

NEWTOWN COMMUNITY PRESCHOOL AGM (2021 and 2022) MINUTES - 29th April 2023

For Sept 2020 – August 2021
And Sept 2021 – August 2022

Present: Dave Paterson-Watts (Chairperson), Lee Cramer (Treasurer), Jayne Jarman (Preschool Administrator), Debbie Thomas (Preschool Manager), Zoya Paterson-Watts, Ana Sepulveda, Francesca Lee, Shane Cameron, Kamil Karpiej, XiuHong Lin, Hadi Akbar, Lauren Palucci

Apologies:

1	Welcome - DPW
2	<p>Chair Report - DPW</p> <p>Firstly I'd like to welcome you all and thank you for attending today. For those that don't know me, my name is Dave and I have now been the Chair for several years. My son left preschool in July 21 and my daughter is now here.</p> <p>On behalf of the committee, I would like to thank all staff for their immense amount of hard work and ongoing commitment over the past few years. The past couple of years have been difficult financially mostly due to the ongoing effects of the pandemic and continued under funding which has brought many challenges.</p> <p>Ofsted visited at the end of April for our inspection, we were thrilled to receive a good rating, this was despite continuing staff shortages and operating in very challenging circumstances. I would like to thank Debbie and the team for welcoming the inspector and giving them all of the information needed and showing what a wonderful early years setting we have.</p> <p>Staff</p> <p>As usual, it is the passion, energy and dedication of the staff that keeps preschool running.</p> <p>Debbie Thomas continues to tirelessly manage preschool and ensures the smooth running of all aspects of the setting.</p> <p>We currently have 7 permanent staff and all Ofsted obligations in terms of training have been met.</p>

	<p>Dave advised the meeting that Debbie Thomas has resigned from her position as Preschool Manager and will be leaving at the end of the summer term and that we will shortly be advertising for a replacement.</p>
	<p>Committee</p> <p>Dave remained Chairperson, proposed by JJ and seconded by DT. LC announced that he will be stepping down as Treasurer but agreed to stay in post until a new Treasurer is found and up and running, the post of Secretary also still needs to be filled however FL and KK expressed an interest in those roles respectively. AS, HA and ZPW also agreed to be committee members. ZPW and AS volunteered to help with grant applications. We thank all of the current committee members for their efforts this year.</p> <p>Preschool needs the support of parents and carers if it is to fulfil its legal obligations with third parties such as Ofsted and the Charity Commission.</p> <p>Prior to COVID we had a committee of 6/7 parents meeting regularly but due to the lack of face to face meetings this has reduced to just 3 committee members. We are hoping that with a lot of new families having recently joined preschool that we can build on this and return to regular meetings as soon as possible.</p> <p>The nature of our preschool is to operate with parental involvement and the more people involved the better, any help that you can give is appreciated.</p> <p>Joining the committee is not an onerous task and we are always on hand to guide committees through the necessary procedures throughout the academic year. Previous committee members have found it to be a hugely positive experience and in addition joining the committee means:</p> <ul style="list-style-type: none"> • that you and other parents can have a say in the way our preschool is run, • you get to know other parents better, • it gives you experience that looks very good on your CV! • the children love to see their parents joining in activities and events

There are also opportunities for parents and carers to get involved with the preschool and contribute in other ways including:

- helping at fund raising events
- helping us with DIY tasks
- helping us promote preschool
- repairing toys and equipment
- grant applications

All committee member appointments will be subject to a clear enhanced DBS check and will be required to sign up to the DBS update service and will also need to be registered with Ofsted. Committee members automatically become Trustees of the charity.

Aside from being part of the committee, there are always jobs to be done around preschool so if you can offer any practical help please let us know. Preschool staff work extremely hard, under huge pressure and on low wages and it helps with staff morale if parents are contributing. It is also very rewarding for parents to be involved.

