

BUCKINGHAM PRE-SCHOOL PLAYGROUP -

MINUTES FROM AGM WEDNESDAY 5TH MAY 2021

IN ATTENDANCE: Karen Clarke, Carol Matanda, Katie Hassell, Hazel Cory, Molly Clarke, Chris Fox, John Matanda, Bob Hutt, Louise Green, Vicky Warren.

APOLOGIES: Roger Shelton, Polly Mullins, Rachel Lees, Kirsty Parkin, Laura Watts.

LEADER'S REPORT

Karen started the meeting with a recap of how things have been at Pre-School during the pandemic.

From September 2019 – March 2020 Pre-School ran as normal until we closed for the first lockdown in March 2020. During that period we kept in touch with all families fortnightly sending activities and updates throughout.

Pre-School re-opened on the 8th June 2020 with reduced sessions and fewer children.

We focused on "Team School" transitions until we closed in July 2020 for the summer break.

In September 2020 we opened up in full until the Christmas break.

In January 2021 we entered another lockdown and Pre-School opened on Tuesdays, Wednesdays & Thursdays for children who wanted to attend. Karen, Carol, and Katie ran these sessions together. This was a stressful time as information from County was scarce and Staff had no access to Lateral Flow Tests at that time.

Pre-School re-opened fully on the 8th March 2021 with Staff accessing Lateral Flow Tests twice a week initially at the Swan Pool Leisure Centre until they were finally delivered to the setting so Staff could access them at home.

After the Easter break we have employed Brogan and have 2 Students with us on placement from MK College.

Karen thanked all Staff, parents & families for their support through a very difficult year when staff felt very vulnerable. She is proud of the Team and the measures that were put in place which enabled us to run throughout and we have managed to keep everyone safe. We really hope this will continue until we are fully out of this pandemic.

Moving forward we have 35 children on the books with new visits each week. We have limited any further new starters until September 2021 to enable us to fully settle the new starters we currently have. We have been advised to expect the settling-in period to take longer in some cases as most of these children have not been away from their parents or away from their homes for the past year. We have found that in some cases this has certainly been true. Also we wish to give our Team School children the best possible transition and ensure they are school ready for September. Any new families signing up after visits will be held on a waiting list for September.

Karen indicated that she would like to have the living eggs again but needed to speak with the Treasurer before taking this further as it is an expensive project.

We hope to do the sponsored skills fundraiser after the May half term to generate some much-needed funds for new resources.

Staff also have reports, Transition reports and leavers gifts to organise in the last half term too.

We have 11 children moving on to School and we are currently collating September lists but have every reason to be optimistic about September as numbers are looking good at present.

A new EYFS framework is due in September 2021 and resources, and on-line training have been booked.

CHAIRPERSON'S REPORT

Chris thanked everyone for attending especially on Teams as a face to face meeting would have been preferable.

Chris thanked the Team for their hard work and dedication to keeping Pre –School open during a difficult time. He is proud to be associated with Playgroup and the local community it serves.

He thanked the Committee and in particular John who as Health & Safety Officer reviewed the Covid procedures along with Karen regularly to ensure we were doing all we could to keep everyone safe.

Chris thanked parents for their support to Pre-School in following the guidelines set and is pleased our numbers remain good moving forward.

Karen confirmed Brogan is fully qualified and the Students are working towards a qualification -Amelia (Level 3) and Katherine (Level 2).

TREASURERS REPORT

Roger was unable to attend in person so Chris read out the report, a copy of which is attached to these minutes.

VOTING

Committee members voted to remain Chris Fox, Roger Shelton, John Matanda, Louise Green, Vicky Warren, Steve Warren, Laura fox and Bob Hutt.

Kirsty Parkin stepped down as Secretary to be a Committee Member only.

Rachel Lees has stepped down as Finley will be leaving to go to School.

Molly Clarke was voted on as Secretary and Laura Watts voted on as a Parent Committee Member.

There is another possible Parent Member but due to illness we have been unable to confirm this at present.

A general newsletter will be sent out in the next couple of weeks which will invite other parents to consider joining.

A Covid review will take place over the summer break to discuss how we move forward for September 2021.

Chris drew the AGM to a close.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Buckingham Pre-School Playgroup

On accounts for the year
ended

31st August 2020

Charity no
(if any)

1021859

Set out on pages

1 – 3

(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 **31st August 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

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:

Date:

9 June 2021

Name:

Henry Cooper, on behalf of BirchCooper Accounting Services Limited

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

FMAAT

Address:

Midsummer Court, 314 Midsummer Boulevard

Milton Keynes, MK9 2UB

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.

None

Buckingham Pre-School Playgroup

Income and Expenditure Statement For the Year ended 31st August 2020

	<u>Income</u>	2020	2019
Income	Fees	11468	11689
	Bucks CC	49516	77936
	Fundraising	599	2346
	Milk Rebate	67	164
	T Shirt and Uniform Sale	30	75
	Grants	6926	
	Interest Received	25	28
	Xmas Party	52	26
		68683	92264
	<u>Expenditure</u>		
Expenditure	Consumables	802	1082
	T Shirt and Uniform	153	125
	Equipment Purchases	275	1776
	Large Equipment	0	2504
	Special Equipment	0	305
	Wages	48749	61730
	Paye	1544	4664
	Pension	1392	1608
	Rent	7847	10767
	Accountancy	1314	1223
	Printing Postage and Stationary	192	167
	Telephone	72	95
	Travel Expenses	0	56
	Staff Training	-15	410
	Additional Learning items	294	294
	Insurance	616	607
	Licence and Subscriptions	210	170
	Cleaning and Hygiene	388	115
	CRB Checks	26	65
	Snacks and Milk	328	499
	Computerr Software	174	213
	Entertainment	0	150
	Staff Entertainment	115	156
	Gifts	10	42
		64486	88823
Total income less expenditure		4197	3441
Bank and cash balances 31 August 2019		55579	52138
		59776	55579
Reperesented by	General Fund	44897	40707
	Reserve	14836	14811
	Cash	43	61
		59776	55579



Section A

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