

TWINKLE TOTS PRE SCHOOL

England & Wales · Charity number 1027459

Details

Other names	TWINKLETOTS PLAYGROUP, TWINKLE TOTS PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-10-20
Register	View on the Charity Commission register

Contact

Address	Heelands Meeting Place Glovers Lane Heelands Milton Keynes MK13 7LW
Phone	01908 311911
Email	twinkletotsoffice@gmail.com
Website	https://m.facebook.com/twinkletotsmk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: Twinkle Tots has been in existence for over 30 years and has provided quality childcare for many children, from all religious, social, ethic and social groups. Children can start Pre School at the age of 2 years up to school age. We are open between 9.00am to 3.00pm, Monday to Friday, 38 weeks per year.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

Geography

- Milton Keynes

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£203,716	£189,478	-	-
2024-04-05	£178,770	£170,209	-	-
2023-04-05	£128,640	£128,645	-	-
2022-04-05	£129,995	£130,946	-	-
2021-04-05	£150,940	£129,663	-	-

Trustees

Name	Role	Appointed
Maria Gleanu	Chair	2024-06-06
Daniel Gleanu		2024-06-06
Maria Katsamentidi		2024-06-03
Mary Ndagire		2023-02-07
Qian Richards		2024-06-10
Susana Xavier		2023-07-05

TWINKLE TOTS PRE SCHOOL

England & Wales - Charity number 1027459

Accounts



2024-2025
Annual General Meeting

Minutes & support documentation

10th November 2025

Venue: Heelands Meeting Place,
Heelands,
Milton Keynes,
MK13 7LW

Charity number: 1027459
Ofsted number (URN): 141880

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Twinkle Tots Pre-School Annual General Meeting (AGM) Minutes 2024–2025

Date: 10 November 2025

Time: 3:30 pm

Location: Twinkle Tots Pre-School, Glovers Lane, Milton Keynes, MK13 7LW

1. Welcome and Opening of Meeting

The meeting was opened at 3:30 pm by the Chair, Maria Gleanu, who welcomed and thanked all parents and attendees for attending the Annual General Meeting.

2. Attendees

Natalie Parkes

Michelle Morrall

Rishpal Modhwadia

Rebecca Allen

Maria Georgiana Gleanu

Mary Ndagire

Maria Eleni Katsamentidi

Daniel Gleanu

Paola Palma

Madalina Braga

3. Apologies for Absence

N/A

4. Approval of Minutes from Previous AGM (2023–2024)

The minutes of the previous AGM were reviewed and approved (Maria)/ seconded (Mary) as a true and accurate record.

5. Matters Arising

There were no matters arising not already covered in the agenda.

6. Chair's Report

The Chair presented her report and informed parents of the transition from charity status to a Charitable Incorporated Organisation (CIO), reassuring parents that the process is progressing smoothly.

7. Treasurer's Report

The Treasurer's report was presented by Mary.

8. Manager's Report

The Manager's report was presented by Natalie.

9. Accountant's Report

The Accountant's report was presented by Mary.

10. Committee Members

No committee members stepped down. Current members remain:

Maria Galeanu, Mary Ndagire, Maria Eleni Katsamentidi, Daniel Galeanu.

11. Policies and Procedures

All updated policies and procedures were reviewed, adopted, and approved.

12. Election/Re-election of Committee Members

The existing committee members were unanimously re-elected.

13. Staffing Update

Parents were informed of the departure of Natalie and Charlie. Continuity of care and smooth operation of the setting were assured.

14. Any Other Business

The CIO transition was reiterated, with confirmation that only final steps remain.

15. Close of Meeting

The Chair thanked attendees. No questions were raised.

The meeting closed at 4:20 pm.

Appendix 1.

Committee Chair's Report 2024/ 2025 – Twinkle Tots Pre School

Good evening everyone,

It's lovely to see you all here today. I'm really pleased to share a short overview of what's been a busy and rewarding year at Twinkle Tots.

One of our biggest achievements this year was completing our move to become a CIO. This gives the Pre-school a stronger structure and a secure foundation for the future, something we can all be proud of.

We've continued to invest in the setting, adding new toys, tables and learning resources to make it even more fun and engaging for the children. We've also introduced new activities to help them explore, learn and grow with confidence.

Like any year, we've faced a few challenges, but through teamwork, patience and a lot of dedication, we've made it through together. I'm so proud of our amazing staff team for all their hard work and care every single day.

I'd also like to thank our **committee members**, especially those stepping down this year, for all their time and support behind the scenes. It truly makes a difference. (Quin)

We've also reviewed and formally **adopted our updated policies and procedures**, ensuring we continue to meet the highest standards for safety, care and good practice.

Looking ahead, we'll keep focusing on what matters most providing a safe, happy and nurturing place where our children can learn, play and shine.

This year we said goodbye to our **Deputy Manager, Charli**, and we'd like to thank her for everything she's done for the pre-school. We're delighted that **Rish** has stepped up into the Deputy Manager role – Congratulations, Rish! You've done a brilliant job already, and we're so grateful for the positivity and commitment you bring.

We're also saying goodbye to **Natalie**, who has been a valued and loved part of our Twinkle Tots family. Natalie, thank you for all your energy, warmth and dedication. You'll be greatly missed by us all and we wish you every success for the future.

Thank you all for your support and for being part of our Twinkle Tots community.

Maria Gleanu
Chair, Twinkle Tots Pre-school
AGM 2024/2025

Appendix 2.

Twinkle Tots Preschool Treasurer's Report for AGM 2024–2025

For the financial year 2024–2025, the Pre-school's finances showed a positive outcome, with overall income exceeding the forecasted profit.

Summary of Accounts

- **Total Income:** £203,715.78
- **Total Expenditure:** £189,478.26
- **Net Surplus:** £14,237.52

The Pre-school's revenue was generated through Milton Keynes Council funding grants, parental fees, donations, and fundraising activities.

Income Comparison (2023–2024 vs 2024–2025)

Total income increased by **14%** compared to the previous year.
This growth was mainly due to an increase in the number of children receiving funding and paying fees.

- **Total funding and fee income:** £179,898.17
-

Expenditure

Overall expenditure was **11% higher** than the previous year, primarily due to staffing and inflationary costs.

Breakdown:

- **Wages (including tax, NI, and pension):** £131,649.91
 - Wages increased by **9.5%** following the rise in the national minimum wage in April 2024.
 - **Training courses for staff:** £588.30
 - **Equipment:** £3,047.13
 - **Annual insurance:** £1,249.08
 - **Rent (Bradwell Parish Council):** £845.00 per month (a **6.4%** increase)
-

Other Income and Expenditure

The **Deprivation Grant Funding**—an additional supplement to support children accessing early years entitlements—was **not received in 2024–2025**.

However, funds carried forward from the previous year were used to provide:

- New equipment
- Lunch clubs
- Monthly pantry clubs
- Ark Farm visit
- Monthly sessions with Phonic Robots and Music Bugs

During the year, the committee also voted to transition the Pre-school from an **unincorporated charity** to a **Charitable Incorporated Organisation (CIO)**.

To support this transition, a **CIO consultancy firm** was engaged in **September 2024** to ensure a smooth process.

Fundraising Activities

Total funds raised during 2024–2025 amounted to **£1,924.70**, consisting of:

- Consumable donations from parents (snacks, etc.)
- **£404.40** from the 2024 Christmas Fete
- Commission from photographs

Additionally, **£828.36** interest from the reserve account was transferred to the main account to support fundraising activities. Funds raised were used to pay for **Halloween, Easter, and Christmas activities** for the children.

Reserve Account

As a charity-run Pre-school, it is a legal requirement to hold a reserve account sufficient to cover all liabilities (e.g. staff redundancy, rent, HMRC obligations).

At the end of the 2024–2025 financial year, the **reserve account balance** stood at **£53,873.14**.

This balance is reviewed at least once annually.

