

Playstation

Annual general meeting

MINUTES

Wednesday 14th July 2021 at Playstation

Apologies: Simon, Amy

Trustees Present: Sarah, Claire, Lucy

Others present: Charlotte, Katie, Helen, Louise, Stella

Agenda point	Minutes	Action (who and by when)
1. Welcome	Thank you all for coming and welcome to Katie	
2. Chairperson's report	<p>Well what can I say other than what a great year we've had especially under the circumstances. Even as I read this now I am coming to you via video call as I myself tested positive for covid the other day and am currently isolating. With that being said, I want to thank the staff for their continued effort to keep the children and one another safe, implementing new cleaning rotas and continuing to encourage the children to stay safe when they are in the setting and outside of the setting as well.</p> <p>Numbers have continued to go up throughout the year and I can only put that down to the way the staff have made children and parents feel safe within Playstation.</p> <p>A big thank you goes to our 3 managers who have taken on the big task of running Playstation, and what a great job you have all done, each undertaking your own tasks and remaining strong as a team. Thank you to the other members of staff you have all been fantastic and it is very clear that all the children love coming to Playstation and you are a very big reason why.</p> <p>Another massive thank you goes to Lucy and Sarah our Treasurer and Secretary you have both done an amazing job as always and we're all very grateful for all that you do.</p> <p>Let's hope that come September the numbers continue to go up and we continue to see the children thriving in our fantastic setting.</p>	
3. Treasurer's report	<p>Accounts signed off and available to review in this meeting if anyone would like to see them.</p> <p>Income down by £7,678 for 2021 compared to 2020 this could be due to the funding of less children due to covid pandemic more people were at home and not requiring childcare. Children uptake did ramp up once businesses reopened and we saw an increase of staff hours needed.</p> <p>Staff wages and out goings went down by £13,863 again due to not having children in the setting in the early part of the year and matching staffing to actual requirements.</p> <p>Due to the new idea of asking for donations of what was needed ie play materials, there was a significant reduction in cost which helped as fundraising couldn't be done as previous years but the ladies did still raise a good amount (£485). There was also a donation of buying new needed wipeable cushions and a pallet donation. As every year though, fundraising does need to be increased. I'm pleased to say that the accounts ended in March much healthier than it did in 2020 and staff have accommodated to less hours to control outgoings and thinking of ways to raise funds and get materials in without paying for them so I commend them on their efforts.</p> <p>Accounts as of today;</p>	

	<p>Main Account - £33,835.28 Fundraising Account - £150.16 Business Account - £18,523.01</p> <p>If everyone is in agreement, to replenish our Business Account I suggest moving over £6,500 from the Main Account to increase it to £25k and then further again next year if the Main Account is in a good position to ensure we have a good backup fund in case we have to move settings. Agreed by all trustees.</p>	<p>Lucy to transfer money to savings. Sarah to check suggested savings figure.</p>
5. Manager's report	<p>Well, what an eventful year it has been. I think it is true to say when we were approached in May 2020 to take on the Playstation as manager, we were apprehensive on taking on the role, after lots of discussions between ourselves we agreed to give it a try, initially for a term but here we are a year later. Coming back in September initially our numbers were low, Covid having had an effect, but this gradually increased during the year, now standing at 42 on the register.</p> <p>For our Christmas fundraising we stayed with the tried and tested, having our pop-up shop and our Christmas hamper raffle, both were well supported. As we couldn't do our normal party for the children, we held tea parties with lots of special treats.</p> <p>January term started with the unfortunate news that another lockdown was announced, although this time it was decided early years could stay open, obviously this had an impact on numbers as not all children came back, and some new starters delayed their start.</p> <p>Easter fundraising was our famous Easter bonnet competition and Easter raffle which were both again well supported. This term we also introduced our wish list, compiling a list of everyday items and asking parents/carers to contribute, this proved very popular and our cupboards were soon full. The wider community also got involved and we had a very generous donation from Morrisons.</p> <p>Summer term began with the sad news of Grace leaving us to go onto pastures new. Our numbers increased as children returned from lockdown and new children joined us so we made the decision to employ a new member of staff and Charly joined our team.</p> <p>September sees a change to the EYFS framework which we are currently getting to grips with and planning any changes that need to be made. Our numbers for September are already looking good, so it looks like we are in for another busy year.</p> <p>We would like to thank the committee for their continued support.</p>	
6. Trustee's report	<ol style="list-style-type: none"> 1. As we near the end of another year full of disruption and uncertainty, it is worth taking the time to reflect on everything that has gone well. We began the year with three experienced members of staff stepping up to take on a share of the manager's job. Stella, Louise and Helen have worked tirelessly to keep up with government regulations whilst ensuring that the children in their care have an amazing day and shaping Playstation to be a place they are all proud of. The children attending are thriving and the numbers of the register this term and for September are a reflection of the positive reputation our playgroup has. Thank you for being a pleasure to work with. 2. We have had one change in our staff, with Grace moving on and Charly replacing her and we are pleased to be able to offer Charly hours in the new academic year. 3. It has been lovely to see some new faces at meetings, even if we have only met on a screen up until now. New people bring new ideas and the wish list to parents is one of these suggestions that worked really well. We look forward to many more! 4. In the past we have discussed becoming a charitable incorporated organisation as this will ease pressure on the committee and the need to 	

