



Little Leaves Pre-School
The Youth & Community Centre,
New Ash Green, Kent DA3 8JY
Charity No. 1029991
01474 872441



Little Leaves Pre School AGM 8th October 2020 @ 6pm via. Zoom

Attendees:

Helen Reeves
Lindsay Smith
Charlotte Fairbairn
Ian Nurdin
Joanne Smith
Gemma Spackman
Mairead O'Sullivan
Melanie Skinner
Natasha Wood
Katie Warrener
Grace Wilkinson

Apologies:

None

Welcome and Apologies

The Chair welcomed and thanked everyone for attending the AGM via Zoom. We had hoped for a few more attendees as we were holding the meeting via zoom and hoped it would attract more parents.

Flyers were provided to parents inviting them to meeting, along with posters outside pre-school and also Facebook advert.

We all took it in turns to introduce ourselves and speak about our connection to Little Leaves. Chair expressed her thanks and how nice it was to have parents present.

No apologies received.

Minutes of previous AGM

The minutes for the last AGM on 17th June 2019 were agreed, as proposed by Ian Nurdin, seconded by Charlotte Fairbairn. And unanimously agreed.

Chair Report

This is my first AGM as chair and I note from last year's minutes that Amy, the former chair commented on the role of chair easing due to having a fabulous administrator who undertakes many tasks which would otherwise fall in the chairs remit. So I would like to

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Charlotte Fairbairn

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30 June 2021

thank Charmaine for her time and dedication to LLPS and her gentle coaching of new committee members over the past year.

Looking back is difficult as it's almost as if time started on 23rd March 2020 when we went into lockdown and I shall let Jo speak about that event in her report. But there are a few things of note prior to that date.

During the autumn last year the committee held a couple of open sessions in the kitchen area of the youth centre with refreshments and a lucky dip for the children; the aim was to encourage parents to chat with the committee, find out a little more about it and to see if we could generate some interest and recruit some parent members. Tea and coffee was drunk, cake was eaten and the dips were lucky but sadly this did not lead to any new members. Other such events sadly have not been possible since.

The setting supervisor Katie left at Christmas last year, and I would like the committee's thanks for all her hard work, care and dedication to the children, staff and parents of LL noted in the AGM minutes.

Katie's parting left a supervisors position to be filled and applications were sought. The successful candidate was Joanne Smith who may not have applied had she known what was coming in March!! However she was the right person for the job and has already made her mark in the setting, on the website and Facebook page raising the profile of Little Leaves despite lockdown.

At this point I would like to thank Jo and Charmaine for the amazing job they did in getting the pre-school Covid safe as we now call it. There was and still is reams of guidance from multiple sources which changed continually and they conscientiously worked through that, making the necessary changes, collaborating with other pre-schools and communicating with parents and committee members throughout. Thank you both for that diligent work.

We were pleased as a committee to have been able to continue paying staff throughout lockdown and they undertook training and work from home during that time.

We have also recruited a new deputy supervisor from within staff members, Gemma Spackman was the successful applicant and Jo and Gemma are now working well as a team alongside all the staff who make Little Leaves the wonderful pre-school it is.

So I close in offering the committees thanks to all the staff who have worked so hard and continue to work in some very challenging times – the preschool is running smoothly and happily due to your wonderful efforts.

Secretary Report

Charmaine, our Administrator has kept all Policies and Procedures up to date within the setting. Charmaine has been a great support and her experience within the Education sector has been invaluable.

Recruitment: we said goodbye to Katie Holding, the setting supervisor and very much welcomed Jo Smith as her replacement. Jo has been a great asset to the pre-school, especially during lockdown ensuring the safe return of the children and staff. Jo goes above and beyond to make the setting the best it can be and the Committee would like to thank Jo for her hard work and commitment.

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During lockdown we held Zoom interviews for Deputy Supervisor role, and have appointed Gemma Spackman. We would all like to welcome Gemma into the role.

2020 Leavers: the staff held an outdoor ceremony in July, this was arranged inline with Covid guidelines. The ceremony was lovely, with each child receiving a gift, was lovely to be invited to attend – like a little graduation!

It was really lovely to be able to watch the children have their leavers ceremony after such a difficult and uncertain time during the pandemic.

The website is available but have found Facebook a good platform to communicate with parents. The staff at Little Leaves have interacted by posted photos of activities taken place during the day and also photos of some of the new equipment, which has been a great improvement to the setting.

Treasurer Report

The accounts for the year ended 31 August 2019 were finalised on 21 June 2020. Within 2019 LLPS reported a profit of £24,346 compared to the previous year's account which showed a loss of £9,503. The profit mainly relates to increased funding received via nursery fees and KCC funding compared to the previous year. The accounts show an increase in wages and salaries on the previous and increase in spend on staff training.

The account balances are shown below:

Account	Balance as Aug 19 accounts	Current balance (05/10/20)
Main current account	28,373.56	23,517.37
Reserve account	21,618.19	21,661.43
Total	49,991.75	45,178.80

The LLPS account balance remains healthy, we maintain the reserve account balance in case of emergencies and will continue to do so. The Committee agreed additional spend this year on new equipment for the setting (approx. £6200), this will be shown as part of the August 2020 accounts for the setting. The new equipment was purchased using the COOP funds received previously.

