



Little Acorns (Herne) Pre-School  
Registered Charity No. 1027456

Agenda

**AGM**

24<sup>th</sup> November 6:00 pm  
At Little Acorns (Herne) Pre-School

**1) Those Present**

Michael Rigden, Michelle Jones, Becky Phelps, Tracey Smith, Sophie Langley.

**2) Conflict of interest**

a. none

**3) Apologies for absence**

a. None

**4) Welcome from Michael, introduction of committee and explanation of requirements of AGM.**

**5) Tracey's presentation of new elements of Early Years Learning**

**(insert notes/slides from presentation)**

**6) Managers Notes.**

**Michelle discussed and presented slide show of plans for new build.**

**During presentation ideas for new business ventures were discussed and parent Helen McNab voiced interest in a stay and play opportunity.**

**AGM Managers report**

We are currently full for the academic year and have a long waiting list for this year and from September 2022

Children have settled very quickly this year and believe this is due to children being dropped off at the gate and coming straight into the garden.

**OFSTED**

The new EYFS has been introduced from 1<sup>st</sup> September 2021, which has been welcomed as a reduction in written observations and more in-depth time spent with the children.

The focus is very strongly on:

- 'knowing the child and their family'
- Understand their baseline and moving them forward
- How you are doing this and what they have achieved
- Intent, Implement & Impact.
- We, as managers/leaders also need to have good knowledge of each child and their learning
- Relationships with parents
- Safeguarding knowledge
- Oral Hygiene has been added to the EYFS due to teeth decay in under 5s
- Supervisions

### **Setting new routines:**

- Tambourine - children have learnt that they line up on the yellow line whenever they hear the tambourine, this is used each morning/afternoon to count the children/staff. Also, if we need to bring the children together for any reason.
- Parents are now being allowed in at pick up time (lunch time & end of the day). They collect their child and then collect their belongings; this has been welcomed by parents as it is a time they can talk to their key person if they have any concerns and frees up staff.
- We are introducing more focused activities depending on child's abilities (stories & recall, music, games) to encourage children to sit and listen for small amount of time.
- Sharon is introducing Makaton signs of the week again, which will be discussed at the small group times.
- For the younger and less able to listen/concentrate Sharon will introduce Bucket time to support them.
- Small groups to discuss cleaning their teeth/healthy eating.

### **KCC have produced a new Monitoring tool kit, which we will be using:**

A Tracker that will be completed by staff at the end of October, January & June which will then be transferred to an electronic system to ensure any child falling behind, a plan is put in place to bring them up. If there are still further concerns the system will trigger possible outside agencies SEND

Staff meetings will be held towards the end of each term to discuss children's progress and how to move them forward and discuss any children that need more support.

### **OFSTED INSPECTIONS**

I will be spending time with Tracey and Claire to go through the updated Inspection Handbook. We will take each area and work through the Good and Outstanding Criteria to ensure we meet them all and update any policies to match.

We, as managers/leaders also need to have good knowledge of each child and their learning, so wish to be outside with the children part of the day to ensure we also have that understanding.

## **TRAINING**

**CACHE Level 4 qualification in Promoting Health & Wellbeing through Physical Activity & Nutrition Co-ordination in Early Year (PANCo)** Sarah has just taken this on. This course takes 12 weeks and an average of 3 hours per week to complete a reflective journal, Project Portfolio and areas we can improve, displays for parents/children to promote health eating. It also discusses how to promote and support staff Wellbeing. This certificate will also provide Little Acorns with 'Start Life Well Gold Award'

**Leadership & Management Training** - Tracey will start a course; we are just deciding which one!

**PAEDIATRIC FIRST AID** - All staff completed first aid training on 1<sup>st</sup> September here

**APPRENTICES** - Nathan is nearly finished, he received Apprentice of the year for Kent

Olivia started in January and is due to complete July 2022

## **CURRENT FINANCES**

Current Account £ 35,430.17

Deposit Account £110,054.34

Wages currently average £10k month

## **1<sup>st</sup> September 2020 - 31<sup>st</sup> August 2021 Year End draft accounts**

I have treated the £17,865 spent on developing the setting as an addition to the assets, as this is an expense that will be used over several years. This does leave a "profit" of £51,607 for the year. If we treated this spending as a cost rather than an asset addition, the profit would be £33,742. If the committee wishes to treat this as a regular expense, then I can easily make the adjustment before we prepare the final accounts for the approval of the parents at the AGM.

