

Hucknall Pre-School Playgroup &  
Hucknall National Out of School Club

AGM Minutes - 8<sup>th</sup> November 2022

- 1) People present - Lauren Dalby, Emma Walker, Melanie Bester, Helen Wasilewski, Layla Reviles and Krista Hemsley
- 2) Apologies - Gemma Mitchell, Emma Lane, Mark Armstrong and Beth Szolin-Jones
- 3) Resignation - Tamie Jubb, Lauren Dalby. We have had no response from David Wilson and he has not attended a meeting for over a year, a decision was taken to remove David from the committee.

Post meeting note - Krista has messaged Jodie Nixon (9<sup>th</sup> Nov), she has not attended the last four meeting and has not replied to any text messages, emails or Whatsapp messages.

Members agreed Jodie's removal from the Committee - Confirmation received via email -

Gemma, Beth, Emma W, Emma L, Layla

- 4) Chairs Report - Lauren discussed the Chair report and will type this up and send a copy to be circulated to committee members.
- 5) Treasurer Report - Emma W read the report to the meeting (see attached).
- 6) Chairperson - Lauren has offered her resignation to the meeting. Emma W would like to be considered for this position.

Emma's appointment confirmed - Meeting attendees - Melanie, Helen and Layla.

Confirmation received via email - Gemma, Emma L and Beth.

Treasurer - Melanie Bester would like to be considered for the role of treasurer with Helen assisting, if required.

Melanie's appointment confirmed - Meeting attendees - Emma W, Helen and Layla

Confirmation received via email - Gemma, Emma L and Beth

Vice Chairperson - Mark is unwell and is unable to attend the meeting, Krista will message Mark to see what he would like to do, whether he would like to be considered for the role of Chair and if not whether he would like to continue as Vice Chair for a further year.

Post meeting note - Krista messaged Mark (9<sup>th</sup> Nov), he confirmed that he would like to stay as Vice Chairperson for a further year.

Mark's appointment confirmed - Meeting attendees - Emma W, Melanie, Helen, Layla

Confirmation received via email - Gemma, Emma L Beth

Secretary - Beth has confirmed that she is happy to stay as secretary for a further next year.

Beth's appointment confirmed - Meeting attendees - Emma W, Melanie, Helen, Layla

Confirmation via email - Gemma and Emma L

Committee - Krista will check with Gemma, Jodie and Emma L that they are happy to stay on the committee for another year.

Post meeting note - Krista messaged Gemma and Emma L (9<sup>th</sup> Nov) they would both like to remain on the committee for a further year; see agenda item 3 with regards to Jodie.

Both Gemma and Emma L confirmed that she would like to remain on the committee for a further year.

Gemma's appointments confirmed via email - Emma W, Emma L Helen, Layla, Beth

Emma L's appointment confirmed via email - Emma W, Helen, Layla, Beth, Gemma

New members - Layla Reviles

7) Any other AGM business - None

Ewa  
10.1.2023

# Hucknall Pre-School Playgroup and Hucknall National Out of School Club

Annual General Meeting - 8<sup>th</sup> November 2022

## Chairperson Report - year ending 31 August 2022

### Committee update

Two new members have joined the committee. We received two resignations during the year.

### Hucknall Pre-School Playgroup

#### **Staff changes**

Lynda retired in July 2022. New member of staff, Gemma, was recruited in October 2021.

#### **Fundraising**

Due to Covid restrictions the Pre-School were unable to have a Christmas Show in December 2021, fundraising was via a raffle and group tea towels.

#### **Updates**

All staff appraisals were completed during the Summer term with supervisions taking place in the Autumn and Spring term.

All staff have attended training and development courses this year with an in house First Aid course taking place in the Spring.

Staff have also attended networks, both face to face and via Teams to ensure that they are kept up to date on changes within the sector.

