



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