

AGM

Wednesday 23rd October 2024

Attendees: Michele Jolley, Kallie Templeton, Clare Gseir, Megan
McCreehy, Riley Nice and Velichka Shapkova

Minutes of the previous meeting (17.07.2024) and previous AGM (10.10.2023) were read and agreed. Points raised from previous meetings:

- **Dog Visits**

Ralph no longer visits the setting due to personal circumstances however, Raya (also owned and trained by Hayley) continues to have regular visits roughly once per half term. The children love the opportunity to interact with her and she helps to teach vital lessons.

- **Open Days**

The Open Days for parents/carers of new starters continue to be successful. There were Open Days for the new January intake in December 2023, for the new September intake in August 2024. Open Days are to be arranged for the new January 2025 starters.

Agenda:

1. Welcome
2. Finance Report
3. Staff Training
4. Government Funding
5. Fundraising
6. Maintenance
7. New Intake and Hours
8. Ofsted

New Matters:

- 1. Welcome**

Clare and Michele welcomed members to the meeting. All members were reminded that meetings are completely confidential and all matters discussed should remain private. Michele expressed that although there had been a new intake of children in September 2024, no new parents/carers had come forward to be a member of the committee. Staff members will continue to liaise with their key children's families to encourage them to attend future meetings.

- 2. Financial Report (See attached)**

Michele read the prepared Finance Report to all members. A copy has been attached. No matters arose other than the report presented.

3. Staff Training

Michele explained due to new guidance and legislation from the government all members of staff have completed at least Level 3 Pediatric First Aid training in the past year. Clare also started her Level 3 in Childcare in October 2023 and is continuing to work towards completing it. Kallie explained all staff have been given access to National College which is an online training programme. Staff can use it to complete courses, watch tutorials and access supportive resources to help improve their practice and knowledge. The feedback from staff about the training programme has been mainly positive.

4. Government Funding

Michele informed members Early Years Pupil Premium over the last year had been used not only towards resources but for large scale events all children could access and engage with. Some of the funding was used to purchase heavily discounted tickets for children and one of their parents/carers to attend the Panto at the local theatre in December 2023. The uptake for the tickets was good and many children were able to attend. Unfortunately, the show was a little long and some children became agitated during the performance with a number of families deciding to leave during the interval. EYPP funding has also been used to pay for Tiny Mites, a music company who come in and sing with the children, on a monthly basis since November 2023. These sessions are loved by the children and they always engage and enjoy the sessions. The government provided food vouchers for all families for Christmas and again over the Summer.

5. Fundraising

Fundraising over the past year has been extremely positive. There was Christmas fundraising, Easter Bake Off Sale and Raffle as well as two sessions of Little Urchin photographs throughout the year. Little Urchin also photographed group photos of the children who transitioned to Reception in September 2024 which parents were able to purchase for £7 each. The uptake for these was good, as it has been in the past.

6. Maintenance

Michele informed members during the Summer Holidays there had been a lot of maintenance carried out in the outside areas. The ramps into the building were both replaced and made safe. The walkway from the entrance gate to the building was fixed and the bark alongside replaced. A number of children like to bring scooters or bikes to the setting with them so an area was built for these to be stored safely. The bin shed was rebuilt. Michele was very happy to inform members after a long time of waiting, a new sign with the correct contact details had been fitted to the front gate.

7. New Intake and Hours

Michele was happy to inform members all new children have settled into Little Gem's really well. As discussed in a previous meeting (17.07.2024), the changes to setting times have gone ahead. There is a breakfast club available from 8am to 8:30am. Morning session is 8:30am to 11:30am. Lunchtime is from 11:30am to 12noon. Afternoon session is 12noon to 3pm. A child who stays all day begins at 8:30am and is collected at 2:30pm. An after school club is then available from 3pm to 5pm. Currently, there has not been

very much interest in the breakfast or after school club however, Michele is hopeful they will be more popular in January.

8. Ofsted

Michele and Kallie were delighted to confirm Ofsted had finally visited. There was a one day inspection, with one inspector, on Wednesday 25th September 2024. The inspector was extremely impressed with the setting and the outcome of the inspection was Good. Members all agreed this is fantastic news and very well deserved for the hard work and dedication staff show.

9. Member Elections

As no new members attended the meeting Clare was re-elected as Chair, Megan as Treasurer and Velichka as Secretary. Clare has agreed to remain as Chair until a new one can be appointed, hopefully in January when the new intake of children begin.

