

# MANOR ROAD PLAYGROUP

England & Wales · Charity number 1029354

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1993-11-29

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 12 Shirley Gardens  
Tunbridge Wells  
TN4 8TG

**Phone** 01892520540

## Activities

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**Objects:** THE AIMS OF THE PRE-SCHOOL ARE 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 AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Childcare

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£128,652	£131,540	-	-
2023-08-31	£112,115	£116,513	-	-
2022-08-31	£97,931	£102,308	-	-
2021-08-31	£109,357	£100,636	-	-
2020-08-31	£92,595	£91,144	-	-

## Trustees

Name	Role	Appointed
<b>Iola Anastasia Beatrice Palmer-Stirling</b>	Chair	2022-11-11
Catherine Mays		2023-06-01
Claire Harrison		2018-10-15
Gemma Cameron		2024-11-08
Jemma Parris		2015-10-21
Olivia James		2024-01-26
Sarah Clay		2024-01-26
Sophia Brothers		2024-01-26
Sophie Wolfenden-Williams		2021-11-19
Zoe Woodroofe		2026-01-23

**MANOR ROAD PLAYGROUP**

England & Wales - Charity number 1029354

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# Accounts

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Minutes of Meeting

**ANNUAL GENERAL MEETING**

**Friday 8<sup>th</sup> November 2024 – 12:30pm**

**Meeting for YE 31.08.24**

**Attended:** Chris Millins, Jemma Parris, Iola Palmer-Stirling, Joanne Webber, Sarah Brough, Gemma Cameron

**Staff:** Zoe Woodroofe, Kelly Watson, Karen Skilton

**Chairs Report – Iola Palmer-Stirling**

We have had a great year of fundraising and would like to thank all of the committee for their help and support. It would seem that doing fundraisers 'little and often' works and is more manageable than running the big events of the past.

Committee meetings are now carried out virtually on zoom. There is a Whatsapp group for the committee which is constantly updated and is where ideas are shared. It would be nice to possibly run some sort of social evening, e.g. cheese and wine – to enable the committee members to get together face to face and would be a nice way to involve new parents.

**Minutes of the 2023 AGM Approved:      Proposed by Gemma, Second by Chris**

**Treasurer's Report – Jemma Parris**

As already mentioned, we have had a great year for fundraising and the figures show just how important that extra bit is for topping up our annual income.

Our highest expense as always is wages and staff cover. The minimum wage increased in April to £11.44 per hour which is great news for staff. Unfortunately, the funding we receive doesn't increase at the same rate so it leaves us with no option but to increase our session fees to ensure we can cover the increase in wages. We raised our fees to £24 a session this year, which is still well below average for the local area.

With the minimum wage set to go up again next April, there is no doubt that we will have to increase our fees again in line with this.

We have changed how we charge for snack fees which seems to be working well and is fairer for families. Snack fees are now charged at £1 per session that the child is in.

**Treasurer's Report: Proposed by Iola, Second by Joanne**

### **Supervisors Report – Chris Millins/ Zoe Woodroofe**

Firstly, we would like to say a big thank you to those who have attended today and for your continued support throughout the last year.

This AGM covers the school year from September 2023 – July 2024. Our leavers at the end of July 2023 was 23 children.....we kept our September 2023 intake slightly lower to accommodate for new starters in both January 2024 and April 2024. This gave us a total headcount of 55 at the end of the school year.

We started the new term with our topic 'All about me' which is a great icebreaker for new children and gives them the opportunity to talk about their families and bring in photos and special items from home to share with their friends and staff. We then looked at the seasons and also covered different celebrations that occur throughout the year including Diwali, Remembrance Sunday and of course Christmas.

Kelly completed her level 3 qualification during this period so huge congratulations to her, and Sophie is halfway through her level 3. Emily decided that the time was right for her to leave Manor Road at the end of the summer term 2024. Emily was only ever meant to help us out on a temporary basis but many many years later she was still with us and played an incredible part of the team. Now her children are both at secondary school she felt that the time was right for her to do something for herself. She will be back on occasions to help us out but it goes without saying that she will be greatly missed by us all.

Chris also made the very difficult decision that from September 2024 she would be stepping down as manager. Chris has held this role for decades but again, has also decided that the time was right for her to step aside. She will of course be staying with Manor Road and will continue to pass on her wealth of knowledge to myself and the rest of the team.....we really couldn't do it without her. During the last part of the school year 2024, Karen informed us of her plans to retire at the end of the summer term 2025. Again, she will be greatly missed by us all after many years with Manor Road Preschool but we wish her a very happy retirement when the time comes.

Finally, just to clarify the importance of the amazing fundraising and the support you give us over the year, below is a little insight as to the reasons why this is so important:

The government decided to make changes to the funding from April 2024 to include 15 hour funding for working parents of 2 year olds. Although this is amazing for our families, it was going to have a big impact on lots of settings financially. The amount of funding per hour for a 2 year old would be £7.55 – whilst this may seem ok, the amount is less than we would charge per hour and would then drop to £5.16 per hour when they turn 3. This results in us receiving almost £3 per hour less than the £8 per hour we charge at this time, resulting in a loss of £9 for a 3 hour session. We had quite a few families apply for this and we have been in a position to be able to accommodate the children for the hours they needed, but it has meant that we have had to review our snack and lunch fees to enable us to make up any shortfall, as agreed by the committee. Snack fees will now be charged at £1 per session rather than the £2 per week it was previously.....and our lunch fees have remained the same. This has also meant that fundraising has been even more important and our amazing committee (and their equally amazing families) have put in place some great events to help raise a staggering amount of money over the year. This money has enabled us to purchase new resources for the children including lego, and duplo sets, new babies and dolls and more supplies of paper, pens, stickers etc.

