

## AGM March 2021

The AGM last year was postponed due to COVID -19 however although it has not been a year, we have reverted back to March for our AGM to keep inline with how we have always worked it.

Prior to the meeting the following was uploaded to the website, with the link shared on the closed Facebook group as well as the online journal system for parents:

- Manager's report
- Chair's report
- Financial figures and report
- Minutes from the last meeting
- The 2011 constitution which we follow

The meeting opened with Kelly directing parents to the website and online journals so they could access the relevant paperwork, ([www.info@teynham-preschool.co.uk](mailto:www.info@teynham-preschool.co.uk)) .

The minutes of the 2020 AGM were agreed and signed by the committee chair, Kelly then directed the parents to the constitution, which is what we follow as committee lead pre school, no queries were raised so this will be signed and used for another year withing the Pre -School.

Kelly then turned to the manager report which is available online for reference. Kelly then moved to the financial report last year we were in a deficit this year we have turned that around and managed to end the year with a healthy bank account. This is partly due to the 10K grant we got due to loss of paying parents and fundraising due to COVID restrictions. We managed to continue to pay the staff when the setting was closed, so they could continue to support their families etc this has had no financial impact on the setting as we continued to receive full funding from the government for the funded children which is well over 90% of the children on role.

What has impacted the setting again this year is the pension contribution as this keeps rising each year, the staff contribution is 3% with the setting having to contribute 5% the last financial year this equated to just over 5 grand.

Kelly thanked the committee for their hard work, and was sad to see Gary Wade leave the committee after 10 years, Gary has impacted the setting in a great way and has been a very pro-active member, setting up the website, and the phone system we have, he will be missed but we wish Gary well with his new job. We will also be losing Lyndsey, Lindsay, and Annabelle who have been fantastic members of the committee and stepped up for us when we needed them the most.

If anyone has any questions to raise after the meeting then please contact Kelly, Rachel or Nadine who will be able to discuss this with you, if anyone has any concerns or questions about the financial report then please again raise these with us, we will be happy to answer any questions.

If there is anyone else that would like to approach me after the meeting to talk about becoming a member then please do we would be happy to have you. Kelly will now complete DBS checks for the new members and sign them up with Ofsted, a EY3 form will also be completed online to remove the other members of the committee who have stepped down.

Signed committee Chair:

Date:

Manager:

Date:



The committee were asked to stand down and if they wanted to be re-elected then express an interest in this, Nadine Kemp, Myfanwy Perkins, Kirsty Taylor, and Gemma Robbins have asked to be re-elected, Nathan Southern, Daniel Parker, and Victoria Bilton have asked to become members.

Kelly then started a poll on Facebook to allow parents of the children within the setting to vote if they agree, we had 28 parents vote via the poll and one who emailed in to confirm their agreement these are attached to these minutes.

The following is a list of the committee members and who they were voted by to be part of the committee:

Nadine Kemp – Pauline Geffroy + Tina Brewer

Kirsty Taylor – Emma Cummings + Zoe Coppin’s

Gemma Robins – Lauren Brett + Kirsty Taylor

Myfanwy Perkins – Georgina Gooda + Danielle Brown

Kelly Southern – Lauren Brett + Toni Finch

Nathan Southern –Kerry Summers + Poppy Fossey

Daniel Parker – Kirsty Bigwood + Lauren Brett

Victoria Bilton – Tina Brewer + Emma Rogers



**Kelly Southern** created a poll.

Admin · 23 hrs · 🌐




Today we say goodbye to Gary, Lynsey, Lindsay, and Annabell from the committee and looking to join is :

Daniel Parker

Nathan Southern

And Victoria Bilton

Can you please complete the poll to agree to the new committee , this is VERY IMPORTANT WE NEED YOU TO AGREE SO WE CAN CONTINUE TO OPEN !!!

<input checked="" type="checkbox"/>	Added by you Yes	 28 votes	×
<input type="checkbox"/>	Added by you No		×
Add an option			

Seen by 36

 Like

 Comment



Write a comment...



## Chair Report AGM 2021

Thanks for attending. This last year has been an unusual one and thank you for all you have done during this trying time to keep the pre-school staff, children and families safe during this time. On that note thank you to all staff for their excellent work for the past year and for continuing to do so, they really do work tirelessly for the benefit of all the children that attend.

Thank you all for your support throughout the school year, especially in areas of fundraising and resource fees, although the bigger events could not take place due to the Covid restrictions, we really appreciate the support for everything we have done in the meantime. All the money we raise is put back into the setting and things like the resource fee help us to provide a supply of new art materials, replace old items and to make sure there are new batteries in toys, without your support we would not be able to do this. Hopefully once some normality ensues, we can hold some of the outdoor events, but we will assess this as time and restrictions move and let you know so watch those newsletters.

Thank you to all the Committee members for all your hard work and support this last year, without our committee we could not run the Pre-school as would result in us closing the setting until a committee could be found, so if you would like to join us please do (we are quite a friendly bunch).

Finally THANK YOU all for doing your utmost to keep everyone safe during this time and THANK YOU to all our key workers who keep everything going and looking after us during this pandemic.

## Managers' report – March 2021

Wow what an academic year that has been, so much has changed and happened but we are still here and still doing our best to provide outstanding childcare for your children.