DPW quoted a survey from August 22 of 2000 Early Years Providers, 30% of which were operating at a loss and 34% expected to close within 12 months.

The main reasons for this are low funding from the Government, which means we can only afford to pay staff National Minimum Wage, meaning the job is become less attractive. Early Years practitioners work extremely hard for a low wage and other less stressful jobs are becoming more attractive.

DPW also explained how the staff to children ratio differ for 2 year olds and 3-4 year olds meaning it is no longer financially viable to have so many 2 year olds in the setting. From Sept 23 the number of 2 year olds registered at preschool will be significantly lower

A strong committee and parental involvement is vital in our ongoing battle to survive during these challenging times.

Overview

September 2020 - August 2021



The number of children attending preschool rose steadily throughout the academic year from 19 in September and by the end of the summer term we had 31 children registered with us. We are very grateful for the support of both Exeter City Council and in particular Councillor Su Aves who provided us with a couple of grants for £450 towards a new laptop for Debbie and £400 to purchase a new radiator in the nappy changing area at Blackboy Road. We had planned to restart our toddler group but again due to COVID this wasn't possible.

September 2021 - August 2022

We started the year with lower numbers than the previous year with 17 in September and by the end of the summer term we had 26 children registered with us, again significantly lower than summer term 2021.

We are very grateful for the support of Devon County Council who provided us with a grant of £1160 originally intended for new flooring in the children's toilets but we were able to use this towards relocation costs. A special thank you goes to the Norman Family Charitable Trust who supported us with a Covid grant of £10k, this came at a time when the future of preschool was looking uncertain and enabled us to keep going.

We restarted our toddler group in November but due to staffing shortages we took the difficult decision to close again after the Christmas break. This was disappointing but unavoidable, unfortunately due to space this isn't something that we will be able to offer in our new premises.

Promoting ourselves needs to be a continued focus. We have our own website and facebook page and we place articles in Newtown Primary School's newsletter and the Community Builder's newsletter for Newtown and St Leonard's.

Word of mouth however appears to be our most successful marketing tools and we thank all those parents who recommend us to their friends. We would be grateful if you could continue to spread the word and to like and share our Facebook page whenever possible.

We continue to develop our indoor and outdoor spaces to ensure it offers a secure and stimulating environment for all children.

We would like to thank Goodgym who visited many times over the past few years and were a huge help to us. They are a local running group who volunteer to help others during their weekly run, they regularly helped out with keeping the outside areas clean and tidy at Blackboy Road and helped sort and pack ready for our move.

We would also like to thank all those parents who have supported preschool when we have put a shout out for volunteers to help with tasks. A special mention goes to Hadi and Corinne who gave a lot of time preparing for the move.



Fees

Our fees remained the same for 20-21 but in September 21 they increased in line with other local settings to £4.50 and £4.90. In order to meet rising operating costs our current fees of £4.80 and £5.22 were introduced in September 22.

3	<p>2022-2023 so far</p> <p>Of course, the biggest news of this year so far is our relocation to Newtown Primary School, originally planned for during the summer holidays last year this was delayed until October half term and happened with very little notice.</p> <p>This took a lot of hard work from staff, particularly Debbie, and we are very grateful to those parents who turned up to help with packing and moving.</p> <p>All staff worked very hard to get the new rooms ready in just a few days and to ensure there was as little disruption as possible for the children. Although there are still some outstanding diy tasks and things to find homes for we are pleased with our new space and hope that you feel the same.</p> <p>The children settled in brilliantly and are enjoying their new space. Our decision to move into the school has definitely been the right one.</p> <p>In the future we may have the option to become part of the ACE Trust and a non-committee led preschool but this will need to be decided and agreed by the committee if and when that becomes an option.</p> <p>Treasurer Report - LC/JJ</p> <p>Jayne explained that the preschool has two bank accounts: a current account for day to day business, and a savings account to cover contingencies such as redundancy payments.</p> <p>Sept 2020 - August 2021</p> <p>Our results are:</p> <p>Our income for the 2020-2021 FY was approx. £75.5k</p> <ul style="list-style-type: none"> • The main sources of income were Early Years Funding and fees (both preschool and after school club) totalling approx. £70k. • Grants of approx. £4.5k – mostly apprenticeship funding, the CJRS (furlough scheme) and ECC grants.
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Our expenditure for the year was approx. £88K

- The major expense was wages and tax/NI which totalled around £73K.
- The other significant expense was rent totalled approx £9.5k.

