

*Chairbairn*

*17/06/2022*

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

**Little Leaves Pre-School Committee – Annual General Meeting**

**25 June (16:00) held via Zoom**

**Attendees:** Helen Reeves (Chair), Charlotte Fairbairn (Treasurer), Melanie Skinner, Jo Smith, Charmaine Brooks

**Apologies:** Ian Nurdin, Sian Lucas (Secretary)

**1. Welcome and Apologies (Helen)**

Helen began the AGM by welcoming the attendees. Helen read the comments from Ian who was unable to attend the meeting:

*I need to write to you all to give my sincere apologies for not being able to attend the AGM on Friday.*

*From a personal point of view, may I say a huge "thank you" to everyone on the Committee and also to Jo and Charmaine and the fabulous team at the Preschool.*

*Thank you Helen for all your leadership and guidance as Chair, we are going to miss you. Thank you Charlotte for being a brilliant Treasurer, really hoping you can hang on a little bit longer.....Thank you Sian for picking up the Secretarial reins, it's great to have you with us. Thank you also to Mel for your help and support!*

*Well done Jo and team for another excellent year, despite the myriad of challenges thrown your way! You have all risen to the occasion fantastically and we are very grateful, I'm sure.*

*Really hoping that someone will volunteer to take over the chair, if they don't, I am happy to step in to provide continuity, whilst we work to grow the Committee*

*Charlotte has been amazing looking after the money, if no one comes forward to take on the Treasurer role and it is thought that we should perhaps investigate outsourcing the role then that has my support.*

*I am also fully supportive of the proposed move to change our status to a Charitable Incorporated Organisation (CIO), to help relieve the pressure of always having to persuade parents to become committee members.*

*Ian Nurdin*

**2. Minutes of previous AGM (Helen)**

The minutes of the 2020 AGM held on 8 October 2020 were agreed. These will be posted to the Charity Commission website.

**3. Chair's Report (Helen)**

*It does not seem that long ago that we held our last AGM and indeed it was only 8 months.*

*It has been another challenging period for Little Leaves with lockdowns and constantly changing regulations. Lateral flow tests and new ways of working testing the professionalism and resilience of staff members.*

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I would like to thank Jo and Gemma as supervisor and deputy and all the staff for their continuing efforts in keeping the pre-school Covid safe. To Jo and Charmaine for keeping up with the guidance and regulations whilst working with the changing picture with the neighbouring school and pre-schools. Facebook has been a wonderful wealth of information for parents and those looking for information about Little leaves and the children always look like they are having a great time.

This I believe is evidenced in the numbers at the pre school which have held through this period and now includes a full day on Friday.

We are hopeful along with the rest of the world that as things ease open days and fundraising opportunities will present themselves although I think the most pressing issue is in the filling of committee roles and members.

As indicated at the last committee meeting I am from today standing down as chair of Little Leaves and the committee as my work commitments have continued change and increase, I am not able to give the time and energy that are needed to carry out this role well. It has been a privilege to work alongside you all and I hope to still be involved at Little Leaves but in the role I am 'called' to – that of vicar!

Charlotte is also stepping down as treasurer so there are two key vacancies to fill.

Consideration of changing to a CIO is something which needs to be given consideration and action – but this still requires people to be on a committee – however small and Little Leaves needs this support to continue.

So I close in offering both mine and the whole committees thanks to all the staff who have worked so hard and continue to work in challenging times to offer a quality provision to the pre schoolers of New Ash Green.

Rev Helen Reeves

#### 4. Secretary's Report

The Committee noted their thanks to Lindsay, our previous Secretary. Due to COVID it has been difficult to arrange a thorough handover of the role but we will work with the new Secretary, Sian, to arrange this as soon as possible.

#### 5. Treasurer's Report and Annual Accounts 2019/2020 (Charlotte)

The LLPS accounts remain healthy with a summary below:

Account	Balance at Previous AGM (05/10/20)	Current Balance (24/06/2021)
Main current account	23,517.37	46,227.89
Reserve account	21,661.43	21,675.08
Total	45,178.80	67,902.97

For the financial year ending 31 August 2021 there was a small loss £1,897. This was mostly due to a decreased nursery fees and KCC funding received. We also had an increased spend on equipment, this was planned expenditure using funds received in the previous year via CO-OP fundraising. There was a decrease to staff training in the past year, due to COVID.

Account balances remain healthy, although we are due to make holiday payments in the next couple of months (for summer holidays).



