

# Annual General Meeting 2021

**AGM 11/03/2021**

Attending - Claire Shuttleworth, Emma Taylor, Georgie Buchell, Alice Down, Kate Coffey, Lauryn Page, Peter Jussen.

7.45	Introduction & Apologies	Helen Buck, Lisa Hobby, Agnes Rogers,
7.50	Declaration of an interest	None
7.55	Approval of last minutes	Approved by GB, second by LP
8.00	Chairs Report	Full report at bottom of page
8.05	Managers Report	Full report at bottom of page
8.10	Admissions Report	Full report at bottom of page
8.15	Treasurers Report	Full report at bottom of page
8.20	Fundraising	<p>Village market not enough parents to be viable, potentially fundraising from preschool instead, snowman marshmallows, bells etc? Name the soft toy raffle?</p> <p>Georgie offering brass band christmas songs - to talk to potentially Allan Martin meats to borrow car park to play at. date to be confirmed.</p> <p>fathers day raffle successful,</p> <p>50+1 themed ball for 50 years of preschool April, got to look around for venues, ticketed event.</p> <p>Zoom Quiz, georgie has access to lots of quiz questions to use already.</p> <p>sports day/pre school olympics! some fundraising bits to sell i.e cakes, sweetcones, popcorn??</p> <p>Recipe book to sell</p>
8.25	Election of new committee members and Resignation of existing trustees	none
8.30	Any Other Business	none
8.35	Next meeting date	To be confirmed
8.40	Close	

## **Chair's Report to AGM November 2021**

At the start of the academic year all staff were retained, future admissions looked good in fact the best projected numbers we have ever had, finances were as usual exceptionally well managed. We began 2021 in another Lockdown, where we were informed Early Years Providers were allowed to remain open, the staff continued to show their support and loyalty, agreeing to work and/ or be furloughed or continuing to work from home to offer support to the families through communications and providing online activities via Tapestry which were well received. Most of the families returned during this period and the staff worked hard to support families in attendance as well as those who chose to isolate. We agreed to employ an additional supporting staff member to help aid the transitions for our existing and new children through the pandemic and be able to give the children and staff additional support where needed and to help maintain our high standards.

In April, our Summer term brought big changes to the setting, we said farewell to Angela who managed the setting for 9 years and welcomed Lauryn to the post with many years of Early Years' experience and fresh ideas to lead the team with Kate working alongside her as Deputy. We have been very pleased with this transition and how well they have performed as well as the morale of the staff team.

The committee officers (Georgie (Treasurer, Alice (Secretary) and I (Chair)) took over these positions in January 2021, we also have had new members join the committee and meet regularly each term (via Zoom) to help run and fundraise for our lovely Preschool. We are always on the lookout for committee members, so if you are interested in joining, please get in touch.

As a non-profit- making charity we try to keep our fees low to be accessible to all in the community. Due to Covid, we have been unable to hold many of our fundraising events, this included our biggest fundraiser the 'Village Christmas Market', this encouraged us to become creative with Georgie arranging a performance from her brass band as well as Christmas and Easter activity packs and Raffle prizes at different points throughout the year, well done to everyone involved. We are hoping to be able to provide a stall this year for the 'Village Christmas Market'. We welcome fundraising ideas and support.

Thank you to Alice, Georgie, Hels, Agnes, Mrs Hobby's continued support Peter Bartlett for 7 years of maintaining the website and Georgie for her work on the website.

Staff continually working above and beyond during the many changes this year has brought.

Nisa for continuing to nominate us to receive donations from Making a Difference Locally (MADL)

Thank you to all for your continued support for our wonderful Preschool,  
Emma Taylor Chairperson of Ashurst Wood Community Preschool

### **AGM Managers Report 2020-2021 (3<sup>rd</sup> November 2021)**

In September 2020 we returned from the Summer break with 27 children and by the end of the academic year we had 38 children on our books. We re-opened back on our normal sessions running between 9am – 3pm Monday to Friday (we had reduced to 9-2 from June to July 2020 due to Covid-19 to allow time for strict cleaning routines). We managed to remain a covid- free setting for the duration of the 2020-2021.

The staff all returned in September 2020, well rested and eager to return to some sort of normality. Parents were still not allowed to come into the setting as per government guidance, show rounds were offered (whilst wearing masks) at late afternoons or during half terms and holidays. We were lucky enough to be able to offer a last minute Christmas song performance outside the preschool and on the decking which appeared to be well received by our families.