The figures show a deficit of approx. £12K, there are various reasons for this, the main being underfunding, the amount that we are paid by the government just doesn't cover the running costs of the preschool. We are now reliant on receiving grants and fees from unfunded children to cover our costs.

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We also had reserves of just under £12K in August 21 in a separate account to cover contingencies, such as redundancy payments.

Sept 2021 - August 2022

Our results are:

Our income for the 2021-2022 FY was approx. £85.5k

- The main sources of income were Early Years Funding and fees (both preschool and after school club) totalling approx. £71k.
- Grants of just over £14k - Norman Family Charitable Trust, apprenticeship funding and DCC.

Our expenditure for the year was approx. £89K

- The major expense was wages and tax/NI which totalled around £73.7K.
- The other significant expense was rent totalled almost £10k.

The figures show a deficit of approx. £3.3K although without the additional income from grants this would have been much higher.

The priority for the year is to ensure that we break even.

We also had reserves of around £8.8K in August 22 in a separate account to cover contingencies, such as redundancy payments. We have had to draw from these funds this year to keep the preschool going.

The accounts were accepted and agreed by the meeting.

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The accounts have been audited by an independent auditor and will be submitted to the Charity Commission following this meeting.

Fundraising

This could be an invaluable source of income which we are not currently benefiting from. It would be great to have a small team of parents to come up with some ideas.

It would also be amazing if all of our parents could sign up to Easyfundraising, some settings earn a huge amount of money from this each year so it would be great to get you all on board. It doesn't cost you anything but if you use this platform for online purchases the preschool will receive a donation for every purchase you make. This applies to thousands of online stores/suppliers.

Preschool Activities - DT

DT talked about the activities that have been happening in preschool this year so far and presented some photos and videos to the meeting.

Each beginning of term has included settling in new children and getting to know each other.

We have been trying to improve our learning environment on an ongoing basis in order to extend the play opportunities available to the children.

Learning centred around broad, generally seasonal, themes:

Autumn 22.1: settling in and getting to know each other using simple familiar stories and learning words for numbers, favourite animals and body parts; seasonal themes - opportunity for children to share personal memories of summer and summertime activities/holidays, exploring autumn, harvest time, bread, apples; introducing children to preschool move to a new home

Autumn 22.2: continuing Autumn focus, including low-key



look at Halloween and talk about feelings; settling into our new preschool home; Bonfire night, fireworks, loud noises and how they make us feel; hibernation, animal homes, arrival of winter; light and dark; waiting, and preparation for Christmas; Christmas as a time for being kind and thinking of others (as in The Smartest Giant story); enjoying and celebrating Christmas

Spring 23.1: opportunity for children to share personal memories of the holidays and Christmas-time activities; exploring winter-time, how can we keep warm, names of items of clothing and which are suitable for winter; Bears, including Goldilocks and Winnie-the-Pooh; Chinese New Year; feeding the birds

Spring 23.2: Pancake day; plants starting to grow; farms and animal babies; Mothers' day, Ramadan and preparing for Easter

Summer 23.1: Growing theme – plants, animals, people, insects that help us in the garden; animal lifecycles in Spring & summer – tadpoles-frogs; eggs-chicks; caterpillars-butterflies; babies and children – how can we see they are growing – size, the things they have learned to do, developing self-esteem; healthy eating and keeping ourselves healthy as we grow.

