



AGM Meeting Minutes

Wednesday 21st April

Zoom Call

Present: Sharon Hooper, Emma Bult, Claire Woodland, Sarah Williams, Helen Barham, Heather Moffat, Verity Lowdon, Claire Davies, Verity Teal, Leanne Laird.

Apologies: Natasha Willis

Welcome

Chair welcomes everybody.

1 Minutes of the previous meeting

The chair reads and signs them.

2 Pre school Leaders Report

I'd like to start by saying a big thankyou to Becky & Sarah who have been a real asset to Little Steps always going "above & beyond".

I really appreciate and value their input, enthusiasm & motivation in making Little Steps a place to be proud of! We have maintained good links with the school this year. By working closely we have a strong partnership which pays dividends not only during the year but when it comes to the transition for the children starting full time education.

The year started relatively normal, with all "the usual" happening, Halloween disco, nativity, trips out right up until January. After spending most of February & March waiting to see what was happening with school closures, the Government finally made the decision to close all settings. We kept the Little Steps family together by setting up Zoom storytime which was accessed by most children at some point. Home activities were shared via our Facebook page and kept us in the Community profile.

Unfortunately the school leavers missed out on our intense input for the last term and a half due to the National lockdown in March. Initially I was quite concerned about what we hadn't given them yet, but they all settled in well in September and I was immensely proud of them all. We've taken heart that we had laid excellent foundations for the school to build on.

So finally I need to thank the committee for their efforts in helping me take Little Steps forward in a professional manner. Without their support & understanding of the early years requirements, this wouldn't be attainable. I sometimes feel I am just repeating what I said last year (or copying & pasting!) but in all honesty we have a formula that works and I mean every word. Next year we have the Early Years Foundation Stage Reforms to contend with so big changes, we will spend next year preparing for September 2021 while still carrying on with the current year!

4 Treasurers Report

Looking back on our last financial year – after a tricky start in September with low numbers and then with the pandemic following we did have times where it was all a bit worrying. However, with the sterling work of the staff, namely Helen, in running the 100 club and with the help of government support via the furlough pay scheme we did manage to finish the year in profit of £583.90. In total for the year, we fundraised nearly £3000. We had the Halloween disco, Christmas extravaganza, 100 club and sponsorship for local businesses. We managed to curtail our wages bill to under £33k and the village hall kindly agreed to no rent through the Coronavirus first lockdown meaning that our rent outgoings came in under £2.5k for the year. We transferred £1500 across from our savings to help us when things got a bit tight. The books have all been audited and as soon as I have the minutes from this AGM I will be able to submit to the charities commission.

Looking now to the current financial year that we are in, things are looking much more positive. We had a slow start again in September which is often the case but more so given the circumstances with people being wary of sending their children. We applied for numerous grants and were successful in securing the variance grant which was provided by Somerset County Council. They looked at our average grant payment for the Sep-Dec term for the past three years and compared it to what we were receiving this year. They then paid us the difference which in our case was over £3k. With the ongoing fundraising and the uptake in children's places across the school year we are on course to make a profit and to be able to pay back the £1500 into our savings account and perhaps even more. Thanks to the rises we gave the staff a couple of years ago when we had more money, the recent changes to minimum wage has not affected us. Obviously, come September we will need to look again at staff wages and the possibility of needing to employ another member of staff if the register keeps on growing.

5 Chairs Report

Fundraising for the year started at the Halloween disco which 100 children attended and the all inclusive ticket was a great success. The Xmas extravaganza was a lovely festive evening and raised over £700. Helen ran the 100 club with 176 tickets sold

The start of the year was plodding along nicely. Before we knew it it was the Xmas play and a party at Jolly Jumpers to end the celebrations at Xmas. All was well in January and February then March came along as did Covid. Unfortunately, the Committee took the decision close the pre school as it wasn't financially viable to keep it open. All staff were placed on furlough for the remainder of the year. End of year celebrations for school leavers were cancelled.

I would like to thank all the staff for sticking with us and to Helen for volunteering to hold zoom sessions for the children and keeping everyone in control which can be difficult with children so young and technology. I would also like to thank the village hall who were a great help over this past year.

6 Election of New Committee

Position	Nominee	Proposed by	Second by
Chair	Sharon Hooper	Helen Barham	Verity Lowdon
Secretary	Heather Moffat	Sharon Hooper	Verity Lowdon
Treasurer	Verity Teal	Sharon Hooper	Helen Barham
H&S Rep	Claire Woodland	Sharon Hooper	Heather Moffat

Committee Members

Sharon Hooper	Helen Barham	Heather Moffat	Claire Woodland
Verity Teal	Emma Bult	Claire Davies	Leanne Laird
Natasha Willis			

Sarah Williams – Book keeper/Accounts administrator

Verity Lowdon stepping down

New members	Proposed by	Second By
Verity Teal	Sharon Hooper	Helen Barham
Leanne Laird	Sharon Hooper	Helen Barham
Natasha Willis	Sharon Hooper	Helen Barham

7 Constitution

Early Years Alliance is an Early Years membership in England that Little Steps is a member. The Committee were asked to review the updated constitution provided by the alliance. All members read the entire document and were in agreement to use the constitution. It will be signed ASAP by the Chair and the Secretary and submitted to Charities Commission by Sarah.

