



## **Brightwell Preschool Annual General Meeting**

**16th October 2025**

**8pm - 9.30pm**

### **Agenda:**

- Welcome
- Minutes from previous AGM
- Manager's report
- Chair's report
- Treasurer's report and approval of accounts
- Safeguarding & Health and Safety
- Election of committee members
- AOB

Please note: Minutes were only captured for items that were not included in the reports written below.

### **Report**

#### Welcome

- Introduction from staff and committee members

**Staff members present:** Natasha Hillier, Lisa Wells, Kristen Dudley, Linda McDonnell

**Committee members present:** Barbara Isaacs, Emma Diserens, Tom Fewson, Gillian Kitchen, Leanne Wilson, Esther Atkinson Sweetman, Charlotte Smith



#### Minutes of previous AGM (attached as a separate document)

- Discussion of outcomes from any actions arising
  - Fire warden training and drill update (NH)  
SK and NH completed training Nov. 24, new log purchased and updated regularly, evacuation roles established, fire check list created and logged on daily checks. Fire audit to complete.
  - Better explanation of voluntary top up and invoicing process for parents to plan their budgets (NH) - In regards to invoices, this explanation gets sent out to families at the beginning of the year or when they join us
  - Parent meetings for better understanding of learning and how it can be supported at home (NH) - We have been looking at how we can improve communication with families and will be aiming to send out a brief update after the start of term or six weeks from when a child starts. In addition we have been looking at using Evidence Me to do a group observation, but this will require parental permission for photographs of their child to be shared on the app with other families.

#### Manager's report

- A huge thank you to my wonderful staff team for yet another successful and happy year in the playroom. It is always lovely to arrive each day into such a welcoming environment with staff forever beaming with positive energy and giving your children so much care despite whatever may be happening in their lives and under the ever-growing changes and pressures of our sector.
- As ever, we continue to strive for what is best for our families and children, where we look to make changes to suit the cohorts of children we have. We have wide ranges of support needs amongst our children, which continue to rise each year. In response we look to ensure that our environment offers the inclusivity so all children can achieve and thrive. Here are but a few of the developments over the last year to work towards this:
  - **Environment**
    - The craft corner reorganise to allow greater independence and choice
    - Astro area is reconfigured: new soft-play area with mirrors, new play area for building/small world, new cosy area with mark-making and stories
    - Lighting softened with filters and materials
    - Home corner: area opened up and less clutter
    - Space and layout: opened up the small-world area and created a new loose-parts mat
    - Designated area for visual timetable



- Less transitions: rolling snack / more responsive to children's needs and less expectation for children to sit in adult-led large groups. Small groups and more active group times.
- Forest School changes – Introduced Friday mornings, adapted Tuesday morning to small groups (Julie)
- This all offers the children more opportunities to lead their own play with staff are leaving tables/mats clear to allow for children's choice
- Sensory equipment bought using money from the Faithorne Trust - still around £200 left to spend

- **Curriculum and planning**

#### Loose Parts

- Loose parts play offers children a richer environment to explore, learn and create, giving them freedom to find ways to express their needs, interests and curiosity. Combining learning and play, loose parts give opportunities for experimentation, enjoyment and finding things out for oneself
- Loose parts resources are all around the setting, but we have set up a specific station where children can access a variety of items such as: shells, ribbons, gems, wooden blocks, wooden animals, wooden fruit etc...
- In the garden we have: crates, planks, tyres, materials, pegs, guttering
- Loose parts is also water play, sand play, mud kitchen
- Staff training evening with Barbara
- Staff have re-organised the space to allow for an area for children to explore
- We used EYPP to fund Tatty Bumpkins sessions for a particular child that benefitted all on that morning

- **Social and emotional**

- We have introduced the Colour Monsters book, which is used by Brightwell Primary School reception class, to talk about emotions and feelings. We try to build this into our routine and to use it to talk about transition to school and other events that could cause big feelings

- **Communication and language**

- Alongside our core nursery rhymes and books, we now have poems that children learn throughout the year

- **Current/upcoming developments include:** recruiting for new bank staff and sharing our nutrition policies and guidance for families. We can then share our core recipes, typical snack offer and after-school-club menus. To support the changes to the environment encouraging more child-led play, we are updating the planning to reflect this with key skills across EYFS, which we will share with parents. This has helped to



create a smoother planning cycle, which is less disjointed than previous years. We are always looking at more ways and how to find the time to share your children's progress and gain your opinions and insight into their little lives

- Topics/themes and interests followed have included:
  - Christmas and The Nativity
  - Fairytales and core books
  - Seasons
  - Expectations / boundaries
  - Puppet shows / Chinese Lunar New Year / Hospital play
  - Wellcomm
  - Forest School
  - Ducklings
  - Transition to school
  - Family role-play and role-play about roads/journeys

#### Chair's report

- Thank you to the team for all your work over the past year. It's been a demanding period for the early years sector, with the expansion of funded entitlements, ever-changing guidance, and ongoing financial pressures. We recognise the huge effort involved in managing these changes while maintaining day-to-day operations and thank you for providing a welcoming environment for our little ones despite these ongoing challenges.
- We now have 25 children on the books, with all the new starters settling in really well. We ended the last academic year with 32 on the books, with 17 transitioning to primary schools around the county.
- A successful year from a fundraising perspective. A huge thanks to the community association for such a generous donation of £2048, which was used to cover essential electrical upgrades and a redecoration of the playroom. We also received a generous donation of £1395.30 from Fairthorne Trust, which was spent on some lovely new sensory resources. We've had some excellent fundraising events as well, including (but not limited to) the brilliant wreath making event which raised £430, and the welly walk which raised £513, and the pub quiz which raised £318. A huge thank you to Gilly and Esther who have been key to these events happening. Our two raffles were kindly supported by local companies who provided some excellent prizes for preschool families, and the Christmas concert coffee morning was a great way to meet other parents/carers.
- We've also had a successful year staying on top of the seemingly never-ending list of maintenance jobs, thanks in no small part to David for always being on call. It's been a huge relief being able to stay on top of the to-do-list without a hefty price tag attached. David will no longer be available from the new year and we'd very much welcome another handy parent/carer to step into the role please.



