

Nutley Preschool Playgroup

Annual General Meeting

27th October 2022

Easton Room Nutley War Memorial Hall

2022 AGM Minutes

Meeting date: 27/10/2022

Time commenced: 20:00hrs

Time concluded: 20:30hrs

Attendees: Pippa Parkes (PP), Jessica Blue-Bishop (JBB), Martin Craig (MC), Amy-Lynn Ferguson (ALF), Liz Mitchell (LM), Emma Fletcher (EF), Maxine Phair (MP), Gemma Warner (GW)

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), Clare Coles (CC), Jessica Feakins (JF), Sophie Scandrett (SS)

Approval of minutes from last AGM

Last year's meeting dated 20th October 2021.

MC proposed and GW 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 – Sophie Scandrett
- Treasurer - Martin Craig
- Vice Chair – Amy-Lynn Ferguson (stepping down)

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

- Liz Mitchell
- Laura Gifford
- Hannah Slater (stepping down)
- Maxine Phair
- Clare Muddy

- Emma Fletcher
- Gemma Warner

Stepping down from the committee at this meeting will be Hannah Slater.

Staff Details:

In the academic year of 2021 -22 we have had the following staff members:

- Manager & SENCO – Jessica Wright (Blue-Bishop)
- Deputy Manager – Jenny Dyer
- Deputy Manager – Emma Clark (maternity leave)
- Preschool Assistant - Lisa Bills
- Preschool Assistant – Jem Seale
- Preschool Assistant – Georgia Waite
- Bank Staff - Donna Child
- Bank Staff - Ann Barnard
- Bank Staff - Louise McLeary

At the start of the academic year 2022-23 we have the following staff:

- Manager & SENCO – Jessica Wright (Blue-Bishop)
- Manager (Maternity Cover) – Gemma Warner
- Deputy Manager – Jenny Dyer
- Deputy Manager – Emma Clark (maternity leave)
- Preschool Assistant - Lisa Bills
- Preschool Assistant – Georgia Waite
- Bank Staff – Wendy Breeze
- Bank Staff - Louise McLeary

Overview/Past Year Review:

We started the academic year on an average number of children, given we had a large number of rising 5 children going up to school at the end of the previous academic year. Through the first and second term we saw a drop off of new enquires despite continued marketing activity. With careful planning and thanks to the support from ESCC we kept our losses down. From the Easter term, we saw more new enquiries but finished the year on 22 children on the register which is a considerable drop from the previous year. We have been made aware that this has been a low birth year so goes to explain the quieter year in new children joining the setting.

The staff continued to work hard keeping the setting open and the children safe with the on-going issues with covid-19.

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 continued this year, both of which are very well received by the children. We had our long-awaited Ofsted inspection in June 2022, which given the short notice we had, went exceptionally well and I am very pleased that we maintained our Ofsted rating of "Good". Huge well done to all staff members for a great result.

The development of a dedicated preschool space in conjunction with the Nutley War Memorial Hall trust has been put on hold, due to the rising costs in the economy. This is a project that we should reconsider in 12-

18months with the support of Hall Trust Committee.

We had great success with the events we managed to run this year, we saw the return of the Christmas Market; which was a huge success. Our stall at the Nutley Village Fete and our Graduation party for the rising 5's as well as a fantastic Race night held in October 2022. 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 and the children's Christmas play and party as well as plans for another Race Night in the spring and other new events on the horizon.

For this academic year, we started with 13 children on the register but we have already had a large number of new enquiries. The on-going aim is to have 30 children on the register by the summer term.

At this AGM, I shall be stepping down from the role of Chair. It has been an absolute pleasure to fulfil this role for the last 2-years. I would like to personally thank all committee members for their support and hard work. I am staying on the committee for another year to support the incoming Chair.

We are also saying goodbye to Hannah Slater at this AGM. A huge thank you to Hannah for her hard work for the last 3years, all her amazing photos and help and support to the setting.

Finally, on behalf of the preschool, 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

On behalf of the staff and myself I would like to start by thanking the Committee, old and new for the ongoing organising to make the events possible and fundraising to ensure the Preschool remains open.

At the end of the last academic year we finished with 22 children, 12 of which were Rising 5's.

We have started back with 7 new starters since September and we have 2 new starters confirmed in November and another 2 confirmed in Jan and Febuary and one in April. Hopefully with more to come in the summer term, we will be bringing numbers back up to previous years.

In June we had our Ofsted inspection, which we got rated Good in all areas. The staff worked incredibly hard on the day and the Inspectors had nothing but praise for how well they knew the children and their knowledge of the EYFS and how settled and happy the children were in the setting. Thank you to the staff for working so hard.

