



ANNUAL GENERAL MEETING REPORTS 2011

Included: -

Chair: Claire Pinfold
Supervisors: Represented by Sarah Russell
Treasurer: Caroline White



CHAIRPERSON'S REPORT 2010/2011

Firstly I would like to welcome you all to Horsmonden Kindergarten's Annual General Meeting for the year 1st September 2010 to 31st August 2011. The purpose of this evening is to provide a summary of the past year's activities, financial status and our aims for the coming 12 months.

I would like to take this opportunity to thank all the staff and committee at the Kindergarten for making it the great success that it is. It's been a year since I joined the Committee as Chair and I have met some really fantastic and committed people without whom Horsmonden Kindergarten simply wouldn't be here.

Key Events

Whilst this past year has been a relatively quiet one for the Kindergarten, the staff and committee have been working furiously to ensure the best standards are delivered by the team.

Key milestones

I would like to mention some milestones in brief:

- A new administrator has been appointed Donna Collin, who continues to improve our back office functions and provide the staff with administrative support.
- The extension to the vegetable patch & patio garden is complete and the children continue to enjoy watching their plants grow through the seasons.
- Excellent results of our online parent questionnaire - where 100% of parents who responded agreed that their children enjoyed Kindergarten!
- The last phase of the Locket Green Project was completed and a Fete was held to celebrate.
- A successful quiz night was held in March raising £2,676 for the Kindergarten.
- The railings outside the front of the building have been fixed securely.
- Financial security was achieved against all odds!

Aspirations for 2011 -2012

As always our main priority is maintaining our high childcare standards, this is achieved year on year by the dedication of the team. This year we hope to support the team by purchasing a "Nursery Management" software system, which will free up the administrators and supervisors time, allowing them to focus more energy on ensuring we meet the needs of our children. I hope to report during the coming year on our progress with this project.

Committee

The Kindergarten is managed by the Committee who is entirely made up of parent volunteers. We make the business decisions for the Kindergarten, ensuring we provide a sustainable service for the community. In addition to the management of the Kindergarten we arrange fund raising events to give the Kindergarten extra financial support and stability, these events also help bring the community together.

We are always looking to recruit new members to our team, we welcome those with any talents from cake baking, events organizing to lawyers and business minded individuals.

The committee meets every month our main discussion points are;

- Recent activity within the Kindergarten
- Upcoming events such as Christmas parties and Nativity plays
- Agree dates for key events through the year
- Our links with the school
- Business opportunities
- Development of the service we offer
- Fund raising activities

If you would like to be part of something special - please use the opportunity to chat to a committee or staff member about the enrolment process.

Lastly it is my final duty as current Chairperson to inform you of those Committee members that will be standing for election and re-election this year, and they are:

Claire Pinfold - Chairperson

Carol Fowler - Secretary

Katie Germer - Treasurer

Caroline White

Stephanie Green

Antonia Phillpot

Sian Rosser

I will now hand over to our Co-Supervisor Sarah Russell who will take us through the Supervisors Report for 2010/11.



SUPERVISORS REPORT 2010/2011

Welcome to all. We have had a busy and enjoyable year at Kindergarten. To strive for the very best learning experiences our curriculum planning is based mainly on each child's individual interests and how we can move children's learning forward. Our planning is very individualised for each child. Each key person adds certain activities for their children on our weekly curriculum planner.

Butterfly and Caterpillar Rooms

Particular interests over the past months have been seasonal changes and how things grow, celebrating different festivals, looking at different countries, climate and animals that live there, people who help us, space, musical activities, numbers and counting, exploring different ways of moving, lots of gross motor play on the big field and in the butterfly room the sound of the week is very popular with children bringing objects to show during circle time.

Over the last year the caterpillar room has seen an increase in numbers of new starters, especially this autumn term and I am pleased to say all have settled very well.

Events

We have posters displayed around Kindergarten showing our past events, such as our Matfield fire station visit and our Leaver's teddy bear picnic. We also organised our very first open morning which was a huge success and we will be repeating it again next year. The older butterflies made crowns and celebrated the 5th birthday of the village's Farmers' market on the green. Please also see the slideshows on the laptops of other fun activities that have been happening over the last year.

Environment and Resources

With new training and good practice feedback from our Early Years Advisor we regularly review our environment and resources and the impact of these changes is carefully monitored. As a team we are always reflecting on our practice. Last year we reviewed our daily planning sheet helping with planning our key children's next steps, changed the room layout to reflect the children's interests and play, made self register name cards for each child which is also used at the snack bar, introduced medical care plans, Makaton signing and visual images, developed our garden area, purchased new resources to reflect the children's interests especially 'engaging boys play'. Other changes that have occurred during the year have included smaller circle time groups during the summer term and older butterfly activities were incorporated to prepare children for big school. During this autumn term we decided not to do circle time at the beginning of a session. We now get the children to self register and then choose what they would like to play with. This has encouraged less stress when leaving parents and a calmer start to the session. We changed the way we do our nativity play giving the caterpillar children their own musical which was a great success and had positive feedback from parents and carers.