So a huge thank you from all of us to our committee and their families, thank you again for all your ongoing support.

### **Election of Officers and Committee Members**

#### **Committee Members standing down:**

Niola Gooding: Proposed by Chris, Second by Iola

#### **Members staying on:**

Christine Millins (Nominated person)  
Jemma Parris (Treasurer)  
Claire Harrison  
Joanne Webber  
Iola Palmer-Stirling (Chair)  
Sophie Wolfenden-Williams  
Sarah Moaby

#### **New Members:**

Gemma Cameron: Proposed by Jemma, Second by Zoe  
Stephanie Sheppard: Proposed by Chris, Second by Iola

### **Any Other Business**

- It was discussed about the possibility of the setting going incorporated. The whole process takes around 4 months to complete and costs around £2000. Then we wouldn't need a committee going forward, just maybe 3 trustees. Maybe something to consider in the year 2025/2026.

- We only get funding for 14 weeks of the term so it was mentioned that we may need to start charging parents for any additional days at the end of term if it is longer than 14 weeks. The days would have to be worked out across the whole year. It would be the parent's choice if we stay open and they pay extra for those sessions, or they choose to have the extra days off and break up earlier for the holidays. Something for the committee to discuss again in the future.
- Top up fees and increasing snack fees was discussed.
- It was generally agreed that Early Years needs more money on the whole.

**The meeting ended at 13:10pm**

**MANOR ROAD PRE-SCHOOL**  
**INCOME AND EXPENDITURE**  
**Y/E 31/08/23**

<b>Balance brought forward</b>		<b><u>£4,558</u></b>
<b><u>INCOME:</u></b>	<b>£</b>	
Fees/KCCfunding/Grants	124,516	
Fundraising/Commissions/Donations	2,685	
Collaboration/Other Settings	1,451	
	<b><u>128,652</u></b>	
<b><u>EXPENSES:</u></b>		
Wages:	95,364	
Rent:	4,800	
Goods for the children: Cookery, craft items, new toys etc	971	
Consumable goods: Cleaning items, toiletries, wipes etc	1,211	
Stationery: Ink cartridges, postage, registers, paper etc	453	
Food and drink:	1,477	
Miscellaneous: New equipment, Christmas presents, gifts etc	777	
Staff training:	1,510	
Additional staff cover:	22,392	
Audit costs, Ofsted registration, membership renewals:	584	
Mobile/Broadband:	587	
Insurance:	722	
Refunds/Transfer of fees	692	
	<b><u>131,540</u></b>	
Net decrease in funds	<b><u>2,888</u></b>	
<b>Balance carried forward</b>		<b><u>£1,670</u></b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

MANOR ROAD PRE-SCHOOL

**On accounts for the year  
ended**

31/08/2024

**Charity no  
(if any)**

1029354

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024

**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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*Therese Whitcomb-Eriksson*

**Date:**

17/06/2025

**Name:**

Therese Whitcomb-Eriksson

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

Trade and Investment Advisor

**Address:**

36 Shirley Gardens  
Tunbridge Wells  
TN4 8TH

**MANOR ROAD PLAYGROUP**

England & Wales - Charity number 1029354

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# Accounts

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Minutes of Meeting

**ANNUAL GENERAL MEETING**

**Friday 26th January 2024 – 12:30pm**

**Meeting for 2022/2023**

**Attended:** Chris Millins, Paige Greagsby, Jemma Parris, Sophie Wolfenden-Williams, Iola Palmer-Stirling

**Staff:** Zoe Woodroofe, Cathy Daris, Emily Large, Kelly Watson, Karen Skilton

**Apologies:** Claire Harrison, Nicola Gooding, Lida Willingale, Sarah Moaby,

**Chairs Report:**

This last year has been a tricky year with the personal things Chris has had to go through and not being able to do our usual big fundraisers. However with the support of my Co chair Nic and the rest of the committee we did manage to come together and do some good fundraising.

I am having a wonderful time being the Chair of this lovely committee and I am glad to stay on as Co-Chair with Nicola.

Thank you for the committee's help through this past year, I look forward to seeing what the next year brings.

Iola/Nicola.

**Minutes of the 2021 AGM Approved:**

Proposed by Cathy, Second by Zoe

**Treasurer's Report**

Balance brought forward **£8,956**

**INCOME:**

Fees/KCC funding/Grants etc: **£110,273**

Donations/Fundraising/Commissions: £1,323

Donations/Other: £519

£112,115

EXPENSES:

Wages: £83,172

Rent: £4,720

Goods for the children: 1,864

Cookery, craft items, new toys etc

Consumable goods: £1,270

Cleaning items, toiletries, wipes etc

Stationery: £577

Ink cartridges, postage, registers, paper etc

Food and drink: £1,617

Miscellaneous: £1,172

New equipment, party entertainer, xmas presents

Staff training: £562

Additional staff cover: £19,333

Audit costs, Ofsted registration, membership renewals: £376

Mobile/Broadband: £554

Insurance: £689

Fee Refunds: £262

Nature Makers: £300

Comic Relief Donation: £45

£116,513

Net increase in funds: £4,398

Balance carried forward:

£4,558

Report proposed by Chris, Second by Iola

### **Supervisor's Report – Chris Millins/ Zoe Woodroffe**

Firstly, we would like to say a big thank you to those who have attended today and for your continued support throughout the year.