Summary

The 2024–2025 financial year has been a positive one for Twinkle Tots Preschool. Income exceeded forecasts, reflecting increased child numbers and steady support from funding, fees, and fundraising. Although expenditure rose due to higher wages and general cost increases, the Pre-school maintained a healthy surplus and remains financially stable. The committee has managed resources responsibly, ensuring that funds were used to enhance the children's learning experiences and maintain high-quality provision. The transition to a Charitable Incorporated Organisation (CIO) marks an important step in strengthening the Pre-school's governance and long-term sustainability. Overall, Twinkle Tots Preschool is in a strong financial position going into the next financial year, with a secure reserve and a clear commitment to supporting both staff and children.

Appendix 3.

Twinkle Tots Pre school Manager's report 2025

Hello, everyone. Thank you for coming. Those of you who may not know I am Natalie, the preschool manager.

I have been working here at Twinkle Tots for 16 and half years.

My job as the manager is to ensure that all children receive the highest level of care and education, to ensure policies and procedures are followed and we met all Ofsted requirements and the Early years statutory framework.

I manage my amazing team, support their wellbeing and push them to be the best possible practitioners.

We have had a full and productive year including Naomi and Reece enrolled, completed and passed their level 2, well done. All staff have completed many other training courses including first aid, child sexual exploitation, fabricated illness, illness and infection, understanding COSSH and many more.

We had an amazing Christmas fete last year that allowed us to raise all important funds for the preschool. We also raised funds through Lucky stars photography.

We threw the children a party with a difference by hiring Little City.

Throughout the year we were at full occupancy and had a healthy waiting list.

Although we weren't awarded a deprivation grant, we were able to continue to provide the children with experiences including phonic robots every two weeks, music bugs once a month, Safari Stu, end of term party and graduation.

We have continued to buy resources where needed including various equipment and new tables.

Thank you to each and every one of my staff team who work tirelessly each and everyday to ensure your children have the best possible start to their learning journey. I am extremely grateful to you all.

Thank you to our committee members for all the hard work you do in your own time. We would not still be able to run without their dedication.

Looking ahead with excitement of all the adventures to still come in the year ahead.

Appendix 4.

Auditor's Report

Twinkle Tots Preschool
Small Meeting Place
Glovers Lane
Heelands
Milton Keynes
MK13 7LW

Mr Terry Taylor
4 Bransgill Court
Heelands
Milton Keynes
MK13 7LN

16 September 2025

Dear Sirs

After carrying an audit of the accounts for the year ended 5 April 2025 I confirm that in my opinion the accounts give a true and fair view of the financial position of the charity.

Yours Sincerely

Terry Taylor AAT

Appendix 5.

2024-2025 Twinkle Tots Pre School Annual Balance Sheet

Twinkle Tots Preschool			
Income and Expenditure Account for the year ending 5 April 2025			
Income	£	Expenditure	£
Fees	11198.00	Advanced Fees (Returned)	160.50
Wages	0.00	Deprivation Grant	5279.78
Deprivation Grant	0.00	Other Grants	1011.13
Other Grants	2264.40	HMRC	87.68
Monthly EY Grant	178700.17	Premises rent	10009.39
Fundraising	1924.70	Wages	127109.61
Special Projects	0.00	Training	588.30
Pension	0.00	Snacks	888.62
Uniform	84.00	Activities	1149.04
(Refund incorrect payment)	5007.42	Consumables	691.93
From Savings Account	4537.09	Family Welfare	187.45
		Fundraising	2223.99
		Special Projects	0.00
		Uniform	425.27
		Phone	710.57
		Admin / Stationary	1686.98
		Equipment	3047.13
		Professional Services	9449.00
		Pensions	4452.62
		ESPO (incorrect amount paid)	5007.42
		Welfare / Insurance	1688.42
		To Savings Account	12531.87
		Annual Subscriptions	1091.56
Total Income	<u>203715.78</u>	Total Expenditure	<u>189478.26</u>
		Excess Income over	14237.52
		Expenditure	
Total	<u>203715.78</u>		<u>203715.78</u>
Balance Sheet as at 5th April 2025			
2023/2024			2024/2025
£		Current Assets	£
96242.46	Barclays	Current account bank statement balance 5/4/25	110426.81
45050.00	Barclays	Premium account	53873.14
0.00	Barclays	Bank Transactions uncleared etc	0.00
184.79		Cash	237.96
		Adjustment	
<u>141477.25</u>		Total Net Assets	<u>164537.91</u>

Represented by: Capital Account		
£		£
127866.67	Balance 6th April 2024	141477.25
8560.58	Excess of Income over Expenditure (main acct)	14237.52
5050.00	Revenue vs costs Premium Savings account	8823.14
	Adjustment	
<u>141477.25</u>		<u>164537.91</u>

TWINKLE TOTS PRE SCHOOL

England & Wales - Charity number 1027459

Accounts



Twinkle Tots Preschool

Annual General Meeting Report

2023/2024

Charity Number: 1027459

Ofsted Number (URN): 141880

Venue: Meeting Place, Heelands

Date of Meeting: February 10, 2025

Official

1. Annual General Meeting Minutes 2024

Meeting started at 15:03

Attendees:

Committee Members:

Maria Galeanu

Marialena Katsamentidi

Qian Richards

Mary Ndagire

Susana Xavier

Staff:

Natalie Parkes

Charlie Hepden

Parents:

Gifty Yeboah

Aisling But

Fatma Yusuf

Alexia Ofor

Marta Ngrabecua

Merry Opoku

Paola Palma

Apologies:

Daniel Galeanu

Chair's Introduction

The Chair welcomed attendees, expressed appreciation for their participation, and introduced herself.

Minutes from the Previous AGM

The minutes from the last AGM were reviewed and approved.

Proposed by: Charli Hepden

Seconded by: Marialena Katsamentidi

Previous Committee and Recruitment Update

The Chair discussed past committee activities and the ongoing need for parent committee members to fulfil legal requirements.

2024 Financial Forecast and Profit

- A small profit was reported, with a forecast of £10,000 for 2024.
- The preschool's income increased by 40% from the previous year.

OFSTED Rating Update

- The preschool received a **GOOD** rating from OFSTED, an improvement from the previous year.

CIO Transition

- The Chair and Natalie discussed the transition from a charity structure to a Charitable Incorporated Organization (CIO).
- The transition aims to remove dependency on parent committee members while maintaining transparency.
- Expected completion date: September 2025.

Treasury Report

- Financial investment of **£2,000** in preschool resources and **£800** in Special Educational Needs (SEN).
- Bank accounts reviewed, and financial status deemed stable.
Proposed by: Marialena Katsamentidi
Seconded by: Mary Ndagire

Management Report

- Natalie Parkes thanked the staff and committee members for their dedication.
- Staff training opportunities available upon request.

Proposed by: Susana Xavier

Seconded by: Qian Richards

Committee Elections

New committee members were voted in:

Chair: Maria Galeanu

Secretary: Marialena Katsamentidi

Treasurer: Susana Xavier

Committee Members: Qian Richards, Mary Ndagire, Daniel Galeanu

Proposed by: Maria Galeanu

Seconded by: Natalie Parkes

Conclusion

The Chair thanked parents for attending, and the meeting concluded at **15:57**.

2. Committee's Report

Committee Changes & Challenges

- The transition to a CIO will ensure the preschool remains operational without requiring a parent-led committee.
- Recruitment of committee members remains a challenge, with a need for more parent involvement.

Key Achievements

- A **GOOD** rating from OFSTED in 2024, reflecting staff dedication and curriculum improvements.
- Fundraising activities supported preschool events, including Christmas celebrations.
- Successful financial management resulted in a small profit for the year.

Future Plans

- Strengthen community engagement and increase parent participation.
 - Implement eco-friendly initiatives to move towards a paperless preschool.
 - Continue staff training and professional development.
 - Continuing with the CIO transfer.
-

3. Financial Report

Financial Overview 2023/2024

- **Total Revenue:** Increased by **40%** compared to last year.
- **Total Expenditure:** Included **£2,000** in preschool improvements and **£800** in SEN support.
- **Financial Status:** The preschool moved from an operating loss to a stable surplus.

