



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:

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.

We'll 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

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, 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

100,636

Net increase in funds	8721
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Balance carried forward

£13,333



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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