Upon our return in the spring term (January 2021) the country was put into another lockdown. The education sector, except for early years was closed to all except keyworkers and vulnerable families. As we have many children who have older siblings that were not attending school, we were quite low on our numbers of children who we had attending as parents decided to keep their children at home with their siblings. Caroline who was previously in the vulnerable group with her health, remained at home from just before the Christmas break until 8<sup>th</sup> March to ensure she remained safe. This time with low numbers was used to offer lots of personal, social and emotional support and activities to the children and ensure our environment remained clean and safe.

For most part of the academic year I was the Pre-School Deputy Manager supporting Angela. Angela left us at the end of Spring Term to spend some time with her mother who she had been unable to see throughout the pandemic through risk of transmitting the virus. At the beginning of the Summer term, I was appointed as the new Pre-school Manager with Kate as the Pre-school Deputy.

In April, I stepped up to fill Angela's very big boots and quickly realised that taking over as new manager alongside 7 key children was not manageable and I was not getting the quality time with the children that they deserved. We were lucky enough to find Nicola Cottrell available at short notice, who had enrolled herself onto a teaching assistant training course and had an interest in early years. She joined us on a temporary basis and alleviated

some of the pressure on the team and was able to buddy up to help support the children whilst I got my head around all the office paperwork and day to day running of the pre-school as Angela and I were only able to get a very short handover period due to staffing and covid requirements.

Throughout the year we continued to offer our usual weekly topics to the children and celebrated festivals and celebration days through play and activities. We had the front garden levelled to make the ground safer with minimal trip and slip hazards. The majority of the works was funded by a grant from the police fund and making a difference locally village shop donation box. The children often ask to use the front garden over the back and enjoy getting messy in the mud kitchen, digging in the tyres and creating their own paint brushes from branches and leaves.

Shannon continues to work through her level 5 and is making good progress. Kate and Shannon have completed SENco training and will be taking more of these responsibilities from me as they feel more confident in the role.

A parent questionnaire was sent out to all parents in the summer term and we received such lovely feedback from both new and longer standing families of the setting. We said goodbye to 12 children in July who left to embark on their primary school journey. We were able to have a short transition meeting with Ashurst Wood Primary School and virtual meetings with The Meads, Estcots and Halsford Park. All of the leavers were able to attend short settling sessions within their new schools.

During the summer term I focused a lot of my time on staff well-being and ensuring they were adjusting to the change of management. My intentions were for all staff to feel heard and involved. I encourage all staff to contribute to changes within the setting and value their opinions and feedback greatly. We are still trying to find the 'best fit' for us as a team and establish roles and responsibilities between us all. The staff all appear to have adjusted well and on our staff group work chat they were complementary about positive changes and impact that they have noticed since I have stepped up. My aim as a new manager is to utilise my 16 years of experience in Early Years to offer a high quality, fun, safe and nurturing provision for all of the children and families of the Pre-school.

In September, we embraced the changes to our curriculum (EYFS). Kate and I have spent many hours researching, attending training and reading up how best to deliver this framework into our provision. We have moved away from particular topics as they have been deemed 'old fashioned' and instead will be focusing on a country and story of the week. This allows us to offer a variety of foods for snack times, and experience different media as we look into festivals, religions and cultures of these countries. We share snippets of what we do on our private parent's facebook page and have received lots of

lovely comments.

Thank you to Mrs Hobby, the parent committee, all families of the setting and most of all, the wonderful staff team for another fantastic year and your endless support. I look forward to another fun year at Ashurst Wood Pre-School.

Lauryn Page  
Pre-School Manager

### **Treasurers report 2020/2021**

The accounts are currently with the accountant for sign off. But here is an update on 20-21 finances.

In the 20-21 school year we had an income of £93,502.27. Of this £21,653.10 were fees topped up with £61,581.69 from West Sussex County Council and £1,515 of Early Years Pupil Premium and Disability Access Fund. Over the year fundraising raised £1,653.25 and we received £752.75 in donations. We got £3500 from the Lakehouse Lasting Legacy and another £1,198.27 in grants.

Our outgoings totalled £91,624.41. We spent money as follows. £75,245.04 in Wages, National Insurance and pension contribution. It is worth saying that all staff have received a pay rise in line with the rise in the living wage increases. We also spent £595.80 on training. We paid £2,571.84 in taxes, £1,658.54 in insurance, £1,931.79 on utilities, £1557.25 on subscriptions and licences and £1,757.03 on stationary and resources. The building is now edging on 10 years old and as a result there has been an increase in amount we are spending on maintenance. This year it was a total of £4,047. This included new fire alarm batteries, upgrade to the front garden and a sandpit, callout for electricity, a new washing machine, annual door panel service, new fence and boiler service. We have spent £645.94 of EYPP and DAF money.