Key Financial Activities

- **Fundraising:** Efforts need to be increased to better cover event costs.
- **Investments:** Ensuring sustainable operations while maintaining reserves.

4. Manager's Report

Staffing Updates

- New staff members joined to enhance the team's capacity.
- Ongoing training opportunities provided to improve teaching standards.

Curriculum Enhancements

- Continued engagement with external agencies such as **Music Bugs, Phonics with Robot Reg.**
- Strengthened learning experiences through interactive workshops and parental involvement.

Future Plans

- Encourage parental participation in educational activities.
 - Expand fundraising efforts to support preschool initiatives.
 - Strengthen partnerships with local organizations.
-

5. CIO Transition Update

- Transition from a charity to a **Charitable Incorporated Organization (CIO)** is in progress.
 - Expected completion by **September 2025.**
 - The structure will allow **continuity of governance** without requiring a parent-led committee.
 - Transparent communication maintained via **Facebook and email updates.**
 - Parents can still join the committee post-transition.
-

Conclusion

Twinkle Tots Preschool has made significant progress in financial stability, curriculum improvements, and operational restructuring. The transition to a CIO will ensure the preschool's sustainability while reducing dependence on parent-led committees. With continued commitment from staff and community support, Twinkle Tots aims for another successful year ahead.

Official

Meeting Adjourned: February 10, 2025, 15:57

Report Compiled by:

Maria Georgiana Gleanu

Chair of the Twinkle Tots Preschool Committee

February 2025

Official

Appendix

a)

Twinkle Tots Preschool
Small Meeting Place
Glovers Lane
Heelands
Milton Keynes
MK13 7LW

Mr Terry Taylor
4 Bransgill Court
Heelands
Milton Keynes
MK13 7LN

10 February 2025

Dear Sirs

After carrying an audit of the accounts for the year ended 5 April 2024 I confirm that in my opinion the accounts give a true and fair view of the financial position of the charity.

Yours Sincerely

Terry Taylor AAT

b)

Twinkle Tots Preschool

Treasurer's report for AGM 2023-2024

For the year 2023/24 the Pre-school finances have grown and maintained a healthy balance.

The total income for the year was £178,770.00 and the expenditure was a little less at £170,209.48.

The Pre-school revenue comes from Mk Council funding grants, fees, donations and fund-raising.

In comparison to the previous year 2022/23 total income was 40% higher due to:

An increase of 43% approximately for the number of children receiving funding and paying fees. The total amount for both received was £168,025.97.

This was also aided by a one-off grant received from MK Council. They had surplus money in their early years contingency fund and decided to share it out with early years providers by way of a one-off sum of £4000 and a top up of the funding rates for the previous year amounting to £8602.66 paid in January 2024.

Expenditure was 32% higher than the previous year due to:

Wages were 18% higher due to increase in April 2023 of minimum wage, national insurance rise and also a higher number of employees. (16 as opposed to 12 the previous year, although 2 were bank staff and some on part time employment contracts).

Total wages which include tax, national insurance and pension contributions was £119,444.28.

To ensure compliance with Ofsted standards current staff had to renew their core training and new staff had to complete their core training courses. The total for this was £2056.30.

£9195.97 was spent on much needed equipment. Equipment needs to be safe for the children to use and as it is used on a daily basis it gets worn or broken more often and needs to be replaced.

The cost of living has increased overall which has affected price of food for snack, resources for activities, consumables such as PPE, cleaning, stationary etc.

Bradwell Parish Council rent did not increase and remained at £793.90 a month. It has however now increased since April 2024.

Other Income / expenditure

Deprivation grant funding is an additional funding supplement paid to providers and is used to support all children who are accessing the early years funded entitlement.

We received a grant of £8741.00 and it was spent on equipment, library books, lunch clubs, monthly pantry clubs, the outdoor book room, Ark farm visit, monthly sessions with phonic robots and music bugs and more.

Fundraising

The Pre-school raised £411.28 from the summer 2023 fete, photograph commission and donations. The interest of £516.92 gained on the reserve account was transferred to the main account to support fundraising activities.

Money raised was used to pay for activities for Halloween, Easter and Christmas.

Reserve account

As a charity run Pre-school, by law, we must hold a reserve account so that we have funds to cover all our liabilities such as staff redundancy, rent, HMRC etc. In 2023/24 we transferred £5050 to the account to make a reserve total of £45050.00. This is reviewed a least once a year.

The overall picture at the end of the year showed the Pre-school had a healthy balance sheet with assets amounting to £141,477.25. It had exceeded the budget set and was in a very good position financially going forward into 2024/25.

End of report

c)



TT Annual Financial
Statement 2023-2024

Twinkle Tots Preschool			
Income and Expenditure Account for the year ending 5 April 2024			
Income	£	Expenditure	£
Fees	9844.17	Advanced Fees (Returned)	0.00
Wages	0.00	Deprivation Grant	7432.53
Deprivation Grant	8741.00	Other Grants	1104.32
Other Grants	990.60	HMRC	3148.29
Monthly NEG Grant	158181.80	Premises rent	9652.02
Fundraising	411.28	Wages	112952.06
Special Projects	0.00	Training	2056.30
Pension	0.00	Snacks	726.88
Uniform	73.50	Activities	1771.21
Other	10.79	Consumables	885.03
From Savings Account	516.92	Family Welfare	0.00
		Fundraising	554.21
		Special Projects	0.00
		Uniform	354.10
		Phone	855.09
		Admin / Stationary	1381.74
		Equipment	9195.97
		Professional Services	7369.42
		Pensions	3343.93
		Other	115.30
		Welfare / Insurance	1309.90
		To Savings Account	5050.00
		Annual Subscriptions	951.18
Total Income	<u>178770.06</u>	Total Expenditure	<u>170209.48</u>
		Excess Income over Expenditure	<u>8560.58</u>
Total	<u>178770.06</u>		<u>178770.06</u>
Balance Sheet as at 5 April 2024			
2022/2023			2023/2024
£		Current Assets	£
87632.49	Barclays	Current account bank statement balance 5/4/24	96242.46
40000.00	Barclays	Premium account	45050.00
0.00	Barclays	Bank Transactions uncleared etc	0.00
234.18		Cash	184.79
		Adjustment	
<u>127866.67</u>		Total Net Assets	<u>141477.25</u>
		Represented by:	
		Capital Account	
£			£
127875.65		Balance 6th April 2023	127866.67
-5.71		Excess of Income over Expenditure (main acct)	8560.58
-3.27		Revenue vs costs Premium Savings account	5050.00
<u>127866.67</u>		Adjustment	
			<u>141477.25</u>

TWINKLE TOTS PRE SCHOOL

England & Wales - Charity number 1027459

Accounts



2022-2023

Annual General Meeting

Minutes & support documentation

Venue: Heelands Meeting Place, Heelands

30th October 2023

Charity number: 1027459

Ofsted number (URN): 141880

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1	Welcome, Introduction & Apologies
	Meeting start time: 15:38 Katherine Bell welcomed everyone and thanked them for attending the 2022/2023 Annual General Meeting. Apologies were read out.
	Proposed: Gareth Ellis Second: Charlotte Hepden
2	Previous AGM minutes
	The minutes from the 2021/2022 AGM held on the 17 th October 2022 were available to read by all attending.
	Proposed: Natalie Parkes Second: Ruth Brooks
3	Matters arising from previous minutes
	None were raised.
	Proposed: Paola Palia Second: Lori Rogaz
4	Committee's Report
	The committee's report was read by Katherine Bell. Please see Appendix 1 attached.
	Proposed: Charlotte Hepden Second: Gareth Ellis
5	Treasurers Report
	The treasurer's report was read by Katherine Bell. Please see Appendix 2 attached for the report, Appendix 3 for the financial statement, Appendix 4 for the Auditor's Letter.
	Proposed: Katherine Bell Second: Laura Smith
6	Managers Report
	The manager's report was read by Natalie Parkes. Please see Appendix 5.
	Proposed: Michelle Morrall Second: Katherine Bell
7	Any other business
	None

	Proposed: Afia Ymoah	Second: Caroline Bennett
8	Resignation of outgoing Committee Members	
	In accordance with regulation all committee members resigned.	
	Proposed:Quan Richards	Second: Jacek Bogucki
9	Election of 2023/2024 Committee Members	
	The following people are elected to form the 2023/2024 Twinkle Tots Committee:	
	Role	Name
	Chair	Laura Smith
	Secretary	Katherine Bell
	Treasurer	Susana Xavier
	Committee member	Gareth Ellis
	Committee member	Mary Ndagire
	Committee member	Ruth Brooks
	Committee member	Quann Richards
	Committee member	Jade Bennett
	Committee member	Lori Rogoz
	Committee member	Rich Wennington
	Committee member	Marlалena Katsamentia
	Committee member	
	Proposed: Abigail Hoffman	Second: Sasikumar Palanisens
10	Meeting Closure	
	All present were thanked for attending and for their continued support. The meeting was closed at 16:30.	

