

AGM

Wednesday 20th October 2021

Blossom Room 9:15am

Attendees: Michele Jolley, Megan McCreedy, Clare Gseir, Emily Davey, Chelsey Balkwill, Cassie Pearmain, Louise Barnett

Apologies: Hayley Wheeler

1. Previous Business

The minutes of the last AGM on 1st October 2020 were read by Clare. They were agreed by all members and signed. Matters arising from the last meeting;

➤ Christmas Fundraising

Due to both Local and National Lockdowns because of COVID19 cases the setting was closed to all children on the 8th December 2020 and did not fully reopen until 8th March 2021. The closure meant Christmas fundraising was unable to go ahead. Fundraising did go ahead at Easter with a raffle and the Little Urchins photography also went towards fundraising.

➤ Contractors

The company Mitie are now responsible for water safety checks and fire extinguisher testing. It costs roughly £600 for the year. Contractors are used for other maintenance jobs around the setting. Michele is also going to look into contractors for mowing the area of grass in the outside area as Fairhouse have changed company and they no longer include the Little Gem's area.

➤ COVID19

Due to both Local and National Lockdowns because of COVID19 cases the setting was closed to all children on the 8th December 2020 and did not fully reopen until 8th March 2021. Staff returned to work in January as all EYFS settings were allowed to reopen. Most

children did not come back until later in the year. All new starters due to begin in January chose stayed home. Children could be claimed for even if they chose not to attend.

2. Financial Report

Michele read the Financial Report for 2021 (see attached). The total income %for last year was £161084 which is £23587 lower than the previous year. Michelle believes this is due to COVID and less families being on role, the members all agreed. Outgoings are roughly £5000 more compared to the previous year. Michele explained this is due to the increased resources in particular PPE due to COVID, wage and pensions increases and paying for repairs as they are no longer included in the rent. Wages have increased by around £7000 and repairs has increased by around £2000. Michele is not worried about finances as there are currently more children on role, including ten children receiving thirty hour funding as of January 2022 and eleven children receiving two year funding. There are eight children due to start attending in January 2022

3. Staff Report

Chelsey read the Staff Report for 2021. She reiterated that Hayley Wheeler had left the setting in April. Chelsey is now deputy and the second child protection officer for the setting. Cali is room leader. Hayley is working towards her Level 3 and Kerry has recently completed her Level 2 qualification. Sarah has been working as an apprentice and will continue in this role.

4. Super Star Sports

Michele informed the members that Super Star Sports who have worked with Little Gem's providing specialist sports Instruction are no longer being used. Michele explained she had made the decision as they were being very inconsistent; arriving late or not when expected and sending different people each time which was unsettling for the children. Kudos is employed in this role instead; they used to work with Super Star Sports before branching out on their own and are charging the same amount.

5. Open Days

Michele confirmed that Open Days had been help over the Summer for new starters. There were two opportunities for families to visit in

August to meet the staff and see the setting. Unfortunately they were unable to go ahead for January 2021 starters due to COVID restrictions in place. It has been decided and agreed by all members to keep using Open Days instead of home visits for new starters.

6. Banking

Chelsey and Hayley are going to be joining Megan on the banking and Hayley Wheeleris being removed. The process has been started however paperwork and checks is taking an extremely long time to complete. Chelsey has now spoken to the bank and hopefully it shall go through faster now.

7. Member Elections

All Committee members stepped down from their current roles. Clare was reselected as Chairperson, Megan was reselected as Treasurer and Emily was reselected as Secretary. Hayley excused herself in writing as a member of the Committee due to leaving the setting.

8. Next Meeting

The next Committee meeting is due to take place on Thursday 9th December 2021. Michele and Clare to meet on Tuesday 2nd November 2021 to send off the accounts information to Charity Commission.

Minutes Agreed

by

Signed

Date

Manager's Report
AGM
Wednesday 20th October 2021

This year has been another difficult year due to COVID 19. Since our last AGM last October, we have only managed to do a couple of fundraisers which includes the Easter raffle and Little Urchins photo's.

We went into national lockdown with everyone else at the beginning of December 2020 so sadly no Christmas raffle, virtual assemblies or any Christmas activities could take place. The government announced that all Pre-School aged children could return back after the Christmas break, but the majority of our parents decided to keep their children home, including our new January starters. Up until the 8th March we mainly had our children of working families and the vulnerable with us. We choose a rota base for staff, as many staff also had children/youngster at home to care for. All staff kept in regular contact with all their keyworking families with weekly phone calls, updates and activity packs were dropped off if requested. Essex County Council issued food vouchers for 2yr funded/EYPP and vulnerable children which were distributed out accordingly.

From Easter onwards staff still do regular Rapid Antigen Test's and throughout the year we have had to deal with staff shortages due to following the government guidelines of self-isolation, which is ongoing.