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*During this year we had the annual increase to salaries, this was agreed by the Committee and was in line with the increase to minimum wage.*

*Charlotte Fairbairn*

#### **6. Supervisor's Report (Jo)**

*What a year! It's been a learning curve for all of us over the last 18 months with changes in the guidelines and restrictions due to COVID changing on what seemed like a daily basis at one point, but it looks like we are on the way back to normality!*

*We've been focusing a lot on wellbeing for both the children and staff and on socialisation. Lots of lovely topics with environment being at the top of the list. We have made the switch from paper towel in the bathroom to reusable towels. They are working really well, in fact the outlay to buy them only worked out to the equivalent of 3 boxes of paper, so this is cost effective as well as good for the environment.*

*All the children are making good progress which is lovely to see. It's coming up to our sad time of year and the bit we dread, when we lose some of our little friends to big school. Graduation gifts have been brought and the speech is being tweaked. Invites will be sent to parents as soon as it is finalised.*

*Numbers are looking good for September and open evening on Wednesday was a success, it was lovely to welcome new families to Little Leaves.*

*To finish I just want to thank all the staff at Little Leaves for their ongoing support and commitment, and to our Committee without whom Little Leaves would not be here.*

*Jo Smith*

#### **7. OFSTED**

There has been no OFSTED inspection this year and no Annual Conversation. On-site OFSTED inspections have resumed so we expect a visit to be scheduled next year.

#### **8. Capacity**

Currently all AM sessions are full and there are only a couple of sessions to fill on Friday PM. At the end of the year fifteen children will be leaving the setting. We are filling these places fast!

#### **9. Fees**

There was a fee increase in January 2021. It was agreed that there would be no fee increase at this point.

#### **10. Fundraising**

Although the account balances are healthy it was noted that fundraising is part of the setting constitution. Some ideas to utilise the resources we already have were discussed, for example selling the soft toys at an event the church is arranging or using the table-top games.

We have a pending application for the CO-OP community funding scheme and the Amazon Smile account is working well.

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#### **11. Voting on New Committee – Chair and Treasurer**

The Committee Chair (Helen) and Treasurer (Charlotte) stood down at the meeting. Remaining members of the Committee would like to remain (Ian, Sian, Melanie).

It was agreed that an additional meeting would need to be held (Extraordinary General Meeting) to decide on the Committee roles. A new round of advertising to promote the Committee to parents and local volunteers would need to be drafted for the EGM. Ian agreed to be interim-Chair.

#### **12. Consideration of becoming a CIO (Charlotte)**

*The CIO process would mean that LLPS remains a charity but the liability moves to the new legal entity that is created (compared to liability being on the Committee). The Pre-School would still need a Committee to run the setting and we would need to have a constitution but depending on the type of constitution we choose (Association or Foundation) there would be less of a focus on parent Committee members.*

*The process follows three main stages:*

##### *I) Decision to convert to a CIO:*

- a. Committee decision required with a couple of official meetings*
- b. Decide on the CIO version (our thinking is Foundation so it does not necessarily need to be parent members) and adopt a constitution (templates / models are available)*
- c. New Charity Commission application started (need to confirm Committee members and account information)*

##### *II) Work to re-register the setting and prepare for the transfer of assets*

- d. New OFSTED application (including checks for Committee members)*
- e. Official committee meeting to transfer assets to new setting and paperwork to Early Years and Charity Committee for the transfer*
- f. New HMRC application*

##### *III) Final stage to open new setting*

- g. Transfer of staff to the new setting (process to ensure that staff retain current benefits and contract, including pension and redundancy)*
- h. Final administration tasks, including PAYE*
- i. Finalise new OFSTED registration*
- j. Process complete and new setting opened!*

*The setting can remain open throughout all of the stages. We have contacted a company (Dinky Ones) that will support us through the process, including arranging all meetings, helping to complete documentation, support to transfer assets and staff and work to dissolve old charity. This support would cost £1499 to complete the process (normally takes 8-12 months to complete).*

*It was advised that the Committee would still need 4-6 members depending on the constitution. Two thirds of the Committee must be non-paid staff. It was advised that before starting the transfer process the Committee members should be identified.*

*Charlotte Fairbairn*

#### **13. Date of the next meeting – EGM / AGM**

We agreed to hold an EGM on 14 July at 17.30 to discuss new Committee members and moving forward to convert Little Leaves to a CIO.



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14. AOB

No additional items were raised.