During COVID-19 LLPS continued to receive KCC funding and the Committee agreed that this should be used to cover staff wages as staff members continued to support the Pre-School by working from home. The Committee also voted to continue to pay for the Youth Centre hire throughout the pandemic despite the closure of the setting.

Annual Accounts 2018-2019

Accounts will be uploaded to Charity Commissioner website and available to view.

We would all like to thank Szilvia Komaromi for all her hard work over the past few years in keeping the Accounts healthy and wish her all the best.

Supervisors Report

This year has been a challenging one to say the least, however, we have managed to get through and every member of staff has gone above and beyond to help where they can. We delivered activity packs to all the children, kept in touch with all our families offering support and advice and posted daily activities onto our facebook page for the children. We remained open to children of keyworkers but we merged settings with Molly's to do this as we are in a collaboration with them and it made sense as neither setting had many children so we shared staffing and their building. We reopened in June to all families, prioritizing children who were transitioning to Primary school in the first instance and opening to all within a couple of weeks.

During Lockdown we interviewed several candidates for the Deputy supervisor role via zoom and i am pleased to say Gemma Spackman was the successful candidate and she is already working wonders in the setting!

All staff completed many online courses during lockdown to update their own CPD and for the benefit of all the children once we could safely reopen. Gemma Hopgood has successfully completed her Level 2 qualification and has gone straight on to do her level 3 so a huge well done to Gemma, Mel has just started her training for her level 2 qualification and Jamie is currently in the process of her level 3, both are doing exceptionally well. Continued professional development is very important to us at Little Leaves as it keeps our minds fresh and keeps our knowledge up to date.

Initially we were concerned that we would be very low on numbers for the September term but we have had many new children start with us and have many on the waiting list for the coming months so we are pleased and very proud so many parents are happy to share and entrust their children with us.

We have bought a lot of new resources for both inside and outside using the COOP funding and the children are loving all the new experiences these resources are giving them. We are currently looking at joining the Amazon Smile initiative as another source of charitable funding as who doesn't love an Amazon online shop? and we would receive a donation for every purchase made by our supporters so it's a win win situation!

Ofsted

Whilst there has not been an OFSTED Inspection this year, an annual conversation was carried out in March with the setting to discuss improvements and recommendations.

All actions from the previous Annual Conversation have been completed.

Recommendations:

Current staffing arrangements

Induction of forest school training: no face to face training currently available.

Use of Tapestry

Next Ofsted Inspection will hopefully take place in January 2021.

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Charlotte Fairbairn

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Capacity

We currently have 30 children on roll, with several on the waiting list for coming months. We already have 10 children on our waiting list for the Friday sessions, which will start in January. We are receiving at least 2 enquires weekly and have had some lovely comments from parents saying that they have been recommended to come here.

Fees

Last year we managed to keep fees at same rate but Fees will increase as of term 2 from £15.50 per 3 hour session to £16.50 per 3 hour session, Little Leaves still remain one of the most competitive pre-schools within the area.

Draft letter will be produced to inform parents.

Fundraising

The pre-school took part in the local Co-op Fund and received over £10,000!

Over the summer Jo used some of the money to purchase new outdoor equipment, tablets and sofas for the children, these have been greatly received by the children.

We are looking into forest school for the setting with the remaining funds.

We are now looking at joining the Amazon Smile imitative as another source of charitable funding.

At present we have not planned for any future fundraising events due to Covid 19, this can be reviewed as and when we are able.

Voting on of New Committee

The committee is made up of officers (the chair, secretary and treasurer) and other committee members who assist with these roles and events.

As a charity pre-school, Officers roles are to be filled by volunteers that are not employed by little leaves, this is a requirement needed to operate and remain open. There is also a requirement that there should be 60% of members of the committee are parents of current preschool children.

Thank you to the Committee members who give up their free time to support us in all that we do and we would welcome any new members to the committee.

After 2 years on the committee, Lindsay is unable to continue as Secretary and would like to give you the opportunity to join the Committee and help run the Pre School for your children to enjoy.

Any Interest?

Ian Nurdin to remain on Committee – all agreed

Melanie Skinner to remain on Committee – all agreed

Natasha Wood: interested in joining Committee, to email and arranged DBS checks and EY2.

Mairead O’Sullivan: possibly interested in Secretary role, to email to discuss role and arrange DBS checks and EY2.

Chair: Helen Reeves: to remain – all agreed

Treasurer: Charlotte Fairbairn: to remain – all agreed

Secretary: Lindsay Smith: stepping down, will remain until new member appointed and necessary checks carried out – all agreed

Proposed by Helen Reeves and seconded by Lindsay Smith and unanimously agreed.

Date of Next Meeting

To be confirmed.

Any Other Business

Lindsay Smith to contact Mairead O’Sullivan to discuss Secretary role and await email from Natasha Wood to send DBS & EY2 links.

