



**Little Leaves Pre-School**  
**The Youth & Community Centre**  
**New Ash Green, Kent DA3 8JY**  
Charity No. 1029991  
<https://littleleavespreschool.weebly.com>  
[littleleavescommittee@outlook.com](mailto:littleleavescommittee@outlook.com)  
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**LITTLE LEAVES PRE\_SCHOOL COMMITTEE AGM**  
**MONDAY 19th JUNE 2023 - 09:05 - MEETING ROOM, NAG YOUTH CENTRE**

**MINUTES**

**1. Attendees**

Ian Nurdin (Chair), John Kelly (Treasurer), Laura Manston (Secretary), Jo Smith (Manager), Nikki Hawthorne (Committee member), Helen Bakie (Committee member), Alison Williams (The Education People) and 3 parents/carers

**2. Apologies**

Ashlie Assiter (Committee member), Hannah Ward (Committee member)

**3. Minutes of previous AGM**

Jo Smith proposed that we approve the minutes from last year. Laura Manston seconded. All voted in favour.

**4. Committee**

Laura proposed that no changes be made to the committee and the following people remain in post: Chair (Ian Nurdin), Treasurer (John Kelly), Secretary (Laura Manston). John Kelly seconded this proposal and all voted in favour.

Other committee members are currently: Jo Smith (Manager), Charmaine Brooks, Mel Tutt, Nikki Hawthorne, Helen Bakie, Hannah Ward and Ashlie Assiter. Grace Wilkinson volunteered to join the committee at the meeting - welcome!

All parents/carers are invited to join the committee which is a great way of engaging more with the setting and even having an input into how it is run. Also, the current Chair, Treasurer and Secretary are temporarily in post and looking for volunteers to take over the reins. Please contact the pre-school if you are interested in joining the committee and/or finding out more about the Chair/Treasurer/Secretary roles.

*IAN N.*



## **5. Treasurer's Report (and Statement of Accounts)**

John Kelly remains interim Treasurer. Our accountants have taken on some of the extra workload for us. Ian is awaiting access to the bank accounts. Some of our funds are reserved in case of staff redundancies.

Current account balance: £39,580 (down £20k from last year)

Savings account balance: £36,128 (up £10k from last year)

## **6. Manager's Report**

Well another year has come and gone as quick as a flash! I actually can't believe we are in our last term before we have to say goodbye to our little leavers. We have been running at full capacity for quite a while now and it looks like September 23 will be no different, our waiting list is very healthy and we even have several for September 25 on there!

As you know we had our ofsted inspection and it was unannounced as ofsted hadn't updated their records with our new telephone number but after getting over the shock of opening the door dressed as princess Elsa complete with fake plait and crown to a very official looking inspector I am pleased to say the day went perfectly, she got a true reflection of us as a setting and I wish that all inspections were unannounced! We retain our good status, not that I had any doubt we would as the team is amazing and all work so hard daily to give the children the best experiences in their early education and make them feel safe, respected and loved. The inspector made 2 small recommendations which have both been acted on immediately.

We recently held an open afternoon which was well attended.

Funded places as per the Government's new plan, no rates have been released as yet to see if providing this new funding is viable. Most parents are unaware as to how low the rates are compared to the outgoings of a setting and a lot of preschools are closing their doors as they just can't survive with only funded children. We need to have a fundraiser for basic items like paper etc in the not too distant future, charmaine has held some fab events in the past as chair so we need to get some fundraisers on board pretty please!

I've got my forest school level one certificate and work has started on the wooded area to make it viable for us to use this again (it's a little overgrown at the moment). If anyone is a keen gardener and has some large pots they could donate we would like to put some in the garden by our trees and we have a planter that we are going to have sensory plants in for the children to tend, any plant suggestions gratefully received, green fingers I don't have!

Collab funding - new slide playhouse, peppa pig figures, bamboo fencing and a staff training package for one year.

Graduation is Friday 21st July and gifts have been purchased for our 14 little leavers so that is all ready to go!

## **7. Chair's Report**

> add in Ians report

## **8. Ofsted Inspection**

This took place with no prior notice which the staff preferred and did a great job on (in full fancy dress as it was World Book Day!) and maintained a GOOD status. Well done to all staff!

## **9. Funding challenges**

Overall, we are £10k down on last year. Fundraising ideas were discussed and the committee welcomes other ideas and details of grants that parents hear about. The committee notes that

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we are the best value setting in the area. Staff received a pay rise this year but not as much as we would have liked to award them.

