | | |
| To be agreed and matters arising. | | |
| Agreed | | |
| 2. Reports and accounts | | |
| To receive and consider the accounts for the year ended 2017-2018 and the reports of the charity trustees and auditors. | | |
| Received | | |
| Auditors | | |
| To appoint Lighthouse Accountancy as the auditors (2018-2019 currently with auditors). | | |
| Agreed by all. WM removed herself from the discussion and vote due to conflict of interests. | | |
| Auditors' remuneration £250 per year per setting Agreed | | |
| To authorise the charity trustees to set the level of the auditors' fees. | | |
| 3. All trustees to stand down and re stand for appointment of charity trustees. WM; GW; ET; PA; TS all stepped down | | |
| Appoint or re-appoint trustees for 2019-2020 | | |
| WM; GW; ET; PA; TS all re elected to positions of trustees. | | |
| WM standing down as chair. Will stay in position until new chair in place. Any interested persons should apply for the chair position to the Secretary (Teresa Stone) in writing. | | |

PA is happy to continue on as Treasurer but is unable to committee the time so recommended that interested persons should apply should apply for the treasurer position to the Secretary (Teresa Stone) in writing.

Teresa Stone is happy to hand over Secretary role. Interested persons should apply should apply for the secretary position to the Secretary (Teresa Stone) in writing.

Kate Brown was welcomed to the committee as a trustee.

Ellie Tolchard was welcomed to the committee as a trustee.

4. Nominations for any other interested persons:

Amani El Fagui – Amani would like to stand for Secretary position.

5. Nominations are required for the following officers and must be received by Friday 10th January.

Chair –

Treasurer -

Secretary -

(Deputy -)

NB details of how to make a nomination are available from the Secretary.

6. Alteration to the Constitution

Any current alterations proposed by members? **None**

Members proposed resolutions:

No current alterations proposed to the constitution.

7. Sign 2019-2020 constitutions for Abington Pre School and Abington Community Out Of School Club (GAPS).
Both constitutions signed by WM.

8. Sign trustee pledges 2019-2020.
Pledges signed by trustees.

9. Chair report
WM – see appendix

10. GAPS report
GB via WM – see appendix

11. Pre-School report **AL**

- Last year was a particularly difficult year for us financially.
- All staff cut back where possible and very little unessential spending took place.
- We had a visit from our local MP to talk thought the lack of funding issue.
- We held various fundraising events.
- Emma left at the end of the summer term
- We gained Ellie

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| 12. Finance report LW – see appendix |
| 13. Any other business None |
| 14. To deal with any matters raised at the meeting. None |
| 15. Date of next committee meeting: proposed for Tuesday 28th January 18:45 |
| 16. Date of next fundraising meeting: TBC |
| 17. End of meeting 19:00 |
| By order of the charity trustees Teresa Stone Secretary 16 th December 2019 |
| Appendix: 1) Chair's Report – to follow 2) GAPS Manager's Report 3) Finance Manager Report |
| 1) Chair's Report WM – to follow |
| 2) (GAPS) GB Manager's Report AGM 26th November 2019 Firstly, can I apologise for not being there in person today. I am off work this week and would like to say thank to the committee, particularly Wendy and Tess, for their support and thank you to the staff who are supporting me by stepping up and covering extra hours. We started last year fully staffed with an experienced and enthusiastic team of staff. Unfortunately, over the year we lost Paula to a full time position out of child care and Nicki to a full time position in a nursery. At that time we had 433 hours of childcare per week at GAPS. This year we have a total of 657 hours of childcare per week. Breakfast club is up 58%, 3-4 is up 38%, 4-5 is up 52% and 5-6 is up 80%. With roughly the same number of children on roll, this shows that our newest children are starting earlier and staying longer each day impacting on everything about the running of the setting. |

Last year we gained 16 new children of which 12 are in reception, almost 2/3 of Class 1 children attend GAPS on a regular basis. We only lost 8 Year 6 and those who moved on, some who were with us last year are now on our waiting list – 3 children for mornings and 2 for afternoons. Staffing in September – we lost Yasmine due to personal commitments but gained Ellie who is now with us every morning and afternoon and has taken on the Physical Activities and Sports Lead role. Toby, who works for NCFE, has joined us one day a week until December and is doing some sporting activities with the children. We have also had to recruit via agency staff and Henry is with us every Wednesday afternoon currently until Christmas. Our newest recruit, Sam, has started today. Thanks to Ruth for doing his Induction on my behalf. Irrespective of ratios (we need 6 staff due to now having a 2 year old with us), we need 7 staff for deployment across the setting as we are now having to resort to using the Preschool room if the weather is wet. Fortunately, the weather has been kind and we have been able to get out every day so far but still need the 7 staff as we want to offer flexibility to the children and free flow play. At breakfast club, we now need 3 staff daily with 4 on a Wednesday. All of this has meant that we have to plan very carefully. We started the year with a proposed plan, nothing is ever set in stone and we soon realised that we needed to revise some areas. Tea time is a major issue – we are now preparing tea before the session with 2 people needed to set up all the tables and tidy afterwards. We did try sitting the children on the floor but it didn't work so we are now back to using the tables as some of the children need that structure.