This AGM covers the school year from September 2022- July 2023. Our intake in September was as expected and purposely kept slightly lower as we will have children joining us in January and April, with the children that are already on our roll needing extra sessions during the year.

Our topics for the year varied from All About Me, to the seasons and our community,, which was an exciting opportunity for the children to go out in the village to take photos of all the different shops, the library, doctors surgery and the school. The children thoroughly enjoyed this and it gave them lots to talk about. We were also able to resume our normal Christmas activities and took the children to Rusthall lodge to sing their Christmas songs.

We welcomed our new joint Chairperson's Iola Palmer-Stirling and Nic Gooding and some new committee members who set about arranging lots of different fundraising from sponsored reading and walking, cake and plant sales, along with the 100 square which was as popular as ever. They raised an amazing amount of money which all goes to buying new resources for the children. With this money we were able to buy some new babies and accessories, a new trampoline, action figures and barbies and replace some cars. All of which the children have loved playing with. We continue to update our training with all staff undertaking their first aid training, basic safeguarding training and Chris and Zoe doing their designated Safeguarding Lead training online. Kelly signed up to do her level 3 and will obviously be fully supported by the whole team as she undertakes this. Good luck Kelly. We also welcomed Sophie Moon to the team in January 2023.

### **Election of Officers and Committee Members**

#### **Committee Members standing down:**

Paige Greagsby (Secretary): Proposed by Chris, Second by Iola

Lida Willingale: Proposed by Jemma, Second by Kelly

Alison Marshall: Proposed by Karen, Second by Chris

Sarah Moaby: Proposed by Paige, Second by Jemma

#### **Members staying on:**

Christine Millins (Nominated person)

Jemma Parris (Treasurer)

Claire Harrison

Joanne Webber

Nicola Gooding (Staying as Co Chair)

Iola Palmer-Stirling (Co Chair)

Sophie Wolfenden-Williams

Sarah Moaby

New Members:

Olivia James: Proposed by Jemma, Second by Cathy

Heather Neal: Proposed by Paige, Second by Iola

Sophia :Proposed by Chris, Second by Zoe

Sarah : Proposed by Paige, Second by Jemma

Caroline :Proposed by Iola, Second by Kelly

Due to a lot of personal things going on with staff at the preschool, our typical AGM meeting which was due to be held in October/ November 2023 was unable to happen. We did get around to doing our AGM in January 2024 which was where we discussed events that happened between 2022-2023.

**The meeting ended at 13:00**

**MANOR ROAD PRE-SCHOOL**  
**INCOME AND EXPENDITURE**  
**Y/E 31/08/23**

<b>Balance brought forward</b>		<b><u>£8,956</u></b>
<b><u>INCOME:</u></b>	<b>£</b>	
Fees/KCCfunding/Grants	110,273	
Fundraising/Commissions/Donations	1323	
Donations/Other	519	
	<b><u>112,115</u></b>	
<b><u>EXPENSES:</u></b>		
Wages:	83,172	
Rent:	4720	
Goods for the children: Cookery, craft items, new toys etc	1864	
Consumable goods: Cleaning items, toiletries, wipes etc	1270	
Stationery: Ink cartridges, postage, registers, paper etc	577	
Food and drink:	1617	
Miscellaneous: New equipment, Christmas presents, gifts etc	1172	
Staff training:	562	
Additional staff cover:	19,333	
Audit costs, Ofsted registration, membership renewals:	376	
Mobile/Broadband:	554	
Insurance:	689	
Fees Refunds	262	
Nature Makers	300	
Comic Relief Donation	45	
	<b><u>116,513</u></b>	
Net decrease in funds	<b><u>4,398</u></b>	
<b>Balance carried forward</b>		<b><u>£4,558</u></b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

MANOR ROAD PRE-SCHOOL

**On accounts for the year  
ended**

31/08/2023

**Charity no  
(if any)**

1029354

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*Therese Whitcomb-Eriksson*

**Date:**

31.05.24

**Name:**

Therese Whitcomb-Eriksson

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

Special Adviser - Trade and Investment

**Address:**

36 Shirley Gardens

Tunbridge Wells Kent

TN4 8TH

**MANOR ROAD PLAYGROUP**

England & Wales - Charity number 1029354

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# Accounts

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Minutes of Meeting

**ANNUAL GENERAL MEETING**

**Friday 11th November 2022 - 12:30pm**

**Attended:** Chris Millins, Paige Greagsby, Jemma Parris, Lida Willingale, Sarah Moaby, Sophie Wolfenden-Williams, Nicola Gooding, Alison Marshall, Iola Palmer-Stirling

**Staff:** Zoe Woodroofe, Cathy Daris, Emily Large, Kelly Watson, Karen Skilton

**Apologies:** Claire Harrison, Amiee Barden, Joanne Webber, Judy Higgs

**Chairs Report:**

This last year has been a tricky year with covid still lingering over us and not being able to do our usual big fundraisers. However with the support of my Co chair Nic and the rest of the committee we did manage to come together and do some good fundraising.

