

Clifton-upon-Teme Nursery Ltd

Minutes of Annual General Meeting held on Thursday 25th November 2021 at 4.00 pm at Clifton Village Hall

Present: **Members:** Val Pardy, Robin Dean (Chairman of Meeting), Cecilia Dean, Ashley Campion (Nursery Manager), Karen Groves (Head of Clifton on Teme Primary School), Abi Pethybridge Court, Neil Morris, James Goodman, Tracey Dewis (Financial Controller), Brooke Dallow, Ross May and Jennifer May
(12 present - quorum is 10)

1. Welcome and Introductions

Robin Dean opened the meeting and welcomed everyone to the 20th AGM of the Nursery. He asked Tracey and Ashley to introduce themselves.

2. Apologies for absence

Cate Mawston (Chair of the Trustees) and Wayne Eustace

3. Minutes of Annual General Meeting held on 26th November 2020

Robin Dean asked for any comments as to the accuracy of last year's AGM minutes, none made. All members present agreed. They were signed by Robin.

There were no matters arising.

4. Chair of Trustees' Annual Report

Robin Dean read the report which had been prepared by Cate Mawston - this is attached to these minutes.

5. Nursery Manager's Annual Report

Ashley Campion presented her report - this is attached to these minutes.

Robin thanked Ashley and her staff on behalf the Trustees for their considerable efforts in making the Nursery a thriving concern and ready for any Ofsted inspection.

6. Annual Financial Report

Tracey Dewis presented her report - this is attached to these minutes.

Robin thanked Tracey for all her hard work in support of the Nursery.

7. Election of Trustees

There were no retirements as all the Trustees have been appointed in the last couple of years.

Ross May volunteered to become a Trustee - he is a parent Trustee and has helped Ashley and Rachel with setting up a robust computer system and worked with them on setting up and improving our social media presence. He was elected unanimously.

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8. Any Other Business

A presentation was made to Ashley Campion, who is starting her maternity leave on Friday 26th November. Val Pardy thanked her for all her hard work in managing the Nursery during these difficult times. This was accompanied by acclamation from all present.

There was no other business. The meeting was closed at 4.45pm

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Report of the Chairperson for the AGM on Thursday 25 November 2021

Hopefully, it is a sign of the progress that has been made over the last 12 months that we are able to hold our AGM in person this year. Please accept my apologies for my absence; I know that Robin will stand in for me with his usual professionalism and good humour. I am grateful for the support of so many parents, the Headteacher and Chairman of Governors at school, my fellow Trustees and most of all our dedicated, resilient and utterly exceptional staff.

The year 2021 has continued to challenge the operation of a small nursery in the countryside, as working patterns have changed and we have had to be flexible enough to respond to the short notice challenges of an unpredictable pandemic.

The staff have dealt admirably with the physical absence of the manager, Sally Wyatt, from the nursery and, latterly, with her being on maternity leave. This meant that we relied heavily on Abi Petheridge to step up from Deputy to Manager. Although, Abi left us on 21 April, we were most fortunate to appoint Ashley Campion as the Acting Manager on 21 April and then Rachel Cartwright joined us on 10 May as the Deputy Manager, on 10 May. Ashley will be leaving us on 26 November and will be greatly missed, however I am pleased to share with you that Abi has agreed to re-join us as the Acting Manager. I know that Abi and Rachel will continue the excellent work of recent months and that Ashley will leave us in a very strong position. We wish Ashley a 'happy landing' with her impending arrival.

Since the arrival of Ashley and Rachel the nursery has continued to thrive and develop in numerous ways. The paperwork that is required for Ofsted has been completed to the highest standards and staff are fully prepared, not just for this impending visit, but to look after the children to the highest level of professionalism. All the children at the nursery could not be in safer or more stimulating environment.

The changes to the building include:

- Changing the soft playroom into a toddler/transition room
- The toddler and baby room were painted during the summer
- The layout of the main room was re-structured into learning zones
- Natural play areas and holistic play have been introduced in all the rooms.
- A parent has helped the staff to re-build our Forest School

I am particularly pleased to see that the children's work is now displayed in the Nursery and there are displays on such things as British Values.

