



Kings Sutton Preschool

The Annexe, Kings Sutton Primary School, Richmond St, Kings Sutton, OX17 3 RT
01295 816006

Registered Charity 1016990

Minutes of the AGM committee meeting held on Thursday 8th October 2020, 7:30pm on Zoom

Attended

Becky Herbert, Sarah Clayton, Emma Brock, Claire Watts, Sally Shepley, Laura Knowles, Ros Pantrey, Kelley Greenough, Carina Wyatt, Lucie Wellburn, Bryan Bellamy, Timea Marosan, Kirsty Mead

Apologies Received

Tania Wilde, Julie Hickman, Catherine Harnett

Welcome by the Chair of the Committee, Emma Brock

Hello everyone and thank you all for attending.

I must start by saying that if we run over the allotted 40 minutes please re-enter the meeting with same Zoom details if we get cut off.

I am Emma Brock and I am the Chair of the Preschool committee which is made up of parents and carers who work alongside our amazing staff team to continue to offer the village an outstanding level of early year's childcare.

As part of our tradition we need to just go through last year's AGM minutes to see how we have got along since then!

At each AGM we set targets for the year ahead:

- Last year our first target was to continue to fundraise as much as possible to help us rejuvenate our lovely Preschool building! We had a Christmas card making session and a Christmas breakfast with Santa which was so much fun and yummy!
- Our second target was to continue to strengthen the communication between the committee, staff, parents and the school. Since the pandemic this has been tough as we have not been at the Preschool much! However, they did let us use the learning suite so we were able to reopen until our building was sorted.

This year has probably been our most testing year yet as you are well aware we have had to replace essential items lost in a flood that was discovered on our premises at the end of May. Unfortunately the pipe had burst under the kitchen sink leaving the Preschool under several inches of water and everything had to be thrown away!

After an insurance payout and some fabulous crowd-funding by our committee the Preschool has now received a full makeover! I am sure you have all seen how amazing it looks now! We have also managed to turn the old tennis courts into a fabulous new garden!



At each AGM we set targets for the year ahead:

- Our first target is continued fundraising as much as possible to help with our second phase of the Preschool's improvements. We aim to add an extension to the building and re-roof the Preschool next year. The Butchers arms have already helped us kick start the 'roof fund' and we aim to do more fundraising, if possible, depending on the current situation.
- Our second target which we always aim to improve each year is to continue to strengthen the communication between the committee, staff, parents and the school. We will be sending out our annual questionnaires for the parents to complete to give us an insight on how to achieve this.
- And lastly, the Preschool cannot stay open without voluntary support and it doesn't just have to be parents. All that's involved is attending a meeting once every 6 weeks where we run through the agenda and share out some duties. These can be anything from helping to fundraise or simply visiting the Preschool after hours to meet work men like electricians. We always take into account the fact that everyone has very busy lives and children to look after so we share out bits where suitable but please don't be daunted as it's never too much! Your role can be as large as you like or as small as you like. Every member will help us to ensure that Preschool continues to serve the community and provide outstanding care for the children.

I will now pass you over to Claire for the Treasurer's report.

Treasurer's Report – Claire Watts

As I'm sure you will understand, Preschool's finances have been a bit complicated this year. We started the year hopeful that we may be able to build the extension onto Preschool this summer and ended the year trying to make sure Preschool was ready in time to open in September following the flood damage.

Lockdown provided a number of challenges for Preschool. Although the government continued to provide fees for funded hours, we were still missing our income from non-funded hours and breakfast club. Luckily, we were able to utilise the furlough scheme where possible and access a local government grant which enabled us to cover for these losses.

The flood brought a separate set of issues. As we could only open for limited sessions our income when we reopened was reduced. The flood repairs also meant we lost our income from the summer play scheme. Through the overwhelming support of the community we raised around £5,000 on our Just Giving site and received a £3,000 grant from the Parish Council towards our new garden. These enabled us to convert the old school tennis court into the fantastic garden for the children and also add extra things to the Preschool, such as replacing the majority of the lights in the main building and contributing to the new doors onto the new garden to be installed in a few weeks' time.



At the end of the financial year, our accounts look healthy, with a surplus of £14,210. However, items such as the garden and the doors are to be paid for this year, which accounts for a majority of this money.

In the next financial year, there will be a few expenses such as installing the two doors in the back of the building onto the new garden and replacing the two main doors. After that it will be a case of reassessing what further work we would like to carry out and prioritising before applying for grants if necessary.

Manager's Report – Rebecca Herbert

Thank you all for taking the time to join with us this evening and to share in reflecting on our past year. It has most definitely been a year like no other! But the one consistency we have had throughout has been that our Preschool community has worked to keep everything going. As Emma has already explained we are run by a committed team of volunteers that support and oversee our dedicated and experienced staff team. The committee members this year have all once again been an incredible support to the effective running of our Preschool. The committee play a vital role for Preschool and they all work hard behind the scenes to support the work we do in the setting. I am forever thankful for this.

Our Preschool has been hit by many challenges this past year, but as I am sure many of you are aware of the incredible support we have received to enable us to get back to doing what we do best. I would like to express how thankful I am for each and every person that has supported our reopening. The blood sweat and tears have finally been worth it!

