St Margaret's Nursery
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ST MARGARET'S NURSERY

MINUTES OF ANNUAL GENERAL MEETING

DATE MEETING WAS HELD: **Monday 16th November 2026**

TIME: **Start 14.00**

VENUE: **St Margaret's Nursery**

1. Welcome and introductions

In attendance: Jayme Dunigan (JD), Laura Cory (LC), Sian Wallis-Green (SW), Dominique Hume (DH), Kirsty Harper (KH), Megan Quinnell (MQ), Kate Isaacson (KI), Lydia Caufield and Catherine Perry (CP, via video call).

2. Apologies for absence

Victoria Lourenco (VL), Nat Gladstone (NG), Samantha Purchase (SP)

3. Approval of previous AGM minutes

The minutes of the AGM held on 17 November 2025 were agreed by all present.

4. Retirement and reappointment of trustees

All existing trustees were willing to continue and were reappointed as follows:

Trustee	Proposed by	Seconded by
Kirsty Harper	JD	DH
Dominique Hume	KH	SW
Sian Wallis-Green	KH	JD
Jayme Dunigan	SW	DH
Catherine Perry	JD	KH
Victoria Lourenco	DH	SW
Nat Gladstone	SW	JD

Megan Quinnell expressed an interest in becoming a trustee.

Action: Laura Cory to send the necessary information and forms to Megan Quinnell.

5. Finance report

Laura Cory presented the Finance Report. (Thank you) The unsigned annual accounts for the year ended 31 March 2026 had been circulated to all parents ahead of the AGM.

Financial performance – year ended 31 March 2026

Financial measure	Amount
Total income	£175,389
Total expenditure	£174,949
Surplus for the year	£440
Previous year deficit	£2,537
Fundraising income	£5,257
Total charity funds	£196,883
Free reserves	£116,928

The nursery ended the year in a stable financial position, returning to a modest surplus after the previous year's deficit. Income increased by just over £4,500, mainly arising from nursery fees and government-funded childcare. Staffing remained the largest expense, and funding continues to be under pressure from rising costs.

Fundraising events, including the Jumble Sale, Bake Off, Barn Dance and Quiz Night, made a valuable contribution. Grants and donations, including support from St Margaret's Parish Council, were gratefully acknowledged.

Reserves and financial sustainability

Total charity funds include the value of the building and equipment and are not wholly held in cash. Free reserves provide protection against income fluctuations and unexpected expenditure, as well as potential closure costs, including removal of the building from the leased school site and provision for approximately three months' staff pay towards redundancy and other closure-related employment costs.

Current financial year – update to 30 September 2026

Bank balances were approximately £140,000 at the end of September, compared with £120,000 at the end of March. Expenditure was around £6,500 below budget for the first six months. The higher bank balance largely reflects the timing of government funding receipts and is not additional profit, as funds are needed for forthcoming wages and running costs.

Occupancy remains important. A small number of places are considered for children from 18 months, subject to staffing availability and individual readiness. The trustees will continue to monitor income, expenditure and child numbers closely.

6. Adoption of annual accounts

The accounts for the year ended 31 March 2026 were presented following independent examination by Beresfords, who reported no matters of concern requiring attention. The accounts were signed by Kirsty Harper.

7. Nursery and Trustees Report

Jayme Dunigan presented the Chairperson and Nursery Manager's Annual Report,(thank you) reflecting on the year's achievements, ongoing challenges and future priorities.

Fundraising and financial stability

Jumble sales, quiz nights, the barn dance and colour run supported financial sustainability and enabled the purchase of new resources. As a CIO, funds raised are reinvested in the nursery and the children's experiences. Thanks were extended to all who supported these events.

Trips and experiences

Educational and enjoyable trips remain an important feature of the nursery's provision. Costs to families are kept as low as possible, with older children given priority on certain trips so that children have opportunities to experience them before starting school. These activities support confidence, independence and learning beyond the nursery.

Funding and staffing

Higher funding rates for younger children have helped increase income, although careful financial management remains necessary. The nursery continues to maintain staffing levels above statutory minimum ratios to support individual learning, a calmer environment, quality of care and staff wellbeing.

Qualifications, training and food hygiene

Becky has completed her Level 3 qualification, meaning all staff working within the setting are now qualified. All statutory training is up to date or booked. Jayme, Katie and Jane are due to attend DSL refresher training in early December. The nursery also retained its five-star food hygiene rating, and staff were thanked for maintaining these standards.

Priorities for the coming academic year

With an Ofsted inspection anticipated, the main development priorities are literacy and numeracy. The nursery intends to review DfE data for Dover, particularly the gap in Good Level of Development outcomes between children eligible for Free School Meals and those who are not, to inform provision and school readiness.

- Staff development: undertake the free Ofsted Best Start in Life training courses to strengthen literacy and numeracy practice.
- Parent workshops: share practical activities to support children's learning at home and strengthen partnerships with families.
- Resources: intend to use next year's Parish Council grant for additional literacy and numeracy resources, supporting communication, early mathematics and learning through play.

Jayme thanked staff, parents, carers, trustees, children and the wider community for their continued support and reaffirmed the nursery's commitment to putting children first.

8. Any other business

Christmas raffle – Friday 18 December 2026

The raffle will take place on the last day of term, alongside the Nativity at the church and party day with DJ Ken in the Village Hall.

Action: Everyone to help request and collect raffle prizes.

Quiz Night – Friday 24 September 2027

The proposed date is subject to Village Hall availability.

Action: Catherine Perry to check availability and book the hall.

Colour Run – 2027

This year's event was a great success, enjoyed by everyone and raised approximately £1,000.

Action: Jayme Dunigan to explore repeating the event in 2027.

Barn Dance – 2028

The aim is to hold another Barn Dance in 2028.

Action: Everyone to look out for suitable bands, including a caller.

Jumble Sale – 2 and 3 November 2027

Booked for Tuesday 2 and Wednesday 3 November 2027.

Next trustees' meeting

Monday 18 January 2027 at 9.00 am.

9. Vote of thanks

Thanks were extended to everyone who attended the AGM.

10. Date of next AGM

Monday 15 November 2027.