The Playgroup Facebook page is maintained by a member of staff and is used as an information page for all Pre-School Playgroup event days and messages. It is also used to show parents some of the activities taking place within the Pre-School on a weekly basis. The page is only open to parents of children who attend the setting and the majority of parents are 'friends' of the page.

#### **Trips**

A trip to the local cinema and to a local playcentre were arranged for the children during the Summer term.

#### **Grants**

A grant was received from a local councillor, these funds were used to buy equipment to improve the activities available in the outdoor area. The Pre-School Playgroup was selected to be one of the groups of the year by a local Charity - OT Fundraisers. They have provided the Pre-School with new equipment and with the food and entertainment for the Children's Christmas Party.

## Hucknall National Out of School Club

### **Staffing**

Two supply staff members were recruited to cover sickness and holidays.

All staff have had their hours increased during this year to cover the additional number of children attending the sessions and the earlier and later times that they are being dropped off and collected.

### **Fundraising**

Funds were raised during the Christmas period via a raffle, money raised was put towards the cost of the Christmas party. Elf for Alzheimer's is a charity close to the hearts of staff members so the OOSC took part in Elf day with all money raised being donated to this cause.

### **Updates**

All staff appraisals were completed during the Summer term with supervisions taking place in both the Autumn and Spring term.

All staff have attended training and development courses this year with an in house First Aid course taking place in the Spring. In addition time has been taken to evaluate, improve and strengthen both practice and knowledge within the setting during staff training sessions.

A Facebook page is maintained by a member of staff and committee member. It is used as an information page for OOSC parents giving details of event days and also shows parents some of the activities taking place within the OOSC.

### **Trips**

Two trips were arranged by the OOSC for the Summer holiday club - Wheelgate Park and the Space Centre. In addition, a cinema trip was arranged for the year 6 children due to leave in the July.

### **Grants**

A grant was received from a local councillor, these funds were used to develop the outside area with a new reading house being purchased to give children an outdoor quiet and homely place to read.

### **Joint Items**

#### **Ofsted**

Last inspection dates

Pre-School Playgroup - 22/11/2021, judged as Good.

OOSC - 09/08/2018, judged as Outstanding.

#### **Thank you**

A thank you goes out to all committee members who volunteer, attend meetings, help with fundraising and much more besides! Also, an extra thank you to our committee members who volunteer in roles such as Vice-Chair, Treasurer and Secretary - your work is very appreciated.

awacres . 10.1.23

Hucknall Pre-School Playgroup and Hucknall National Out of School Club  
Annual General Meeting - 8<sup>th</sup> November 2022

**Treasurers Report - Year ending 31<sup>st</sup> August 2022**

The accounts have been audited and certified.

**Hucknall Pre-School Playgroup**

This year the Pre-School Playgroup has made a loss of £4,206.17.

The cash resources have reduced to £113,664.52, with £70,174.88 of this being held in line with our reserves policy to cover 3 months running costs (13 weeks) and staff redundancy (this amount is reviewed annually).

The number of children attending the Pre-School Playgroup this academic year has been low, the lowest numbers were seen in the Autumn term. With hard work, advertising and an increase interest after the Covid pandemic numbers increased for the Spring and Summer terms, though never reaching full capacity.

Many places are filled by children claiming Nursery Education Funding for which we receive an amount from the council in excess of the price of our session fees, this year we received £63,020.38 in Nursery Education Funding (Nursery Education Funding is for all children aged 3 and 4 and starts the term after their third birthday). We have received £27,275.72 in fees from fee paying parents, either with children who are too young to qualify for NEF or from families who pay for extra sessions in addition to their entitlement. We have several families qualifying for 30 hours, although not all take their full entitlement.

Due to the Covid 19 pandemic fundraising has been limited this year. Funds were raised from a Christmas Hamper raffle and through a summer raffle and coffee and cake morning at the summer show.

The Pre-School Playgroup sponsors a child from India through World Vision and also helps to support an assistance dog for a child who has severe autism.

