



AGM 2020 Chair Person Report

Thank you for attending our Annual General Meeting,

Autumn 2019 started with a lot of promise, booking in events and fundraising for the academic year. This involved an excellent raffle with some great prizes sourced by the parents, committee and staff, for both the Christmas concerts and the Christmas fayre.

2020 began with much uncertainty and the planned Easter events, graduation and sports day could no longer go ahead, this meant missed opportunities for fundraising.

Over the summer a GoFund page was started and raised over £100 for the pre-school, however this fundraising this year is massively depleted year on year due to Covid-19.

This has also been a tough year for the staff, having to close to the majority of children for part of the year and we have appreciated their dedication and maintaining the excellent standards the pre-school are known for.

Sadly I will be stepping down from the Committee tonight as Tawna has moved on to infant school. Tracey Scammel will also be leaving the committee as she no longer has any grand children in the pre-school

The Committee plays an important role in the Pre-School and being part of it, is your opportunity to get involved and have a positive impact on your child's learning environment.

This is your chance to help by becoming part of the committee and helping with future events and fundraising. A new chair will also need to be appointed. Can I ask who is interested in a committee or chair role?



AGM 2020 Manager Report

- **Children**

We had a low number of children at the start of the Autumn term. Numbers started to rise in January but many of the new children were due to start school in September. We had 21 children in the Ocean Room and 8 in the Coral room. Then we went into Lockdown in March which is when we typically get interest for the Summer term for the Following Autumn term so it was quite difficult. The Government honoured the funding that we had already claimed so although we had to remain open for very few children, we only lost out on the fees.

On the first of June we reopened for some more children. With low staffing and new measures in place we didn't get up to full capacity. We had 20 children in altogether and we split them across the two rooms regardless of age. All of the children were above the age of 3.

Our numbers this term are really good considering it is Autumn. We have 17 in Ocean room and one on the waiting list for January. Coral Room have 11 children and 5 on the waiting list for January. We also have a child with SEN in Coral room and are in receipt of additional funding for one to one support. Initially we managed on the staff we have but he is showing increasing needs and we will be using bank staff help us manage from next week. I expect to get a few more as there has been a few enquiries and visits that haven't yet decided.

- **Training**

Megan achieved her level 3

Tash and Keri completed advanced safeguarding 2019 and are now able to train the team.

I achieved a level 3 Senco Accreditation.

Keri completed Health and Safety and Fire Marshall training.

I also completed level 2 Health and Safety.

Keri has started her Level 5.

- **Staffing**

Tasha Geehan was off with a long term illness from January. During the Lock down, we furloughed some of the staff because of vulnerability. Kayleigh was pregnant and has now had the baby. Her contract with us finished on 7th May but we may keep her on a bank contract. Ali Robinson was Furloughed to look after an elderly parent, Tash was furloughed for health reasons. Karen was also furloughed for one month but came back to do the summer term. Ali Carpenter was working from home virtually where she kept our presence out there on social media and supported the families who were home schooling.

Now that we are all back at work, Ali Carpenter is back in and Tash will be doing her 12 hours from home dealing with admin and social media as this proved to be a valuable resource. During the summer we got a lot of interest, I was able to show people around the setting after close and we gained new children.

I have taken on a new apprentice in the Coral Room, Holly Baker at the start of this Autumn term.

- **Events**

- We held our Christmas Fair on November 30th
- A stay and play session was held on the 16th December.
- We had our two Christmas Concerts 18th and 19th December.
- A Christmas party with an entertainer 20th December.
- We started running a parent and toddler morning with Boogie mites on 13th of January for six weeks.
- We continued to run a parent and toddler morning on Fridays after that which was from 28th of February which only stopped running due to COVID-19 and lockdown.
- We celebrated World Book day with a Peter Pan Theme on 5th March.
- We were able to have the Incredible eggs for ten days in which we hatched Ducklings.

Treasurers Report 2019/2020

| | |
|--------------------------|------------|
| Main Bank Account | £24,376.05 |
| Fundraising Bank Account | £501.06 |

Little Spinnakers Pre-school

Income/Expenditure Statement for the period 1/8/2019-31/8/2020

| Income | £ |
|---------------------------------------|-----------------------|
| Portsmouth City Council (NEG funding) | 96,766 |
| Fees | 13,849 |
| Fundraising | 850 |
| Job Retention Scheme | 8,824 |
| Total Income | <u>120,289</u> |

Expenditure

| | |
|---------------------------------|-----------------------|
| Staff Wages | 109,523 |
| Pension | 1,557 |
| Rent | 8,809 |
| Insurance/Fees | 2,313 |
| Management/payroll system | 1,330 |
| Cleaning | 650 |
| Equipment/Educational Materials | 7,381 |
| Phone/Internet | 651 |
| Accountants fees | 2,759 |
| Total Expenditure | <u>134,973</u> |

| | |
|--------------------|------------------------|
| Net Deficit | <u>- 14,684</u> |
|--------------------|------------------------|

| | |
|-----------------------|-----------------|
| Bank balance 01/09/19 | 39,561 |
| Bank balance 31/08/20 | 24,877 |
| Net Deficit | - 14,684 |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Little Spinnakers Pre School

**On accounts for the year
ended**

31/8/2020

**Charity no
(if any)**

1028045

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2020**

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

1/04/2021

Name:

LOUISE ETHERINGTON ACMA CGMA

**Relevant professional
qualification(s) or body
(if any):**

CIMA QUALIFIED (ACMA CGMA)

Address:

25 Mayles Road

Southsea

PO4 8NP