One of the targets from our last AGM was to 'continue to strengthen the communication between the committee, staff, parents and the school'. The Pandemic has made this difficult to achieve and as a staff team we have had to rethink how we do things. During lock down the Preschool staff and committee felt it was essential for our team to continue communication with all our families. I could not be prouder of the commitment and dedication everyone has showed. We set up key person email addresses to aid communication and this then progressed onto the introduction of class dojo. Class dojo has enabled families and staff to communicate, share ideas and continue that link between us and them at what has been very isolating time. Class dojo has been so effective that we have continued to use it as our best form of communication, particularly with social distancing guidelines in place. Our relationship with the primary academy has grown from strength to strength, their support throughout lockdown and our flood has been phenomenal. Working together has not only enabled us to reopen but to open with the safety of everybody being paramount. This new working relationship is something I feel will only continue to grow.

Over the coming year we will continue to provide a safety and stimulating environment for our children to grow and learn in. We have a fantastic dedicated staff team that I cannot praise enough and with your continued support we can make our way through any developments and changes that may come our way.



Admin's Report – Sarah Clayton

2019/2020 was an extremely difficult year for us due to the numerous closures etc but we had a healthy intake of children throughout. We ended the year with 45 children on role, 22 of these children left to go to school and 1 child left us in September.

In September we welcomed 11 new families taking us to 30 children on role. This is the 4 less than on role as last September (2019), but the number of two-year olds on role has increased.

We have 3 families waiting to join us in January.

We also have children on our waiting list for the next coming terms/years.

April 2021 – 1 child on waiting list

September 2021 – 2 children on waiting list

Fees

Have remained the same this academic year.

Funding

The majority of 3-year-olds are using their full 15 hours funding.

30 Hours

8 Children with us qualify for 30 hours.

Election of Office Bearers

Each year we need to confirm with our current committee members who would like to remain and appoint Management Committee members.

So, firstly, I wish to stay as the chair and will need votes from the committee that they are happy for me to remain.

Voting was undertaken and appointments made as below:

Chair – Emma Brock stepped down from position and stepped back up, 2nd by Kelley Greenough

Treasurer – Claire Watts stepped down from position and stepped by up, 2nd by Emma Brock

Secretary – Sally Shepley stepped down from position. Tania Wilde was unable to make the meeting, but confirmed that she would be happy to take on the role of Secretary. 2nd by Emma Brock



Committee Members – Claire Watts, Emma Brock, Laura Knowles, Bryan Bellamy, Kelley Greenough, Tania Wilde, Ros Pantrey, Julie Hickman.

Can we just say a massive thank you to Cat and Sally for all their hard work and when it's possible to do so we will go to the pub to thank you both properly. Cat has worked tirelessly on the lease and we literally couldn't have done any of it without her and Sally has kept us all organised over the years and we are really going to miss both of you! Won't be the same!

Obviously will see you on the school runs but please don't be strangers!

If you would like to discuss anything further with any of us or have any questions please feel free to call or email us.

Any questions?

Next committee meeting – Wednesday 21st October – 8 p.m. on Zoom.

Kings Sutton Playgroup
Accounts
for the year ended 31 August 2020

Kings Sutton Playgroup

Information

Accountants

Charlton Baker Limited
Chartered Accountants & Business Advisors
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

Business address

The Annexe, Kings Sutton Primary Academy
Richmond Street
Kings Sutton
Banbury
OX17 3RT

Kings Sutton Playgroup

Contents

	Page
Accountants' report	1
Trading, profit and loss account	2
Balance sheet	3
Notes to the accounts	4

Kings Sutton Playgroup

Accountants' Report on the Unaudited Accounts to Kings Sutton Playgroup

As described on page 3 you have approved the accounts for the year ended 31 August 2020 set out on pages 2 to 4. In accordance with your instructions we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Charlton Baker Limited

Chartered Accountants & Business Advisors

7-7c Snuff Street

Devizes

Wiltshire

SN10 1DU

Kings Sutton Playgroup

Trading and profit and loss account for the year ended 31 August 2020

	2020		2019	
	£	£	£	£
Income				
Government vouchers		64,537		63,694
Fees receivable		28,564		41,221
EYPP		237		109
Fundraising income		1,864		7,046
Government grants		16,009		-
Donations		5,020		534
Insurance claims		9,950		-
Bank deposit interest		241		165
		<u>126,422</u>		<u>112,769</u>
Expenses				
Wages and salaries	83,539		89,253	
Light and heat	2,124		2,924	
Maintenance and cleaning supplies	8,696		1,212	
Computer costs	901		827	
Resources	16,455		6,247	
General expenses	497		1,888	
		<u>(112,212)</u>		<u>(102,351)</u>
Net profit		<u><u>14,210</u></u>		<u><u>10,418</u></u>

Kings Sutton Playgroup

Balance sheet as at 31 August 2020

	Notes	2020		2019	
		£	£	£	£
Current assets					
Cash at bank and in hand		94,091		52,881	
Net current assets			94,091		52,881
Total assets less current liabilities			94,091		52,881
Long-term liabilities	1		(27,000)		-
Net assets			67,091		52,881
Capital account					
Brought forward at 1 September 2019			52,881		42,463
Profit for the year			14,210		10,418
			67,091		52,881

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

Claire Watts (Trustee)

Date:

Kings Sutton Playgroup
Notes to the accounts
for the year ended 31 August 2020

1. Long-term liabilities	2020	2019
	£	£
Loans	27,000	-
	<u>27,000</u>	<u>-</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

KINGS SUTTON PLAYGROUP

**On accounts for the year
ended**

31 AUGUST 2020

**Charity no
(if any)**

1016990

Set out on pages

1-2

(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 08 2020.

**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**

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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: Charlton Baker

Date: 27/05/2021

Name: CHARLTON BAKER LIMITED

**Relevant professional
qualification(s) or body**

ICAEW CHARTERED ACCOUNTANTS