Strick measures are still being followed to ensure the safety of children and staff to prevent the spread of the virus.

Starting this new academic term, September 2021, we are currently up in numbers from this time last year and have 46 families on roll, this will also hopefully increase with the new January 2022 intake to 56.

Finance Report 2021

I would like to start with going through our income and expenditure of the year 2020.

Our total income for this year was £161,048.00, this was made up of 2yr funding, 3/4yr FEEE funding, 30 hour funding, Fee's, fundraising, SEN payments, EYPP and voluntary snack contributions.

Our total income decreased by £23587.00 from the previous year due to COVID and having less families attending the setting.

Our expenditure was £5737.00 more then the previous year due to the increase of the minimum wage, repairs and cleaning products.

At the start of January 2021, we had £56951.93 in our bank account.

We currently have 7 members of staff and 1 apprentice on roll. Minimum wage increased again April of this year, taking the minimum wage to £8.91ph, which has contributed considerably to our monthly wage outgoings.

We are currently up from last year and now have 46 families enrolled.

21 children are - 3/4yr funded 10 are 30 hours

11 children are - 2yr funded

4 children are fee paying.

At the moment we have 8 new starters for January 2022.

We continue to ask parent/carers to give us a contribution for snack of 20p per session.

LITTLE GEMS PRE - SCHOOL BASILDON
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

LITTLE GEMS PRE - SCHOOL BASILDON

Registered Charity Number: 1028673

Chairperson: C Gsier

Treasurer: M McCreery

Secretary: E Davey

Independent Examiner: D Parker
Sterlings Accountancy Solutions Ltd
Unti 5 Woodbrook Crescent
Billericay
Essex
CM12 0EQ

Bankers: Barclays Bank Plc
2 East Walk
Basildon
Essex
SS14 1HH

Independent Examiner's Report
To The Trustees Of Little Gems Pre - School Basildon
On The Accounts For The Year Ended 31 December 2020
Set Out On Pages 1 to 3

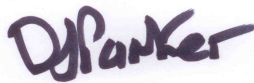
Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention. Basis of independent examiner's statement My examination was carried out in accordance with general Directions given by the Charity Commission.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the 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



David Parker
Sterlings Accountancy Solutions Ltd
Unit 5 Woodbrook Crescent
Billericay
Essex
CM12 0EQ

Date: 29 April 2021

Little Gems Pre - School Basildon
Statement of Income and Expenditure
Year ended 31 December 2020

	2020		2019	
	£	£	£	£
Incoming resources from generated funds				
Essex County Council		155,839		175,965
Other		566		2,156
Incoming resources from charitable activities				
Fees		4,643		6,514
Total incoming resources		<u>161,048</u>		<u>184,635</u>
Interest recieved		86		53
Resources expended				
Charitable activities				
Wages	128,020		121,778	
Employer's pension	2,027		1,682	
Rent	8,727		8,723	
Water rates	124		510	
Light & heat	1,636		3,047	
Repairs & renewals	5,446		3,122	
Equipment and materials	1,511		3,384	
Refreshments	990		1,928	
Telephone	722		995	
Cleaning, refuse & hygiene	2,571		2,114	
Postage & stationery	360		145	
Training	601		378	
Independent examiners fees	1,211		1,152	
Sundry	140		50	
Insurance	792		439	
Subscriptions	376		228	
DBS	192		221	
Food vouchers	1,393		0	
Bank charges	180		265	
Travel	100		805	
Licenses	330		0	
Activities	773		660	
Legal fees	0		859	
Total resources expended		<u>158,222</u>		<u>152,485</u>
Net incoming/(outgoing) resources		2,912		32,203
Total funds brought forward		66,674		34,471
Total funds carried forward		<u><u>69,586</u></u>		<u><u>66,674</u></u>

Little Gems Pre - School Basildon
Balance Sheet
At 31 December 2020

Unrestricted funds

	2020	2019
	£	£
Current assets		
Bank account	72,548	70,526
Debtors	0	496
Cash	13	28
	<u>72,561</u>	<u>71,050</u>
Creditors falling due within one year	2,975	4,376
	<u>69,586</u>	<u>66,674</u>
Charity funds		
Unrestricted funds	<u>69,586</u>	<u>66,674</u>

The financial statements have been prepared in accordance with FRS102 SORP.

Approved and agreed


.....
Claire Oseir
Chairperson


.....
Megan McCreery
Treasurer

Date: 23/04/2021

Little Gems Pre - School Basildon
Notes To The Accounts
For The Year Ended 31 December 2020

1 Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102).

2 Accounting policies

Incoming resources

Grants are included in the SOFA when the charity has unconditional entitlement to the resource. Fees are included in the SOFA when the charity becomes entitled to the income

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

3 Staff costs

The average number of full time equivalent employees during the year was 9. All of these worked within charitable activities.

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