



Minutes

Sutton On The Hill Pre-school AGM 2024

Monday 15th July, 8pm at The Hollybush, Church Broughton

1.	<p>Welcome/Apologies Attending: Krisztina Meszaros, Margot Colgrave, Catherine Bridge, Andy Basford, Rosie Latham, Kay Prince, Claire Shardlow</p>																
2.	<p>AGM Minutes 2023 Minutes agreed with no amendments</p>																
3.	<p>Manager's Report Krisztina provided a verbal summary of the below Manager's report. Discussion or clarification points during the meeting are noted in purple italics.</p> <p>Manager's Report for Sutton on the Hill Pre School AGM July 2024 Completed by Krisztina Meszaros (Manager) and Margot Colgrave (Retired Manager and Support for new Manager)</p> <p>Numbers</p> <table border="1" style="width: 100%;"> <tr> <th colspan="4">Weekly number of booked half day sessions -</th> </tr> <tr> <td>September 2021</td> <td style="text-align: center;">72</td> <td>January 2021</td> <td style="text-align: center;">95</td> </tr> <tr> <td>September 2022</td> <td style="text-align: center;">90</td> <td>January 2023</td> <td style="text-align: center;">123 approx.</td> </tr> <tr> <td>September 2023</td> <td style="text-align: center;">95</td> <td>January 2024</td> <td style="text-align: center;">131</td> </tr> </table> <p>Projected sessions booked for September 2024 is currently 96 but expected to rise.</p> <p>At the time of writing, we have 178 half day sessions booked weekly for this summer term. (With 34 children on role.)</p> <p>This time last year we had 31 children on role, doing 158 half day sessions per week, representing an increase in income generated by 20 extra sessions. (Noting staff may have had to increase to accommodate this!)</p> <p>Our maximum number allowed in per session is 26 children, we have several sessions at 21, 25 and 19. This means all staff in and a busy session, but children engage well with each other.</p> <p>Number of children in September 2021 – On role we had 15. Number of children in September 2022 – On role we had 22. Numbers for September 2023 – 23 children, with three new starters.</p> <p>Numbers for September 2024 are currently starting at 22 with at least two more starting early in the Autumn term.</p> <p>We are currently contacting each school offering to share appropriate information to support the 14 children as they move on. In the next few weeks, we will be matching sessions required and staffing needed for this.</p> <p>Staffing</p>	Weekly number of booked half day sessions -				September 2021	72	January 2021	95	September 2022	90	January 2023	123 approx.	September 2023	95	January 2024	131
Weekly number of booked half day sessions -																	
September 2021	72	January 2021	95														
September 2022	90	January 2023	123 approx.														
September 2023	95	January 2024	131														



Minutes

Sutton On The Hill Pre-school AGM 2024

Pre-School who's who	
Krisztina Meszaros	Manager
Rachel Tranter	Acting Deputy Manager
Kathy Danby	Practitioner
Amy Watt	Trainee Practitioner
Sophie Danby	Student Volunteer
Margot Colgrave	Cover staff

Margot Colgrave retired as Manager at the end of December 2023, Krisztina Meszaros was interviewed and offered the post of Acting Manager with a one term probationary period. As part of this package, our retired Manager has worked for two terms, 5 hours a week, supporting our new Manager with the role. This has worked really well. Krisztina completed her probationary period with flying colours. When we advertised for our new Manager, we had several expressions of interest. We interviewed early July and are delighted to announce that we have appointed Krisztina as our pre school Manager, we are all delighted and look forward to continuing to make our pre school the best!

Currently we have a team of five staff, with one student volunteer who works with us for two or three sessions each week. All but one of our staff have the required minimum Level Three qualification, with our fourth team member in training and on target to achieve her Level Three early in the autumn term. All staff are fully engaged in all aspects of monitoring, making us a very strong and effective team. Krisztina has undertaken training and is now the Special Education Needs Co-ordinator and the Safeguarding Lead for the setting.