This past year has been a plethora of mixed emotions, shock at the sudden need to close last March along with concern with how the pre school would survive and when we would see you all again. June meant we could open again with smaller groups of riser children and Christmas this year then sparked another closure. I really want to THANK all of you for your continued support and kind words as we have all adapted to the new normal.

It has been sad for children with us this year that we have not been able to do things we usually do, we love having parents in the setting, to drop off and pick up, but to also come and join us for story times and Easter bonnet parades which have been cancelled for the second year in a row, fingers crossed for next year.

Within the setting Miranda has gone on maternity leave and has since returned, it felt like we were off with her in the end!!! The setting is full and we have a healthy waiting list for September and moving forward into the new year which is fantastic.

This September we are losing 32 children to school, end of year leavers arrangements are still up in the air but we will find a covid safe way of celebrating their time with us.

Home learning packs have been a huge success during periods that we couldn't open or opened to limited numbers, we hope that you found these useful and the children enjoyed being able to do something linked to Pre -School.

Since opening our doors on the 8<sup>th</sup> March all children have returned to us and credit to you, they have come back settled well and continued with routines as if they have never been away.

If you do have siblings that you would like placed on the waiting list then please let us know so I can get them down on our new starters list, with new housing in our village we are finding we are filling up quicker.

To all the other parents who are key workers, to parents that have had to be furloughed as work places have shut, know that we are here for you to and can offer support or a listening ear whenever it is needed. But mostly well done and thank you for getting through 2020 and so far 2021.

Regards

Kelly Southern – Manager Teynham Community Pre -School

<b>TEYNHAM COMMUNITY PRE-SCHOOL</b>			
<b>Receipts and Payments for 2020</b>			
<b>As at:</b>	<b>31st December 2020</b>		
	<b>2020</b>		<b>2019</b>
<b>RECEIPTS:</b>			
Fees / Registration	£	5,392.63	9,145.85
Milk Refund	£	128.08	215.56
Donations	£	-	-
Fund Raising	£	1,917.77	3,467.47
Funding KCC	£	104,360.61	98,957.74
Grants	£	12,356.81	472.00
Resources	£	-	-
Bank Interest	£	0.16	0.34
Tax Credit Funding	£	-	-
KCC Training Funding	£	-	-
Uniform	£	149.50	285.77
Miscellaneous	£	-	-
Courses	£	-	-
		<b>124,305.56</b>	<b>112,544.73</b>
<b>PAYMENTS:</b>			
Wages	£	82,721.85	£ 82,601.42
PAYE/NI	£	3,133.62	£ 6,608.82
Courses	£	1,269.33	£ 3,861.98
Milk	£	181.79	£ 293.04
Snack & Refreshments	£	961.30	£ 1,310.54
Equipment	£	1,124.64	£ 4,118.95
Expendable Materials	£	1,300.78	£ 822.96
Rent	£	3,000.00	£ 3,000.00
Telephone	£	951.99	£ 882.00
Stationery	£	602.82	£ 810.29
Insurance	£	764.19	£ 756.41
Cleaning Materials	£	206.85	£ 246.21
Photocopier	£	1,022.69	£ 1,473.03
Repairs/ Maintenance	£	63.00	£ 253.42
Miscellaneous	£	771.46	£ 1,254.78
Uniform	£	523.79	£ 548.18
Resources	£	1,056.22	£ 2,396.03
DBS Checks	£	91.00	£ 272.70
Memberships/Subscriptions	£	512.51	£ 426.22
PC	£	337.98	£ 1,120.88
Fund Raising	£	337.77	£ 411.57
Pension	£	5,170.34	£ 4,442.56
	£	<b>106,105.92</b>	<b>£ 117,911.99</b>

<b>Summary:</b>		
Total Receipts	124,305.56	112,544.73
Total Payments	106,105.92	117,911.99
Surplus/(Deficit):	<b>£18,199.64</b>	<b>-£5,367.26</b>
Total Funds:		
Balance Brought Forward:	31,119.50	36,486.76
+ Surplus / - Deficit from above:	18,199.64	-5,367.26
Total c/fwd	<b>49,319.14</b>	<b>31,119.50</b>

# TEYNHAM COMMUNITY PRE-SCHOOL

## Bank Reconciliation

### Total Funds:

Balance Brought Forward:		31,119.50
+ Surplus/ - Deficit:		<u>18,199.64</u>
		<u><b>49,319.14</b></u>

### Being held as:

#### Bank balances:

Current Account	52	49,071.70
Business Reserve Account	192	<u>160.13</u>
Total at bank:		49,231.83

#### Petty Cash:

Fees Float	40.00	
General Float	47.17	
Petty Cash Tin	0.14	87.31

#### Less unrepresented cheques:

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\_\_\_\_\_  
\_\_\_\_\_

#### Plus items unbanked:

**Total:** **49,319.14**

# INDEPENDENT EXAMINER'S REPORT

## Teynham Community Pre-School

Registered Charity No: 1025917

I report on the accounts and financial statements of the Teynham Community Pre-School (Pre-School) for the year ended 31 December 2020.

### Respective responsibilities of Trustees and Examiner

The Pre-School's trustees are responsible for the preparation of the accounts. The Pre-School's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Pre-School and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

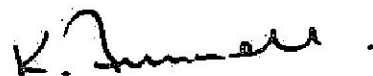
### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kevin Funnell  
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25 February 2021