

## Annual General Meeting

### Chairs Report 2020-2021 19/10/21

Welcome to our annual general meeting. Throughout this meeting we will aim to sum up the past year and discuss the roles of the committee. Following the meeting we will also sign the constitution and have our election of members.

All of the past years committee meetings have been held via zoom meetings and the committee have been in regular contact via email.

I would like to firstly discuss our staff team and their roles, we have a small staff team of 6, and in January this year we welcomed Gemma as our deputy manager. The staff roles are:

Savanah- Nursery Manager, Gemma- deputy manager, Lisa, Sarah, Annabel and Julie are our pre-school assistants. Lisa is also the settings Senco.

This year we had a change to the sessions that we offer, previously we had always offered either am or pm sessions. Many parents had expressed the need for full day sessions and this was agreed with the staff and committee to start offering these sessions this year.

Full day sessions were first introduced to the school leavers during their last term at Brooksite, it was hugely successful and I'm pleased to say that from September this year, full day sessions were made available to all children. I'd like to thank the staff team from all your hard work, support and planning in putting these sessions into place.

#### Roles of the committee

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

The key roles are the

Chair-Dawn

Treasurer- Chloe

Secretary- Rebecca

Safeguarding- Eilise

Other committee members are Jemma, Vicky, Sally and Savannah.

We legally have to have 5 fully assigned committee members, 50% of which must be current parents. If we fall below this amount we would unfortunately be made to close.

During our last AGM all of current committee members remained in their positions, This year Myself and Sarah will be stepping down from the committee, largely due to our children starting school.

In July a letter was sent to parents/ carers explaining the roles of the committee and the vacancy to appoint a new chair person. Fiona who has been involved in our committee meetings for quite some time has kindly offered to support the setting by taking on this role, at the end of my report we will have an election of members, so if anyones wishes to step down from their key role or take on a new role we can vote to elect them in.

### Treasures Report

Current account £22,427.65

Buildings account £17, 987.60

Our current account balance is considerably lower than this time last year, this is partly due to the low uptake in new starters due to the pandemic, and also that last year Derbyshire county council had paid lump sums of funding in advance so we had received funding for September and October back in August. This year funding has been paid on time as it was in previous years.

Spaces at the setting have continued to improve and we are expected to be at full capacity after Christmas.

### Activities

Christmas 2020 the children took part in lots of festive activities, including a Christmas jumper day, they received a present from Santa and the pre-school were kindly donated chocolate Santas from Amber valley total care.

In April this year the children had a visit from both Derbyshire constabulary and Belper fire station. The children really enjoyed talking to the police and firefighters about their roles and looking at the vehicles and equipment.

During May, June and July the children took part in forest schools, with the Sunshine forest school group. The children loved the outdoor learning and the fun experience that these sessions provided.

Our leaves party in July 2021 was a huge success. The children enjoyed a picnic with their friends. The parents met for coffee and cake and the children loved playing on the bouncy castle that was hired for the event.

#### Other business

We will aim to continue our termly committee meetings via zoom, this has worked very well over the past year and we have found that its more accessible for parents to attend due to remaining at home. Future AGM meeting will be attended in person.

I would just like to finish by saying how thankful we are to our fantastic staff team who have gone above and beyond their roles during the past year, and also to the committee for their continued support to Brooksite.

#### Election of members

## Brooksite Under 5's

Income	2019/2020	2020/2021
Session Fees	£4,725.44	£8,491.00
Funding	£52,029.80	£46,431.85
Fundraising	£1,651.91	£0.00
Party	£60.00	£0.00
Refunds	£0.00	£19.64
HMRC	£931.91	£0.00
Petty Cash	£300.00	£0.00
<b>Total</b>	<b>£59,699.06</b>	<b>£54,942.49</b>
<b>Expenditures</b>		
Wages	£42,518.20	£49,258.65
HMRC	£1,083.53	£2,026.80
Committee Expenses	£696.52	£1,523.99
Consumables	£1,291.80	£1,096.01
New Equipment	£1,996.61	£1,483.03
Pension	£695.49	£1,108.16
Insurance/PSLA	£660.80	£849.79
Training	£120.00	£443.30
Ofsted Reg	£50.00	£50.00
Building	£419.76	£135.74
Rent	£2,899.70	£3,458.40
Sundries	£499.23	£286.23
Refunds	£0.00	£0.00
Admin	£1,308.61	£1,564.94
<b>Total</b>	<b>£54,240.25</b>	<b>£63,285.04</b>
Balance B/Fwd	£29,391.64	£34,850.45
Income	£77,667.00	£54,942.49
Expend	-£72,208.19	-£63,285.04
<b>Total</b>	<b>£34,850.45</b>	<b>£26,507.90</b>
Buildings Acc	£17,985.66	£17,987.30





## **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 2021.

### **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.

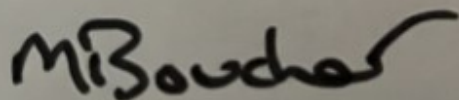
### **Independent examiner's statement**

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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Riddings  
Derbyshire