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**Little Leaves Pre-School**

**Reports & financial statements for the year ended**

**31 August 2021**

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

**Telephone 01474871414  
E Mail: [jan.parsons@npassociates.co.uk](mailto: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

17/06/2022

C Fairbairn

### 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

14 December 2021

Little Leaves Pre-School

C Mairbairn

17/06/2022

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

You have approved the accounts for the year ended 31 August 2021 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  
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DA3 8NN

14 December 2021



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17/06/2022

**Little Leaves Pre-School  
Profit and Loss Account  
for the year ended 31 August 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Sales</b>	112,740	86,319
Cost of sales	410	7,550
<b>Gross profit</b>	<u>112,330</u>	<u>78,769</u>
<b>Expenses</b>		
Wages, salaries and other staff costs	83,823	70,332
Rent, rates, power and insurance costs	7,207	6,173
Repairs and renewals of property and equipment	61	618
Telephone, fax, stationery and other office costs	1,359	1,550
Bank, credit card and other finance charges	-	(50)
Accountancy, legal and other professional fees	1,835	1,868
Depreciation and loss/(profit) on sale	181	83
Other business expenses	205	92
	<u>94,671</u>	<u>80,666</u>
<b>Profit/(loss)</b>	<u>17,659</u>	<u>(1,897)</u>

**Little Leaves Pre-School  
Balance Sheet  
as at 31 August 2021**

*Chairsairn*  
*17/06/2022*

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Equipment, machinery and motor vehicles	3	194	375
<b>Current assets</b>			
Trade debtors		6,594	4,121
Bank/building society balances		63,091	46,321
Cash in hand		192	165
		<u>69,877</u>	<u>50,607</u>
<b>Current liabilities</b>			
Trade creditors		1,605	753
Other liabilities and accruals		2,378	1,800
		<u>3,983</u>	<u>2,553</u>
<b>Net current assets</b>		65,894	48,054
<b>Net assets</b>		<u>66,088</u>	<u>48,429</u>
<b>Capital account</b>			
Balance at start of period		48,429	50,326
Net profit/(loss)		17,659	(1,897)
		<u>66,088</u>	<u>48,429</u>



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17/06/2022

**Little Leaves Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2021**

**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**

	2021 £	2020 £
<b>Sales</b>		
Nursery fees	23,603	13,215
SSP Grant	96	-
KCC Funding	86,368	62,562
Comp voucher & CAF	2,539	10,499
Interest receivable	14	43
Fund raising	120	-
	<u>112,740</u>	<u>86,319</u>
<b>Cost of sales</b>		
Equipment expensed	151	7,373
Fundraising expenses	-	120
Other direct costs	259	57
	<u>410</u>	<u>7,550</u>
<b>Wages, salaries and other staff costs</b>		
Wages and salaries	81,852	69,007
Pensions	1,004	601
Staff training and welfare	967	724
	<u>83,823</u>	<u>70,332</u>
<b>Rent, rates, power and insurance costs</b>		
Rent	7,131	5,804
PPE	-	300
Cleaning	76	69
	<u>7,207</u>	<u>6,173</u>
<b>Repairs and renewals of property and equipment</b>		
Repairs and maintenance	61	618
<b>Telephone, fax, stationery and other office costs</b>		
Postage	62	79
Stationery and printing	193	613
Computers & software	154	151
Subscriptions	135	-
Other insurance costs	815	707
	<u>1,359</u>	<u>1,550</u>
<b>Bank, credit card and other finance charges</b>		
Bank charges	-	(50)
<b>Accountancy, legal and other professional fees</b>		

**Little Leaves Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2021**

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Accountants fees	1,200	1,200
Payroll Fees	600	600
DBS checks	-	68
Information Commissioner	35	-
	<u>1,835</u>	<u>1,868</u>
<b>Depreciation and loss/(profit) on sale</b>		
Depreciation	<u>181</u>	<u>83</u>
<b>Other business expenses</b>		
Ofsted	100	-
Miscellaneous	20	-
Gifts & sundries	85	92
	<u>205</u>	<u>92</u>

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17/06/2022

3 Plant, machinery and motor vehicles

	Office equipment £
<b>Cost</b>	
At 1 September 2020	722
At 31 August 2021	<u>722</u>
<b>Depreciation</b>	
At 1 September 2020	347
Charge for the year	181
At 31 August 2021	<u>528</u>
<b>Net book value</b>	
At 31 August 2021	<u>194</u>
At 31 August 2020	<u>375</u>

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