AGM 2022/2023

Appendix 1: THE COMMITTEE'S REPORT

Committees report

This is a report from the committee for the year April 2022-March 2023.

Committee changes

Following her takeover as Chair in February 2022, Kirsty Round stepped away from the role and was removed from her position in September 2022, due to no longer being able to fulfil her duties. At the time of the AGM meeting then Katherine Houghton-Bell stepped up and was appointed as the Chair of the committee whilst new committee members joined with a view to stepping up to the roles of Chair and Treasurer. Unfortunately, Katherine Houghton-Bell resigned from the post and committee on 9th March 2023.

To date we are still to appoint a chair, it is vital that this role is filled at the meeting today, if this role cannot be filled unfortunately the Pre-School forfeits the constitution and will be forced to close. With any role that gets taken on full support will always be given.

If a chair is not appointed today a date will be given at the end of the meeting for an extraordinary meeting for closure of the Pre-School in two weeks' time. This is not something we wish to happen as a committee as we are all passionate about the pre-school.

On a high note, Susanna has filled the role of treasurer which means there is only the chair to fill. I am sure one of you fine people out there will be willing to take on the job.

Key Focuses for 2022/23

At the last AGM, focus was prominently placed on increasing committee membership and filling key roles to ensure that the committee could effectively support the preschool.

Key achievements

The setting has been in receipt of funding which the staff have been able to put to excellent use supporting the children within setting and contributing positively to the local community. This has been achieved through the monthly Food Larder, lunch and breakfast sessions for the children in setting, as well as through the access to external agencies to support and enrich the children's learning and development- Music Bugs, Cha Char Chimps, phonics with Robot Reg and Animal Ark to mention a few.

In October 2022, Ofsted made a visit to follow-up on the previous years' inspection and the staff had worked incredibly hard in spite of the challenges of the previous year and through their hard work and dedication to the families in setting, secured a very positive inspection report and a well-deserved rating of GOOD. The committee were and are incredibly proud of the staff for their hard work and dedication, providing a high level of education for the children in the preschool, whilst recognising the challenges posed by the uncertainty of the situation with the changing committee.

We would also like to say thank you to all the parents and carers who donate items to the Pre-School, including snack and supplies for arts and crafts and other activities within setting. Being a charity run Pre-School donations are often needed and are vital to help us to continue to run.

In the financial year 2022-2023 two staff members left the setting and recruitment for these

two roles was successful, leading to a strengthened staff team. This put the setting up to full staffing.

Key challenges.

We have faced great challenges this year trying to recruit new committee members, to replace those who resigned, to sustain as an early years provider.

Another challenge this year has been to recruit relief staff.

Future Plans

To develop a strong and stable committee to support the staff in their roles and to continue succeeding and growing as an early years provider.

Continue to fundraise to enable us to provide all the great learning experiences that we have to offer currently.

To move forward as a sustainable Pre-School in going paperless for the future, Keep it simple: Start by introducing small, low cost measures and use an action plan. Have a designated member of Committee and a staff member to take lead of the project. Hear the children's voice on ideas on how they feel we can achieve our "Eco goals".

Investment in training The Committee accepts that the long-term prosperity is dependent on the quality of the care we provide. Our employees are our most valuable resource and we can only move forward as an organisation if we continue to invest in training. This training will include all new initiatives that the local authority imposes, a recap of knowledge and skills, and new skills that will enhance the setting.

We will continue to improve our relationships with Bradwell Parish Council, The Robins, Heelands and Priory Common schools to identify joint initiatives and projects. Twinkle Tots aims to have more visible presence within the local community by attending or participating in local community events.

AGM 2022/2023

Appendix 2: THE FINANCIAL REPORT

Financial Review

As the statement for the financial year 2022-23 shows, we continue to operate with a healthy reserve of money, with just over £40000 in the reserve account, and £87632.49 in the main account. As a charity we are required by law to ensure we hold a reserve account to cover all liabilities including creditors, wages, inland revenue and redundancies.

Total revenue for the year was £128640.13, and the accounts remain healthy as mentioned above. Expenditure was only just below revenue at £128558.38, resulting in a small profit of £87.15. Budgets set based on limited information, had the preschool ending the year with a loss of over £10000, so to be in a profitable position, whilst unexpected early in the year, is positive.

When compared with financial year 2021-22, we have received slightly less income whilst also incurring lower expenditure. Whilst not a significant difference compared to last year, when compared to the budget, it is a good step towards greater financial control that.

The main changes to income in comparison to 2021-22 is the reduction in Monthly NEG Grant, despite a slight increase in fund per hour year on year, but an increase in fees received compared to the 2021-22 financial year. The setting also received grants in August, whilst this money received has put the setting in a positive position, some of this money is yet to be allocated, and so there could be expected to be a deficit next year when the unallocated grant is spent, effectively reducing the capital held within the bank account. The reasons for this significant difference in funding and fees in the two years is not known due to a lack of data to support the financial figures.

Expenditure is reduced compared with 2021-22, with lower wages, perhaps driven by changes from long serving staff to new starters, and gaps in the early part of the year. Rent payments increased, but should now settle with an agreed flat rate, and as discussed above, grant expenditure fell, despite greater income from grants in 2022-23.

Financial Outlook

key financial activities that the committee should address as soon as practicable once the future of the committee is secured. These key points are detailed below:

- Fundraising – In the 2022-23 financial year, fundraising income was again below the expenditure associated to fundraising, this is despite a number of successful initiatives, such as the donut sales. The fundraising is currently intended to allow the preschool to arrange events such as Christmas parties, however, it is clear from the accounts that the amount raised does not cover the costs associated with the events or with the organisation of the fundraising itself. These events and the fundraising activities are a key part of Twinkle Tots, and we need to consider how this can be supported to enable the continuation of these activities.