I had a wonderful time being the Chair of this lovely committee but now it is my time to step down and pass it onto someone new. I'm sure that whoever takes over is going to be great and be well supported by Chris and her team.

Thank you for the committee's help and good luck to you all for the years to come.

Sophie.

**Minutes of the 2021 AGM Approved:**

Proposed by Sophie, Second by Karen

**Treasurer's Report**

Balance brought forward

**£13,333**

INCOME:

Fees/KCC funding/Grants etc: **£95,593**

Donations/Fundraising/Commissions: **£1,105**

Collaboration: **£1,233**

**£97,931**

EXPENSES:

Wages: **£71,352**

Rent: **£4,560**

Goods for the children: **1,705**

Cookery, craft items, new toys etc

Consumable goods: **£967**

Cleaning items, toiletries, wipes etc

Stationery: **£500**

Ink cartridges, postage, registers, paper etc

Food and drink: **£1,079**

Miscellaneous: **£1,727**

New equipment, party entertainer, xmas presents

Staff training: **£102**

Additional staff cover: **£14,683**

Audit costs, Ofsted registration, membership renewals: **£511**

Mobile/Broadband: **£552**

Insurance: **£670**

DBS Fees: **£3,900**

**£102,308**

Net increase in funds: **£4,377**

Balance carried forward:

**£8,956**

Report proposed by Kelly, Second by Paige

### **Supervisor's Report - Chris Millins/ Zoe Woodroffe**

Firstly, we would like to say thank you to those of you who have attended today, it really does go without saying that we appreciate your support throughout the year.

Many of the restrictions that had been put in place by the Government and that we lived through in the 2020/2021 school year had been lifted when we returned to preschool in September 2021, however, we felt that some of what we had put in place were still working so we continued to implement these. Children coming into the setting independently, hanging up their own coats and sanitising their hands.

We covered many topics from September 2021 to July 2022. These included 'seasons' 'all about Me' 'colours and shapes' and with the continued support from our families the children enjoyed 'show and tell' time and bringing in photos of their families to share with us all.

During this time we had our Ofsted inspection: in June 2022. This went very well and we received an overall rating of GOOD. We are very pleased with this as the criteria to receive an Outstanding rating has changed hugely. We are immensely proud of our setting and the children who attend (and of course the parents).

In November 2021 we welcomed our new Chairperson, Sophie Wolfenden-Williams and a very small but fantastic committee who set about coming up with fundraising ideas; we must thank Nic Gooding for supporting Sophie during this time. Because of the uncertainty of Covid and still being a little unsure if any restrictions would be put into place during the winter months we made the difficult decision not to hold our Christmas Fayre again in December 2021. The committee did however hold cake sales and we did a sponsored read and walk about the village as well as our very popular 100 square. Thank you so much to our committee for helping to organise these events and keep our pot topped up. All monies raised during these events go into buying new resources for the children when needed.

We will be saying a huge thank you to Sophie as our Chairperson this year, although we know she is happy to remain as a committee member this year, so thank you Sophie. As you are aware because we are a registered charity we must have a committee; we are lucky to have some of our committee members remaining this year, we are so grateful for this; we are also very lucky to have a new Chairperson and a Co-Chair person, Lola and Nic are happy to work together with the rest of the committee to organise fundraising, we will always support and help with any fundraising.

You will have the opportunity to officially vote lola on later in the meeting and of course anyone else who may like to join us.

If you are interested in joining our committee please speak with Chris who will chat through what is needed for you to join. It really is very simple and painless.

The Government gave us the opportunity to apply for a COMF grant (Containing Outbreak Management Fund) of £2,000; this was support for settings to prevent the further outbreaks of covid within the environment should it arise again. After confirming with the church we decided to use the money to purchase an awning so we could use the patio area in the front garden all year round as this area also gets very hot in the summer months. The awning has proven invaluable as we have used it during the light rain and when the sun was very hot. Meaning the children could spend more time outside no matter what the weather.

We have continued to keep up to date with all training of which is still done via zoom, teams but some face to face. Kelly is in the process of training for her Level 3 in Working with Children in Education. This is a 14 months course which involves lots of writing and zoom calls, but she will fly through it with all our support.

We received £900 from the Tunbridge Wells Collaboration that we are part of, to use to enhance our children's learning. We have used this money to have Ruth from Nature Makers come in once a week, the children have loved doing this. We will use any money left over to arrange a Forest school visit, hopefully in the Spring term.

In July 2022 we said 'Goodbye' to 17 of our children moving onto their new schools; we really miss them so much already but we know they have all settled so well, and of course we still have lots of adorable children with us at Manor Road.

We look forward to the next year and what we have in store for our children.

### **Election of Officers and Committee Members**

#### **Committee Members standing down:**

Sophie Wolfenden-Williams (Co Chair): Stepping down from her chair position- Proposed by Jemma, Second by Lida (Although Sophie is stepping down as chair she is staying on as a member of the committee.)