We have brought some lovely new learning resources with the money raised from our very successful quiz night this includes easels, cars, ride on toys, trains, threading sets, puddle suits, gardening tools and lots more that the children are thoroughly enjoying.

It is of utmost importance that our children are learning in a stimulating environment, having fun and are happy in a safe and secure environment and that is what we strive for at Horsmonden Kindergarten. We would really welcome and encourage parents to come and feel a part of the Kindergarten with whatever help they can offer.

Staffing

Last year we sadly said goodbye to two staff members Marcella Callow and Alison Randall. We would like to welcome two new members to our team Donna Collin and Sara Martin, they have both settled into their new positions very well. We at present have a work placement student called Sophie Davis helping us on Thursdays and Fridays whilst studying for her Level 3 Childcare Diploma.

Training

We are continually updating our training needs to comply with Ofsted requirements and staff development. In the last year the courses attended by individuals were; first aid, child protection, progress matters, Senco, Makaton, mind stretchers and engaging boys workshop, transition to school talk.

Progress Matters

A new initiative from Kent County Council, entitled Progress Matters has recently been introduced. Its aim is to identify trends and variations in developmental outcomes across differing demographic groups. This will be an ongoing exercise based on termly reviews.

Bags for Families

Both Sarah Shepherd and Tina Walker completed the 'Communicating Friendly Spaces' training last summer and as a result of this we are again delighted to be able to offer you the opportunity to take home one of 10 bags, which all have a selection of materials inside for you and your children to use/explore in your own 'space and time'. The idea behind the bags is to give our children a better understanding of the environment both physically and emotionally and thus how this impacts on our communication skills.

Senco

Over the last year we have supported a number of children with speech and language referrals, one child that had English as a second language, and two children with special needs. We worked with outside agencies and parents to help to support these children's individual needs, putting in place Individual Educational Plan's and action plans which were reviewed regularly.

Cheeky Monkeys

We have seen a dramatic rise in new parents and carers attending our Cheeky Monkeys play group. This is great for our community and it is a very valuable transition to kindergarten life, with many parents applying for places for their children at kindergarten. The opening hours were changed to 9am until 11am, to reflect parents feedback as many take their children to school just before 9am.

Lastly we would like to give a huge thank you to our team of hardworking staff, the committee, parents and especially your lovely children for making our job enjoyable and rewarding



TREASURER'S REPORT 2010/2011

FINANCIAL REPORT

The following report presents a basic overview of the income and expenditure for the financial year 1/9/2010 to 31/8/2011. A summary of the totals in this period are as follows:

Total income	£ 102,551
Total expenses	£ 95,529
Total profit	£ 7,022

Financially the Kindergarten has had a very successful year and has been able to add significantly to its reserves for the future. The year did start off slowly however and cost cutting measures were necessary, particularly in the Autumn Term, when attendance figures were comparatively low. By the Spring term attendance levels had increased and the Summer Term was running at full capacity.

The most significant changes to this financial year are as follows:

- Ofsted 'outstanding' status achievement bonus £1,260
- Quiz Night and Auction fundraiser £2,676
- Other fundraising events such as cake sales, raffles, sponsored travel case £1,927
- Staff training grant received £1,450
- Total fee income decrease of 5% compared to previous year
- £800 spent on new toys and equipment
- £2,000 to repair the front railings

How did we achieve our income?

Fees	92,750
Fundraising income	4,603
Donations	268
Holiday club	870
Interest	25
Merchandise	208
Party hire	25
Toddler group	1,577
Training	2,225
Total	102,551

What costs did we incur?

Wages	66,668
Administration	5,234
Cleaning	2,078
Equipment	729
Fundraising expense	779
Holiday club	853
Insurance	3,371
Maintenance	4,181
Miscellaneous	848
Play resources	1,731
Stationery & postage	1,017
Refreshments	2,274
Small equipment	186
Subscriptions	507
Telephone	877
Training	362
Utilities	3,834
Total	95,529

The reconciled closing balances in the accounts were as follows:

Cash Account	283.45
Current Account	17,285.86
Deposit Account	<u>25,171.52</u>
Total Funds	<u>42,740.83</u>

The current financial year 2011/2012 is progressing in line with our budget and our cash flow position is healthy. Our financial forecast for the full current year is a small profit.