

# Nutley Preschool Playgroup

## Annual General Meeting

20<sup>th</sup> October 2021

Easton Room Nutley War Memorial Hall

### 2021 AGM Minutes

Meeting date: 20/10/2021  
Time commenced: 20:00hrs  
Time concluded: 8:30pm

Attendees: Pippa Parkes (PP), Philippa O'Donovan (POD), Jessica Blue-Bishop (JBB), Martin Craig (MC), Wendy Breeze (WB), Amy-Lynn Ferguson (ALF), Liz Mitchell (LM), Emma Fletcher (EF), Clare Muddy (CM), Maxine Phair (MP)

#### **Welcome and Apologies**

PP opens the meeting and asks everyone to sign-in on the attendees register.  
Apologies from Hannah Slater (HS), Laura Gifford (LG), Sarah Bardsley (SB), Gemma Warner (GW).

#### **Approval of minutes from last AGM**

Last year's meeting dated 15<sup>th</sup> October 2020.  
LM proposed and WB second. Meeting minutes agreed.

#### **Annual report from Chair and relevant updates**

##### **Chairpersons report including Trustees report:**

As members of the Preschool Management Committee the following people were all Trustees of the Charity (1028830) From October 2020 until now.

- Chair - Philippa Parkes
- Secretary – Wendy Breeze (stepping down)
- Treasurer - Martin Craig
- Vice Chair – Philippa O'Donovan (stepping down)

Other committee members that have served voluntarily throughout the past year are:

- Liz Mitchell
- Laura Gifford
- Hannah Slater

- Sophie Scandrett
- Amy-Lynn Ferguson

Stepping down from the committee at this meeting will be Philippa O'Donovan and Wendy Breeze.

#### **Staff Details:**

In the academic year of 2020 -21 we have had the following staff members:

- Manager & SENCO – Jessica Wright (maiden name Blue-Bishop) (replaced Zahra Crane as manager July 2020)
- Deputy Manager – Emma Clark
- Preschool Assistant - Jenny Dyer
- Preschool Assistant - Lisa Bills
- Preschool Assistant - Louise McLeary
- Preschool Assistant (maternity cover) - Isabel Smith
- Bank Staff - Donna Child
- Bank Staff - Ann Barnard

At the start of the academic year 2021-22 we have the following staff:

- Manager & SENCO – Jessica Wright (Blue-Bishop)
- Deputy Manager – Emma Clark
- Deputy Manager (Maternity Cover) – Jemma Seale
- Preschool Assistant - Jenny Dyer
- Preschool Assistant - Lisa Bills
- Bank Staff – Wendy Breeze
- Bank Staff - Donna Child
- Bank Staff - Ann Barnard

#### **Overview/Past Year Review:**

Following the disruption of 2020 and the global pandemic, we were fortunate in 2021 when the country went back into lockdown that as an early years setting we were able to remain open. We had good numbers remain in the setting and with careful planning and thanks to the support from ESCC we minimised our losses. From the Easter term, we saw the return of all children as well as a number of new starters.

The staff worked tirelessly in keeping our doors open and ensuring above all that the children were kept safe. We continued with social distancing measures and kept drop off and pick up at the main door, with no outsiders coming inside the setting.

We started the academic year 2020-21 with 16 children and finished with 28 children on the register, which is a great achievement.

We have continued to open for 30 hours per week, to all families, including all funding options and we are a member of the tax-free childcare government scheme.

Music Bus and Tiny Tekkers both resumed in the spring after a pause over the winter. Both of which continue to be very well received by the children.

The development of a dedicated preschool space in conjunction with the Nutley War Memorial Hall trust continues. The original plan has now been replaced with a proposal to utilise part of the existing building as well as extending to create a dedicated area for preschool with a small free-flow garden. We will also keep our existing garden space. The work for this is ongoing and we look forward to what the next year will bring. We had great success with the events we managed to run this year, Carols on the Green, our stall at the Nutley Village Fete and our Graduation party for the rising 5's. A huge thank you to everyone who came along and supported us and helped on the day. We are excited for our upcoming events this year, our Christmas market, Carols on the Green and the children's Christmas play and party.

For this academic year, we started with 17 children on the register and we have already had a number of new enquiries. The on-going aim is to have 30 children on the register by the summer term. We have a number of new committee members joining us this month and we look forward to welcoming them onto the team. We are also saying goodbye to two members of the committee, Philippa and Wendy. A huge thank you to you both for your hard work and dedication to preschool. Finally, on behalf of the preschool and personally, I would like to thank the committee, the staff and parents for their continued hard work to ensure Nutley preschool is a wonderful setting to be a part of and a growing asset to our community.

### Managers Report

JW thanked the outgoing and current committee for all their hard work acknowledging that the previous year it hasn't been easy due to the Covid pandemic. Here it is in her own words

'On behalf of the staff and myself I would like to start by thanking the Committee, old and new for the ongoing organising and helping out to make the events possible and fundraising to ensure the Preschool remains open. At the end of the last academic year we finished with 28 children, 11 of which were Rising 5's. We have started back in September with 18 children, 1 of who is a new starter and we have had a few new enquiries and a new starter due in January too.

In July we were able to take our Rising 5 children over to the school, this really benefits them it familiarises them with the school and the new teachers. Ready for them to start in the new academic year.

We have outings to the forest, church, park to expand the children's knowledge and understanding of the world around them.

Due to coronavirus we did not have as many of our outside visits this year from the police, fire brigade and paramedics. But we did have some visits from Chickens and Lambs, which the children loved!