The setting gets funded milk and the funding for 3 and 4 year olds will increase in September but could only be a matter of pennies.

The setting now provides morning snacks but, with the increase in cost of food, this has increased the setting costs. Alison suggested starting a food basket where parents can donate fruit on the morning drop off. This will be considered, as will asking parents/carers for a voluntary donation for snacks.

Alison also suggested we could have a Giving Tree to show parents/carers what we need (eg. stationary cleaning products). Then parents/carers could donate those items if they wish - perhaps when they get a BOGOF deal.

#### **10. Any Other Business**

We are still 1 staff member down but we have 1 bank staff and are hoping to recruit a second bank staff member shortly.

#### **11. AOB**

None

- Meeting closed at 10:45 -

*Ta A Nudi*

**Little Leaves Pre-School**

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

**31 August 2023**

**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**

*Jan Parsons*

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CPA ACCOUNTANTS

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Lungfield  
Fawkham Green Road  
Copperville House

Jan Parsons

IAN W.

## 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

IAN



## 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.

Ian Nurdin

25 May 2024

IANurdin

## 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 2023 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 May 2024





**Little Leaves Pre-School  
Profit and Loss Account  
for the year ended 31 August 2023**

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
<b>Sales</b>	117,963	117,655
Cost of sales	3,089	4,185
<b>Gross profit</b>	<u>114,874</u>	<u>113,470</u>
<b>Expenses</b>		
Wages, salaries and other staff costs	97,165	97,074
Rent, rates, power and insurance costs	14,762	15,964
Repairs and renewals of property and equipment	280	178
Telephone, fax, stationery and other office costs	2,134	1,413
Accountancy, legal and other professional fees	2,921	2,534
Depreciation and loss/(profit) on sale	13	181
Other business expenses	160	196
	<u>117,458</u>	<u>117,540</u>
<b>Loss</b>	<u>(2,584)</u>	<u>(4,070)</u>

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**Little Leaves Pre-School  
Balance Sheet  
as at 31 August 2023**

	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Equipment, machinery and motor vehicles		-	13
<b>Current assets</b>			
Trade debtors	4,021	7,195	
Bank/building society balances	58,614	67,189	
Cash in hand	169	210	
	<u>62,804</u>	<u>74,594</u>	
<b>Current liabilities</b>			
Trade creditors	487	5,130	
Other liabilities and accruals	2,883	7,459	
	<u>3,370</u>	<u>12,589</u>	
<b>Net current assets</b>		59,434	62,005
<b>Net assets</b>		<u>59,434</u>	<u>62,018</u>
<b>Capital account</b>			
Balance at start of period		62,018	66,088
Net loss		(2,584)	(4,070)
		<u>59,434</u>	<u>62,018</u>

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**Little Leaves Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2023**

**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**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Sales</b>		
Nursery fees	43,767	25,855
SSP Grant	843	559
KCC Funding	73,168	90,777
Comp voucher & CAF	-	462
Interest receivable	128	2
	<u>117,963</u>	<u>117,655</u>
<b>Cost of sales</b>		
Equipment expensed	2,371	3,476
Weekly snacks & sweets	695	709
	<u>3,089</u>	<u>4,185</u>
<b>Wages, salaries and other staff costs</b>		
Wages and salaries	94,468	93,553
Pensions	1,279	1,216
Employer's NI	479	864
Staff training and welfare	939	1,441
	<u>97,165</u>	<u>97,074</u>
<b>Rent, rates, power and insurance costs</b>		
Rent	14,452	15,374
Cleaning	310	590
	<u>14,762</u>	<u>15,964</u>
<b>Repairs and renewals of property and equipment</b>		
Repairs and maintenance	<u>280</u>	<u>178</u>
<b>Telephone, fax, stationery and other office costs</b>		
Postage	31	42
Stationery and printing	795	211
Computers & software	-	154
Subscriptions	1,308	177
Other insurance costs	-	829
	<u>2,134</u>	<u>1,413</u>
<b>Accountancy, legal and other professional fees</b>		
Accountants fees	2,100	1,800

**Little Leaves Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2023**

Payroll Fees	600	600
DBS checks	186	99
Information Commissioner	35	35
	<u>2,921</u>	<u>2,534</u>

**Depreciation and loss/(profit) on sale**

Depreciation	<u>13</u>	<u>181</u>
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**Other business expenses**

Miscellaneous	15	79
Gifts & sundries	145	117
	<u>160</u>	<u>196</u>

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