The Board of Trustees has said goodbye to Samatha Burns who made a significant contribution to the management of the issues raised by the pandemic, at the beginning of the year. We have welcomed, in her place, another Parent Trustee, Ross May. Ross has been particularly effective in working with Ashley to improve our social media status and the website. I am grateful to our long serving Trustees: Robin Dean and Val Pardy and the expertise that Cecilia Dean has brought to the Board, as a serving teacher and expert on Safeguarding. Robin has worked tirelessly on sourcing funds from a variety of sources including Malvern District Council. We are a small team of unpaid volunteers and would welcome more trustees on the board. As a charity that is set up to provide childcare for the local community, it would be most appropriate to have local people join us. We are fortunate to have Tracey Dewis as our accounts expert, who ensures that the financial situation is well managed and transparent for the Trustees to make decisions. The nursery still faces significant challenges to establish a steady profit on the monthly accounts.

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The numbers of children have been increasing consistently over the year. In the Spring term we had 27 children and we hope that in January there will be 31, spread across the age ranges. Prospective parents continue to visit the setting and the future looks optimistic.

I think that it is a testament to the nursery and its staff and trustees that after the most challenging of times the nursery is still in existence and that we are in an improving position for the future.

Catherine Mawston
Chairperson of Trustees

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AGM Managers Report over view by Ashley Campion 25th November 2021

I took up the maternity cover role in early April till now so my report will cover the last 8M and looking to the future.

Staffing

Our staffing team consists of

Ashley Campion - Maternity cover Manager

- Last day today 25th November 2021

Abigail Court - Stepping into the maternity cover Manager

- Supporting the setting till she starts 4th January 2021

Rachel Cartwright - Deputy Manager

- Joined May and has been a great edition to the team and a huge support to the nursery!

Lottie - Baby room Leader/ 3rd in charge

- Stepping up to support the nursery and Rachel. Has done a fabulous job this year!

Debbie Smith - Nursery Practitioner / Toddler lead

- Has stepped up and taken charge of our growing toddler room.

Mina Atziannaki - Nursery Practitioner

- Completed her level 3

Katrina Tucker and Pip silver - Bank Staff

Everyone has faced a hard year with covid but as all staff are double jabbed and children now not having to isolate it feel the nursery is in a good position.

Training

All staff have carried out first aid, safeguarding, and over 20 additional noodle now training courses covering a range of different subjects relating to child care.

Changes to the nursery

The nursery has had following upgrades and changes.

- Turned the soft play room into an area for the toddlers.
- Painted the baby unit white throughout.
- New glass doors so you can see through the rooms fitted.
- Deep cleaned nursery, we also have a cleaner every 6weeks now.
- General DIY maintenance completed around the nursery internal and externally.
- New toys and education resources purchased.
- New forest school equipment thanks to a parent, in progress with Abi coming to lead it.
- Outdoor baby area
- Fixed window and Ramp

Ofsted

We are still due an Ofsted inspection and our aim would ideally be to become outstanding. I believe the staff have the tools to achieve this with everything we have put in place over the last 8 months-

Safeguarding procedures

Health and safety procedures

Safer recruitment procedures

Children's registration process and medical files

Staff support and supervision procedures

COSHH Procedures

SENCO - Special educational needs procedures

Education and Learning process, currently improving how children learn and progress

Current/future places

We currently have 27 children on role

8 Babies

11 Toddlers

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8 Preschool children

We have 4 new starters in January

We will have 31 children on role in January 2022. We have further enquiries to contact on our return.

Future plans

To grow as a local community nursery, get forest school up and running, and to have a local stay and play group now covid has lifted.

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Annual Financial Report presented by Tracey Dewis

The accounts for the year ended 2021 are yet to be submitted to Companies House and could be subject to amendments.

The first quarter was slow for obvious reasons but from January the numbers did start to increase - Babies 38% and Pre-School 39% compared to the previous year.

The Nursery Education Funding increased from £35,185 to £41,424 compared to last year resulting in the total income for the year of £86,942 compared to £81,191 from last year.

We also took advantage of a number of grants from the government totalling £17,794 and this has been used to improve more areas of the nursery.

We decided to take out a bounce back loan for £15k to further improve the nursery but did end up paying £5k back and the remainder is repaid over the next 5 years.

The total expenditure for the year was £107,163 this does not include capital expenditure which was a further £11k.

The nursery has gone from strength to strength which has resulted in the first half of the current year being financially healthy and there are more new children waiting to start early next year.

Improvements to the nursery continue making it a lovely and safe environment for children to thrive. The new improvements also includes an outside area for the children to enjoy the fresh air and included in this is a bug house, planters and a mud kitchen which I have been told is a real winner with the children. This outside area was very kindly donated by one of the parent's companies.

The manager and I have worked closely together looking at the income and expenditure month by month and this will continue in order to maintain a solid financial position.