

AGM

Wednesday 19th October 2022 at 12:45pm in Blossom Room

Attendees: Michele Jolley, Kallie Templeton, Clare Gseir, Megan McCreedy, Emily Davey, Louise Barnett, Riley Nice and Dinah Sharp

Apologies: Rachel Long

Previous Business

➤ **Super Star Sports and Kudos**

Kudos came into the setting on a couple of occasions but appear to have gone out of business.

➤ **Open Days**

The open days for the parents/carers of new starters are continuing to be a success. Open days had taken place again for new starters in August 2022 over two days in the school holiday with a very high turn out. Michele plans to hold an open session for those starting in January 2023 during an afternoon session in the second autumn half term, this will allow parents to see the setting with other children there to see how it works. An open day like this has not been attempted before.

➤ **Banking**

There are currently two people on the banking; Megan McCreedy in her role as Treasurer and Hayley Barber. Michele has considered adding an additional person but all members are happy with the current situation.

New Business

1. Welcome

Clare and Michele welcomed the new parent members Riley and Dinah who have agreed to join the Committee. Members also welcomed Kallie who is joining the Committee on behalf of the staff. Clare explained that all new members would need to complete a volunteer DBS and an EY2 form, she will send the details for these by email before 31st October 2022 and will make herself available should anyone require assistance. Clare read the minutes from the previous AGM held on Wednesday 20th October 2021, these were agreed by members. All members were reminded the contents of meetings are private and confidential.

2. Financial Report (See attached)

Michele read the prepared Finance Report to all members. Michele further explained that there are currently less children on role due to there having been less three and four year olds on the waiting list for the new September 2022 intake as other preschools in the local area had offered an additional intake in April 2022. Therefore, more two year olds were offered places for September 2022 affecting the staff ratios. However, a majority of the two year olds turn three during the autumn term meaning more two and three year olds can begin in January 2023. At present there are seven children due to be in January 2023.

3. Staff Report (See attached)

Michele read the prepared staff report to all members. Michele added there had been an increase in training over the year for all staff. All staff had undertaken Planning in the Moment training. Kerry has completed Enco training, first aid and best practice rooms. Kallie has completed first aid and safeguarding training. Sarah's apprenticeship is coming to an end, she is also in the process of her first aid training. Hayley has completed her Level 3 training and has also completed best practice rooms training. Clare G is in the process of completing a knowledge based Level 3 in childcare and education.

4. Fundraising

Michele explained planned fundraising for Christmas 2021 was unable to go ahead due to a high level of illness in the setting and local area. The Christmas assemblies did take place online. Little Urchins have been in twice to do photographs, although there has been a significant decrease in the number of people buying the product for instance only ten if the group graduation photographs were purchased. Clare asked if it was worth looking into other local company prices to see if there were any better options available, all members agreed. Kallie confirmed the Easter fundraising was able to take place with a raffle and bake sale. Clare and Megan had also organised and run a summer fete towards the end of the year. The money raised from fundraising had gone towards lots of new resources and the improvement of the outside area. Fundraising going ahead will be used towards continuing the improvements in the outside area, particularly a sandpit, more outside storage and more imaginative resources to stimulate the children.

5. Leavers Summer 2022

Michele confirmed the plans for the leavers of the Summer Term 2022 had gone ahead and were very well received. The two planned Leavers' Assemblies were able to go ahead. There was also an end of year party for all children with the local entertainment company Mojji; Michele explained they had been rather expensive however Kallie and Clare

stressed how much the children had enjoyed it and there had been lots of good feedback from parents/carers. Michele is going to look into funds at the end of the year with a view to book them again. There was also an end of year trip; a teddy bear picnic to a local park.

6. Ralph

Michele informed members on two occasions in the last academic year, Hayley Barber's dog Ralph had come into setting for a visit. Kallie explained parents/carers are given ample warning of planned visits on the Little Gem's Facebook page as well as verbally when dropping off and collecting their child before the day of the visit. Ralph's visits have been a very popular and well loved addition to the setting and they shall continue throughout the year on different days to allow all children to engage. All members agreed these visits would be beneficial to the children.

7. Policies

All members read and agreed on the following revised policies:

- ❖ Nappy changing
- ❖ Food hygiene
- ❖ Food and drink
- ❖ Recording and reporting of accidents and incidents
- ❖ First aid
- ❖ Managing children who are sick, infectious or with allergies
- ❖ Administering medicines

Megan and Clare signed the revised policies on behalf of all members.