AGM 2022/2023

Appendix 3: FINANCIAL STATEMENT

Twinkle Tots Preschool			
Income and Expenditure Account for the year ending 5 April 2023			
Income	£	Expenditure	£
Fees	10971.75	Advanced Fees (Returned)	37.50
Wages	310.00	Deprivation Grant	3440.42
Deprivation Grant	8297.00	Other Grants	485.51
Other Grants	1143.00	HMRC	123.82
Monthly NEG Grant	106763.19	Premises rent	12166.50
Fundraising	928.62	Wages	98313.96
Special Projects	0.00	Training	689.40
Pension	0.00	Snacks	619.21
Uniform	86.00	Activities	1346.12
Other (Ofsted refund)	50.00	Consumables	625.45
From Savings Account	90.57	Family Welfare	0.00
		Fundraising	743.61
		Special Projects	0.00
		Uniform	874.98
		Phone	1066.38
		Admin / Stationary	768.96
		Equipment	488.19
		Professional Services	2076.00
		Pensions	2536.01
		Other	36.48
		Welfare / Insurance	1087.57
		To Savings Account	0.00
		Annual Subscriptions	1119.77
Total Income	<u>128640.13</u>	Total Expenditure	<u>128645.84</u>
		Excess Expenditure over Income	<u>-5.71</u>
Total	<u>128640.13</u>		<u>128640.13</u>
Balance Sheet as at 5 April 2023			
2021/2022			2022/2023
£		Current Assets	£
87463.97	Barclays	Current account bank statement balance 5/4/23	87632.49
40003.27	Barclays	Premium account	40000.00
0.00	Barclays	Bank Transactions uncleared etc	0.00
408.41		Cash	234.18
		Adjustment	
<u>127875.65</u>		Total Net Assets	<u>127866.67</u>
		Represented by:	
		Capital Account	
£			£
128874.89		Balance 6th April 2022	127875.65
-950.24		Excess of Expenditure over Income (main acct)	-5.71
-49.00		Revenue vs costs Premium Savings account	-3.27
		Adjustment	
<u>127875.65</u>			<u>127866.67</u>

Accounts prepared by P. Clem

AGM 2022/2023

Appendix 4: AUDITORS LETTER

Twinkle Tots Preschool

Small Meeting Place

Glovers Lane

Heelands

Milton Keynes

MK13 7LW

Mr Terry Taylor

4 Bransgill Court

Heelands

Milton Keynes

MK13 7LN

06 October 2023

Dear Sirs

After carrying an audit of the accounts for the year ended 5 April 2023 I confirm that in my opinion the accounts give a true and fair view of the financial position of the charity.

Yours Sincerely

Terry Taylor AAT

AGM 2022/2023

Appendix 5: MANAGERS REPORT

We had another busy and successful year in providing our children and families many experiences and learning opportunities.

Although we have also faced several challenges including two changes of chair position, staff changes and two Ofsted visits.

Staff loss Natasha Marriner /Saffron Emery/Louise Sutton

Welcome Sophie Scales/Rebecca Allen /Naomi Chappell/ Reece Collinson temporary

Charli Hepden took on the permanent positions as Deputy Sept 2022

We received rescue support from our last OFSTED to help evolve our curriculum/ core- topic books/ WoW moments. she was very impressed with what We already had in place and Used our setting and ideas as a. show Case for the other groups she supported.

We were revisited by OFSTED where we received a GOOD grading and minimal recommendations.

As management we have been working tirelessly to support our staff parents and committee during uncertain times and with many changes.

We have also taken on various new admin jobs to fill the role that was needed after Louise Sutton left in March 2023

Staff have taken on various training opportunities.

We are pleased to continue our borrow library, music bugs, phonics robots, food pantry, lunch club.

We all look forward to lots more positive and exciting times.

TWINKLE TOTS PRE SCHOOL

England & Wales - Charity number 1027459

Accounts



2021-2022

Annual General Meeting

Minutes & support documentation

17th October 2022

Venue: Heelands Meeting Place, Heelands

Charity number: 1027459

Ofsted number (URN): 141880

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ANNUAL GENERAL MEETING MINUTES

17th October 2022

Attendees:

Katherine Houghton-Bell	Michelle Morrell	Gareth Ellis
Katherine Bell	Leon Gilpin	Mary Ndagire

Rob Woollett	Charlotte Hepden	Natalia Portaresco
Esther Mannion	Rish Modhwadia	Mercy Opoku
Natalie Parkes	Natasha Marriner	
Louise Sutton	Caroline Bennett	

Apologies:

Apologies received from Committee member Juste Gelazanskaite, who unfortunately cannot attend today.

Minutes taken by:

1	Welcome, Introduction & Apologies
	Meeting start time is 15.40 Katherine Houghton-Bell welcomed everyone and thanked them for attending the 2021/2022 Annual General Meeting. Apologies were read out.
	Proposed: Rob Woollett Second: Katherine Bell
2	Previous AGM minutes
	The minutes from the 2020/2021 AGM held on the 4 th October 2021 was available to read by all attending
	Proposed: Louise Sutton Second: Natalie Parkes
3	Matters arising from previous minutes
	I would like to state for the record that there were no matters arising from the previous AGM 2020/2021.
	Proposed: Katherine Houghton-Bell Second: Louise Sutton
4	Committee's Report
	The committee's report was read by Katherine Houghton-Bell. No questions were raised. Please see appendix 1 attached.
	Proposed: Michelle Morrell Second: Leon Gilpin
5	Treasurers Report
	The treasurer's report was read by Katherine Houghton-Bell. No questions were raised. Please see appendix 2 attached for the report, appendix 3 for the financial statement, appendix 4 for the auditor's letter.
	Proposed: Charlotte Hepden Second: Rish Modhwadia
6	Managers Report
	The manager's report was read by Natalie Parkes. No questions were raised. Please see appendix 5.
	Proposed: Katherine Bell Second: Katherine Houghton-Bell
7	Any other business
	Discussion around the current significant risk to the future of the preschool posed by the lack of committee members and in particular a lack of members in the key named roles, means that regretfully the preschool will not be able to continue to operate unless the positions are filled. Advice has been sought to understand what the next steps are to try secure the future of the setting. We encourage any parents, carers, or other interested parties to step forward

	to join the committee so that the long-term future of the preschool can be secured.																										
	Proposed: Gareth Ellis Second: Michelle Morrell																										
8	Resignation of outgoing Committee Members																										
	In accordance with regulation all committee members resigned.																										
	Proposed: Esther Mannion Second: Gareth Ellis																										
9	Election of 2020/2021 Committee Members																										
	The following people were elected to form the 2022/2023 Twinkle Tots Committee: To be noted that Katherine Houghton-Bell put herself forward as the acting chair whilst other committee members checks and paperwork are completed and they are able to join the committee fully. There are 2 committee members wishing to step down once the committee is established with new members and so for now the existing committee members stay in place until their replacements are found.																										
	<table> <tr> <th>Role</th><th>Name</th></tr> <tr> <td>Chair</td><td>Katherine-Houghton-Bell</td></tr> <tr> <td>Secretary</td><td>Katherine Bell</td></tr> <tr> <td>Treasurer</td><td>Jessica Ellis</td></tr> <tr> <td>Committee member</td><td>Rob Woollett</td></tr> <tr> <td>Committee member</td><td>Rish Modhwadia</td></tr> <tr> <td>Committee member</td><td>Juste Gelanzanskaite</td></tr> <tr> <td>Committee member</td><td>Esther Mannion</td></tr> <tr> <td>Committee member</td><td>Ruth Brooks</td></tr> <tr> <td>Committee member</td><td>Martin Pigoznis</td></tr> <tr> <td>Committee member</td><td>Gareth Ellis</td></tr> <tr> <td>Committee member</td><td>Mary Ndagire</td></tr> <tr> <td>Committee member</td><td>Mercy Opoku</td></tr> </table>	Role	Name	Chair	Katherine-Houghton-Bell	Secretary	Katherine Bell	Treasurer	Jessica Ellis	Committee member	Rob Woollett	Committee member	Rish Modhwadia	Committee member	Juste Gelanzanskaite	Committee member	Esther Mannion	Committee member	Ruth Brooks	Committee member	Martin Pigoznis	Committee member	Gareth Ellis	Committee member	Mary Ndagire	Committee member	Mercy Opoku
Role	Name																										
Chair	Katherine-Houghton-Bell																										
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Committee member	Gareth Ellis																										
Committee member	Mary Ndagire																										
Committee member	Mercy Opoku																										
	Proposed: Leon Gilpin Second: Esther Mannion																										
10	Meeting Closure																										
	All present were thanked for attending and for their continued support. The meeting was closed at 4.30pm.																										

AGM 2021/2022

Appendix 1: THE COMMITTEE'S REPORT

Committees report

This is a report from the committee for the year April 2021-March 2022.