In the summer term 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. This year the Reception teacher Mr Wadey is keen to make connections with the Preschool earlier and work a lot more with us throughout the year, so that both the Preschool and School can support each other.

We continue to have outings to the forest to expand the children's knowledge and understanding of the world around them and try to get them out for walks as much as we can.

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

Everyone has worked very hard last year despite some staff shortages the staff team have continued to maintain a high standard of care.

As you may be aware I will be going on maternity leave November, Gemma will be stepping in as Manager, we are currently working together to ensure a smooth handover. Jenny will remain as Deputy Manager with Lisa, Georgia and Louise as our preschool assistants. With support from the staff and committee I hope that Gemma will enjoy working at Nutley Preschool.

I would like to finish by thanking Pippa, Martin and the rest of the committee for everything they have done for the Preschool and like to welcome our new chair, Maxine as well as the new committee members.

Thank You.

Treasurer Update

Please see accounts below for more details

MC stated that we made a loss for the year of £2,500.

MC went on to explain the reasons for the loss:

- due to the government's continual underfunding of the sector which makes operating financially very challenging.
- the minimum wage increased by 59p per hour whereas the main funding rate increased by 17p per hour.
- the average number of children in attendance (20) was slightly lower than last year, and this also contributed to the loss.

MC went on to state that the fundraising income was up £470 with the Christmas Market and fete a huge success. Without fund raising income the Preschool would find it difficult to survive.

Election of Committee Members

Chair – PP officially tenders her resignation as Chair (Trustee and Bank Signatory).

New Chair - MP (New Trustee and Bank Signatory).

JBB proposed and ALF seconded and all committee present agreed.

Treasurer – MC remains as Treasurer (Trustee and Bank Signatory).

PP proposed, MP seconded and all committee present agreed.

Secretary – SS remains as Secretary (Trustee and Bank Signatory).

EF proposed, LM seconded and all committee present agreed.

Vice Chair – ALF officially tenders her resignation as Vice Chair (Trustee and Bank Signatory).

New Vice Chair – Clare Coles (CC) (new Trustee & Bank Signatory).

GW proposed, PP seconded and all committee present agreed.

Current additional members remaining on Committee

LG, LM, PP, ALF, EF

New Members

Jessica Feakins (JF) nominated by PP seconded by MP

Charity commission to be updated by MC.

MP to notify Ofsted on EY3 form.

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AOB

Massive thank you to the old committee and especially to Gemma who has kindly stepped into the role as Pre School Manager covering Jess's maternity leave. We would also like to thank Hannah for all her hard work.

Date of next committee meeting has been decided as Tuesday 8th November.

Meeting ended 20:30hrs



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
NUTLEY PRE SCHOOL PLAYGROUP

**On accounts for the year
ended**

31 AUGUST 2022	Charity no (if any)	1028830
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Set out on pages

3 and 4
(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 AUGUST 2022.

**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:

Name:

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

CIMA

Address:

65 Inverness Terrace, London W2 3JT

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

CC16a

For the period from	1st Sept 2021	To	31 Aug 2022
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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 £
A1 Receipts					
Education Grant	42,080	-	-	42,080	39,637
Fees	17,509	-	-	17,509	19,477
Fund Raising	3,432	-	-	3,432	2,634
Donations	42	-	-	42	37
Other Income	250	-	-	250	870
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	63,313	-	-	63,313	62,655
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	63,313	-	-	63,313	62,655
A3 Payments					
Staff Costs	50,144	-	-	50,144	49,917
Fund Raising	1,141	-	-	1,141	575
Hall Rental	7,013	-	-	7,013	6,783
Software	779	-	-	779	656
Equipment	575	-	-	575	437
Tutors	1,800	-	-	1,800	1,186
Misc	1,244	-	-	1,244	881
Training	518	-	-	518	556
Garden Maintenance	734	-	-	734	385
Refreshments	480	-	-	480	320
Insurance	738	-	-	738	619
Advertising	501	-	-	501	710
Craft	5	-	-	5	170
Stationary	120	-	-	120	213
	-	-	-	-	-
	-	-	-	-	-
Sub total	65,792	-	-	65,792	63,408
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	65,792	-	-	65,792	63,408
Net of receipts/(payments)	- 2,479	-	-	- 2,479	- 753
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,977	-	-	25,977	26,730
Cash funds this year end	23,498	-	-	23,498	25,977

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	23,498	-	-
		-	-	-
		-	-	-
	Total cash funds	23,498	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

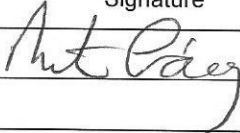
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	MARTIN CRAIG BA ACA	12/14/23