



Established 1965

# Theydon Bois Pre-School Group

## Annual General Meeting

Wednesday 23 November 2022

### Attendees

Staff: Christine Hall, Tammy Brandon, Alison Girling, Karen Hall, Andrea McCauley

Committee: Sarah Gysbers, Harriet Joannou, James Mellor

### 1. STAFFING

Chris and Alison gave an update on staffing. We now have 11 staff members. Susan has become member of our Bank Staff pool. All staff have been working hard to ensure the new children have settled in since September's intake. The following points were made on specific areas that staff are working on: Melanie is working on Speech and Language Development. Alison is working on Behaviour Management. Natasha is our ENCO lead (equalities/ diversities – staff and children). Leanne is our Forest school lead.

### 2. ADMISSIONS

Applications for our waiting list continue to come in steadily at a donation cost of £25. We have 12 new joiners starting in the Spring Term 2023. Our 2.5 year olds on mornings only should be ready to take up their full days from January. With the addition of the new children and full days now being taken our registers should start to become full, maximising our funding/fees. Due to the large number of spaces being held from September-December losing us vital income, ideas were discussed on how we could better manage that From September 2023.

### Action Points

- Give priority on full day spaces to the 3-4 year old children to be taken up at the start of the academic year.
- Two and a half year olds will then be able to take up whatever half day sessions are left. This will help to ensure we are receiving maximum income and not holding spaces for many months.
- If spaces are being held until the Spring Term it was suggested that we offer these sessions to our parents on a temporary basis.

Another suggestion is to consider giving only a morning session on a Tuesday and Thursday to our 2.5 year olds which frees the afternoon to concentrate on the elder children.

### **3. FINANCES**

Fiona Sagoo (our Accountant) presented our accounts for the financial year 2021/2022. The pre-school has made a loss of around £8000. This is an increase on the past two years, however it is primarily due to an increase in wages, additional staffing costs and an increase in rent (during the Covid year we only paid for what we used so rent cost was down). Fundraising has also not been as active as past years. The registration donation is continuing to make an impact on income and is agreed it has been a great addition to our fundraising. Gross income has increased this year, however our spending was also up. Fiona is not overly concerned given our historical data but suggests the following Action Points for consideration.

#### **Action Points**

- Formulate a two/three year plan as we cant continue with the losses we currently have (or the pre-school will be forced to close)
- Autumn term is historically a loss making term, by the summer term we have a full register attending and the money evens out.
- More fundraising. Looking to raise around £3000 a year.
- Look at the staff to child ratios – especially during the Autumn Term when we have of spaces being held.
- It is a true balancing act on staffing levels. It is suggested that a full contract of hours is not given until full numbers of children are physically attending sessions. Staff could be asked to drop/increase sessions dependent on the number of children in.

### **4. POLICIES AND PERFORMANCE**

James Mellor was welcomed to the Committee and confirmed that he will be taking over from Karen Legge looking after our Policies which are based on the Early Years Alliance policy structure. Policies were reviewed in January 2022. Policies are developed by the Managers and staff and are reviewed and signed annually by the Committee. Karen Legge, Sarah Gysbers, Harriet Joannou held appraisal discussions with the Managers during the Autumn Term. Karen developed a pro forma to be used for Manager Appraisals. This should be used each year to ensure continuity and show development.

#### **Action Point**

- Andrea to send James the policies in word format.

## 5. SAFEGUARDING

Chris Hall is our Safeguarding Lead. The Committee all need to undertake Safeguarding Training. Tammy suggested that Chris and Alison could run safeguarding training for the Committee. Andrea may benefit from completing a lower level safeguarding course. Sarah and Harriet confirmed they know what to do if a safeguarding issue arises.

### Action Points

- Harriet to ensure the Committee all have safeguarding training.
- Chris to set Andrea up on the lower level training.

## 6. FUNDRAISING

Autumn Term 2022 Fundraisers included: a coffee morning, Bags2School, Christmas Cards, Raffle and dress up days. A donation pot & card reader to be put out at the Christmas singalong for donations. Need to recruit a Fundraising Team to work solely on Fundraising Ideas. Volunteers would not need to become Trustees/ full time committee members. Francesca has been looking into a Sponsor for the pre-school. A local business who would give us a sum of money a month/term/ year and we would advertise their business on all our paper work/ website etc. Neil King Estate Agents are already committed to another charity but would like to help us where they can. Ideas for other sponsors: ProSmart, Clearview Mortgages, DHW Guttering and Maintenance, Pro-valeting, Kat King Yoga, CRB Waste, Jake deMann (plumber on graylands).