Committee changes

On 22nd February 2022 Sarah Robinson stepped down as Chair and Kirsty Round took over the position, stepping away from the role as treasurer, to be filled by Ravi Modhwadia once his EY2 and Ofsted approval came through. In the meantime, Katherine Houghton-Bell was added onto the bank account in the interim so that payments would be able to be authorised in the changeover period. Katherine Bell is in the secretary role. In February 2022 there were 6 members of the committee 3 of whom have children in the setting (50% of committee membership). With a new committee member to join this would take the percentage up to 57% (4 out of 7).

At the time of this meeting (October 2022) we are currently experiencing an unprecedented committee member crisis, as it stands due to still awaiting EY2 and Ofsted confirmation the new committee member due to take over the treasurer role has been unable to join. Due to the new academic year, now only 2 of our committee of 6 (33%) have children within the setting, taking us below the requirements of the constitution. Also we now have at least 2 members of the committee wishing to step down, though we do have 2 people that have expressed an interest in joining the committee and that have started the process.

Our biggest issue at this moment in time is the lack of Chair or Treasurer on the committee.

Our key focuses for 2021/22

The following objectives were set in the committee report at the previous AGM:

- Extend the strong committee we have developed over the past couple of years. To seek dedicated members to assist us in continually moving forward, and to take ownership of key roles.
- Parent helpers or parents with skill set to attend sessions to share experiences and further develop our children's development and learning.
- To continue to support and mentor the management and committee team to improve throughout all areas of the setting.
- We will also be looking into the IT structure of Twinkle Tots to possibly create a new website and overall look at moving TT forward in the world of technology.
- To continue to review the business plan and financial forecast., to ensure it is accurate always.
- To be able to move forward and take slow measurable steps in becoming a more sustainable setting across the board.
- To recruit relief staffing for the setting, to ensure we can operate daily, and not have to close.

Due to the lack of a stable committee leadership, the committee have been unable to fully support the setting in progressing these objectives.

In addition to this a focus for the setting has been the actions required to address the findings of the Ofsted report. The committee, through the chair, were required to maintain regular contact with the setting management to provide support, governance and leadership. There is limited record of this having been done prior to March 2022, and since the chair has been inactive, they have not carried out this function, but other members of the committee have offered support.

Key achievements

The installation of the new storage shed for play equipment enabling the setting to keep their equipment in a secure location on the premises.

We would like to say a huge thank you to all the parents and carers who have donated items to the Pre-School, including snack and supplies for arts and crafts and other activities within setting. Being a charity run Pre-School donations are often needed and are vital to help us to continue to run.

We would like to thank the staff for their continued hard work and dedication in continuing to provide a high level of education for the children in the preschool, and recognise the difficulties and challenges that they have faced and are facing given the current situation.

Key challenges

Committee membership and leadership

As discussed in the main body of the report, proceedings have begun to remove the inactive chair of the committee. In addition, there is currently no named Treasurer, and two potential new committee members have not yet been able to join, including one who was due to join in February 2022. At least two members of the committee have also expressed a desire to step down. The current proportion of parents of current children on the committee is well below the requirement of 60% set out in the constitution. The current constitution requires a minimum of five committee members, with the removal of the chair, this means that no committee member can step down without jeopardising the future of the preschool.

This proves to be a significant risk to the future of the preschool as without a committee, or key roles, in place regrettably the preschool will not be able to continue to operate. Advice is being sought to understand what the next steps are to try secure the future of the setting. We encourage any parents, carers, or other interested parties to step forward to join the committee so that the long term future of the preschool can be secured.

Staffing

In the financial year 2021-22 one member of staff has left the setting, with another member of staff also having left since then. Recruitment for these two roles has not been completed, and with the current uncertainty this does not look likely to be resolved in the short term.

Future Plans

Given the current uncertainty surrounding the future of the preschool, and the lack of active chair, plans for the next year have not been developed. The priority for all is the immediate challenges relating to the committee membership and ongoing viability of the preschool.

AGM 2021/2022

Appendix 2: THE FINANCIAL REPORT

There is currently no Treasurer active on the committee, as the previous Treasurer stepped into the Chair role and the intended incumbent has not been formally appointed due to paperwork delays.

Financial Review

As the statement for the financial year 2021-22 shows, we continue to operate with a healthy reserve of money, with just over £40000 in the reserve account, and £87000 in the main account. As a charity we are required by law to ensure we hold a reserve account to cover all liabilities including creditors, wages, inland revenue and redundancies.

Total revenue for the year was £129995.89, just below the total outgoings for the year at £130946.13, resulting in a loss over the financial year of £950.24. However, the accounts remain healthy as mentioned above.

As with the committee report, we have limited information available due to an inactive chair, and have been unable to fully scrutinise our financial performance against a budget set for the financial year. Similarly, no financial budget has been agreed by the committee for the financial year 2022-23.

When compared with financial year 2020-21, it is clear we have received significantly less income (86% of 2020-21), whilst incurring similar costs (101% of 2020-21).

The main contributing factor to loss of income in comparison to 2020-21 is the reduction in Monthly NEG Grant, despite a slight increase in fund per hour year on year. Combined with a drop in fees received compared to the 2020-21 financial year, this accounts for the majority of the difference. The reasons for this significant difference in funding and fees in the two years is not known due to a lack of data to support the financial figures.

Expenditure remains almost flat year on year, with significant reductions in expenditure to HMRC and rent payments offset by an increase in wage costs and equipment costs. The increase in equipment costs was largely due to the one-off purchase of the new shed to securely store equipment and toys on site, which was greatly needed. Without this purchase, Twinkle Tots would be reporting a small profit for the year, again showing that the finances are being well managed to ensure the continued viability of the setting.

Financial Outlook

Whilst the lack of chair, and the future of the committee and preschool must be resolved as a priority, there are some key financial activities that the committee should address as soon as practicable once the future of the committee is secured. These key points are detailed below:

- Budget – No budget has been set or agreed by the committee for 2022/23, and this is key to ensuring that expenditure remains on track and the preschool can continue to run in a financially responsible manner whilst providing high levels of service to the community.
- Treasurer – As mentioned at the start of the report, there is currently no member of the committee in the Treasurer role. This key role is required to be filled, and is a priority for the committee once a new Chair has been appointed.
- Financial Oversight – The committee will work with the staff to better understand the income generated from grants and how money such as the Deprivation Grant is spent, so that it can be tracked against budget and to ensure the money is spent to enable staff to provide a high level of service.
- Fundraising – In the 2021-22 financial year, fundraising income was £404.10, whilst expenditure assigned to the fundraising category was £856.96. The fundraising is currently

intended to allow the preschool to arrange events such as Christmas parties, however, it is clear from the accounts that the amount raised does not cover the costs associated with the events or with the organisation of the fundraising itself. These events and the fundraising activities are a key part of Twinkle Tots, and we need to consider how this can be supported to enable the continuation of these activities.

- Supporting Information – In order to better prepare budgets, the committee would like to work with staff to get a better picture of the setting in terms of numbers, age split, funded and non-funded places, so that all parties can benefit from a greater understanding of how income is expected to come in during the year.
- Cost of Living Crisis – As everyone is affected by the changes in energy prices, and the knock-on effect this has on prices of other items, such as food, we must acknowledge that this will also have a financial impact on Twinkle Tots in the current financial year, and potentially into 2023/24. The committee see the potential for increase to rent payments, as well as possible reduction in fees if families choose to reduce their child's hours in the setting. This makes it more important than ever to ensure that we have strong budget control and financial oversight.