Thank you to Claire for all her hard work over the last year.

### **Admissions Report 2020/20201**

The Preschool started off this academic year with 30 children on the roll, comprising 20 Owls, 8 Owletts and 2 fledglings across the following split of sessions:

Monday: 18 am, 13 lunch, 12 pm

Tuesday: 18 am, 15 lunch, 10 pm

Wednesday: 17 am, 10 lunch, 9 pm

Thursday: 16 am, 13 Lunch, 8 pm

Friday: 15 am, 12 Lunch,, 12 pm

Into the Spring term we started out with 33 children as we gained 2 owletts and a new fledgling. Taking the sessions to:

Monday: 20 am, 17 Lunch, 15 pm

Tuesday: 19 am, 18 Lunch, 13 pm

Wednesday: 20 am, 17 Lunch, 13 pm

Thursday: 18 am, 13 Lunch, 12 pm

Friday: 17 am, 16 Lunch, 13 pm

Our numbers for the summer term on paper were due to be 39. Then a week before the end of the Spring term we were put into a national lock down and we saw the Preschool close its doors as we didn't have sufficient key worker children to warrant keeping the preschool building open.

Fortunately after May half term we were given the go ahead to reopen, maintaining the government guidelines, we were so pleased that we were able to create 2 bubbles of children for those last 6 and a half weeks of the term. Each bubble having the same staff members throughout and on the majority of days we had up to 8 in each bubble. So lovely that parents/carers had the confidence in us to be comfortable to let their children return.

So not quite knowing how the new academic year would look in this "new normal", we have found that despite numbers being a little lower than usual we have still had 24 families return or start in Preschool and as I'm typing this we so far have no space on a Friday and very limited on the other 4 days.



# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS OF ASHURST WOOD COMMUNITY PRE-SCHOOL

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We report on the accounts of the company for the year ended 31 July 2021, which are set out on page 2

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 and that an independent examination is needed.

Having satisfied ourselves that the Charity is eligible for independent examination it is our responsibility to:

- a) examine the accounts under Section 43 of the 1993 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under Section 43(7) of the 1993 Act; and
- c) to state whether particular matters have come to my attention.

### Basis of independent examiner's report

Our examination was carried out in accordance with the 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 you as 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 our statement below.

### Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- 1) which gives us reasonable cause to believe that in any material respect the requirements:
  - a) to keep accounting records in accordance with Section 41 of the 1993 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met, or
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Robert Agates & Associates  
Certified Accountants

Dated: 26<sup>th</sup> APRIL 2022

Sentosa  
Southview Road  
Crowborough  
East Sussex  
TN6 1HG

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2021

### INCOME

	£
WSCC funding	60,691.18
Fees	23,523.20
Legacy	3,500.00
Grants received	1,198.27
Fundraising and donations	2,963.00
Bank interest received	8.17
Net deficit for the year	7,090.65
	<u>98,974.47</u>

### EXPENSES

	£
Staff wages	83,084.36
Staff pension contributions	1680.96
Rent and rates	450.00
Electricity, gas and water	790.20
Refuse collection	180.00
Snack bar	206.03
Insurance	1,658.54
Stationery and resources	1,999.85
EYPP and DAF expenses	645.94
Childrens' entertainment and gifts	321.23
Training costs	655.80
DBS checks	163.20
Fundraising expenses	619.70
Staff clothing	144.00
Website hosting and updates	22.24
Telephone	881.59
Repairs and maintenance	4,516.77
Donation to Ashurst Wood School	271.50
Subscriptions and licences	682.56
	<u>98,974.47</u>

## RECONCILIATION OF CHARITY RESERVES

### OPENING BALANCES

	£
Cash at bank:	
Current account (General Fund)	23,628.35
Deposit account (Contingency Fund)	58,009.88
BT bills account	7,416.96
Petty cash in hand	74.76
Stock in hand - T-shirts	260.00
WSCC funding received in advance	(10,398.78)
Creditors - PAYE & National Insurance	(156.00)
	<u>78,835.17</u>
Net surplus for the year	-
	<u>78,835.17</u>

### CLOSING BALANCES

	£
Cash at bank:	
Current account (General Fund)	19,056.10
Deposit account (Contingency Fund)	58,017.21
BT bills account	7,417.80
Petty cash in hand	50.42
Stock in hand - T-shirts	242.00
WSCC funding received in advance	(12,804.29)
Creditors - PAYE & National Insurance	(234.72)
	<u>71,744.52</u>
Net deficit for the year	7,090.65
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