We have sessions from Music Bus and Tiny Tekkers to ensure all the children are given the same opportunities and experiences.

Everyone has worked hard to ensure Preschool stayed open during the restrictions and once the restrictions were lifted, and the staff team have continued to maintain a high standard of care.

As you may be aware Emma will be going on maternity leave at the end of November, Jem will be stepping in as D.M, she is currently working on Fridays but from November she will be working 4 days a week alongside Emma, so that she is ready to step up when Emma leaves.

I would like to finish by thanking Pippa, Philippa and Martin for everything they have done for the Preschool and welcome the new committee members.'

### Treasurer Update

Please see accounts below for more details

MC acknowledged that the past year has been tough juggling furloughed staff, covid etc

However, considering the tough financial year there was only a loss of £753.00.

We finished the year with £26,000 in bank. There were successful grant applications from Gatwick and Maresfield

There continues to be little financial support from ESCC. The grant went up by 6p p/h for 3-4yr olds and 8p p/h for 2-yr olds but staff costs went up by 19p p/h and we therefore did extremely well under adverse circumstances. If we can operate as normal in the next academic year, we should be able to end with a profit.

The accounts for the year end 31st August 2021 were approved and the treasurer was instructed to appoint an independent examiner, and to subsequently submit the accounts to the Charity Commission.

### Election of Committee Members

**Chair** – PP remains as Chair (Trustee and Bank Signatory).  
 POD Proposed and EM second and all committee present agreed.

**Treasurer** – MC remains as Treasurer (Trustee and Bank Signatory).  
 PP proposed, WB seconded and all committee present agreed.

**Secretary** – WB officially tenders her resignation as Secretary (Trustee and Bank Signatory).  
 New Secretary – SS (Trustee and Bank Signatory)  
 PP proposed, WB second and all committee present agreed.

**Vice Chair** – POD officially tenders her resignation as Vice Chair (and Bank Signatory).  
 New Vice Chair – Amy Lynn-Ferguson (ALF) (Trustee)  
 PP proposed, LM second and all committee present agreed.

**Current additional members remaining on Committee**  
 LG, LM, HS

#### **New Members**

Maxine Phair (MP) nominated by SS seconded by LM  
 Gemma Warner (GW) nominated by ALF seconded by SS  
 Sarah Bardsley (SB) nominated by WB seconded by JW  
 Clare Muddy (CM) nominated by POD seconded by JW  
 Emma Fletcher (EF) nominated by MC seconded by

Charity commission to be updated by MC.  
 PP to notify Ofsted on EY3 form.

#### **AOB**

PP reminded the new committee members that they would need to undertake some training and get a DBS.  
 ALF volunteered to help with this and new members are going to liaise with her and support one another.  
 Massive thank you to the old committee and especially to Wendy and Philippa for all their hard work.

Date of next committee meeting has been decided as Wednesday 10<sup>th</sup> November at the home of ALF .

Meeting ended 8:30pm



**Section A Independent Examiner's Report**

Report to the trustees/  
members of

NUTLEY PRE SCHOOL PLAYGROUP

On accounts for the year  
ended

31 AUGUST 2021

Charity no  
(if any)

1028830

Set out on pages

3 and 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 AUGUST 2021.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with the accounting records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

11/11/21

Name:

JOHN GLENISTER

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

CIMA

Address:

65 Inverness Terrace, London W2 3JT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE



**Receipts and payments accounts**

For the period from	1st Sept 2020	To	31 Aug 2021
---------------------	---------------	----	-------------

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Education Grant	39,637	-	-	39,637	40,971
Fees	19,477	-	-	19,477	12,482
Fund Raising	2,634	-	-	2,634	1,777
Donations	37	-	-	37	1,027
Other Income	870	-	-	870	533
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>62,655</b>	<b>-</b>	<b>-</b>	<b>62,655</b>	<b>56,790</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>62,655</b>	<b>-</b>	<b>-</b>	<b>62,655</b>	<b>56,790</b>
<b>A3 Payments</b>					
Staff Costs	49,917	-	-	49,917	46,436
Fund Raising	575	-	-	575	219
Hall Rental	6,783	-	-	6,783	4,762
Software	656	-	-	656	832
Equipment	437	-	-	437	1,114
Tutors	1,186	-	-	1,186	684
Misc	881	-	-	881	473
Training	556	-	-	556	299
Garden Maintenance	385	-	-	385	400
Refreshments	320	-	-	320	280
Insurance	619	-	-	619	661
Advertising	710	-	-	710	1,476
Craft	170	-	-	170	378
Stationary	213	-	-	213	158
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>63,408</b>	<b>-</b>	<b>-</b>	<b>63,408</b>	<b>58,172</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>63,408</b>	<b>-</b>	<b>-</b>	<b>63,408</b>	<b>58,172</b>
<b>Net of receipts/(payments)</b>	<b>- 753</b>	<b>-</b>	<b>-</b>	<b>- 753</b>	<b>- 1,382</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,731	-	-	26,731	28,113
<b>Cash funds this year end</b>	<b>25,978</b>	<b>-</b>	<b>-</b>	<b>25,978</b>	<b>26,731</b>

## Section B Statement of assets and liabilities at the end of the period

Categories		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	25,978	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>25,978</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

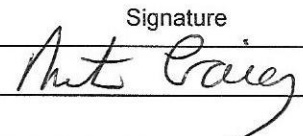
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature 	Print Name MARTIN CRAIG BA ACA	Date of approval 10/11/21
--	-----------------------------------	------------------------------