Twinkle Tots Preschool					
Income and Expenditure Account for the year ending 5 April 2022					
Income			Expenditure		
		£			£
Fees		7797.74	Advanced Fees etc (Refunded)		312.50
Wages (Tax refunded)		3892.57	Deprivation Grant		5334.28
Deprivation Grant		0.00	Other Grants		715.80
Other Grants		1438.61	HMRC		279.17
Monthly NEG Grant		116103.07	Premises rent		8195.46
Fundraising		404.10	Wages		100912.29
Special Projects		0.00	Training		161.80
Pension		0.00	Snacks		430.34
Uniform		219.00	Activities		570.72
Other (DBS/Broadband)		87.80	Consumables / Cleaning		656.81
From Savings Account		53.00	Fundraising		856.96
			Special Projects		0.00
			Uniform		221.40
			Phone		986.04
			Admin / Stationary		714.45
			Equipment		4404.68
			Professional Services		2150.00
			Pensions		2264.45
			Other (laptop recovery/ shed)		212.34
			Welfare		86.18
			To Savings Account		0.00
			Annual Subscriptions/Insurance		1480.46
Total Income		<u>129995.89</u>	Total Expenditure		<u>130946.13</u>
			Excess Expenditure over Income		-950.24
Total		<u>129995.89</u>			<u>129995.89</u>
Balance Sheet as at 5 April 2022					
2020/2021			2020/2022		
		£	Current Assets		£
88641.27	Barclays		Current account bank statement balance 5/4/22		87463.97
40052.27	Barclays		Premium account		40003.27
0.00	Barclays		Bank Transactions uncleared etc		0.00
181.35			Cash		408.41
			Adjustment		
<u>128874.89</u>			Total Net Assets		<u>127875.65</u>
			Represented by:		
			Capital Account		
		£			£
107579.13			Balance 6th April 2021		128874.89
21277.47			Excess of Expenditure over Income (main acct)		-950.24
18.29			Revenue vs costs Premium Savings account		-49.00
			Adjustment		
<u>128874.89</u>					<u>127875.65</u>
NOTE					
Accounts prepared by P. Clem					

AGM 2021/2022

Appendix 4: AUDITORS LETTER

Twinkle Tots Preschool

Small Meeting Place

Glovers Lane

Heelands

Milton Keynes

MK13 7LW

Mr Terry Taylor

4 Bransgill Court

Heelands

Milton Keynes

MK13 7LN

03 October 2022

Dear Sirs

After carrying an audit of the accounts for the year ended 5 April 2022 I confirm that in my opinion the accounts give a true and fair view of the financial position of the charity.

Yours Sincerely

Terry Taylor AAT

AGM 2021/2022

Appendix 5: MANAGERS REPORT

July 2021

We were able to hold a graduation for our school leavers while following covid guidelines, graduation was split into two parts which allowed parents to come in.

September 2021

EYFS changed and we had to create a bespoke curriculum, we were able to join as one group again, Charli applied for third in Charge position. We found Covid had had an impact on children's settling times and children were very adult orientated.

Keri the deputy manager stepped down for a 6 month period Charlie took over role as acting deputy temporarily.

We faced many staff absences, one signed off sick, one continuous absence, one maternity.

October 2021

OFSTED visited unfortunately we did not get the grade we had worked for, multiple actions and changes were put into place, such as curriculum and skills and knowledge on planning.

Committee had not handed over to new chair at this point.

December 2021

We had a fantastic Christmas party with a special guest from Corina's party.

Staff first aid, designated lead, noodle courses.

January 2021

Staff relationships strengthened with committee management.

March 2021

Keri resigned her role at Twinkle Tots, the job role was advertised, this was not successful for interest. Charli remains temporarily acting deputy.

We celebrated the Queen's Jubilee with a picnic with parents.

TWINKLE TOTS PRE SCHOOL

England & Wales - Charity number 1027459

Accounts



2020-2021

Annual General Meeting

Minutes & support documentation

04th October 2021

Venue: Heelands Meeting Place, Heelands

Charity number: 1027459

Ofsted number (URN): 141880

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04th October 2021

Sarah Robinson	Kirsty Round	Katherine Bell
Alma Ibarra	Louise Sutton	Kim Dachtler
Lorraine O'Gorman	Rob Woollett	Keri Parkes
Natalie Parkes	Abigail Hoffman	Charlotte Stepheson
Saffron Tamin	Rachel Woodward	Michelle Morrall
Rish Modhawdia		

Two apologies from Committee members Juste Gelazanskaite and Katherine Houghton-Bell, who unfortunately cannot attend today.

1	Welcome, Introduction & Apologies
	The meeting started at 15.05pm. Sarah Robinson welcomed everyone and thanked them for attending the 2020/2021 Annual General Meeting. Apologies were read out.
	Proposed: Rob Woollett
	Second: Katherine Bell
2	Previous AGM minutes
	The minutes from the 2019/2020 AGM held on the 23 rd of September 2020 was available to read by all attending.
	Proposed: Kirsty Round
	Second: Louise Sutton
3	Matters arising from previous minutes
	I would like to state for the record that there were no matters arising from the previous AGM 2018/2019.
	Proposed: Sarah Robinson
	Second: Kirsty Round
4	Committee's Report
	The committee's report was read by Sarah Robinson. No questions were raised. Please see appendix 1 attached.
	Proposed: Louise Sutton
	Second: Rob Woollett
5	Treasurers Report
	The treasurer's report was read by Kirsty Round. No questions were raised. Please see appendix 2 attached for the report, appendix 3 for the financial statement, appendix 4 for the auditor's letter.
	Proposed: Rish Modhawdia
	Second: Kim Dachtler

AGM 2020/2021

Appendix 1: THE COMMITTEE'S REPORT

Committee report

This is a report from the committee for the year April 2020- March 2021.

This has been an interesting year for everyone due to the pandemic we are still currently experiencing. Twinkle Tots closed its doors on the 20th of March following Government advice. Previously our AGM meeting is held at the end of the school year, within discussion with the Committee and management moving forward, our AGM will be held in the September as we feel the new families will benefit more from being able to attend in September. We also held last year's AGM in the September. Whenever our AGM is held it will always be reporting on the previous tax year. An example of this year's reporting dates is April-2020-March 2021.

Committee changes.

From the committee elected in July 2020 we have had one resignation, Sarah Robinson- Chair of Committee, myself. Further to that I am no longer acting for the Charity due to the fact I stood down some time ago, so it is paramount that we adopt a Chair today, unless a chair is appointed it leaves the future of the Pre-School in turmoil as we cannot operate without these roles filled.

I would like to place on record my sincere thanks to everyone on the committee for all their hard work and dedication during their time in post.

Twinkle Tots have been trying to recruit new committee members to continue to grow as a professional but sustainable manner for the future. It is vital that we run to our constitution dated 2017 and have at least 5 members at one time if we cannot achieve this the Pre-School will forfeit and have to close. We have several members who are on the Committee who no longer have children attending the setting, and we feel it is paramount to have a strong committee on board whose children attend the setting also referring back to our constitution 60% of members must be parents/ carers of children attending the setting.

Our key focusses this year has been.

We have been working continually to improve our services further, and to keep moving the setting forwards, focusing on staff training and development. To continually improve our service. We have also been holding committee meetings monthly, and committee members who hold key roles have been meeting regularly to ensure we maintain the good standards that have now been set, and to ensure Twinkle Tots can continue growing in a professional manner. I would also like to place on record how pleased I am with the team, committee and staff in their dedication and positivity towards Twinkle Tots.

The committee has been spending a lot of time preparing our business plan for 2020-2023, entailing lots of ideas on how to keep moving the Pre-School forward as an early year's provider.

Key achievements.

Our achievements this year:

- Training staff: Staff have been able to attend courses this year for their designated roles, and core courses: Which Natale can give you more details on in a bit. As set out in our business plan we as a committee understand the importance of staff attending and continually updating their training, to ensure that the practice in setting is always of high standard, and to ensure that we are up to date with any changes within the law, government, Ofsted and the Early years Foundation Stage.
- The continued reviewing, updating all policies and procedures, which are required both by law and operationally.
- Continually working closely with the Bradwell Parish Council, who we rent the hall from, ensure that the hall meets all our requirements. Our hire agreement was resigned back in March and will be reviewed again in March 2022.
- We have continued to improve building working relations with the local schools, The Robins centre, PSLA, local authorities.
- We would like to say a huge thank you to all the parents and carers who have donated items to the Pre-School, including snack and supplies for arts and crafts and other activities within setting. Being a charity run Pre-School donations are often needed and are vital to help us to continue to run.