Sophie is currently working alongside Kathy and is DBS checked. It was noted that whilst currently voluntary, she has shown great aptitude for working with children. Supported training (college based) or payment for working as an unqualified member if the team (for sessions required to meet ratios) could be considered should she wish to continue.

Every half term, so six times per year, staff have supervision that involves reviewing targets set on performance and development; talking through Key Children and others as relevant; safeguarding; health and safety; any issues with other staff or committee members. Finally, we set future personal targets selected and agreed by both parties. (The Manager should receive supervision termly from the Chair of the Committee; however this has been part of Margot's support role for the last two terms with feedback to the Chair. *It was confirmed Krisztina has carried out supervision with all other staff.*)

The Administrator role with Catherine (Our Committee Treasurer) has continued to develop well. We are currently using an online booking in and out system, alongside our paper register, to enable us to more easily generate invoices. This should reduce some of the time pressures created by administration.

Funding has altered this year

As previously, Derbyshire County Council allocates the Government scheme for all children aged three and over to access 15 hours free funding. Parents are eligible to claim the funding, through their chosen early years setting, the term after the child's third birthday. *The wording here was noted to be key. Speed of roll-out lacked clarity for parents and providers and initial implementation was difficult.* Two-year funding and 30 hours free funding entitlements are also available for those individuals who qualify for certain criteria. Please find more information about the funding opportunities available at



Minutes

Sutton On The Hill Pre-school AGM 2024

www.childcarechoices.gov.uk As of April 2024 there is also funding available for two years olds with working parents.

Training Days

There are five training days in all settings, we try to link them to our local schools that affect our staff, but with five schools having children from us we cannot promise a full match since schools are totally free to set four of these days wherever it best suits them. These have already been published for next year to give you as much planning time as possible. On the five training days, and two Election days this year, staff have training and development tasks set to be done together or independently, these activities are shared with the committee. In future years the village is working towards possibly using the Church as a polling station which will mean we do not have to close for elections.

Children

Our children range from just two years old to four year olds heading for school. Young and old quickly learn to get on and develop friendships across the ages. They are a delight at welcoming new children and will readily support any child upset for whatever a reason. Even though they are all learning about friendships and relationships they are a real credit to you all!

Parents

We have worked hard to find ways of enabling parents to join us, from art and craft activities that have been developed into Breakfast Sessions! Our Nativity play, based on a journey around the setting, was as always, rather magical. Thank you all for making the time to join us, your children love having you in setting. Our annual Parents' Questionnaire has gone out and is currently being reviewed, the outcomes will be shared with all.

Health and Safety

- Site and Building Risk Assessments are completed three times a year, (termly) with any actions required noted with do by date. We currently only have one outstanding item, which is a repair to the back entrance on the shed. Forest school fencing is now secure at the bottom of the bank. Thank you to all who help us out with repairs.
- Emergency Evacuations Again these are completed Termly, or mid term if we have had several new children joining us. When the Fire Bell is sounded, with two rings, the children are calmly gathered and we leave the building, even when this is unannounced (total surprise to all) we exit well and are out and accounted for within two to three minutes.
- Critical Incidents (Termly or more often if many new children.) These are any event when you need to act quickly to keep everyone safe. The person in charge decides the best place to locate everyone. We use a simple system to reduce alarm for children, stopping them with are normal 'Pre School-Stop, Look and Listen' adding follow your adults, who are calmly told "Critical Incident." To date this has worked well and staff have always been debriefed. Records are kept of each trial and any outcomes noted.
- Building For us, is in reasonable condition and the re paint over last summer certainly improved the area. We continue to fight the battle of managing resources to maintain quality and range within our storage limitations, especially when the mice get chilly! Pest control are involved with this.



Minutes

Sutton On The Hill Pre-school AGM 2024

- **Accidents and Incidents** We are currently trialing an electronic method of recording and notifying parents, this is alongside our paper system, and still requires signatures at the end of the relevant session. For any serious issues, we would speak to parents immediately by phone or use our Emergency Contact Lists. (Which we also keep for Staff.)