10. Next Meeting

It has been agreed the next meeting will be held at some time at the end of January/beginning of February 2025. The exact date and time will be agreed closer to the time.

Minutes Agreed by

Signed

Date

LITTLE GEMS PRE - SCHOOL BASILDON
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

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
131-133 Roman Road
Mountnessing
Brentwood
Essex
CM15 0UD

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 2023
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
131-133 Roamn Road
Mountnessing
Brentwood
Essex
CM15 0UD

Date: 19 June 2024

Little Gems Pre - School Basildon
Statement of Income and Expenditure
Year ended 31 December 2023

	2023		2022	
	£	£	£	£
Incoming resources from generated funds				
Essex County Council		152,251		172,206
Other		1,855		2,071
Incoming resources from charitable activities				
Fees		9,248		13,222
Total incoming resources		<u>163,354</u>		<u>187,499</u>
Interest recieved		188		23
Resources expended				
Charitable activities				
Wages	136,805		121,444	
Employer's pension	2,218		1,992	
Rent	9,300		8,819	
Water rates	863		181	
Light & heat	3,593		6,490	
Security	732		879	
Repairs & renewals	4,237		7,187	
Equipment and materials	9,875		4,556	
Refreshments	924		1,239	
Telephone	1,409		1,022	
Cleaning, refuse & hygiene	3,110		1,025	
Postage & stationery	32		471	
Training	172		1,147	
Independent examiners fees	1,446		1,151	
Sundry	169		1,518	
Insurance	1,021		581	
Subscriptions	503		329	
DBS	0		290	
Donations	600		0	
Bank charges	162		187	
Travel	60		80	
Licenses	495		394	
Activities	2,285		60	
Legal fees	0		1,740	
Total resources expended		<u>180,011</u>		<u>162,782</u>
Net incoming/(outgoing) resources		-16,469		24,740
Total funds brought forward		81,383		56,643
Total funds carried forward		<u><u>64,914</u></u>		<u><u>81,383</u></u>

Little Gems Pre - School Basildon
Balance Sheet
At 31 December 2023

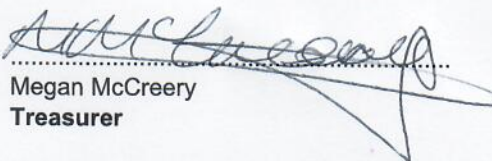
Unrestricted funds

	2023	2022
	£	£
Current assets		
Bank account	68,838	82,831
Debtors	0	1,879
Cash	0	0
	<u>68,838</u>	<u>84,710</u>
Creditors falling due within one year	3,924	3,327
	<u>64,914</u>	<u>81,383</u>
Charity funds		
Unrestricted funds	<u>64,914</u>	<u>81,383</u>

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

Approved and agreed


.....
Claire Gseir
Chairperson


.....
Megan McCreery
Treasurer

Date: 19.06.2024

Little Gems Pre - School Basildon
Notes To The Accounts
For The Year Ended 31 December 2023

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.

Finance Report 2024

I would like to start with going through our income and expenditure of the year 2023.

Our total income for this year was £163'354, this was made up of 2yr funding, 3/4yr FEEE funding, 30 hour funding, Fee's, fundraising, SEN payments, Early Years Pupil Premium and voluntary snack contributions. Our total income decreased by £24'145 from the previous year. This was a combination of a few less funded children on roll and funding not being paid into the account until the beginning of Spring Term rather than the end of Autumn term as the previous year.

Our expenditure increased by £17'229, this was mainly due to the government minimum wage increase which was an £15'361 more than the previous year.

At the start of January 2024, we had £50'024.25 in our bank account.

We currently have 8 members of staff on roll.

Minimum wage increased again in April of this year, taking the minimum wage up to £11.44ph, and then we increased this again slightly in October to £11.84ph which will contribute considerably to our monthly wage outgoings.

We currently have 43 families enrolled.

20 children - 3/4yr funded

8 children - 30 hours

9 children - FEEE2

2 children - FEEE2W

4 children - fee paying.

We have started to offer a breakfast and after school club at £6 per hour. We have only had a couple of children interested as of yet, but we are hoping this will take off in the new year.

At the moment we have 6 new starters for January 2025, and our 30hr funded children will increase from 8 to 15.

We continue to ask parent/carers to give us a contribution for snack of 20p each session, we will increase this to 30p per session in January 2025