**Rub-a-dub AGM Meeting Minutes**

Monday 26th November 7.30pm

**Attendees**

Crystal Alford

Elise Baird

Cath Young

Natalie Bolt

Naomi Mccallister

Matt Jackson

Sarah Jackson

Victoria Johnston

Paul Berry

Lauren Lovett

Zoe Armstrong

Leanne Crofts

Nicola Heath

Karenza Pitman

Hayley Davies

**Apologies**

Jenny Metcalfe

Mary Grant

Sarah Redhead

Jodie Witts

**Minutes from last AGM**

Ran through the highlights and where we were this time last year.

**Chairperson report**

Showed the Charity Commission report – referred to the cash reserves required.

Ran through how Rub-a-dub operates and the role of the committee.

Explained about the sub-committee group, the Fundraising Team.

Described the move into the new room for the pre-school and the hard work from Natalie and the staff. The children have done really well in the new room and it was a financially successful year – the most we have seen in a long time.

Talked about opening for 5 days a week and how this has opened it up to more parents.

Talked about the Forest School and thanks to Alison Bailey for completing her qualification and thanks to Lord Lansdowne as well.

Discussed the challenges we face eg. Low birth rates, decisions about increases in fees.

Talked about positive events over the year, eg. Kingston House visits, fetes we’ve been part of, first scarecrow trail, sponsored bounce.

Talked about grants we have received. Eg. The Tesco grant and the development of the school garden and using the fundraising money and grants to benefit the children.

Well done to the staff for qualifications achieved and for movements into new roles. We want to put more CPD and training into the staff going forwards.

Have an imminent ofsted inspection awaiting.

Want to thank all the committee for their time and hard work and also to the staff for all their hard work and support.

A personal thank you from Crystal for the support the staff have given her as Chair and also the support and care they have shown all the children.

**Treasurer’s Report**

Thanks to Richard Wright who has examined our accounts this year and has also agreed to do it next year as well. This is a huge benefit for Rub-a-dub as he very kindly does not charge.

Pleased to report that we made a gain this year. £6096. This has put the pre-school back to where we were – it has filled the hole that had been generated. Working Capital is back to an acceptable level.

Moving to the new room has had a big impact on helping us make the gain. Changes in Childcare has helped because the 30 hours are being taken up but then we don’t get such a good rate for these hours.

Occupancy is looking really good going forward. We don’t know what our new free entitlement rate is going forward. It looks like the government rate isn’t going up for Wiltshire.

Free entitlement hours went up substantially at the pre-school because we were open for 5 days a week this year. The fees were down due to the 30 hours fee rate that we receive.

The rent hasn’t decreased even though we are in the small room as we have been open for 5 days this year.

We need to look forward at how we can maximise the income whilst we are in the room.

Majority of staff are now enrolled into the pension scheme. This is really great as it means that we are giving something extra to their employee package.

Great publicity from events like the scarecrow trail that has helped with numbers attending the pre-school.

Lots of grants this year have helped with our position.

Richard has been very helpful by applying for a grant from St James Place, where he works.

Talked about the amount in all the accounts and what we were using it for / saving it as a buffer.

If Ofsted said we had to close us now, we might not have quite enough. We would be ok but we need to make sure our reserves become a bit bigger this year. No money has been put into the reserves account for many years.

Talked about providing more training for staff and also replacing some equipment without having to be relying on fundraising. We are exercising a lot of restraint but we have limited control over wages as it is dictated by the government. The fundraising is invaluable.

Making about 41p per hour, whereas last year we were making 46p loss.

More people taking up 30 hours and not paying – this could impact us in the future as our hourly fee is higher than the amount we get for the 30 hours entitlement.

Rub-a-dub is a community asset and we continue to receive excellent feedback from the school. Lots of parents started using Rub-a-dub after hearing positive views from other parents.

From a personal basis, thank you to Crystal for seeing through the plans on helping Rub-A-Dub survive. Making the decision to move to the new room has enabled Rub-A-Dub to survive.

Advice to take notice of petitions and read them and become aware as often pre-schools are struggling.

Opportunity to ask any questions. No questions asked.

**Committee Changes – retires and nominations to the committee**

 **Nominated Seconded**

Chair Naomi Mccalistar Crystal Alford Elise Baird

Treasurer Elise Baird Crystal Alford Naomi Mccalister

Secretary Catherine Young Elise Baird Naomi Mccalistar

Vice Chair Karenza Pitman Crystal Alford Elise Baird

General Member Lauren Lovett Crystal Alford Elise Baird

General Member Sarah Redhead Crystal Alford Elise Baird

General Member Mary Grant Crystal Alford Elise Baird

General Member Jodie Witts Crystal Alford Elise Baird

General Member Zoe Armstrong Crystal Alford Elise Baird

General Member Paul Berry Crystal Alford Elise Baird

Hayley Davies – stepping down from the committee – A thank you was given to Hayley for all her support during her time in the committee team.

Nancy Strictland – Had advised the committee that she is stepping down from the committee

Gemma Day – already stepped down earlier in the year

Ashley Ballcoch – We need to check if she is stepping down

**Any other Business**

***Victoria, Treasurer at Derry Tots, asked about the outside project at Rub-a-Dub as they are holding money at Derry Tots to contribute to the project.***

Rub-a-Dub is in the process of applying for the National Lottery Grant and waiting for this before we can continue with the next stages of the garden development.

***Victoria asked what do we want the money for and how do they give it to Rub-A-Dub and when should they give it to us?***

As soon as we know about the National Lottery grant then we can let Derry Tots know.

Victoria confirmed that £1000 is being kindly contributed by Derry Tots. We agreed that we can send the garden phases info to Victoria so she can see it. Victoria would like for Derry Tots to be able to donate the money asap as they have it ready.

The Fundraising Team would like to ask if the Parish Council would like them to match the National Lottery Grant.

Nicola agreed to look at the phases with Victoria and see if there is a smaller phase that we could get on with, using the £1000 plus some other bits of fundraising funds we have.

***Would anyone like to be Vice Treasurer?***

Vice Treasurer role was discussed. Elise will need to think about leaving in the next couple of years. Suggested the idea of having an administrator role to do the financial side of the pre-school.

Thank you to the pub for allowing us to have the committee meeting at the Lansdowne Arms.

**Date for the next committee meeting**

Monday 14th January