Safeguarding

All staff and the committee complete Safeguarding Level One Courses annually. Krisztina is the Designated Safeguarding Lead which is a Level Three. Our acting deputy also has a Level Three Safeguarding qualification, so we are well covered. All staff also complete **FGM (Female Genital Mutilation) Training**.

All staff and Committee also complete **PREVENT** training, this is linked to being alert to radicalisation and terrorism.

The above courses are to be completed by the first week in September, Committee certificates to the Secretary and Staff certificates to the Manager.

DBS (Disclosure Barring Service) are checked annually, currently by the Manager with her DBS checked by the Chair or delegated named person, Margot did it this time as part of Krisztina's training.

Four out of five staff hold **Paediatric First Aid**, it is part of our trainee's course and is still outstanding, but the trainee never works without at least two trained First Aiders on site.

Website

This is currently down which gives us many issues since it is our interface with parents and indeed the public. It means any parent wishing to access our policies need to make an appointment to read the hard copy we keep on site. This is currently being worked on. *This was felt to be a real issue as websites are often the first port of call for parents seeking information. It was suggested a pinned, advisory post should be added to Pre-School's Facebook page in September should the website remain down.*

Ofsted Action Plan (Generated from our inspection in June 2021, outcome GOOD.)

This document is reviewed and adjusted at least every termly and is redrafted annually to reflect our progress and on-going development linked to these Key Issues.

KEY ISSUES (These are the items that Ofsted identified to be improved.)

1. Ensure that staff provide opportunities for children to develop the languages that they speak at home in order to support their communication skills
2. Provide children with a rich set of experiences in order to promote their understanding of families and traditions beyond their own
3. Ensure that staff adapt group activities so that all children remain fully engaged and supported.

Impacts have been reviewed at least termly by the Manager and staff, these findings have been shared with the Committee who then ask questions about our progress. (If anyone would like to read either of these documents please ask.)

SDP (Setting Development Plan)

This document intends to drive improvements in the setting. It is reviewed at least termly with notes added. At this time of the year, we consider its impact, what has gone well and what needs to be developed or started in the coming academic year. The 2023 /24 document is available to parents on request, with the 2024 /25 version being available mid-September at the latest.



Minutes

Sutton On The Hill Pre-school AGM 2024

This document is annotated and shared with the committee at least termly, again with the intention of the committee being able to monitor progress and raise questions.

As part of the staff Training Day (02.05.24) staff looked in detail at each of the above documents and worked with the leadership team in take the setting forward through well thought out next steps for the coming academic year.

Monitoring

This always links into our Ofsted and Setting Action plans. We have completed at least one monitoring activity per half term, always focused on improving learning for children. For example, one paired activity linked to Ofsted Key Issues, involved pairs of staff studying the activities of our two year olds. Looking at what kept their attention the longest. From this, in the next week's planning, they used this information to plan activities that would hold younger children's attention and also how to engage them in the activities. The outcome of this was that staff did know what two year olds like and it reminded us that timely intervention encourages further exploration.

Learning Environment

Display – being a public building does give us some issues with what we display and how. The boards are also very old and solid making it challenging to secure things safely, however, I hope you agree, we have had a positive turnaround of boards this year, including photographs from home, which are updated termly - children have loved finding their pictures and talking about, We have Healthy Life styles board; our record of Celebrations starting from our all important birthdays, then of course there is our 'Happy Times' board which provides words and pictures that support the children in knowing what makes us all happy at pre school through right choices. We had previously been working in incorporate home languages in to our work, for example, using different languages to say 'Happy Christmas'. We now have signs around the setting, using various home languages, for toilets, coats, snack etc. Parents and children have shown interest in these, and we have seen some positive interactions linked to our many different home languages.