8 AOB

Apex fundraising event for 2021 has been cancelled

The room is booked for Halloween disco

Action – Helen to provisionally book the DJ

Xmas Extravaganza to be held on December 3rd.

Action – Heather to start contact previous stall holders

Pre school website has been redesigned and updated

Toddlers stay and play morning to start running on Wednesday morning. First session booked for 14th April. Committee agree price should be £2 per session

9 Date of Next Meeting

Wednesday 30th June 19.30 - Zoom call

Little Steps Pre-school Annual Accounts

Income Sept 2019 - Aug 2020

Month	Grants	Fees	FR	Misc	Total
Sept	£6,343.51	£1,023.00	£20.00	£0.00	£7,386.51
Oct	£802.45	£144.00	£94.88	£0.00	£1,041.33
Nov	£0.00	£624.00	£348.16	£0.00	£972.16
Dec	£2,222.89	£701.00	£0.00	£0.00	£2,923.89
Jan	£5,544.23	£664.00	£714.44	£0.00	£6,922.67
Feb	£180.40	£1,087.00	£300.00	£0.00	£1,567.40
Mar	£1,374.52	£927.00	£1,016.53	£0.00	£3,318.05
Apr	£9,422.12	£340.00	£0.00	£0.00	£9,762.12
May	£226.80	£100.00	£0.00	£2,003.48	£2,330.28
Jun	£0.00	£100.00	£430.00	£992.94	£1,522.94
Jul	£0.00	£100.00	£0.00	£0.00	£100.00
Aug	£0.00	£88.00	£0.00	£1,980.72	£2,068.72
TOTALS	£26,116.92	£5,898.00	£2,924.01	£4,977.14	£39,916.07

OPENING BALANCE £2151.27

Lloyds Current Acc Opening Balance	£2,151.27
Plus Income (Sept - Aug)	£39,916.07
Plus Transfers from Current Account	£1,500.00
Less Transfers to Current Accounts	£0.00
Minus Expenditure	£39,332.17
Closing balance 31.08.2020	£4,235.17
Profit / Loss	£583.90
Lloyds Savings Acc Opening Balance	£10,000.00
Plus Transfers from Current Account	£0.00
Less Transfers to Current Account	£1,500.00
Plus Interest	£4.49
Balance	£8,504.49

Little Steps Pre-school Expenditure Sept 19 - Aug 2020

Month	Wages	Admin	Consum	Equip	PC	Rent /Utilities	Train/Proff	FR	Other	TOTAL
Sept	£3,293.20	£165.00	£95.74	£159.99	£30.00	£302.68	£86.00	£0.00	£25.00	£4,157.61
Oct	£2,981.62	£105.00	£17.95	£214.97	£0.00	£280.67	£58.00	£0.00	£0.00	£3,658.21
Nov	£3,138.89	£70.00	£51.16	£52.33	£0.00	£280.67	£114.00	£0.00	£312.16	£4,019.21
Dec	£2,974.70	£157.50	£82.10	£0.00	£0.00	£280.12	£89.99	£0.00	£182.45	£3,766.86
Jan	£3,068.75	£45.00	£78.70	£99.34	£0.00	£319.12	£148.80	£0.00	£0.00	£3,759.71
Feb	£2,945.44	£136.22	£0.00	£111.93	£0.00	£280.12	£0.00	£0.00	£0.00	£3,473.71
Mar	£2,750.34	£85.00	£60.60	£42.70	£0.00	£180.70	£0.00	£0.00	£0.00	£3,119.34
Apr	£2,405.35	£160.00	£0.00	£0.00	£0.00	£210.70	£70.00	£0.00	£453.14	£3,299.19
May	£2,365.81	£75.00	£0.00	£0.00	£0.00	£11.58	£0.00	£0.00	£0.00	£2,452.39
Jun	£2,364.12	£75.00	£0.00	£0.00	£0.00	£83.52	£195.92	£0.00	£0.00	£2,718.56
Jul	£2,392.89	£115.00	£0.00	£33.91	£0.00	£11.58	£122.82	£0.00	£0.00	£2,676.20
Aug	£1,993.21	£70.00	£0.00	£74.84	£0.00	£11.58	£81.55	£0.00	£0.00	£2,231.18
TOTALS	£32,674.32	£1,258.72	£386.25	£790.01	£30.00	£2,253.04	£967.08	£0.00	£972.75	£39,332.17



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
LITTLE STEPS PRE-SCHOOL

On accounts for the year
ended

2020

Charity no
(if any)

1021256

Set out on pages

(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 DD/MM/YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

T. A. CROOK

Date:

18/2/21

Name:

T. A. CROOK

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

**AAT ADVANCED CERTIFICATE
NUP BUSINESS FINANCE**

Address:

28 VIRGINIA ORCHARD

RIMSTON

TAUNTON TA3 5LP