Summer 23.2: Summertime, seaside, fish, holidays, keeping safe from sun, keeping safe in the sea, other countries, travel, vehicles, food from other countries, languages, clothes, songs from other countries

Election of the new Committee – After a brief explanation of the committee's roles, the following roles were elected:

- Chair: Dave Paterson-Watts
- Treasurer: TBC
- Secretary: TBC
- Following the meeting AS, HA, FL, KK, ZPW agreed to join the committee.

DPW suggested that going forward most committee



	meetings will be held online.
6	Thanks given to those who attended AGM your support is really appreciated! Close

Newtown Community Pre School Accounts August 29th 2020 to August 31st 2021

Update to	Account	Adjusted	Total	£0.00 If balance	£19,212.37	Deposit	£11,793.43	check
	Balance	£19,212.37 Balance	cheques not cashed	then next column zero		Account		balance in account
	Cheques Outstanding							

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October														Cheque Account		Opening balance		£25,286.64 Charge		-15,440.39 Closing balance		£19,846.25		Deposit Account		Opening balance		£11,793.53 Charge		£11,793.63		£10.00 Closing balance		£11,793.63	
Date	Description	Cheque no	Amount	Wages	Tax/NI	Premises	Petty Cash	Other	Other expenses	Consumables	Equipment	PPE/cleaning	Training																						
01/10/20	Rent - October		£650.00			£650.00																													
01/10/20	family subscription		£41.40						£41.40																										
12/10/20	EE - Mobile		£22.46						£22.46																										
13/10/20	Sept exp - JS		£13.44						£13.44																										
13/10/20	Sept exp - JB		£3.00						£3.00																										
13/10/20	Sept exp - J		£44.30						£44.30																										
13/10/20	Sept exp - DJ		£160.06						£160.06																										
13/10/20	Trdr - 16th Exeter Scouts		£86.00					£86.00																											
13/10/20	EECC - DBS checks		£149.70						£149.70																										
13/10/20	EECC - refuse		£6.68			£6.68																													
13/10/20	Sept wages - SEB		£23.52	£23.52																															
13/10/20	HMMC - Sept		£786.76						£786.76																										
13/10/20	HMMC Aug		£183.84						£183.84																										
15/10/20	EVA - fees		£75.60						£75.60																										
15/10/20	ASC refund		£12.00					£12.00																											
15/10/20	Guardian - gate repairs		£58.80			£58.80																													
15/10/20	EVA - fees		£44.40						£44.40																										
15/10/20	Nest		£200.78	£200.78																															
28/10/20	Oct wages - J		£473.82						£473.82																										
28/10/20	Oct wages - JB		£495.99						£495.99																										
28/10/20	Oct wages - JS		£600.06						£600.06																										
28/10/20	Oct wages - DJ		£1,706.87	£1,706.87																															
28/10/20	HMMC - Oct		£386.00					£386.00																											
28/10/20	Oct wages - DB		£634.13						£634.13																										
28/10/20	Oct wages - DE		£501.67						£501.67																										
28/10/20	Oct wages - CB		£453.10						£453.10																										
TOTALS				£9,350.93	£9,350.93		£235.40	£0.00	£98.00	£468.58	£50.00	£400.00	£87.00	£0.00	£9,350.93																				

Income						
Date	Description	Amount	Wages	Other	Grants	Other
10/5/2020	Fees	£ 99.75				
10/6/2020	Fees	£ 243.00				
10/6/2020	Fees	£ 99.00				
10/6/2020	Fees	£ 184.80				
10/7/2020	Fees	£ 31.00				
10/7/2020	Fees	£ 28.50				
10/8/2020	Fees	£ 486.00				
10/8/2020	Fees	£ 65.00				
10/12/2020	Fees	£ 100.00				
10/12/2020	HMRC milk	£ 4.48				
10/19/2020	Fees	£ 100.00				