Our KS2 children, in the end room, need to be engaged in activities to alleviate any potential behaviour issues caused by boredom which means we need a staff member in there each day. We have introduced a monthly film night where the children get to choose a film from the newest releases which we get in especially for the evening. We are also looking at getting in outside providers, maybe on a termly basis, to support the staff team's wellbeing and morale. I am creating some 'Rainy Day' activity bags to engage the children on the wetter days.

I have created an Action Plan which has 3 areas to focus on: ● More outside activities led by Karen ● More physical and sports activities led by Ellie ● More KS2 engagement led by Georgi We also have a Continuous Improvement Plan where we track tweaks and changes to what we are doing and our routines to keep us thinking about how we can make things even better and what does not work.

We are looking at restructuring of the room and completion of the kitchen renovation with decorating and a new cooker still to be done.

We do now have a new dishwasher, which has proved to be a very good buy.

With the changes in the Ofsted Inspection Framework this year, we will now only be graded in future as having met or not met the required standards so our last inspection was our first and last Outstanding (until Ofsted change their minds again, of course). Our fundraising this year from our Christmas and Easter raffles, Christmas decorations and gifts sales, face painting at the school and Hildersham summer fairs and a £400 grant from Pfizer for sports equipment has come in very useful. Ellie chose items that she felt would be of most benefit from the sports side of things. We are using the remaining fundraising money for enhancing our KS2 resources and events for the children such as our Halloween party, Christmas party and Easter party. The children worked very hard in fundraising to raise money to sponsor a Guide Dog puppy – they chose Cookie through a vote. We now get regular 'pupdates' which we will be sharing.

The future at GAPS ● We will focus on our Action Plan areas for development and our Continuous Improvement Plan to further improve our setting. ● We need to continue to try to recruit, even if only for bank staff, as we have no 'wriggle room' for absences. ● We will focus on staff wellbeing and support through what are very stressful times with such high numbers of children. ● We will continue to fundraise – Christmas and Easter raffles, Christmas decoration and gift stall at the village fair on December 6th and Easter decorations are all in the planning so far. ● We will investigate any possible outside providers to come in to entertain the children, possibly termly. ● We will plan for September 2020, with registration forms going out to existing

parents in advance of new users to control numbers of registrations for the academic year 2020-2021. We will lose 13 year 6s this year and our cohort is getting much younger.

- We have planned Superhero Charity week in January – either Diabetes UK like last year or a charity of the children's choice.
- Great GAPS Bake Off is planned for January/February – possibly as a fundraiser (?)
- We currently have an ongoing Table Football Tournament and will plan for another of these, if the children want it, in the spring term.
- We will continue to listen to the children and liaise with them for any improvements or ideas they come up with.

3) Finance Manager Report – LW

Emergency General Meeting
Monday 16th December 2019
Financial Report

Bank Accounts

GAPS - The bank accounts are currently - £28767 (community)
£20172 (tracker)
£ 21746 (CBS savings) Total **£70685**

ABINGTON ANNEXE SPORTS - **£8307.76**

PRESCHOOL – The bank accounts are currently - £12865 (current)
£37054 (savings) Total **£49919**

GAPS

The financial position for GAPS is looking much more stable and healthy in comparison to last year.

The accounts are currently in profit of £15,200, eight months in to the financial year.

ABINGTON ANNEXE SPORTS

The holiday club continues to run at a profit and is becoming increasingly busy and popular. The loan to GAPS is still outstanding but can now begin to be repaid.

PRESCHOOL

The finances for Preschool have improved, partly due to the increase in fees, only offering 24 of the 30 funded hours and also the large numbers of children registered.

Preschool is currently in a profit of £125, this does fluctuate throughout the year depending on when the funding comes in from CCC.

I would like to predict a breakeven for Preschool at the end of the financial year.

SUMMARY

As per the terms of the lease, there are areas within the building that need refurbishment. The kitchen has been refitted and is waiting for the decorating to be completed. A new dishwasher has been installed and the new oven will be fitted after the decorating has been completed. Quotes are being gathered for the refurbishment of the girls and boys toilets and also the revamping of the Preschool garden.

Reserves are in place for a terms running costs and redundancy payouts if required.

Accounts attached for verification and signatures.

Report end, Louise Woolcott, Finance Manager