Outdoor including rear yard area, front play area and our much loved Forest School – we are really grateful to the parents who keep our Forest School looking wild, but safe, keeping the nettles controlled and our tunnels accessible. Children love this area and engage really well with our Mud Kitchen and Digging Pit. Our yard has been enhanced by the three-metre covered area purchased jointly by the Village Hall Committee and ourselves. It has provided shade and shelter whatever the weather!

Jenny Ambrose (Early Years Advisory Officer) visited the setting on 19.06.24 as part of a general check that occurs when Manager's change. She has visited us several times over the years and the visit went really well. (Report issued and shared with the committee.) *It was noted that whilst Jenny is set to retire, her replacement Sarah is scheduled to visit in September to support continued improvement.*

In summary

We continue to know how lucky we are to be in such a stunning location, with a great team of experienced staff, fully focused on doing our absolute best for each and every child. Our parents and the committee are supportive, and we feel we work well together. We all remain determined to continue to make our Pre School the absolute best that it can be!

(Please make use of Tapestry for your child's progress and our Facebook page is always worth a visit!)



Minutes

Sutton On The Hill Pre-school AGM 2024

The Committee	
Andrew Basford	Chairperson; responsible for Manager Supervision; Committee Safeguarding person. And many other jobs!
Rosie Latham	Vice Chair – working closely with chair including delegated tasks. Link with Staff Well-Being on behalf of committee.
Catherine Bridge	Treasurer also setting administrator. Link with Staff Well-Being on behalf of committee.
Kay Prince	Secretary. Trained safeguarding support with Chair.
Claire Shardlow	Parent Member
Daniel Ryalls	Parent Member
Krisztina Meszaros (Also Manager)	Parent Member
Margot Colgrave	Co-opted Member

Krisztina's position as both Manager and a parent was acknowledged. It was suggested 'how to communicate with us' information could be added to the parent welcome pack or circulated at the start of the school year to set appropriate communication expectations.

Parent's Questionnaire Responses July 2024

These were noted to be positive across the board.

We have 34 children on role, thank you to the 20 who responded. (Each child accounts for 5%)

Do you think your child is happy at pre school?

Always 90%	Mostly 10% - anything we can do to help please talk to us.	Sometimes	Not much	No
---------------	---	-----------	----------	----

Do you feel welcome when you come to pre school?

Always 100% - delighted	Mostly	Sometimes	Not much	No
----------------------------	--------	-----------	----------	----

We send messages in a range of ways –

Email, letters. Written on the board, WhatsApp, Face to Face, *Your response feels positive - we often repeat messages and use a variety of ways to communicate, we know that busy lives mean things sometimes get lost so we will continue to use at least two methods for each piece of information. WhatsApp certainly got busy checking details of the party and leavers' event!*

Do you feel you are kept informed?

Always 70%	Mostly 30%	Sometimes	Not much	No
------------	------------	-----------	----------	----

Do you look at the assessments and photographs of your children on Tapestry?



Minutes

Sutton On The Hill Pre-school AGM 2024

This is a pleasing response since each post takes about 20 minutes to do and provides you will insight into what your child is doing. It is a great way for you to see some of the exciting things we get up to!

Always 95%	Mostly 5%	Sometimes	Not much	No
------------	-----------	-----------	----------	----

Would you like to stay with your child for a bit longer in the morning?

We realise for many adults this is impossible or challenging. You are always welcome to stay for an extra few minutes if that is what is best for your child. Just talk to a member of staff if you have any concerns.

Definitely	Maybe 5%	Sometimes 30%	No 45%	Can't do 20%
------------	----------	---------------	--------	--------------

Would you like more opportunities to come in for activities at pre school?

For some parents this is impossible, but we endeavour to give a range of opportunities over the year, that are flexible enough for you to stay for a few minute if you are heading to work. If no one can attend with your child, we promise that your child will have all the fun with a member of staff.

Definitely 10%	Maybe 10%	Sometimes 50%	No 15%	Can't do 15%
----------------	-----------	---------------	--------	--------------

We used to send you our planning weekly, did you find this useful? 15% new so don't remember this.