Deposit Account			
Date	Description	Paid In	Paid Out
Interest			

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December		Cheque Account	Opening balance	£11,911.69 Change		-£3,590.65 Closing balance		£12,331.04		Deposit Account	Opening balance	£11,793.73 Change		£0.10 Closing Balance		£11,793.83									
Income																Deposit Account									
Date	Description	Amount	Wages	Tax/Nr	Premises	Petty Cash	Other	Other - expenses	Consumables	Equipment	PPE/cleanin g	Training	Date	Amount	EYEF	Fees	Grant	Other	Fundrasin g	ASC	Toddlers	Date	Description	Paid In	Paid Out
01/12/20	Rent - December	£750.00			£750.00								12/2/2020	Fees	£243.00	£	243.00								
01/12/20	FVR - Membership	£44.40						£44.40					12/2/2020	Fees	£316.59	£	316.59								
01/12/20	Family - Subscription	£41.40						£41.40					12/2/2020	Fees	£50.00										
01/12/20	Nest	£111.28		£111.28									12/8/2020	DCC Aut 2	£2,093.50	£2,093.50									
01/12/20	CCC Refuse	£6.68			£6.68								12/10/2020	Grant - repaid	£400.00			£400.00							
03/12/20	S Lenton - pipe repairs	£40.00			£40.00								12/11/2020	Fees	£44.55		£44.55								
03/12/20	Oct/Nov expenses J8	£22.62					£22.62						12/14/2020	Fees	£118.80		£118.80								
03/12/20	Oct/Nov expenses JS	£9.35					£9.35						12/15/2020	Fees	£39.28		£39.28								
03/12/20	Oct/Nov expenses DT	£118.46					£118.46	£27.36	£24.12	£51.98															
03/12/20	Oct/Nov expenses J	£364.20					£364.20	£203.99	£50.40	£17.10	£72.71														
14/12/20	EE Mobile	£22.46						£22.46																	
17/12/20	HMRIC	£357.28																							
17/12/20	Fee free - wages	£132.00																							
22/12/20	Nest	£108.12																							
29/12/20	Dec wages - J	£405.28																							
29/12/20	Dec wages - J8	£526.78																							
29/12/20	Dec wages - JS	£808.53																							
29/12/20	Dec wages - DT	£1,645.46																							
29/12/20	Dec wages - DB	£613.46																							
29/12/20	Dec wages - SP	£502.63																							
29/12/20	Dec wages - CB	£437.98																							
TOTALS		£7,086.57	£5,534.80	£0.00	£928.64	£0.00	£250.96	£155.62	£34.52	£69.08	£72.71	£0.00	£7,086.57	£3,505.72	£2,093.50	£1,017.72	£400.00	£0.00	£0.00	£0.00	£0.00	£3,505.72	£0.00	£0.00	