Key challenges.

We have faced great challenges this year trying to recruit new committee members, to replace those who resigned, to sustain as an early year's provider.

Also, another great challenge this year has been difficulty in recruiting relief staff for the Pre-School. If any parents feel they have an interest in this role, please speak to the Committee or management.

We have been unable to hold our usual fundraising activities due to the pandemic, but the staff overcame this by holding some great fundraising activities at both Easter and Christmas which reached the local community.

As previously mentioned, we had to close our doors in March due to the pandemic throughout this time we followed government guidelines and took no action lightly with what we done. The staff throughout this time remained committed to the Pre-School and did an amazing job keeping everyone safe and adhering to government guidelines, it has not been an easy ride, but I would like to thank each member of staff for their hard work and dedication.

Following government guidelines, we were able to reopen in the beginning of June, we only opened for the morning to start off with to ensure our practice was safe we allowed one bubble to start first, at the end of the month we introduced a second bubble. Then in July we opened for all sessions mornings and afternoons. We did adjust our opening times to ensure we were not mixing staff or children and we operated with two bubbles within setting.

Future Plans.

The committees overall aim has been and will continue to be developing and improving Twinkle Tots and the service we provide.

- Plans for the next year: To extend the strong committee we have developed over the past couple of years. To seek dedicated members to assist us in continually moving forward, and to take ownership of key roles. As discussed previously; It is vital that we can fill these spaces as soon as possible as we cannot operate as an early year setting without the correct number of committee members as sated in our governing document dated 2017. At the end of this meeting, we will be electing members for the committee of 2021-2022 so if you feel you have something to offer Twinkle Tots please come on board and join the committee team.
- Parent helpers or parents with skill set to attend sessions to share experiences and further develop our children's development and learning.
- To continue to support and mentor the management and committee team to improve throughout all areas of the setting.
- We will also be looking into the IT structure of Twinkle Tots to possibly create a new website and overall look at moving TT forward in the world of technology.
- To continue to review the business plan and financial forecast., to ensure it is accurate always.
- To be able to move forward and take slow measurable steps in becoming a more sustainable setting across the board.
- To recruit relief setting for the setting, to ensure we can operate daily, and not have to close.

Year 2020/2021

Appendix 2: THE TREASURER REPORT

As you can see from the financial summary 2020-2021, our reserve account is still operating at 3 months ahead of ourselves. As a charity we are required by law to ensure we hold a reserve account to cover all liabilities including creditors, wages, inland revenue and redundancies.

The Committee and staff have worked together to put budgets in place for 2021-2022 to support our 2020-2023 business plan.

In 2020=2021 the total income which we received was £150939. This was made up of monthly funding, fees, fundraising and grants.

In 2020-2021 the total expenditure was £129662.

As said in the committee report this has been an interesting year for us all, with the closure of the Pre-School back in March 2020. We decided to not take furlough for the staff but to carry on paying the wages in which they would usually receive, staff during this time staff worked from home, updating their skills and knowledge as early years practitioner carrying our further training in their roles.

As you can see the financial report, we received more income to our expenditure this was due to the fact we didn't need to pay for a lot of our normal outgoings when we were shut due to the pandemic.

Due to government guidelines, we were unable to carry out any of our usual ways to carry out fundraising such as the fetes we put on. To overcome this the staff managed to organise making Easter and Christmas boxes which raised a staggering £270.00. This money went back into the setting to continue allowing us to provide extracurricular activities for the children.

I would like to personally thank the staff for their continuous hard work and dedication over this very difficult year.

As well the Committee for the work they have put in behind closed doors.

As we heard earlier our Chair Sarah is stepping down on behalf of myself, the staff and Committee I would like to give you a heart felt thank you for your dedication to the Pre-School. You have volunteered your time to ensure the setting is running to all regulations, you have worked closely with all staff building relationships with each of us and bringing the committee together. Thank you Sarah.

Year 2020/2021

APPENDIX 3: FINANCIAL STATEMENT

Twinkle Tots Preschool			
Income and Expenditure Account for the year ending 5 April 2021			
Income		Expenditure	
	£		£
Fees	8411.36	Advanced Fees (Returned)	175.00
Wages	191.70	Deprivation Grant	3781.88
Deprivation Grant	4627.50	Other Grants	177.99
Other Grants	920.52	HMRC	8643.18
Monthly NEG Grant	135449.10	Premises rent	9402.10
Fundraising	910.68	Wages	94158.69
Special Projects	0.00	Training	591.20
Pension	0.00	Snacks	432.92
Uniform	133.00	Activities	779.02
Other (Purchase refunds)	295.79	Consumables	684.08
From Savings Account	0.00	Cleaning	0.00
		Fundraising	989.28
		Special Projects	182.91
		Uniform	683.74
		Phone	1029.64
		Admin / Stationary	679.29
		Equipment	1507.06
		Professional Services	1645.00
		Pensions	2308.39
		Other	116.00
		Welfare / Insurance	402.44
		To Savings Account	0.00
		Annual Subscriptions	1292.37
Total Income	<u>150939.65</u>	Total Expenditure	<u>129662.18</u>
		Excess Expenditure over Income	21277.47
Total	<u>150939.65</u>		<u>150939.65</u>
Balance Sheet as at 5 April 2021			
2019/2020			2020/2021
£		Current Assets	£
67488.15	Barclays	Current account bank statement balance 5/4/21	88641.27
40033.98	Barclays	Premium account	40052.27
0.00	Barclays	Bank Transactions uncleared etc	0.00
57.00		Cash	181.35
		Adjustment	
<u>107579.13</u>		Total Net Assets	<u>128874.89</u>
		Represented by:	
		Capital Account	
£			£
86105.23		Balance 6th April 2020	107579.13
21459.87		Excess of Income over Expenditure(main acct)	21277.47
14.03		Interest on Premium account	18.29
		Adjustment	
<u>107579.13</u>			<u>128874.89</u>
NOTE			
Accounts prepared by P. Clem			

Year 2020/2021

APPENDIX 4: AUDITORS LETTER

Twinkle Tots Preschool
Small Meeting Place
Glovers Lane
Heelands
Milton Keynes
MK13 7LW

Mr Terry Taylor
4 Bransgill Court
Heelands
Milton Keynes
MK13 7LN

13 September 2021

Dear Sirs

After carrying an audit of the accounts for the year ended 5 April 2021 I confirm that in my opinion the accounts give a true and fair view of the financial position of the charity.

Yours Sincerely

Terry Taylor AAT

Year 2020/2021

APPENDIX 5: MANAGERS REPORT

Unfortunately, covid had an impact on how we ran during this time period, we are still running a bubble system.

The bubble system was the best way to limit contact between children/adults- although at times it proved difficult to cover and that sometimes led to limiting numbers, bubble closure was always a last result.

Our biggest challenge has been how to operate safely and also provide children with all the experiences we as Twinkle Tots would usually provide. Staff sickness has played a huge part of this challenge and we have struggled to recruit bank staff.

Natasha went off on maternity leave and welcomed a baby boy, Faye joined the team.

Training has been limited also throughout this period.

The staff team have once again rose to the challenge working overtime and throughout giving total dedication to ensure we could maintain the standards we as a setting have set ourselves.

Our plans for the future are to continue moving forward and to reintroduce some of the amazing outside agencies we had pre covid provided.

I would like to take this opportunity to thank my staff for their continued support and hard work even in tough circumstances. I would also like to thank the committee those who have covered at setting so we could open or help set up or those who work tirelessly behind the scenes.

Year 2020/2021

TRUSTEE SIGNATURES

Signature of Chair Shelby

Signature of Treasurer KR

Signature of Secretary K. L. B. C. H.

Signature of Committee member [Signature]

Signature of Committee member [Signature]

Signature of Committee member K. H. Bell

Signature of Committee member _____

Signature of Committee member _____

Signature of Committee member _____

Signature of Committee member _____

Signature of Manager [Signature]

Signature of Committee Administrator L. Sutton