

**Acorn Under Fives (Birstall) Reg charity No 103095**

Highcliffe Primary School Community Centre, Greengate Lane, Birstall,  
Leicester LE4 3DL  
Telephone: 0116 2672795  
www.acornunderfives.co.uk

Minutes of the AGM Meeting held on 27th October 2016

Meeting start 6:30pm

**Present:** Miriam, Jackie, Debbie, Tania, Hema (new committee member),  
Charlotte, Laura, Becky

**Apologies:** Sarah, Tammie, Beccy, Rachel, Lisa

**Minutes of the previous meeting**

Minutes from previous AGM meeting on the 1<sup>st</sup> October 2015 were read out,  
reviewed and signed.

**Matters Arising**

None.

**Chairpersons Report**

Reiterating all Jackie said, how we have achieved all what set out to do since last AGM. Ofsted outstanding, tapestry, brilliant, all staff fantastic in terms of changes and everything that has happened. Thanks to Karen for what she has done. Exceptional job, shoes difficult to fill. Thanks to Jackie for her leadership, big well done. Thank you to fellow committee members, without a committee we cannot function,

Any new ideas willing to hear. Interested in whatever anyone else has to say, feedback, suggestions, help. Visits - there is new play equipment on Harrowgate park. Good for a visit.

Going forward aware of changes in Highcliffe and I believe within the school is the best place for Acorn but we need to make sure we have the provisions we need.

**Treasurers Report**

Tammie not present. Written year end summary report circulated. More income now we are doing lunches every day. Rent now paid up to date. Excess income

over expenditure £18,315.16. Less income on fundraising than last year but that probably because we didn't do a stall at the summer fair.

Useful at the next meeting to go through what are under the headings of expenses and admin. Overview - large differences from last year. Cannot identify differences. Useful to know what has been put under each category. Fees large increase - discussing whether a large part of that is from lunchtime fees which is £5-50 for the lunchtime. Extra profit justified to cover redundancies should this ever be needed.

Need to speak to the accountant about doing the salaries.

### **Pre-School Manager's report**

- Numbers attending Acorn have increased and there are a large number of children who have returned after the summer. This means we are nearly full and the next intake at Christmas will leave very few spaces until September.
- The team of staff remains the same and they have worked extremely hard over the past year. Many thanks to Debbie, Tania, Miriam, Janet, Sarah and Nicola.
- We have two new helpers who started in the autumn term - Laura Carter who has a level III qualification and Hayley Smith who is studying for the level III whilst in the setting. Both have been providing cover when staff are ill and working as one-to-one workers. Thanks go to them
- Jill is continuing to be part of the team as the lunchtime supervisor every day and provides extra cover when needed. Thanks to Jill.
- Karen left the Toddler group at half-term to take up more hours in school as a classroom assistant. She did an excellent job as Toddler leader and her shoes will be hard to fill. At the moment, Sarah and I will cover the role until a suitable replacement is found. There have been 6 applicants and the interviews are to take place on November 4<sup>th</sup>. Thank you to Karen for doing such a great job.
- I need to mention two volunteers in the Toddler group - Emma and William Bryan - who have been a great support in setting up the room, preparing the fruit, washing the pots and helping to tidy away afterwards. Thank you for your help it is greatly appreciated.

### Training

- Provider Briefings every term delivered by the Leicestershire Education Authority and provide up to date information about the changes in early years.
- Paediatric First Aid
- Working to Raise Awareness of the Prevent Duty - WRAP
- Preschool Link meetings - Writing, Read - Write, Inc

### Student Placements

Loughborough College - 2 days per week.

Demontfort University - Speech and Language - Continuing to receive payment

Northampton University - EYT placements - £8.00 per day - mentoring

### Events

- Christmas concert
- Christmas party
- Easter Bonnet
- Big School, Here I come
- Sports day
- Story Café
- Railway Trip
- Christmas Tree Festival

### Equipment

- I-pads. Paw Patrol toys, revamped story sacks, New wheeled toys, coloured builders spots, PE equipment, puzzles and games for Social Communication Groups, books on PSED
- Vacuum cleaner, fridge, bread maker

### Achievements

- Ofsted Inspection - October 27<sup>th</sup> 2015 - Outstanding
- Tapestry - electronic leaning journey - massive achievement with Sarah taking the lead. Feedback from parents has been extremely positive and the staff morale is much higher.
- Supervisions ongoing.

### Self-evaluation

- SEF - Development Plan. Training Plan, Cultural and Diversity Audit, Cohort Analysis, Questionnaires Evaluation

### Future developments

- Visits into the community

- Visits from people in the community
- Continue to revamp the website

### Committee members

Thanks to all the committee members for their help this year and we would welcome them to give the same support next year.

### Toddlers Leaders Report

Karen has now sadly finished her position. Therefore no report.

### Fundraising

Next event - Xmas Concert 9<sup>th</sup> December 2016 1-20pm onwards - help required, cakes and raffle prizes.

### Voting

Charlotte voted in as chairperson

Tammie content to remain as Treasurer for now but would like replacing when possible

Becky to remain Secretary

New committee members Hema, Beccy Kay

Current committee members remaining Rachel, Lisa, Laura, Richard and Hayley?

Need to give forms to persons who have expressed an interest.

### Social

30<sup>th</sup> Party reunion postponing to the New Year

### Next Meeting

Thursday 19<sup>th</sup> January 2017 at 6-30pm

Meeting closed