Judy Higgs: Proposed by Sarah, Second by Paige

Amiee Barden: Proposed by Chris, Second by Zoe

#### **Members staying on:**

Christine Millins (Nominated person)

Paige Greagsby (Secretary)  
Jemma Parris (Treasurer)  
Claire Harrison  
Lida Willingale  
Sophie Wolfenden-Williams  
Sarah Moaby  
Joanne Webber  
Alison Marshall  
Nicola Gooding (Staying as Co Chair)

New Members:

Iola Palmer-Stirling: Becoming the new Chair: Proposed by Jemma, Second by Cathy

**The meeting ended at 13:30**

MANOR ROAD PRE-SCHOOL  
INCOME AND EXPENDITURE  
Y/E 31/08/22

**Balance brought forward**  
**£13,333**

**INCOME:**

**£**

Fees/KCCfunding/Grants	95,593
Fundraising/Commissions/Donations	1105
Collaboration	1233
	<b><u>97,931</u></b>

**EXPENSES:**

Wages:	71,352
Rent:	4560
Goods for the children:	1705
Cookery, craft items, new toys etc	
Consumable goods:	967
Cleaning items, toiletries, wipes etc	
Stationery:	500
Ink cartridges, postage, registers, paper etc	
Food and drink:	1079
Miscellaneous:	1727
New equipment, Christmas presents, gifts etc	
Staff training:	102
Additional staff cover:	14,683
Audit costs, Ofsted registration, membership renewals:	511
Mobile/Broadband:	552
Insurance:	670
Larger items: Awning, laptop, fridge freezer:	3900
	<b><u>102,308</u></b>

Net decrease in funds

**4,377**

**Balance carried forward**

**£8,956**



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: MANOR ROAD PRE-SCHOOL

On accounts for the year ended

31/08/22

Charity no (if any)

1029354

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022

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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 01.11.22

Name: Therese Whitcomb-Eriksson

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

Head of Trade and Investment Promotion

Address:

Embassy of Sweden  
11 Montague Place  
London W1H 2AL

**MANOR ROAD PLAYGROUP**

England & Wales - Charity number 1029354

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# Accounts

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Minutes of Meeting

**ANNUAL GENERAL MEETING**

**Friday 19th November 2021 - 12:30pm**

**Attended:** Chris Millins, Paige Sealey, Sophie Moon, Jemma Parris

**Staff:** Zoe Woodroffe, Cathy, Emily, Kelly, Karen

**Apologies:** Nicola Barker, Claire Harrison, Emma Bonwick, Gini Bailey, Lida Willingale

**Chairs Report:**

During my 2 years as chairperson I have seen many highs and just one low. That low was Covid! Covid hit us all in one way or another and what a struggle it has been. But what can I say is Chris and the team did their best to keep the preschool open when they could, keep the children safe and keep us parents sane when we needed them. Covid obviously had an impact on parents meeting and socialising and of course made fundraising more tricky. But Nicola and myself kept it going and I think we did a pretty good job under the circumstances.

Moving onto the highs, one of them has to be seeing these little 2 year old toddlers who waddle in in their nappies barely being able to talk but walk out 2 years later having graduated with their little hat and cloak on. Within their 2 years they learn valuable social skills, they grow as a person, they're educated, they're brave and confident and ready as they can be to face primary school. These skills are all priceless to me and one we owe to Chris and the team. Their dedication and care really is appreciated so thank you.

I think we can all agree Manor Road is a fantastic safe, happy environment where children and parents flourish and love to be. I have loved my role as Chairperson and feel proud to be part of the preschool. I shall miss it very much but know it will be in safe hands with the new chairperson and team.

Thank you and good luck!

Sophie.

## **Minutes of the 2019 AGM Approved:**

Proposed by Zoe, Second by Jemma

### **Treasurer's Report**

Balance brought forward **£4,612**

#### **INCOME:**

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Fees, KCC funding, grants etc: **£106360**

Donations: **£418**

Fundraising/Commissions: **£1867**

Parent contributions: **£712**

**£109,357**

#### **EXPENSES:**

Wages: **£73119**

Rent: **£4560**

Goods for the children: **1873**

Cookery, craft items, new toys etc

Consumable goods: **£1395**

Cleaning items, toiletries, wipes etc

Stationery: **£374**

Ink cartridges, postage, registers, paper etc

Food and drink: **£999**

Miscellaneous: **£1588**

New equipment, party entertainer, xmas presents

Staff training: **£164**

Additional staff cover: **£14783** (higher than usual due to covid sickness etc)

Audit costs, Ofsted registration, membership renewals: **£511**

Mobile/Broadband: **£541**

Insurance: **£659**

DBS Fees: **£ 74**

**£100,636**

Net increase in funds: **£8721**

Balance carried forward:

**£13,333**

Report proposed by Chris, Second by Sophie

### **Supervisor's Report - Chris Millins/ Zoe Woodroofe**

Firstly, we would like to say thank you to those of you who have attended today, it really does go without saying that we appreciate your support throughout the year and no more so than in this last year. When we came back to preschool in September 2020, we never expected to still have so many restrictions in place due to Covid 19 and that the country would be placed into another lockdown just before Christmas. This obviously meant us being unable to have our usual fun filled Christmas fair and Christmas party and so having a huge impact on our fundraising, however our fantastic (but very small committee) did an amazing job later on in the year to help set up some great fundraising and we are truly thankful to Sophie Moon (Chairperson) and Nic Barker who pulled out all the stops to top up the pot. Thank you again. Being a registered charity we must have a committee, so it's really important that we have parents willing to join us and I'm pleased to say that we have some new members joining today. We do however lose both Sophie and Nic, whose children have now moved onto 'big' school, I'm sure you would like to join me in saying a huge thank you again for their support. This does mean however we will be needing a new Chairperson!

