

Playstation

Annual General Meeting

MINUTES

Monday 26th June, 7.30pm at The Royal Legion

Apologies: Helen, Daisy, Ali, Luke

Trustees Present: Sarah, Lucy, Claire, Beccy

Others present: Michelle, Stella, Katelynne, Zoe

| Agenda point | Minutes | Action (who and by when) |
|-------------------------|--|--------------------------|
| 1. Chairperson's report | Welcome to Liz and Michelle and thankyou for joining us. Thankyou to Helen and Stella for all they did in the role as manager and well done to all other staff. Thankyou to Sarah and Lucy for still hanging on for another year on the committee, much appreciated and thankyou to our new members too. I think we have done well this year, lots of ups and downs with the children and a lot of SEN children which the staff have coped with very well. | |
| 2. Manager's report | <p>This is a report of two halves, as I didn't take over as Manager until January. So firstly, I would like to recognise Stella, Helen and Louise for taking on the massive job of sharing the responsibilities of the managers role along with their duties as senior members of staff. Louise left the setting in September, and with Stella and Helen wishing to step down from the additional responsibilities the position for a new manager became available.</p> <p>This term we have 49 on register, of which 36 will be moving on at the end of term. We currently have 29 on register for September. We have an Open Morning this Saturday, where we will be welcoming some of our new families.</p> <p>The staff, committee and parents have been working hard to raise funds for outdoor wooden building blocks, with Pop-ups shops and a Christmas raffle. We have now reached the target following a cake sale organised by one of the parents. The blocks are now on order and should hopefully arrive before the end of term.</p> <p>We were able to hold our Christmas party with parents!! Due to Covid restrictions in the past few years this has not been possible.</p> <p>Amy has taken back the role of SENco, following Louise's departure. With Elizabeth joining the team and taking on the role of Deputy SENco officer. They have completed a number of courses, which has led to introducing bucket time into the session, which has proved very popular.</p> <p>As well as my employment, Liz joined the team as bank staff in December. With Katelynne being taking on as a permanent member of staff, Lydia as joined us this term as bank staff. So we now have a full team, ready for the new school year. We are looking forward to September, as we will be introducing Tapestry, which as well as being used for online reports, will also mean we have a whole new approach to our planning and running of the morning!!</p> | |
| 3. Treasurer's report | Current account £52,611.38 Charity account £150.16 Business account £23,725.43 | |

| | | |
|---------------------|---|--|
| | <p>£5000 was moved in the last financial year from the current account to the business account. Ideally, we want to do the same again this financial year to ensure the back up account is healthy. This should be discussed around Xmas if funds allow.</p> <p>2022 – 2023 Financial report submitted to accounts (report can be seen.)</p> <p>Profit of £14,259 which is much higher than 2021-2022 (£2,553. This is due to fees and grants being higher than the previous year, £18,000 difference. Staff wages did increase by £10,000 and I see this continuing with the raise of minimum wage increasing and fees not rising in line we will see a hit so this profit is a welcome sight. All other areas of running Playstation are in line with 2022 costs.</p> <p>Phone costs seem to have gone up again by another £300 so someone will need to review that, see what we are currently on and whether that's the best deal and needed. Maybe even ask if there's a reduction due to being charity run? (Same comment as last year.)</p> <p>As previously mentioned, wages have gone up. January being the biggest month with an increase due to new staff appointments.</p> <p>All staff had a pay increase in line with the national minimum wage increase in April. Fees should be looked at yearly to raise them in September to fall in line with the academic year.</p> <p>Asking parents for items instead of raising money is still going well. The pop up shop continues to be a huge success when ran so I also propose that these two things still go ahead and maybe have a separate committee who can help think of ideas for this and to help do the work or selling product especially at busy times like Xmas.</p> <p>Seeing as there is a larger profit this year, I propose that it's used to fund the installation of Tapestry which will in turn get rid of the need to update paper copies of learning journeys. This will save time and resources.</p> | |
| 4. Trustee's report | <ol style="list-style-type: none"> 1. STAFFING - We started the academic year with Amy taking over SENCO and Stella and Helen in the joint manager position with a promise from the committee that we would recruit someone as soon as we could. We had a positive response to the job advert and were delighted to be able to offer Michelle the job just before Christmas. We also recruited Liz as a bank staff and her knowledge, particularly of SEN has been invaluable to us. Charly has continued studying all year and despite a lack of support from West Suffolk College, she has her final test in the Autumn term 2023. Financially Playstation are doing well, meaning that we are now in a position to move two members of bank staff onto permanent contracts and offer our apprentice a permanent contract. This puts us in a fantastic position for September 2022. 2. OFSTED - On the day of the manager's interview Ofsted turned up to inspect Playstation. Helen and Stella were amazing and with the support of the staff and committee we sailed through with a "good" rating. Well done to all. 3. FUNDRAISING - Fundraising has been led by parents and staff over the year and the committee haven't run any big events. That being said, enough money for specific items of equipment was raised and the involvement of new parents has been positive. 4. NEXT YEAR - Michelle has considerable experience of managing a playgroup and has brought about gradual change over her two terms in post. Playstation has always been a thriving playgroup, but we are looking forward to seeing the direction that Michelle takes us in next year. 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. The | |