We will have a think about this, one idea would be to trial sending it out on WhatsApp in advance, however, this is a working document, so does change but it would give you the idea of the kind of activities planned.

Always 15%	Mostly 10%	Sometimes 30%	Not much 30%	No
------------	------------	---------------	--------------	----

Would you be interested, and able, to join us on a day out with your child to somewhere of interest?

Trips used to be far more frequent, but costs have escalated, Health and Safety, whilst excellent for keeping us safe, has made ratios and regulations more challenging. The 'easiest' visits to organise are where parents come too and are responsible for their own children. Covid crashed such activities, and all staff would like to try and work something out for the future!

Definitely 25%	Would try 50%	Not sure 10%	Not likely	Impossible – work 15%
----------------	---------------	--------------	------------	-----------------------

Did you enjoy the Craft Activities with your child?

We will continue to make these as accessible as possible, remember a relative can take your place if you can't make it. Please let a member of staff know.

YES 70% NO 5% COULDN'T MAKE IT 20% 5% wasn't here for these activities.

Are there any celebrations or themes you would like to see included in our work? We were pleased you felt there was a 'strong offering' including the trip to Church for Harvest and Christmas when possible. Individual parents made interesting suggestions which we will follow up e.g. more disability and British Sign Lanaguage which children have enjoyed previously.

Do you have time to help with Committee Activities? Thank you to those who may be able to help in any way. We will pass your information on to the committee.

Is there anything else you'd like to tell us?



Minutes

Sutton On The Hill Pre-school AGM 2024

Thank you for the many positive comments that have been shared with staff, they made us smile and feel very treasured.

4. Treasurer's Report

Catherine provided the below Treasurer's report and balance sheet summary. Pre-school is financially stable at present. This was felt to be a great achievement following our previous position.

Our funds for the year end 23/24 were as follows: -

General Account £2666.95
Savings Account £4669.33
Cash in Hand £ 20.00
Total £7356.28

This is substantially down on last year's figures and in part is due to the increase in our rent which has nearly trebled, the increased cost of living and the increases in the National Minimum Wage. Not only do we have to pay the staff more but there is also an increase in Tax, National Insurance and Pension so for example an increase of 80p an hour could cost preschool £1.50 an hour.

This year, we had to make some serious decisions as to the viability of keeping preschool open. So begrudgingly we increased our fees and alongside other Early Years Providers, imposed a charge for snack and resources. With staff's help in reducing their hours we managed to get through this difficult time. Although it was sad to say goodbye to Margot, it helped to ease our financial situation but she still comes in to help when necessary. Her knowledge of Early Years has been invaluable to all.

Due to the committee's personal circumstances, we have not been able to do as much fund raising as usual although the Christmas Raffle and our support of the Sutton Fete helped alleviate some of this shortfall. We could possibly look at having some sort of stall at the local villages fetes that are in our catchment area for Preschool. This would also be good advertising for us.

Pupil numbers have increased and the increase in government funding, although still inadequate, has helped improve our finances, increases of 50p per hour per child doesn't go far when you take into consideration all the other increase that we have incurred.

Krisztina and the rest of the staff give the children a busy and fulfilling education on as small a budget as possible but we need to start looking at getting more funding from grants etc. especially after how much we had to throw away due to our rodent infestation. In recently appointing Krisztina as Manager we have a very enthusiastic person who brings out the best in her staff and has lots of exciting ideas for the progression of preschool and is actively going and getting new children to join us We have a very friendly, sociable, inventive staff who provide lots of exciting opportunities for the children and I am proud to be part of that team.

Here's to a better 24/25 school year.

It was agreed Krisztina should be added to the bank mandate.



Minutes

Sutton On The Hill Pre-school AGM 2024

5. Chair's Report

Andy provided the below Chair's report. Discussion or clarification points during the meeting are noted in purple italics.

Good evening committee and staff and welcome to our parents who have joined us for our AGM, thank you for sparing your time to support preschool.