We also had to say a very sad goodbye to Caz at the end of the Spring term, due to ongoing problems with her back it made it impossible for her to continue to work within childcare and she has been missed, but is sending out activities and news through our Facebook page, so thank you Caz. We also made the decision at the time not to replace her but with the much appreciated support from Cathy and Emily who truly did step into the position full time, a huge thank you goes to you both.

Due to Covid restrictions regular training has been very different over the last year and thankfully most of us had completed necessary training before the restrictions had been put in place but any training that needed

to be completed was done virtually. Myself and Chris completed our Designated Safeguarding Lead via teams which was definitely different. We have all completed online 'Food and Hygiene' and continue to keep up to date with any 'Safeguarding Changes' adapting the policies as required.

We do have a website, but as we are all a little non tech minded, we may need some extra help to get it up and running properly so any help would be appreciated! Our ex Chair Maxine from a couple of years ago set it up, but obviously with the year and a bit we have had, gone by the board a little, but Ofsted are keen for settings to have a website they can look at and see things like our policies, dates etc, some of this is already on there but may need updating.

We were also very lucky to have a cheque for £250 donated by Rusthall Football Club, for which we were very grateful, we have now purchased a lovely substantial water tray and will send a photo through to them showing the children enjoying it.

Well thank you again for all your support throughout this time and we all feel very privileged to be a part of your children's education.

### **Fundraising:**

Due to the year and a bit we have had fundraising has had to be carried out in a different way. However, despite the pandemic we were still able to do certain activities to raise money, in a safe and Covid secure way.

### **Election of Officers and Committee Members**

#### Committee Members standing down:

Sophie Moon (Chair): Stepping down from her chair position- Proposed by Chris, Second by Paige

Nicola Barker: Proposed by Cathy, Second by Emily

Emma Bonwick: Proposed by Paige, Second by Jemma

Gini Bailey: Proposed by Karen, Second by Zoe

#### Members staying on:

Christine Millins (Nominated person)

Paige Sealey (Secretary)

Jemma Parris (Treasurer)

Claire Harrison

Lida Willingale

#### New Members:

Sophie Wolfenden- Williams: (New Chairperson) proposed by Cathy, second by Zoe

Amy Barden: Proposed by Paige, Second by Jemma

Judy Higgs: Proposed by Chris, Second by Emily  
Nicola Gooding: Proposed by Chris, Second by Paige  
Alison Marshall: Proposed by Zoe, Second by Emily  
Joanne Webber: Proposed by Paige, Second by Jemma  
Sarah Moaby: Proposed by Karen, Second by Zoe

**The meeting ended at 13:30**

MANOR ROAD PRE-SCHOOL  
INCOME AND EXPENDITURE  
Y/E 31/08/21

**Balance brought forward**  
**£4,612**

**INCOME:**

**£**

Fees, KCC funding, grants etc	106360
Donations	418
Fundraising/Commissions	1867
Parent Contributions	712
	<b><u>109,357</u></b>

**EXPENSES:**

Wages:	73119
Rent:	4560
Goods for the children:	1873
Cookery, craft items, new toys etc	
Consumable goods:	1395
Cleaning items, toiletries, wipes etc	
Stationery:	374
Ink cartridges, postage, registers, paper etc	
Food and drink:	999
Miscellaneous:	1588
New equipment, Christmas presents, gifts etc	
Staff training:	164
Additional staff cover:	14783
Audit costs, Ofsted registration, membership renewals:	511
Mobile/Broadband:	541
Insurance:	659
DBS Fees	74
	<b><u>100,636</u></b>

Net increase in funds 8721

**Balance carried forward**

**£13,333**



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
MANOR ROAD PRE-SCHOOL

**On accounts for the year  
ended**

31/08/2021  
Charity no (if any) 1029354

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*Therese Whitcomb-Eriksson*

**Date:**

31.03.22

**Name:**

Therese Whitcomb-Eriksson

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

Fundraising Manager

**Address:**

6 Harcourt Street  
London  
W1H 4AG

**MANOR ROAD PLAYGROUP**

England & Wales - Charity number 1029354

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# Accounts

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Minutes of Meeting

**ANNUAL GENERAL MEETING**

**Friday 23rd October 2020 - 12:30pm**

**Attended:** Paige Sealey, Sophie Moon, Jemma Parris Emma Bonwick

**Staff:** Chris Millins, Zoe Woodroffe

Due to COVID-19 restrictions at the time of this AGM meeting, we couldn't invite any more than 6 members to join the meeting. Therefore there is no apologies at this time.

**Chairs Report:**

Thank you to Chris and the team for making it possible for us to get together today and for all the logistics and risk assessments, emails that that must have involved! It really is an unprecedented time at the moment and credit to you Chris and the staff for keeping things going and making things work over the last 8 months and beyond.

Words can't really do justice for the outstanding efforts and sacrifices you all have made and continue to make to stay safe and to stay open for our children and families. So on behalf of myself and the committee and all the parents I know we have huge respect and admiration for you all and thank you for all you have done and continue to do. You are a truly dedicated and special team.

