

Shadwell Childcare Ltd

Minutes of Annual General Meeting 2019-20

25th April 2021 @ 3.00pm

In attendance:

Carolyn Eyre (trustee and member) (chair)
Susan Morgan (trustee and member) (finance)
Sarah Coltman (trustee and member) (secretary)
Paula Wilson (childcare manager)

Apologies: none

Minute 1: The minutes of last year's AGM were read and agreed as a true record of the meeting

Minute 2: Membership matters – As stated in the articles of association, one trustee will stand down at each AGM but may offer themselves for re-election if eligible. Carolyn Eyre stood down and was then re-appointed as a trustee. All trustees agreed to continue with their current responsibilities.

As stated in the articles of association, quoracy for Shadwell Childcare Ltd trustee meetings is determined to be two or 2/3rds -this AGM is therefore quorate.

It is noted that we were not able to attract new trustees last year, partly due to COVID. It is agreed that we should redouble our efforts to source at least one new trustee / member in the coming year.

Minute 3: Finances

SHADWELL CHILDCARE LIMITED

Registered Number 05769390

Micro-entity Balance Sheet as at 31 August 2019

	Notes	2019	2018
		£	£
Fixed Assets		41,124	47,578
Current Assets		254,356	181,194
Creditors: amounts falling due within one year		(13,601)	(4,315)
Net current assets (liabilities)		<u>240,755</u>	<u>176,879</u>
Total assets less current liabilities		<u>281,879</u>	<u>224,457</u>
Total net assets (liabilities)		<u>281,879</u>	<u>224,457</u>
Reserves		<u>281,879</u>	<u>224,457</u>

Minute 4: Update from childcare manager

Uptake for September 2019 was positive with all session across both rooms at capacity with a waiting list. There was an increase in nursery children requesting wrap around care and booking holiday club sessions.

An online parent app was released allowing weekly topic blogs to be shared with parents and all EYFS observations to be uploaded to parents every 2 weeks. This has been hugely successful and the feedback from parents has been extremely positive. Parents evening for all children was held January 2020. Parent questionnaires were completed and feedback overwhelming positive.

A wrap around outside canopy was fitted to Bluebell room giving an outside area accessible all year round (with UV filters in the covering).

Staff training has continued to be a focus and all staff are paediatric first aid trained, level 2 food and hygiene trained and completed a well-being online course plus a group safeguard training session, in addition to personal development requirements including maths mastery, phonics and literacy skills development.

Covid The setting has remained open to children of critical workers and vulnerable families throughout, even when this was at a cost to the setting. There was a wider opening in June 2020 to offer all pre-school children the opportunity to return to nursery in bubble for transition support. Again, this was at some financial loss to the setting but recognised as critical to meeting the children's needs in moving to school especially with the lockdowns and current climate of uncertainty and change.

Throughout the first lockdown, regular contact was made with all families including telephone support, learning packs posted to all children, story videos, stories and songs uploaded to the website for families to use along with weekly activities and updates.

SCC Ltd made a loss of £70k over 6 months due to reduced nursery numbers, no BC and no OOSC, holiday clubs only being open for critical worker children, reduced numbers for bubbles in line with guidance. In addition, the trustees made an early decision to uplift the 80% furlough to ensure staff experienced no loss of income. It was disappointing to discover that the setting was not eligible for any other grants to cover standing costs: HMRC, rent, utilities, etc.

Feedback from staff and parents has been over whelming. All positive responses and the impact of the outstanding care and support offered to children and the families over this period was unparalleled.

The Trustees thanked the manager for her report and observed that the decision made in previous years to build a contingency fund of £120k in line with Charity Commisiion guidance has stood us in good stead. Without the contingency, the setting may not have survived the pandemic. Trustees also noted that sector representatives are estimating as many as 20% of EY providers have been forced to closed their business permanently or are at risk of permanent closure.

The trustees gave their heartfelt thanks to the childcare manager for all her hard work this year and it was agreed that the trustees will write to all staff to express our gratitude.

Minute 5: AOB

- There was no other business

Meeting closed at 4.00pm