

Annual General Meeting

9th February 2021 (via Zoom 7.30 pm)

Welcome to our annual general meeting, throughout this meeting we will sum up the past year and discuss the roles of the committee. Following the meeting we will also sign the constitution.

I will first briefly discuss the minutes from our last committee meeting which was held via zoom on 21st September 2020.

We discussed the need to update staffs contracts of employment, There were three key points that we discussed in detail

- * notice given to change hours of work and the need for this to be stated in the contract.

- *short time working and lay off clauses.

- *termination of employment – relating to notice period.

We also discussed the deputy manager vacancy, and agreed that Savannah, Sarah and Myself would carry out the interviews.

We spoke about the CCTV on the premises and that it would not be used when parents and children were on site.

We also discussed account balances.

This past year has been very difficult for us all, and due to the ongoing pandemic and Covid restrictions we have not been able to hold our annual general meeting as we have in the past, however we are still able to hold the meeting virtually to enable us to complete everything we would normally do in person.

Staff Team

We have had some changes to our staff team throughout the past year.

Nicky left us back in June to pursue a new career in residential care.

Annabel stepped down from her role as Deputy manager and was then employed as a preschool assistant filling the contracted hours that Nicky had previously done.

We appointed a new deputy Gemma, who trained with Savannah throughout December and started her new role in January this year.

Our staff team are now as follows

Savannah- Nursery Manager

Gemma – Deputy Manager

Lisa – Pre- school Assistant

Julie – Pre- school Assistant

Annabel – Pre-school Assistant

Sarah- Pre-school Assistant

All staff have new contracts of employment to ensure that they adhered to current legislation and practice. We held a committee meeting on the 21st of September to discuss and finalise these, and they have now been given out, signed and returned by all staff members.

The first lockdown back in March meant that we closed the setting. Savannah and the team worked with the government guidelines, to put many policies and procedures in place to ensure that we could safely re-open to all children from the start of June 2020.

Due to low attendance and by working in group bubbles, we opened for just morning sessions until the end of the term. The county council fully funded the children's hours regardless of whether they were attending their sessions or remaining at home.

At this time we also only paid rent on the building for the sessions that we opened.

In September 2020 when all school children were able to return to schools, our numbers of children attending increased and we were able to fully open back to our normal operating hours and sessions.

Roles of the committee

The committee has several members whom have key roles and responsibilities and the remaining committee are classed as ordinary members.

Chair – Dawn

Treasurer - Chloe

Secretary – Rebecca

Safeguarding – Sarah

Our other committee members are Jemma, Vicky, Elise, Kate, Sally and Savannah

We legally have to have 5 fully assigned committee members, if we fall below this amount we would legally have to close.

Treasurers Report

Current banking balances are as follows

Current account – £32,950.76

Buildings account – £17,986.26

We were able to furlough 4 members off staff from the end of March to May and we received £931.91 from the scheme.

All funding was received by Derbyshire county council and we were able to keep staff on full pay.

Overall we didn't record much of a loss of finances during the closure of the setting or by the reduction of opening hours.

Activities

The two main activities that we discuss at the AGM are the Christmas party and the school leavers party. As this AGM is a little later than normal the Christmas party I'm referring to was in December 2019 and this went ahead as normal and the staff and children had lots of fun.

Unfortunately due to covid restrictions our leavers party in July 2020 had to be cancelled. Instead the staff created goody bags for the school leaver children, and these were delivered to the children at the homes along with the child's learning journey.

Other Business

Unfortunately over the past year we have experienced repeated vandalism on our grounds. The committee agreed to purchase CCTV and although this wasn't initially a deterrent. It did work and the culprits were caught and arrested at the scene. We haven't had any further issues.

Brooksite Under 5's

Income	2016/2017	2017/2018
Session Fees		£8,756.50
Funding		£46,020.18
Fundraising		£515.83
Party		£205.00
Refunds		£8,264.30
Milk		
Donation		
Total		£63,761.81
Expenditures		
Wages		£44,780.68
HMRC		£1,013.01
Committee Expenses		£908.64
Consumables		£1,148.71
New Equipment		£521.94
Pension		£274.20
Insurance/PSLA		£642.46
Fundraising		£0.00
Party		£0.00
Training		£651.99
Ofsted Reg		£50.00
Building		£1,330.72
Rent		£3,510.00
Sundries		£192.72
Refunds		£8,253.33
Admin		£935.69
Total		£64,214.09
Balance B/Fwd		£27,479.30
Income		£63,761.81
Expend		-£64,214.09
Total		£27,027.02
Buildings Acc		£17,937.27

Independent examiner's report to the trustees of Brooksite Under 5's

I report to the trustees on my examination of the accounts of the Brooksite Under 5's Trust for the year ended 31 August 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed: 

Name: Matthew Boucher
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Date: 18 May 2021