## **New Building**

I have started looking into this and am steering towards a bespoke log cabin with bi-fold doors onto a canopy and internal divides to allow for dining and offices looking onto the room/garden. We would not need such a high ramp giving more space for the canopy. The current log cabin can then be used for Mother toddler group/sensory work S & L and staff room

## **STAFFING**

I would like to bring in an Office Junior to take up the photo copying, input on computer, printing, laminating, etc. to free up

myself and Tracey to do the Ofsted work, embed new routines and access the children and staff for supervisions.

This person could also be used as a pair of hands when needed in the room/lunch cover or when staff need to have zoom meetings  
This will be a temporary contact for 3 months to start with and part time to see how it works.

**7) Finance report from Kelly**

**8) Confirmation of committee seats and offered seats to current parents.**

**Two new members of committee welcomed - Helen McNab and Charlotte Murphy**

NB: Agenda may be subject to change.

# Little Acorns (Herne) Pre-School

Charity Commission Number 1027456

## Financial Statements for the year to 31st August 2021



Prepared by Zazie Business Services Ltd

## Independent Examiners Unqualified Report for the year to 31<sup>st</sup> August 2021

This report relates to the accounts for the charity for the period ended 31<sup>st</sup> August 2021

### Respective Responsibilities of Trustees and Examiner

The Charity's trustees are responsible for the accounts. This period the trustees have not required an audit under s144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- Examine the accounts (under s145 of the Act)
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (s145(5)(b) of the Act)
- State whether particular matters have come to my attention

### Basis of Independent Examiners Report

The examination was carried out in accordance with the General Directions given by the Charity Commissioners. This includes a review of the Accounting Records and a comparison of the accounts with those records. In addition, consideration is given to any unusual items and explanations will be sought from the trustees if considered necessary. The procedures followed are not sufficient for audit purposes and there is no opinion given as to whether the accounts present a "true and fair" view and therefore the report is limited to those matters set out in the statement below.

### Statement

In the course of my examination, no matter has come to my attention

1. Which gives me cause to believe that, in any material respect, the requirements:
  - To keep accounting records in accordance with s130 of the 2011 Act and
  - To prepare accounts which accord with accounting records and comply with requirements of the Acthave not been met or
2. To which my opinion, attention should be drawn in order to enable a proper undertaking of the accounts to be reached.



M E Hill BA(Hons) MSc  
Zazie Business Services Ltd  
Innovation Centre Medway  
Maidstone Road  
Chatham  
Kent ME5 9FD

24<sup>th</sup> November 2021

	Year to 31/8/21		Year to 31/8/20	
	£	£	£	£
<b>Receipts</b>				
Fees		208,037		214,609
Fundraising and Donations		3,416		927
Training Income		0		2,500
Uniform Sales		0		0
Interest		135		82
Other KCC Grants		0		0
Furlough Claim		0		37,217
		<u>211,589</u>		<u>255,335</u>
<b>Payments</b>				
Wages	134,476		171,802	
Other Costs	<u>1,486</u>		<u>1,575</u>	
Total Staff Costs		135,962		173,377
Resources	1,129		5,571	
Child Sponsorship	380		380	
Fundraising	70		157	
Healthy Eating	453		3,811	
Uniforms	194		162	
Entertainment	<u>0</u>		<u>0</u>	
Total Cost of children's services		2,226		10,081
Premises Costs		5,825		7,645
Cleaning		2,192		2,201
Repairs		4,361		4,894
Administration		1,406		3,652
Professional Fees		1,138		1,092
Other Costs				
Gifts	0		0	
Miscellaneous	332		682	
Insurance	1,210		1,208	
Advertising	330		436	
Depreciation	<u>5,000</u>		<u>5,000</u>	
		<u>6,871</u>		<u>7,326</u>
Total Payments		159,982		210,270
<b>Net Receipts</b>		<u>51,607</u>		<u>45,066</u>
<b>Less Capital Expenditure</b>				
Building Development		<u>17,865</u>		<u>0</u>
Excess Income		33,742		45,066