Leading on from that I urge as many people as possible to spread the word about joining the committee to work together and to share ideas on how we can further support Manor Road with the rest of the year and beyond. It's not going to be easy so now more than ever we need to come up with creative fundraising ideas that are safe to do and that will continue to support the much needed income for Manor Road.

It is with sadness that I have to step down as chair but I've thoroughly enjoyed my few months in the role and was thrilled in particular with how well the sponsored book week ran and the Christmas fair too and what the fair raised, was a record high total.

What an achievement for us all and it was only possible due to the support from our families, friends and wider community, so thank you all! I think what was special too about the fair was the involvement of the mums coming up with ideas for things to make and sell and then making the craft together and I know friendships grew out of

those craft evenings, so that was a huge plus too. So please do join the committee it is fun!

I plan to stay on the committee and to help out wherever I can and wish the new chair all the best in their new role, they will do brilliantly I am sure.

Thank you everyone.

### **Minutes of the 2019 AGM Approved:**

Proposed by Chris, Second by Sophie

### **Treasurer's Report**

This year has been a very different year due to the coronavirus however, from a financial point of view we have not suffered too badly.

When we went into lockdown in March the pre-school was then forced to close for several months. We were then able to re-open in June for some children on reduced sessions.

During this time we were still receiving our funding money from the local authority despite being closed. We made the decision not to furlough our staff during this time and used the funding to continue paying wages. The reason for this was because the Department of Education were very unclear about whether or not we would have to repay the funding or furlough money if we took both – we decided not to take that risk as we were unsure that we would be able to make the ongoing repayments in the future if this was the case.

Although many of our summer fundraisers had to be cancelled, we were very fortunate to have already had a successful Christmas Fair and sponsored book read prior to Covid 19.

The church gave us a break in our rent payments during lockdown which again helped us greatly.

We also received many contributions and donations from our very generous parents – as always we are extremely grateful for their ongoing support.

Ella sadly left us to take up a new position at the end of March – we did not replace her which therefore saved us an extra payment on the weekly wages. Once again we received the employers National Insurance allowance of £3000 which covers most of our annual NI payments.

Going forward we had a relatively healthy balance to carry over however it is still a time of much uncertainty. We have employed Liz Dobson for kitchen duties. We have increased our session fees to £18.

Please refer to the attached accounts sheet.

Balance brought forward **£3,161**

**INCOME:**

Fees, KCC funding, grants etc: **£90766**

Donations: **£397**

Fundraising/Commissions: **£1312**

Miscellaneous: **£120**

**92,595**

**EXPENSES:**

Wages: **£75769**

Rent: **£3225**

Goods for the children: **£679**

Cookery, craft items, new toys etc

Consumable goods: **£678**

Cleaning items, toiletries, wipes etc

Stationery: **£300**

Ink cartridges, postage, registers, paper etc

Food and drink: **£608**

Miscellaneous: **£969**

New equipment, party entertainer, xmas presents

Staff training: **£120**

Additional staff cover: **£7009**

Audit costs, Ofsted registration, membership renewals: **£511**

Mobile/Broadband: **£541**

Insurance: **£657**

DBS Fees: **£ 78**

**£91,144**

Net increase in funds: **£1451**

Balance carried forward:

**£4,612**

Report proposed by Zoe, Second by Paige

### **Supervisor's Report – Chris Millins/ Zoe Woodroffe**

We would like to say a HUGE thank you for your continued support and so sorry that this year we cannot all be together for our AGM; It goes without saying that we appreciate your support throughout the year: fundraising, organising fairs, AGM's but most of all for allowing us to look after your children.....without them all this would not be possible. We have an amazing committee who have worked tirelessly throughout the year to organise and keep you informed of forthcoming events (unfortunately these have been few, due to COVID!) A BIG thank you to them all, again without them we could not function. We of course lose some of our committee today and we really appreciate all their hard work, not least our Chairperson Emma and deputy Hannah, who have done a truly fantastic job, keeping the committee informed throughout the year. Thank you again. We are a registered charity, and therefore we must have a committee/trustees, so it's important that we have people willing to join us, although we do a lot of the admin ourselves as we like the contact with parents/carers we do need the support from others in many areas. We hope that some of you will feel you would like to be part of this and look forward to welcoming some new faces onto the committee this year; if you feel you may like to join then please ask us what is it about and I know our remaining committee would welcome you with open arms, it would lovely to have your support.

Our Christmas fair 2019 raised an amazing £900.00, the generosity of our families and extended community is just staggering, thank you so much. This money of course goes towards buying new resources for the children and so far we have replaced our old, tired laptop with a Kindle for the children to use. This has been set up with age appropriate learning games and the children are really enjoying using it. We have also started to replace some of our plastic toys with more natural material ones, wooden tea sets, saucepans sets etc. We were also planning on lots of planting and growing in our back garden but unfortunately due to 'lock down' we were unable to do as much as we would have liked but this will start in the spring with a vengeance! (Already started with 'Broad Beans!)

As you were aware Ella was due to leave us at the end of the Spring Term but again due to lock down left us slightly earlier, so her departure was a somewhat more quiet affair than we had hoped. I have been in touch and her new job is going well, but of course she misses being with the children.