| | | |
|---|--|---|
| | trustees suggest that this remains a point for discussion at meetings in the new academic year. | |
| 5. Voting in trustees | Claire, Beccy, Lucy, Zoe, Ali all put themselves forward and will make up the board of trustees. | Claire and Michelle to ensure all trustees have dbs and EY2 |
| 6. Trustees to vote in Chairperson, treasurer and secretary | Chairperson – Claire – nominated Lucy, seconded Beccy Treasurer – Beccy – nominated Claire, seconded Lucy Secretary – Zoe (agreed to stand in until someone else is found) - nominated Lucy, seconded Claire | |
| 7. AOB | none | |
| Date of next meeting | 25 th September 7.30pm at Playstation | |

THE PLAYSTATION PRE SCHOOL GROUP

Accounts

31 March 2023

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.

A handwritten signature in blue ink, appearing to be 'C. Rose', with a long horizontal flourish extending to the right.

C. ROSE-CHAIRMAN

29 May 2023

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 2023 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

29 May 2023

THE PLAYSTATION PRE SCHOOL GROUP
Profit and Loss Account
for the year ended 31 March 2023

| | 2023 £ | 2022 £ |
|---|-------------------------|-------------------------|
| Income-Fees and Grants | 100,361 | 82,236 |
| Other direct costs | 563 | - |
| Gross profit | <u>99,798</u> | <u>82,236</u> |
| Other business income | 1,633 | 55 |
| Expenses | | |
| Wages, salaries and other staff costs | 75,403 | 67,417 |
| Rent, rates, power and insurance costs | 4,118 | 4,070 |
| Repairs and renewals of property and equipment | - | 70 |
| Telephone, fax, stationery and other office costs | 4,278 | 5,499 |
| Interest on bank and other loans | (112) | (55) |
| Accountancy, legal and other professional fees | 1,753 | 1,748 |
| Other business expenses | 1,732 | 989 |
| | <u>87,172</u> | <u>79,738</u> |
| Profit | <u>14,259</u> | <u>2,553</u> |

THE PLAYSTATION PRE SCHOOL GROUP
Balance Sheet
as at 31 March 2023

| | Notes | 2023 £ | 2022 £ |
|--------------------------------|-------|---------------|---------------|
| Current assets | | | |
| Bank/building society balances | | <u>53,771</u> | <u>39,878</u> |
| Current liabilities | | | |
| Other liabilities and accruals | | <u>600</u> | <u>966</u> |
| Net current assets | | 53,171 | 38,912 |
| Net assets | | <u>53,171</u> | <u>38,912</u> |
| Capital account | | | |
| Balance at start of period | | 38,912 | 36,359 |
| Net profit | | 14,259 | 2,553 |
| | | <u>53,171</u> | <u>38,912</u> |

THE PLAYSTATION PRE SCHOOL GROUP
Notes to the Accounts
for the year ended 31 March 2023

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

| | 2023 | 2022 |
|--|----------------|---------------|
| | £ | £ |
| Sales | | |
| Income (fees and grants) | <u>100,361</u> | <u>82,236</u> |
| Cost of sales | | |
| Other direct costs | <u>563</u> | <u>-</u> |
| Other business income | | |
| Donations | 279 | - |
| Fundraising | 1,354 | - |
| Grants | - | - |
| Clothing | - | - |
| Misc | - | 55 |
| | <u>1,633</u> | <u>55</u> |
| Wages, salaries and other staff costs | | |
| Wages/pensions | 75,244 | 65,989 |
| Staff training and welfare | 159 | 1,428 |
| | <u>75,403</u> | <u>67,417</u> |
| Rent, rates, power and insurance costs | | |
| Rent/rates | 3,675 | 4,070 |
| Waste | 443 | - |
| | <u>4,118</u> | <u>4,070</u> |
| Repairs and renewals of property and equipment | | |
| Repairs and maintenance | <u>-</u> | <u>70</u> |
| Telephone, fax, stationery and other office costs | | |
| Telephone and fax | 1,444 | 1,147 |
| Play materials | 1,150 | 1,626 |
| Stationery/ICT | 68 | 658 |
| Clothing | - | 716 |
| Outings/parties | 905 | 661 |
| Other insurance costs | 711 | 691 |
| | <u>4,278</u> | <u>5,499</u> |
| Interest on bank and other loans | | |
| Interest | <u>(112)</u> | <u>(55)</u> |
| Accountancy, legal and other professional fees | | |
| Accountants fees | 375 | 375 |
| Payroll processing costs | 1,378 | 1,373 |
| | <u>1,753</u> | <u>1,748</u> |

THE PLAYSTATION PRE SCHOOL GROUP
Notes to the Accounts
for the year ended 31 March 2023

Other business expenses

Subscriptions

384

-

Sundry expenses

1,348

989

1,732

989

#