	constantly recruit new trustees. This change will require extra time from the committee and now we seem to be almost back to normal, we should really consider it next year.	Sarah to add to agenda for September
7. Voting in trustees	Amy stood down at previous meeting. Claire to remain as a family member trustee. Lucy & Sarah to remain as affiliate member trustees. Katie and Charlotte voted in as new family member trustees. Katie and Charlotte to get DBS check and EY2 completed over summer.	Sarah to update CC website. Louise to organise DBS for Charlotte and Katie.
8. Voting in officers	Chairperson Claire – nominated by Lucy, seconded Sarah Treasurer Lucy – nominated by Charlotte, seconded Claire Secretary Sarah – nominated by Claire, seconded Katie	
9. AOB	Stella – the school will be replacing the gutters/facias soon and the craft sink should be sorted soon too.	
10. Next meeting	Wednesday 22 nd September 7.30pm at Playstation	

THE PLAYSTATION PRE SCHOOL GROUP

Accounts

31 March 2021

THE PLAYSTATION PRE SCHOOL GROUP

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Waters Edge Accounting Ltd with all information and explanations necessary for their compilation.

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C. ROSE-CHAIRMAN

2 July 2021

Lucy Jay-Treasurer

THE PLAYSTATION PRE SCHOOL GROUP

**Accountants' report on the unaudited accounts
to THE PLAYSTATION PRE SCHOOL GROUP**

You have approved the accounts for the year ended 31 March 2021 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Waters Edge Accounting Ltd

Waters Edge
Bergholt Road
Brantham Manningtree
Essex
CO11 1QT

2 July 2021

THE PLAYSTATION PRE SCHOOL GROUP
Profit and Loss Account
for the year ended 31 March 2021

	2021	2020
	£	£
Income-Fees and Grants	68,454	76,132
Other direct costs	-	1,388
Gross profit	<u>68,454</u>	<u>74,744</u>
Other business income	13,829	353
Expenses		
Wages, salaries and other staff costs	60,092	73,955
Rent, rates, power and insurance costs	1,652	6,344
Repairs and renewals of property and equipment	272	21
Telephone, fax, stationery and other office costs	3,705	7,170
Interest on bank and other loans	(119)	(230)
Accountancy, legal and other professional fees	1,684	1,840
Other business expenses	215	507
	<u>67,501</u>	<u>89,607</u>
Profit/(loss)	<u>14,782</u>	<u>(14,510)</u>

THE PLAYSTATION PRE SCHOOL GROUP
Balance Sheet
as at 31 March 2021

	Notes	2021 £	2020 £
Current assets			
Trade debtors	703	-	
Bank/building society balances	36,596	22,122	
	<u>37,299</u>	<u>22,122</u>	
Current liabilities			
Other liabilities and accruals	<u>940</u>	<u>545</u>	
Net current assets		36,359	21,577
Net assets		<u>36,359</u>	<u>21,577</u>
Capital account			
Balance at start of period		21,577	36,087
Net profit/(loss)		14,782	(14,510)
		<u>36,359</u>	<u>21,577</u>

1 Accounting basis

2 Profit and loss account analysis

	2021 £	2020 £
Sales		
Income (fees and grants)	68,454	76,132
Cost of sales		
Other direct costs	-	1,388
Other business income		
Donations	329	-
Fundraising	485	343
Grants	12,917	-
Clothing	-	-
Misc	98	10
	13,829	353
Wages, salaries and other staff costs		
Wages/pensions	59,369	73,161
Staff training and welfare	723	794
	60,092	73,955
Rent, rates, power and insurance costs		
Rent/rates	1,400	6,114
Waste	-	230
Cleaning	252	-
	1,652	6,344
Repairs and renewals of property and equipment		
Repairs and maintenance	272	21
Telephone, fax, stationery and other office costs		
Telephone and fax	1,170	1,507
Play materials	988	1,538
Stationery/ICT	281	940
Clothing	105	331
Outings/parties	-	694
Refreshments	898	1,401
Other insurance costs	263	759
	3,705	7,170
Interest on bank and other loans		
Interest	(119)	(230)
Accountancy, legal and other professional fees		
Accountants fees	375	350
Payroll processing costs		
	1,309	1,490
	1,684	1,840
Other business expenses		
Subscriptions	210	-
Sundry expenses	5	507
	215	507