AGM scheduled for 17th June 2021 – venue to confirmed

Chair thanked everyone’s support and attending the AGM.

Signed on behalf of the Pre-school

By Helen Reeves, Chairperson

Date of signing:

25 June 2021 - AGM 2021

Little Leaves Pre-School
Reports & financial statements for the year ended
31 August 2020

**Copperville House
Fawkham Green Road
Longfield
Kent
DA3 8NN**

**Telephone 01474871414
E Mail: jan.parsons@npassociates.co.uk**

DE Solutions Ltd

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Business Information

Little Leaves Pre-School

Youth Centre
North Square
New Ash Green
DA3 8JY

Accountants

DE Solutions Ltd
Copperville House
Fawkham Green Road
Kent
DA3 8NN

Little Leaves Pre-School

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DE Solutions Ltd with all information and explanations necessary for their compilation.

C Fairbairn

25 June 2021

Little Leaves Pre-School

Accountants' report on the unaudited accounts to Little Leaves Pre-School

You have approved the accounts for the year ended 31 August 2020 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

DE Solutions Ltd
Accountants

Copperville House
Fawkham Green Road
Fawkham , Longfield
Kent
DA3 8NN

25 June 2021

**Little Leaves Pre-School
Profit and Loss Account
for the year ended 31 August 2020**

	2020 £	2019 £
Sales	86,319	100,057
Cost of sales	7,550	1,559
Gross profit	<u>78,769</u>	<u>98,498</u>
Expenses		
Wages, salaries and other staff costs	70,332	60,205
Car, van and travel expenses	-	50
Rent, rates, power and insurance costs	6,173	9,335
Repairs and renewals of property and equipment	618	622
Telephone, fax, stationery and other office costs	1,550	799
Bank, credit card and other finance charges	(50)	-
Accountancy, legal and other professional fees	1,868	2,905
Depreciation and loss/(profit) on sale	83	83
Other business expenses	92	153
	<u>80,666</u>	<u>74,152</u>
(Loss)/profit	<u>(1,897)</u>	<u>24,346</u>

**Little Leaves Pre-School
Balance Sheet
as at 31 August 2020**

	Notes	2020 £	2019 £
Fixed assets			
Equipment, machinery and motor vehicles	3	375	164
Current assets			
Trade debtors	4,121	1,416	
Bank/building society balances	46,321	49,992	
Cash in hand	165	1,323	
	<u>50,607</u>	<u>52,731</u>	
Current liabilities			
Trade creditors	753	99	
Other liabilities and accruals	1,800	2,470	
	<u>2,553</u>	<u>2,569</u>	
Net current assets		48,054	50,162
Net assets		<u>48,429</u>	<u>50,326</u>
Capital account			
Balance at start of period		50,326	25,980
Net (loss)/profit		(1,897)	24,346
		<u>48,429</u>	<u>50,326</u>

Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2020

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2020	2019
	£	£
Sales		
Nursery fees	13,215	22,671
Edenred	-	1,513
KCC Funding	62,562	72,817
Comp voucher & CAF	10,499	2,151
Interest receivable	43	44
Fund raising	-	861
	<u>86,319</u>	<u>100,057</u>
Cost of sales		
Equipment expensed	7,373	990
Fundraising expenses	120	15
Other direct costs	57	-
Weekly snacks & sweets	-	554
	<u>7,550</u>	<u>1,559</u>
Wages, salaries and other staff costs		
Wages and salaries	69,007	57,678
Pensions	601	404
Staff training and welfare	724	2,123
	<u>70,332</u>	<u>60,205</u>
Car, van and travel expenses		
Motor expenses	<u>-</u>	<u>50</u>
Rent, rates, power and insurance costs		
Rent	5,804	9,173
PPE	300	-
Cleaning	69	162
	<u>6,173</u>	<u>9,335</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>618</u>	<u>622</u>
Telephone, fax, stationery and other office costs		
Postage	79	79
Stationery and printing	613	528
Literature	-	18
Computers & software	151	174
Other insurance costs	707	-
	<u>1,550</u>	<u>799</u>

Little Leaves Pre-School
Notes to the Accounts
for the year ended 31 August 2020

Bank, credit card and other finance charges

Bank charges	<u>(50)</u>	<u>-</u>
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Accountancy, legal and other professional fees

Accountants fees	1,200	1,200
Payroll Fees	600	600
KCC Egress licence	-	30
DBS checks	68	340
Pre School Learning Alliance	-	700
Information Commissioner	-	35
	<u>1,868</u>	<u>2,905</u>

Depreciation and loss/(profit) on sale

Depreciation	<u>83</u>	<u>83</u>
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Other business expenses

Ofsted	-	50
Miscellaneous	-	6
Gifts & sundries	92	97
	<u>92</u>	<u>153</u>

3 Plant, machinery and motor vehicles

	Office equipment £
Cost	
At 1 September 2019	330
Additions	392
At 31 August 2020	<u>722</u>
Depreciation	
At 1 September 2019	166
Charge for the year	181
At 31 August 2020	<u>347</u>
Net book value	
At 31 August 2020	<u>375</u>
At 31 August 2019	<u>164</u>

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