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January												£11,793.83 Change												£0.11 Closing Balance												£11,793.94											
January Expenses		Cheque Account	Opening Balance	£12,331.04 Change		£4,887.71 Closing balance		£17,218.75		Deposit Account	Opening balance	£11,793.83 Change		£0.11 Closing Balance		Income												Deposit Account																			
Date	Description	Cheque no	Amount	Wages	Tax/Ni	Premises	Petty Cash	Other	Other - expenses	Consumables	Equipment	PPE/cleaning	Training			Date	Description	Amount	Amount	EYEF	Fees	Grant	Other	Fundraisin g	ASC	Toddlers	Date	Description	Paid In	Paid Out																	
04/01/21	Rent - January		£750.00			£750.00										14/01/21	Fees	£243.00			£243.00										interest																
04/01/21	EVA membership		£44.40						£44.40							17/01/21	DCC- Spr1	£8,566.00	£8,566.00																												
04/01/21	Family		£41.40						£41.40							17/11/21	Fees	£50.00			£50.00																										
04/01/21	EE Mobile		£22.46						£22.46							17/01/21	Fees	£50.00			£50.00																										
20/01/21	Dec wages - St Leonards		£538.24	£538.24												17/01/21	Fees	£250.00			£250.00																										
27/01/21	HMRC - Jan		£224.76													17/01/21	Fees	£50.00			£50.00																										
28/01/21	Jan wages - J		£405.28	£405.28												17/01/21	Fees	£50.00			£50.00																										
28/01/21	Jan wages - JB		£434.93	£434.93												17/01/21	Fees	£250.00			£250.00																										
28/01/21	Jan wages - JS		£97.99	£97.99												17/01/21	Fees	£50.00			£50.00																										
28/01/21	Jan wages - DT		£1,381.60	£1,381.60												17/01/21	Fees	£1,068.96			£1,068.96																										
28/01/21	Jan expenses - J		£143.46			£10.02				£61.30		£72.14																																			
28/01/21	Jan wages - DR		£494.70	£494.70																																											
28/01/21	Jan wages - SP		£402.10	£402.10																																											
28/01/21	Jan wages - CB		£350.39	£350.39																																											
28/01/21	Jan wages - NEI		£489.69	£489.69																																											
TOTALS			£6,321.40	£5,094.92	£224.76	£760.02	£0.00	£0.00	£108.26	£61.30	£0.00	£72.14	£0.00	£6,321.40					£11,209.11	£8,566.00	£2,643.11	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00																

Income										Deposit Account			
Date	Description	Amount	EYEF	Fees	Grant	Other	Fundraisin g	ASC	Toddlers	Date	Description	Paid In	Paid Out
											interest		
1/4/2021	Fees	£243.00		£243.00									
1/7/2021	DCC - Sgr1	£8,566.00	£8,566.00										
1/11/2021	Fees	£50.00		£50.00									
1/18/2021	Fees	£50.00		£50.00									
1/2/2021	Fees	£250.00		£250.00									
1/29/2021	Fees	£931.15		£931.15									
1/29/2021	Fees	£50.00		£50.00									
1/29/2021	Fees	£1,068.96		£1,068.96									

NEWTOWN PRESCHOOL PROFIT AND LOSS 29TH AUGUST 2020
TO 28TH AUGUST 2021

INCOME

FUNDING	£49,042.95
FEES	£21,000.60
FUNDRAISING	£87.11
ACS	£865.70
OTHER	£43.22
INTEREST	£ 1.09
GRANT	£4,671.60
TODDLERS	£0.00
	£75,712.27

INCOME	£75,712.27
EXPENDITURE	£ 88,064.40
SURPLUS	-£ 12,352.13

EXPENDITURE

WAGES	£69,353.58
TAX	£3,787.40
COMMUNITY PROJECT	
RENT	£9,533.41
EXPENSES	£2,429.51
EQUIPMENT	£199.08
PETTY CASH	£0.00
OTHER	£1,367.62
TRAINING	£621.60
CONSUMABLES	£462.20
NEW BUILDING	£310.00

£ 88,064.40

BALANCE SHEET

ACCOUNTS

	Total		Current Account		Savings Account
OPENING BALANCE	£	31,005.80	£	19,212.37	£ 11,793.43
CASH INFLOW	-£	12,352.13			
CLOSING BALANCE	£	18,653.67	£	6,859.15	11794.52

BANK					
LLOYDS CURRENT	£	6,859.15			
LLOYDS SAVINGS	£	11,794.52			
	£	18,653.67			

£ -

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Name

Newtown Preschool

**On accounts for the year
ended**

28th August 2021

**Charity no
(if any)**

1031577

Set out on pages

2

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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:

N A Hooper

Date:

10/03/2023

Name:	N A Hooper
Relevant professional qualification(s) or body (if any):	FMAAT
Address:	21 Cherry Tree Close
	Exeter
	Devon EX4 5AT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

Give here brief details of any items that the examiner wishes to disclose.