Due to the nature of this year; training has taken on a slightly different look with most of it being done virtually. Just before lock down in March Zoe completed her DSL training. I am due to complete DSL training 'virtually' in November. As part of the Tunbridge Wells collaboration this training is funded by them, and we have been told again this year that

there will be no extra money from KCC for training! Zoe has now completed her NVQ level 3. (Whoopee!) Well done Zoe x

### Last Year in Pre-School

Our children had a very busy start to the new preschool year; creating masterpieces for their sharing board; and some lovely surprises for their families for Christmas 2019, they really love doing this and are always so proud of their creations. We had a lovely visit to Rusthall Lodge to sing our Christmas songs which the children and residents thoroughly enjoyed, our children are truly amazing when we do this and we couldn't be more proud of them. (This is unlikely to happen this year)

Unfortunately, due to CoronaVirus restrictions we were unable to hold our Spring Fair in May and will not be able to hold a Christmas fair this year (so sad) but I know that members of the committee are already thinking about how we can fundraise virtually. It has also meant that our pre-school Christmas party has had to be cancelled but we have plans in place to make our last week in pre-school truly magical!

The remaining part of the school year 2019/2020 was certainly a strange one. When lock down was enforced at the end of March I don't think any of us could imagine it would continue for the rest of the school year. We would like to take this opportunity to thank all our wonderful families for their continued support over this period, for sharing your lock down activities and experiences on Tapestry and your emails of encouragement, it was a very difficult time for us all. However we were able to re-open in June for our school leaving and key worker children and it was amazing how well the children adapted to all the new procedures that we had to put in place to be able to do this. It was fantastic to be able to do this and to spend this time with the children especially those who have moved onto 'big school'. So a huge thank you to those families.

We also had lots of changes this year from March; new Covid Policy to run alongside all other policies; Covid Risk assessment policy and Covid Infection policy, these were all in place for us to reopen June 2020; and continue to be in place now; we amend when necessary and review regularly, also our cleaning regime has always been top notch, but obviously there is much more cleaning to do throughout the sessions and at end of sessions; our children are great when it comes to washing hands and most need no reminding, they are a credit to you all; and makes our role a little easier, I (Chris !) want to say a HUGE thank you to all the team for the total support we give each other, they are all working above and beyond their roles to make remaining open possible, so THANK YOU x There are challenges ahead I'm

sure; but we all feel it's part of our role and will do our very best to meet these challenges 'head on' !

Well as this term is almost half way through, we would like to say thank you for all your support and to the children who are making this so much easier than we could have imagined it to be, they are amazing !

## **Election of Officers and Committee Members**

### **Committee Members standing down:**

Emma Bonwick (Chair): Stepping down from her chair position- Proposed by Gini,  
Second by Chris

Hannah Turke (Chair): Also stepping down from her position as chair- Proposed by Zoe,  
Second by Sophie

Hannah Mackintosh: Proposed by Paige, Second by Sophie

Katherine Churcher: Proposed by Jemma, Second by Zoe

Fraya Bull: Proposed by Emma, Second by Gini

Lida Willingale: Proposed by Zoe, Second by Paige

Georgina Kelly: Proposed by Sophie, Second by Chris

### **Members staying on:**

Chris Millins (Nominated person)

Sophie Moon (Elected as new chair) Proposed by Paige, Second by Jemma

Paige Sealey (Secretary)

Jemma Parris (Treasurer)

Claire Harrison

Gini Bailey

Charlotte T

### **New Members:**

Nicola Barker: proposed by Zoe, second by Chris

Due to the limited numbers allowed at the AGM meeting, we didn't get many new people joining the committee but hopefully this will pick up again in the future.

In previous years we have had the headteacher of Rusthall St Paul's Primary School (Caroline Powell) come and talk to parents about the school but unfortunately that couldn't happen this year.

**The meeting ended at 13:30**

**MANOR ROAD PRE-SCHOOL**  
**INCOME AND EXPENDITURE**  
**Y/E 31/08/20**

<b>Balance brought forward</b>		<b><u>£3,161</u></b>
<b><u>INCOME:</u></b>	<b>£</b>	
Fees, KCC funding, grants etc	90766	
Donations	397	
Fundraising/Commissions	1312	
Miscellaneous	120	
	<b><u>92,595</u></b>	
<b><u>EXPENSES:</u></b>		
Wages:	75769	
Rent:	3225	
Goods for the children:	679	
Cookery, craft items, new toys etc		
Consumable goods:	678	
Cleaning items, toiletries, wipes etc		
Stationery:	300	
Ink cartridges, postage, registers, paper etc		
Food and drink:	608	
Miscellaneous:	969	
New equipment, party entertainer, xmas presents		
Staff training:	120	
Additional staff cover:	7009	
Audit costs, Ofsted registration, membership renewals:	511	
Mobile/Broadband:	541	
Insurance:	657	
DBS Fees	78	
	<b><u>91,144</u></b>	
Net increase in funds	1451	
<b>Balance carried forward</b>		<b><u>£4,612</u></b>



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name: MA NOR ROAD PRE-SCHOOL

On accounts for the year ended

31/08/20 Charity no (if any): 1029354

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: Therese Whitcomb Eriksson Date: 7.2.21

Name: Therese Whitcomb Eriksson

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

Fundraising Manager

Address:

6 Harcourt Street
London
W1H 4AG