



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 Woodroofe

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

Balance brought forward		<u>£3,161</u>
<u>INCOME:</u>	£	
Fees, KCC funding, grants etc	90766	
Donations	397	
Fundraising/Commissions	1312	
Miscellaneous	120	
	<u>92,595</u>	
<u>EXPENSES:</u>		
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	
	<u>91,144</u>	
Net increase in funds	1451	
Balance carried forward		<u>£4,612</u>



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