Firstly I would like to officially welcome Kay onto our committee who take the role of secretary. You have been involved and help from day one and that is much appreciated. Your dedication and organisation skills are very much appreciated.

I would also like to thank Rosie for being a great vice chair. You have certainly been a great help to me when I have been busy and not able to with work and holidays when it was difficult for me to get involved as much as I would have liked. Your organisation and dedication are greatly appreciated.

And thanks, you all the rest of the committee, Catherine you do a great job as treasurer, I think your committee role take up the most time and without you we would not be able to function properly. We do really appreciate this.

And all the other committee members those you have left us in the past year. I think we have a great team.

So that's the committee members rounded up, what about what we've done this year? Well, it's been one of the most challenging year yet and paradoxically also the most enjoyable for me.

We ended 2023 with needing to find a new manager. Many thanks for those involved in this process. Many thanks to Margot. We were not going to let you retire quietly. Thanks for helping with the transition and many thanks to Krisztina for stepping up and becoming the brilliant manager we all knew you would be. And a huge thanks to the other members of staff who have supported Krisztina during this period and beyond. It's such a great team. I know from speaking with parents that you are all a very much-loved team, and you make each school day very special for our children. We all lucky to have such fantastic staff.

As previously mentioned in last year's AGM this year has been tough financially for the preschool. This is due to many different challenges including an increase in costs – rent has gone up significantly, food has gone up and so has the national minimum wage meaning our wages have increased to reflect this. Fundraising has been at a low ebb we believe due to low uptake of people attending events and the busy lives of the committee members,

meaning we have been unable to put as many events together as we usually do. *It was agreed more focus should be given to fundraising and chasing grants next year. Krisztina has a list of potential grants to be investigated to be shared across the committee.*

We also had the situation with the rats, which was dealt with extremely well. Many thanks to all those involved in dealing with that situation.



Minutes

Sutton On The Hill Pre-school AGM 2024

	<p>I hope that after a much-deserved summer reset and rest. We can go into the new school year with a gimp of optimism. We have the great news that Juan has managed to arrange with the Building Challenge at St George's Park to come and improve the garden. We look forward to seeing the finished work and see all the children enjoying the garden more. We have a new manager and brilliant team. The finances look to be improving. A big thanks to Margot who's input over the years has been truly exceptional. You will be missed when you finally take up your retirement and we wish you all the best.</p>
6.	<p>Committee Selection 24/25</p> <p>The following will continue in their existing roles: Chair: Andrew Basford (nominated: RL, seconded: CB) Vice-Chair: Rosie Latham (nominated: MC, seconded: CB) Treasurer: Catherine Bridge (nominated: AB, seconded: KM) Secretary: Kay Prince (nominated: CB, seconded: KM)</p> <p>Parents: Krisztina Meszaros & Claire Shardlow Co-opted Member: Margot Colgrave</p> <p>In the new school year Claire and Kay will move to an ex-parent status, requiring a drive to recruit more current parents to the committee. Two further current parents are needed to meet the required 60%. The details of parents who expressed an interest in helping on their parents questionnaire will be provided to the committee for follow-up. The lengthy processing times of DBS and EY2 applications for new members were noted. Consideration was also given as to whether it would be more appropriate for Margot to sit in an advisory capacity outside the committee.</p>
7.	<p>Forward Planning</p> <ul style="list-style-type: none">• A welcome breakfast event was proposed for September.• An event planning focussed meeting was scheduled for Thursday 5th September 8pm, venue to be confirmed.
8.	<p>AOB</p> <ul style="list-style-type: none">• Pre-school remains in need of a new shed. Sutton On The Hill's Summer Fete raised £450. Combined with donations from pre-school leaver families, sufficient funds should be reached to purchase a new shed. Funds or grants could be utilised to secure a second new shed. It was suggested second hand marketplaces could be utilised to minimise expenditure.• Play area – It was noted the Village Hall Committee are planning on revamping the front play area and introducing wooden play equipment.

Date of Next Meeting: 05/09/2024 at 8pm