Wages were increased by 3% this year; this was effective from April 2022. Fees stayed the same to help parents during this difficult time. A new support member of staff was recruited for 10 hours per week and started in November 2022.

We are registered for many Childcare Voucher Schemes and the Government tax free childcare scheme helping working parents to make savings on their childcare fees. Parents are also able to pay fees straight to our bank accounts; the majority of parents choose this option.

**Hucknall National Out of School Club**

A successful year for the Out of School Club has seen the Club make a profit of £7,385.65.

This surplus for the Out of School Club increases our cash resources to £94,302.28, with £45,053.13 of this being held in line with our reserves policy to cover 3 months running costs (13 weeks) and staff redundancy (this amount is reviewed annually).

The numbers for the club have been very good, both the breakfast and after school club places are in demand with the majority of sessions being full and a waiting list being held. Staffing has been

increased due to the number of children who now stay until 6pm. Numbers for the Holiday Club have also been very good with many children attending who do not attend the Hucknall National Primary School.

We are registered for many Childcare Voucher Schemes and the Government tax free childcare scheme helping working parents to make savings on their childcare fees. Parents are also able to pay fees straight to our bank accounts; the majority of parents choose this option.

Due to the Covid 19 pandemic fundraising has been limited this year. Funds were raised from activities at Christmas, money was also raised and donated to the Elf for Alzheimer's charity which is a Charity close to the hearts of staff members.

The OOSC sponsors a child from Bangladesh through World Vision and also helps to support an assistance dog.

Wages were increased by 3% this year; this was effective from April 2022. Fees stayed the same to help parents during this difficult time.

**Hucknall Pre-School Playgroup and Hucknall National Out of School Club**

**Charity Number 1022820**

**Accounts for the year ended 31 August 2022**

**K. Davis MAAT  
14 Einkorn Drive  
Puckeridge  
Hertfordshire  
SG11 1EY**

**Hucknall Pre-School Playgroup and Hucknall National Out of School Club  
Charity Number 1022820**

**Accounts for the year ended 31 August 2022**

I have examined the books and vouchers of Huchnall Pre-School Playgroup and  
Hucknall National out of School Club  
and certify the Accounts to be in accordance therewith.