### Action Points

- Committee Members to meet in January and discuss fundraising ideas for Spring & Summer Term
- Tesco funding to be looked at again.
- Sponsors for the pre-school to be approached.

## 7. GOVERNANCE

Committee Members Leaving – Karen Legge (Policies), Suzie Fogarty (Admissions), Sarah Lilley (Chair)

Committee Members Joining – Sarah Gysbers (Chair), Harriet Joannou (Treasurer), Francesca Barlow (Admissions), Daria Emery (Secretary), James Mellor (Policies), Deborah Talbot (Fundraising)

All Committee roles are now filled. It was confirmed that we do meet the Constitution requirements.

## 8. OTHER BUSINESS

New sheds/storage is needed for the garden area. Our current sheds are rotting/damp/ 15 years old. Need a skip in order to clean out all our old toys/ equipment that is no longer needed. Could some of the toys/ equipment be sold/offered on the Theydon Website for a donation on collection? We need to confirm who is going to go in and clear it out. Need stacking storage boxes for the toys and equipment that we are keeping in the storage area upstairs.

**Action Points**

- **Andrea to purchase storage boxes**
- **Sarah to speak with CRB Waste about a skip**

Next AGM to be held in November 2023.



# Receipts and payments account

For the period from	Period start date 1/8/21	To
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## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>A1 Receipts</b>			
Fees	23,548	-	-
fundraising	945	-	-
interest	6	-	-
sundry	101	-	-
uniform sales	143	-	-
donation	3,084	-	-
ECC Funding	94,596	-	-
		-	-
		-	-
		-	-
		-	-
<b>Sub total</b> (Gross income for AR)	122,423	-	-
<b>A2 Asset and investment sales, (see table).</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total receipts</b>	122,423	-	-
<b>A3 Payments</b>			
wages and salaries	109,090	-	-
rent	9,000	-	-
supplies/refreshments	4,849	-	-
insurance	928	-	-
training	979	-	-
art materials		-	-
uniform stock	652	-	-
toys/equipment	1,004	-	-
admin/misc	4,030	-	-
<b>Sub total</b>	130,531	-	-
<b>A4 Asset and investment purchases, (see table)</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total payments</b>	130,531	-	-

<b><i>Net of receipts/(payments)</i></b>	- 8,108	-	-
<b>A5 Transfers between funds</b>	-	-	-
<b>A6 Cash funds last year end</b>	68,393	-	-
<b><i>Cash funds this year end</i></b>	60,285	-	-

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	current ac	17,243
	Investment	43,000
	petty cash etc	41
	<b>Total cash funds</b>	<b>60,285</b>
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
B5 Liabilities	Details	Fund to which liability relates

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



Signature

Print N





o (if any)  
000272

**ounts**

Period end date  
07/31/2022

**CC16a**



**Total funds**

**Last year**

**to the nearest £**

**to the nearest £**

23,548	23,695
945	53
6	9
101	1,463
143	-
3,084	50
94,596	15,269
-	50,717
-	-
-	-
-	-
122,423	91,256

-	-
-	-
-	-

122,423	91,256
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109,090	90,759
9,000	2,448
4,849	2,694
928	-
979	723
-	-
652	-
1,004	319
4,030	2,707
130,531	99,650

-	-
-	-
-	-

130,531	99,650
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-	8,108	-	8,394
	-		-
	68,393		76,787
	60,285		68,393

the period

Restricted funds	Endowment funds
to nearest £	to nearest £
-	
-	
-	
-	-
OK	OK

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	

	-	
	-	
	-	

lame	Date of approval



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Theydon Bois Pre School Group

On accounts for the year  
ended

31/7/22

Charity no  
(if any)

1000272

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 31/07/2022

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 did not accord with the accounting records; or
- the accounts did 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Fiona Sagoo*

Date:

28/5/23

Name:

Fiona Sagoo FGS Accountancy & Taxation Ltd

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

ACA ICAEW

Address:

39 Woodland Way, Theydon Bois, Essex CM16 7DY


**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.**

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