- We also organised a very well supported love your preschool, which focused on sprucing up the outside space including a revamp of the mud kitchen, jet washing the climbing frame to make it less slippery, moving an unknown number of wheelbarrows of bark for the flowerbed, and a tidy and clean of the outdoor resources. Thanks to everyone who helped out. Further work was done by the committee over the summer holidays to support the rebuilding of the sand pit, and a day was spent preparing the play room before the decorators came in.
- Barbara has been a huge support for the team and their introduction of loose-parts play. She has helped with the reorganisation of the playroom and co-delivered staff training alongside Kacy. A training session about observations is planned for this term, which Barbara will be supporting as well.
- We have conducted and implemented a salary review in line with changes to the national living wage and national insurance.
- We've started discussions on cybersecurity, website content and the possibility of introducing a new management platform, which will hopefully be a good foundation for further discussions in the future.
- We have been in discussion with the preschool team about the impact of the new funding formula for children's grants and its impact on administration and preschool finances. This will be reflected in fees and finances information the preschool will share with parents/carers in due course and which will also be published on the website by January 2026.
- We have produced an organisational risk register, which helps to identify some of the key operational risks and outlines some possible mitigation measures.

#### Treasurer's report and approval of accounts

Financial balances (7 October 25):

Main account:	£25,720.51
Fund raising account:	£7,331.73
Reserve account:	£12,209 (calculated)
Total monies:	£45,261.24

Balance on 07 October 2024: £30,612.53 + £3,174.13 + £12,179 (c) = £45,965.66



#### FY 24-25 summary:

Income	£	Expenditure	£
Fees	49,336	Main account	142,454
Grants	88,759	Other premises cost	3,876
Donations (main a/c)	1,395	Fundraising expense	85
Other	474		
Interest (reserve)	30		
Fundraising/donations	4,267		
<b>Total</b>	<b>144,261</b>	<b>Total</b>	<b>146,415</b>

**FY24-25 net position:** (2,154) deficit

#### FY 24-25 main account spending:

	Amount (GBP)
<b>Salaries</b>	(116,429)
<b>Other expenses</b>	(5,932)
<b>Catering</b>	(5,046)
<b>Premises costs</b>	(3,244)
<b>Energy</b>	(2,739)
<b>Insurance</b>	(1,993)



<b>Other staff costs</b>	(1,918)
<b>Consumables &amp; equipment</b>	(1,836)
<b>Cleaning</b>	(1,375)
<b>Training</b>	(873)
<b>Payroll company</b>	(690)
<b>HSF vouchers</b>	(270)
<b>Subscriptions</b>	(85)
<b>Fund raising costs</b>	(25)
<b>Grand Total</b>	<b>(142,454)</b>

#### **Other expenses:**

J CARR Forest School	(£960)
MS Taylor      Yoga	(£1,140)
Fairthorne Trust	(£1,169)

#### Appointment of independent auditor

FY24-25 annual report sent to auditor. After this review, a new independent auditor is required

#### Safeguarding and Health and Safety (minuted)

- Reviewed and introduced some new nutrition policies and procedures in response to some new EYFS guidelines - these will be shared with everyone in due course
- Action: Safeguarding policies are due a review, as well as an audit
- PAT testing and electrical works completed over the summer holiday, so that is all up to date
- First aid is all up to date, just one member of staff will need to refresh in Autumn
- Action: Issue with the doorbell that needs to be resolved - considering a manual bell
- Action: Room risk assessments and COSHH due a review



- Action: Staff allergies and medical records to be updated
- No trends or anything to note from a review of the accident book
- Fire drills have taken place this term, children have responded well. Action: to drill on different days so all children can experience them
- Action: fire audit due
- Action: a couple of staff members need to renew their DBS update service due to an issue with the auto-renewal system
- Request for new committee to be prompt with their EY2 submissions as there have been some issues with documentation for the outgoing committee
- Action: E-safety review due, it has been started
- Action: Further work on GDPR. This has started with a good clear out of paperwork but more due both of paperwork and online
- Charlotte due to finish her L3 qualification by the end of this year
- Nicky is still language lead
- Lisa completed her professional development programme
- There is regular staff training through staff meetings as well e.g. sharing and reflecting on practice and feeding back on any training that has taken place
- Ellie has recently completed training on sensory processing differences - we already have everything in place
- Charlotte has completed a training course about EAL

#### Election of committee members (minuted)

- Committee members stepping down: Barbara Isaacs, Emma Diserens, Tom Fewson, Charlotte Calvert, Emmy Burd
- Committee members intending to stay on: Charlotte Smith, Gilly Kitchen, Esther Atkinson Sweetman
- Committee positions to be filled
  - Chair(s)
  - Secretary
  - Treasurer

Appointment of committee members:



Name: \_\_\_\_\_ Date: \_\_\_\_\_