Statement of Assets

Fixed Assets	71,388	58,523
Cash at Bank	132,005	93,312
Other current liabilities	<u>(385)</u>	<u>(434)</u>
	<u>203,009</u>	<u>151,402</u>

Bank Balances

Current	52,942	44,591
Deposit	100,045	51,907
Advanced	<u>(20,982)</u>	<u>(3,186)</u>
	<u>132,005</u>	<u>93,312</u>

Signed on behalf of the Trustees:

I approve the accounts for the year to 31<sup>st</sup> August 2021

Signed

\_\_\_\_\_  
Treasurer

Date  
\_\_\_\_\_

# Little Acorns (Herne) Pre-School

Charity Commission Number 1027456

## Financial Statements for the year to 31st August 2021



Prepared by Zazie Business Services Ltd

## Independent Examiners Unqualified Report for the year to 31<sup>st</sup> August 2021

This report relates to the accounts for the charity for the period ended 31<sup>st</sup> August 2021

### Respective Responsibilities of Trustees and Examiner

The Charity's trustees are responsible for the accounts. This period the trustees have not required an audit under s144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- Examine the accounts (under s145 of the Act)
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (s145(5)(b) of the Act)
- State whether particular matters have come to my attention

### Basis of Independent Examiners Report

The examination was carried out in accordance with the General Directions given by the Charity Commissioners. This includes a review of the Accounting Records and a comparison of the accounts with those records. In addition, consideration is given to any unusual items and explanations will be sought from the trustees if considered necessary. The procedures followed are not sufficient for audit purposes and there is no opinion given as to whether the accounts present a "true and fair" view and therefore the report is limited to those matters set out in the statement below.

### Statement

In the course of my examination, no matter has come to my attention

1. Which gives me cause to believe that, in any material respect, the requirements:
  - To keep accounting records in accordance with s130 of the 2011 Act and
  - To prepare accounts which accord with accounting records and comply with requirements of the Acthave not been met or
2. To which my opinion, attention should be drawn in order to enable a proper undertaking of the accounts to be reached.



M E Hill BA(Hons) MSc  
Zazie Business Services Ltd  
Innovation Centre Medway  
Maidstone Road  
Chatham  
Kent ME5 9FD

24<sup>th</sup> November 2021

	Year to 31/8/21		Year to 31/8/20	
	£	£	£	£
<b>Receipts</b>				
Fees		208,037		214,609
Fundraising and Donations		3,416		927
Training Income		0		2,500
Uniform Sales		0		0
Interest		135		82
Other KCC Grants		0		0
Furlough Claim		0		37,217
		<u>211,589</u>		<u>255,335</u>
<b>Payments</b>				
Wages	134,476		171,802	
Other Costs	<u>1,486</u>		<u>1,575</u>	
Total Staff Costs		135,962		173,377
Resources	1,129		5,571	
Child Sponsorship	380		380	
Fundraising	70		157	
Healthy Eating	453		3,811	
Uniforms	194		162	
Entertainment	<u>0</u>		<u>0</u>	
Total Cost of children's services		2,226		10,081
Premises Costs		5,825		7,645
Cleaning		2,192		2,201
Repairs		4,361		4,894
Administration		1,406		3,652
Professional Fees		1,138		1,092
Other Costs				
Gifts	0		0	
Miscellaneous	332		682	
Insurance	1,210		1,208	
Advertising	330		436	
Depreciation	<u>5,000</u>		<u>5,000</u>	
		<u>6,871</u>		<u>7,326</u>
Total Payments		159,982		210,270
<b>Net Receipts</b>		<u>51,607</u>		<u>45,066</u>
<b>Less Capital Expenditure</b>				
Building Development		<u>17,865</u>		<u>0</u>
Excess Income		33,742		45,066

Statement of Assets

Fixed Assets	71,388	58,523
Cash at Bank	132,005	93,312
Other current liabilities	<u>(385)</u>	<u>(434)</u>
	<u>203,009</u>	<u>151,402</u>

Bank Balances

Current	52,942	44,591
Deposit	100,045	51,907
Advanced	<u>(20,982)</u>	<u>(3,186)</u>
	<u>132,005</u>	<u>93,312</u>

Signed on behalf of the Trustees:

I approve the accounts for the year to 31<sup>st</sup> August 2021

Signed

\_\_\_\_\_  
Treasurer

Date  
\_\_\_\_\_