



Brightwell Preschool AGM

8pm, 3rd October 2023

Attendees

Charlotte Smith, Linda McDonnell, Hollie Drummond, Charlotte Todd, Ruth Wakefield, Gillian Kitchen, Ellie Sharps, Natasha Hillier, Lisa Wells.

Four parents

Apologies: Esther Atkinson-Sweetman, Stephanie Barnes, Rhona Miller, Laura Harding

Agenda / Topics Discussed	Owner
1. Approval of Minutes	
2. Chair update (LM / CS) It has been a successful year with so much achieved. We have had an active committee and so many people involved. LS and CS formally thanked: - <ul style="list-style-type: none">o Brian Flynn and Howden's all their help, support and generosity in planning and procuring the new staff kitchen.o John Calvert for all his work installing the kitchen and for his generous rate.o Ellie and Ian Sharps for managing the new kitchen project.o Ruth Wakefield for managing the retaining wall project.o Ian Sharps, Andy Drummond and everyone involved in the working party for the new shed and SEN playhouse.o Charlotte Todd for organizing the new website.o The Preschool received a brilliant Ofsted report this year and the committee thanked Natasha, Lisa, and the staff for all their hard work.o All the staff. It is a delight to walk in and see such happy children. The kids love being here. This year has seen the commencement of After School Club. This was a gamble with initial take up low but now it is becoming popular and encouraging new families to the Preschool. The transition to school was successful. The kids are happy and excited to be at school. They are keen to learn and have integrated with other children in the class. The Preschool has had several successful grant applications this year, including £1000 from the Community Association following the Village Fete	



<p>We have increased staff pay with inflation and carried out recruitment this year. The classroom is busy and further recruitment will be needed for resilience.</p>	
<p>3. Fundraising update (GK)</p> <p>It has been a busy year for fundraising with the following events and activities: -</p> <ul style="list-style-type: none"> ● Christmas Wreath making – sold out ● Christmas Carol Concert by the children – very sweet and enjoyable ● Santas Sleigh with the Wallingford 1155 Club – many thanks to Esther for organizing this ● Welly Walk and Cake sale – this was one of the most profitable events ● Easter Egg hunt – not profitable but a nice to maintain profile in the village. ● Pub Quiz at the Red Lion – great fun and well attended ● Village Fete – received £1000 grant from the Community Association ● Brightfest – received £195 grant, would like to do next year ● Tea Towels – loved by all ● Leavers Photos – need to be shared, in progress <p>The committee thanked GK and EAS for all their hard work this year.</p>	
<p>4. Treasurers update (RW)</p> <p>The update this year is slightly more positive than last year. There was a loss, of £10k, £3k in late fees have since been recovered. This was not unexpected due to initiatives to invest in the future sustainability of the Preschool</p> <ul style="list-style-type: none"> - We had a small class last year / low numbers, following a large class the previous year. Numbers are up again this year. - Funding for government barely covers costs. We have asked for a top up from parents. This has meant the preschool can continue running and has not had to close. - After School Club ran at a loss for two terms but is now paying for itself. - Energy costs are very high. - We have increased staff pay, we want to retain staff and show appreciation of their work, especially with inflation and cost of living increases. <p>We have absorbed the loss as had money in the bank from the previous year.</p> <p>Fundraising has brought in £3k but we have spent £5k on projects.</p> <p>Hoping to transfer some money to the Reserve Account when we can.</p> <p>We have completed three large projects this year for the benefit of current children at the preschool. The next fundraising drive needs to be to replace the decking.</p>	



We are now breaking even, it is looking promising. We are not an organization run for profit, but we need to be sustainable and to do the best for the children in our care.

5. Classroom update (NH and LW)

NH Thanked Linda and Charlotte, the parents and the committee. The projects completed this year have given the staff a huge morale boost. They cook or bake most days; it is reassuring to know the wall is safe and the SEN playhouse has been loved by the kids.

NH summarized what the children have been up to over the year: -

They follow the children's interests, alongside seasonal activities and celebrations. There are core books (such as *We're going on a Bear Hunt*, *Three Little Pigs*, *Handa's Surprise*, *Dear Zoo*) that are used as a basis for activities throughout the year.