Signed *K Davis*

K. Davis MAAT

Date **24 October 2022**

**Hucknall Pre-School Playgroup and Hucknall National Out of School Club**  
Charity Number 1022820

**Receipts and Payments Account for the year ended 31 August 2022**

	2021/2022			2020/2021		
	Out of school Club £	Pre-school Playgroup £	Total £	Out of school Club £	Pre-school Playgroup £	Total £
<b>Receipts</b>						
Fees	103,908.12	27,275.72	131,183.84	93,941.56	9,114.34	103,055.90
Funding		63,020.38	63,020.38	1,382.57	77,468.99	78,851.56
Uniform		393.40	393.40		240.10	240.10
Fundraising		274.80	274.80		6.00	6.00
Breakfast/Lunch Club		58.05	58.05		164.90	164.90
Registration Fees		8.10	8.10		16.20	16.20
Covid SSP rebate scheme		693.72	693.72			.00
Milk Refunds		825.00	825.00		565.50	565.50
Grants		1,500.00	1,500.00			.00
Interest		8.80	8.80	3.99		3.99
Miscellaneous	29.42	345.87	375.29	.01	582.59	582.60
	<u>103,937.54</u>	<u>94,403.84</u>	<u>198,341.38</u>	<u>95,328.13</u>	<u>88,158.62</u>	<u>183,486.75</u>
<b>Payments</b>						
Wages & NI	79,811.47	81,987.18	161,798.65	79,197.89	76,212.77	155,410.66
Rent	2,441.43	6,100.00	8,541.43	3,924.60	6,130.00	10,054.60
Premises Maintenance	1,608.92		1,608.92	660.40	8.20	668.60
Uniform	30.00	1,265.60	1,295.60	974.10	1,726.91	2,701.01
Committee Fees	129.26	35.21	164.47	13.50		13.50
DBS	77.00	150.10	227.10			
Telephone	90.00		90.00	160.00	109.99	269.99
Postage & Stationery	339.76	646.57	986.33	596.07	679.94	1,276.01
Milk		933.21	933.21		1,115.80	1,115.80
Insurance & Membership	1,372.88	1,365.41	2,738.29	1,190.73	1,432.53	2,623.26
Cleaning Materials	151.97	134.17	286.14	147.81	272.90	420.71
Enrichment Activities	885.69	829.59	1,715.28	1,684.61	847.21	2,531.82
Materials	4,217.15	1,364.93	5,582.08	2,022.96	1,418.92	3,441.88
Catering	3,019.54	582.22	3,601.76	2,702.16	622.86	3,325.02
Training	346.20	886.80	1,233.00	188.52	276.40	464.92
Advertising		5.00	5.00		195.60	195.60
Equipment	1,375.68	959.50	2,335.18	805.85	11,870.22	12,676.07
Fundraising		202.80	202.80		838.50	838.50
Other	654.94	1,161.72	1,816.66	957.65	950.44	1,908.09
	<u>96,551.89</u>	<u>98,610.01</u>	<u>195,161.90</u>	<u>95,226.85</u>	<u>104,709.19</u>	<u>199,936.04</u>
<b>Surplus/(Deficit)</b>	<u>7,385.65</u>	<u>(4,206.17)</u>	<u>3,179.48</u>	<u>101.28</u>	<u>(16,550.57)</u>	<u>(16,449.29)</u>

Signed *K Davis*

K. Davis MAAT

Date **24 October 2022**

**Hucknall Pre-School Playgroup and Hucknall National Out of School Club**  
**Charity Number 1022820**

**Statement of Assets and Liabilities as at 31 August 2022**

		<b>2021/2022</b>	<b>2020/2021</b>
		<b>£</b>	<b>£</b>
Cash Funds	Playgroup	113,664.52	117,879.49
	Out of School Club	94,302.28	86,907.83
		<u>207,966.80</u>	<u>204,787.32</u>

Signed *K Davis*

K. Davis MAAT

Date **24 October 2022**

**Hucknall Pre-School Playgroup and Hucknall National Out of School Club**  
Charity Number 1022820

**Reconciliation of Cash Flow for the year ended 31 August 2022**

	2021/2022		2020/2021	
	£	£	£	£
<b>Opening Balances</b>				
<b>Playgroup</b>				
Yorkshire Bank - Savings Account	70,074.88		65,819.88	
Yorkshire Bank - Current Account	53,984.69		66,171.87	
Add outstanding credits	5,701.88		2,438.31	
Less unrepresented cheques	478.20		478.20	
		117,879.49		134,430.06
<b>Out of School Club</b>				
HSBC - Current Account	46,583.34		48,114.69	
HSBC - Savings Account	40,670.33		38,788.34	
Add outstanding credits	313.56		39.00	
Less unrepresented cheques	659.40		135.48	
		86,907.83		86,806.55
Add Receipts		198,341.38		183,486.75
Less Payments		195,161.90		199,936.04
		207,966.80		204,787.32
<b>Closing Balances</b>				
<b>Playgroup</b>				
Yorkshire Bank - Savings Account	70,174.88		70,074.88	
Yorkshire Bank - Current Account	52,320.81		53,984.69	
2022/23 credits received in advance	8,831.17		5,701.88	
Outstanding debits		113,664.52		117,879.49
<b>Out of School Club</b>				
HSBC - Current Account	49,223.82		46,583.34	
HSBC - Savings Account	45,053.13		40,670.33	
Add outstanding credits	25.33		313.56	
Less unrepresented DD		94,302.28		86,907.83
		207,966.80		204,787.32

Signed *K Davis*

K. Davis MAAT

Date **24 October 2022**