8. Member Elections

All members stood down from their current roles. No new members wished to step forwards for a role. Clare was re-elected as Chair, Megan as Treasurer and Emily as Secretary. We read through the constitution, agreed all parts and signed.

9. Next Meeting

Michele explained new guidance on Committees meant meetings now only have to be held twice a year although previously members of the Little Gem's Committee had been meeting once every half term. Clare suggested meeting once per term, meaning three meetings each year, all members agreed. The next meeting is scheduled for Tuesday 24th January 2023 at 9:15am. All members stressed the need for new parents to join the Committee; Michele explained all new starters are given information about the Committee when their child begins however not many show interest. Clare offered to look into writing a new document for the parents/carers of new starters in the hope some of the January 2023 may join the next meeting.

Minutes Agreed

by

Signed

Date

LITTLE GEMS PRE - SCHOOL BASILDON
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

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 2021
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: 26 April 2022

Little Gems Pre - School Basildon
Statement of Income and Expenditure
Year ended 31 December 2021

	2021		2020	
	£	£	£	£
Incoming resources from generated funds				
Essex County Council		132,070		155,839
Other		1,504		566
Incoming resources from charitable activities				
Fees		7,230		4,643
Total incoming resources		<u>140,804</u>		<u>161,048</u>
Interest recieved		28		86
Resources expended				
Charitable activities				
Wages	124,454		128,020	
Employer's pension	2,110		2,027	
Rent	9,185		8,727	
Water rates	203		124	
Light & heat	2,709		1,636	
Security	1,043		0	
Repairs & renewals	3,255		5,446	
Equipment and materials	1,476		1,511	
Refreshments	834		990	
Telephone	1,026		722	
Cleaning, refuse & hygiene	1,667		2,571	
Postage & stationery	1,680		360	
Training	0		601	
Independent examiners fees	1,151		1,211	
Sundry	532		140	
Insurance	775		792	
Subscriptions	252		376	
DBS	330		192	
Food vouchers	0		1,393	
Bank charges	169		180	
Travel	45		100	
Licenses	329		330	
Activities	550		773	
Legal fees	0		0	
Total resources expended		<u>153,775</u>		<u>158,222</u>
Net incoming/(outgoing) resources		-12,943		2,912
Total funds brought forward		69,586		66,674
Total funds carried forward		<u><u>56,643</u></u>		<u><u>69,586</u></u>

Little Gems Pre - School Basildon
Balance Sheet
At 31 December 2021

Unrestricted funds

	2021	2020
	£	£
Current assets		
Bank account	62,796	72,548
Debtors	0	0
Cash	2	13
	<u>62,798</u>	<u>72,561</u>
Creditors falling due within one year	6,155	2,975
	<u>56,643</u>	<u>69,586</u>
Charity funds		
Unrestricted funds	<u>56,643</u>	<u>69,586</u>

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

Approved and agreed


.....
Claire Gseir
Chairperson


.....
Megan McCreery
Treasurer

Date: 26.04.2022

Little Gems Pre - School Basildon
Notes To The Accounts
For The Year Ended 31 December 2021

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.

Manager's Report
AGM
19th October 2022

Since our late committee meeting, we have had many staff changes. Our previous deputy Chelsey unexpectedly left us in April 2022 without any warning, which at the time did cause some staffing issues. Kallie stepped in as acting deputy which worked out amazingly so now has taken on the role permanently. Clare Gseir joined us part time in April and Kasie left to have her baby in July and is now on maternity leave. Alison Brooker, who worked with us before has returned back part time to cover maternity and Clare McGonnell has now join our team full time. Hayley has taken on the role of Room Leader now that she has completed her level 3, which is working out great.

New Starters

On role this term we have 43 children on our registers.

15 - 2yrs

25 - 3yrs

3 - 4yrs

These numbers are down on last year as we did not have as many 3/4yr old on our waiting list. I made the decision to take on many more 2yr olds that turn 3yrs in the Autumn term so then our ratio can change for us to take on more 2yr olds in January. This means have had to change the age range that move up to bloom room, so this should even its self out in the new year.

This Autumn Term we have 6 children who are in receipt of EYPP.