Some of the themes: Autumn, Fireworks, Pets and Vets, Christmas, Relationships, Fairies & Dragons, Theatre and Puppet Shows, Transport, the Coronation and kindness, Minibeasts, Waterplay and Graduation.

The children go outside in all weathers and let the children lead activities – torches and dens have been popular all year, much of the play equipment is incorporated into role play e.g. the sofa turned into an Aeroplane, the crates turned into a train.

LW talked about the variety of Messy Play activities they use day to day: ice, shaving foam, gloop, jelly, glitter fairy potions, pipette, washing ducks and cars, free painting.

There is a Morning Challenge every morning, as part of the arrival routine

The children bake, do no-bake baking and regularly prepare sandwiches and snack.

Maths: huge range of structured and play activities on offer every day,

Phonics: using Letters and Sounds. Music, singing and rhymes and listening activities every day. Lisa and Natasha have been on training at Brightwell School on their new Phonics scheme.

Social and emotional learning is key. NH showed the class Reward Tree and explained how the children vote for their class reward e.g. a disco or decorating biscuits. They use positive reflection, talk about kindness and respect as well celebrating differences and similarities. The family books sent in are loved and shared by the kids.

LW explained about outdoor learning and games. They play ring games, do obstacle courses, dig in the garden, peg washing, play café, water play. There are regular outings to the park, hills, stream and even the war memorial, plus new structured Forest School with Julie. PE on Mondays in the Brightwell School hall.

Visits: the children have visited Highlands Farm and Sherwood Farm. They have had visits from pupils from the school come in for World Book Day, Work Experience students from



<p>Wallingford School Six Form, parents that are Medical Professionals and Vets, as well as Karen volunteering regularly on a Wednesday.</p>	
<p>6. H&S update (LM)</p> <p>Training</p> <p>Staff members have started additional training e.g. a personal development program, language and literacy lead.</p> <p>New staff are completing mandatory training</p> <p>Safeguarding – mandatory training completed</p> <p>New committee will need a designated lead for safeguarding and safer recruitment</p> <p>Facilities</p> <p>PAT testing and 5 year fixed wiring testing completed</p> <p>Accident book review – has been completed – slips on the decking whilst running, to be reviewed</p> <p>Risk assessment carried out by external contractor last year – most items completed but some outstanding – not managed to get them to come back to finish. Agreed to carry out work independently</p> <p>Issue with inner gate – needs a hook at the top</p> <p>Fire Safety – light is not working and alarm system keeps triggering. Needs another service.</p> <p>Post for the sunshade by the shed need to be looked at before next summer as starting to shift</p> <p>Door closer needs to be looked at</p> <p>Switch by bathroom needs new cover</p> <p>Need to replace classroom lighting to futureproof and reduce energy costs – LM / ES / Carla</p> <p>There is week of tasks for a handyman needed</p>	<p>LM / NH</p>
<p>7. New committee elections</p> <p>Members elected to the committee: Stephanie Ireland, Laura Harding, Gillian Kitchen, Tasha Jarvis, Carla de Corral, Hannah Wilkins and Rhona Miller</p> <p>Roles nominated provisionally, with the understanding that a member of the committee (TBC) will become Co-Chair. Meeting to be arranged for next week to confirm.</p>	



<p>Chair – Ellie Sharps. Nominated by CS, second by LM.</p> <p>Treasurer – Ruth Wakefield. Nominated by LM, second by GK</p> <p>Secretary – Hollie Drummond – Nominated by ES, second by CS.</p> <p>Fundraising – Fundraising will be shared between the other committee members</p>	
<p>8. AOB</p> <p>Staff appraisals are ongoing</p> <p>LM and CS will stay on alongside new Chairs to complete pay review project</p> <p>Regular 'Love Your Preschool' working parties needed to maintain the buildings and garden – great for families to come in and get involved.</p> <p>Garden vegetable bed area is a discrete project we would love someone to take on. Have had a grant for the work but needs implementing.</p> <p>Branded clothing – there is a store of jumpers, t-shirts, caps, cups available. These should be advertised and made available. Kristen to email or put in the newsletter.</p>	

Meeting closed at 21:30

Next meeting: TBC.

The people below have signed to state that these minutes are an accurate reflection of the meeting held:

Name:	Date:	Name:	Date:
Name:	Date:	Name:	Date:
Name:	Date:	Name:	Date: