

Annual General Meeting for Academic Year 2021-2022

AGM 03/01/2023

Attending - Claire Shuttleworth, Georgie Bushell, Charlotte Tester, Kate Coffey, Lauryn Page, Lisa Hobby, Shannon Brailey, Joanne Funnell, Lucinda Blackledge, Fern Elliott, Holly Rigden, Emma Knight.

7.30	Introduction & Apologies	Helen Buck, Agnes Rogers, Carlie Francois, Jenny Eichner, Crystal O'Connell. To be noted the previous 2 intended AGM dates had to be postponed due to sickness.
7.32	Declaration of an interest	None
7.35	Approval of last minutes	Approved by GB, second by LP there were no matters arising from the previous minutes
7.40	Chairs Report	Full report at bottom of page, this was written by the outgoing chair Mrs E Taylor and read through by the incoming Chair Mrs C Tester
7.43	Managers Report	Full report at bottom of page
7.45	Treasurers Report	Full report at bottom of page
7.48	Fundraising	Discussed getting some ideas together for the remainder of the academic year, possibility of having a pitch at the school open air cinema event. Also that now things are a lot more normal fundraising could do with stepping up a gear especially as we are in need of new astroturf or something durable and suited to the back garden.
7.52	Election of new committee members and Resignation of existing trustees	New members were voted in at the end of the academic year and constitution adopted.
7.55	Any Other Business	none
7.57	Next meeting date	28 th February 2023

8.00	Close	
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Chair's Report to AGM July 2022

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. Following the pandemic, we began getting back to a 'new normal' where we found a rise of children requiring extra support and therefore, we agreed to employ an additional supporting staff member to help aid the staff to support our existing and new children to continue to maintain our high standards.

The start of April, we finally had our Ofsted Inspection, the staff team were well prepared and absolutely shone on the day, grading us an Outstanding inspection. We have been extremely proud of how Lauryn has led her amazing team and thrilled the inspection reflected what we all knew; Ashurst Wood Community Preschool is an excellent child-care provider, and everyone should be so proud of their efforts and commitment. We received lovely feedback from parents supporting our inspection too in which we are grateful. The team are wonderful in the care and education they continually provide the children, and we thank them all, well done.

Further staff news, Shannon was made room leader in the Spring term and has risen to her post, and we have been very pleased with her efforts. Holly will be going on maternity leave after this academic year, we wish her a happy and healthy remainder of her pregnancy and maternity leave. Caroline has been signed off from term 6 and we are awaiting further news of her return for the next academic year. With this in mind we, have advertised for a temporary practitioner to join our team starting from September.

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. Alice (Treasurer) and I (Chair) will sadly be stepping down from our posts for the next academic year as our children will be moving on to school, we have enjoyed our time being part of the committee and wish Charlotte (Chair) and Carlie (Treasurer) every success in our succession of roles.

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 Easter activity packs and Raffle prizes at different points throughout the year and the 'Mother's day shop' was a very sweet initiate, 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

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, I will be sad to be leaving after 3 very enjoyable years as a parent and Chair.

Emma Taylor Chairperson of Ashurst Wood Community Preschool

AGM 2021/2022 – Managers Report 03/01/2023 7.30pm.

We returned from a restful summer break to a very busy Autumn Term with 39 children on the register reaching up to 43 by the Summer Term. The team worked extremely hard to support the new families during the settling process and embedded an enjoyable routine for all the children.

Towards the end of the Spring Term we had our Ofsted Inspection. The inspector spent the day watching, chatting with staff and children and finished with an intense grilling of my leadership and practice, knowledge and leadership. Emma Taylor (Chair) and I were present at the feedback meeting where we were filled with joy (and tears) to hear we had been graded OUTSTANDING.

Jade (the inspector) in the feedback meeting said she had never questioned anyone as much as she did me, as “every response was floorless”. She complimented our home from home experience and care that we offer to our children. We were pleased with our report when it was published and feel it was a true reflection on how the day went.

As previous years we have continued to offer a selection of learning opportunities through celebrating festivals, awareness days, countries, and religions. We have found this to be a great to support our British values whilst celebrating cultural differences and importance. We utilised EYPP funding to offer all children music and sports sessions weekly. We have also been able to replace some of our garden equipment to offer a natural and heuristic approach to learning.

The staff

We had our usual staff team of Claire, Kate, Shannon, Holly, Joanne, Caroline and Myself for the majority of the year. From May we employed Georgia on a short-term contract as Caroline was awaiting surgery. Caroline was signed off towards the end of the year and Georgia stepped in to help with managing ratios.

As part of my leadership strategy to support and encourage all staff we introduced ‘Thank Crunchie it’s Friday’. This has been a really positive way all staff acknowledging hard work, going above and beyond and just feeling supported by other members of the team. Staff all make an anonymous nomination for someone with a reason why and the person/s with the most votes receive a little treat at the end of the week. All Staff have been the winner and most weeks there are at least two staff members.

Covid 19

We were unaffected by any further Covid restrictions or lockdown this academic year. The DfE guidance was still to isolate when positive and parents respected that when needed. This guidance is still currently in place however we legally cannot insist that children are tested any longer.

We continue to keep the environment well ventilated with decking door and windows open. Our cleaning schedules are still in place since covid as they were robust and on a continuous cycle.

Transitions

We said goodbye to 20 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 over the phone meetings with Fairyways, Hartfield, Estcots and Halsford Park. All of the leavers were able to attend short settling sessions within their new schools.

Parent Feedback

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 were also inundated with thank you cards, flowers, gifts and vouchers from most of our families at the end of the term and graduation.

Parents were also notified the day before our Ofsted inspection and given the opportunity to email over feedback to share with the assessor and speak with her on the day. We received lots of lovely emails and the assessor feedback that parents were pleased with what we offered.

Thank you....

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 and getting to know our new Committee from September.

Lauryn Page
Pre-School Manager

Treasurers AGM report 2021-2022

A year that started off getting back to some form of normality following a strange end to the last academic year. Account balances start of August 2021 were as follows: Main Account £19056.10, Contingency £58017.21 and Redundancies £7417.80

Account balances end of July 2022 were as follows: Main account £28868.91, Contingency £58.23.05 and Redundancies £7418.56. The confirmation of the years full ins and outs will be produced by our accountant, Robert Agates, once he has finalised these he currently has all the paperwork.

We started out the year with a full electrics test being carried out over the Summer holidays which importantly checked the fuse box itself as that is a requirement every 5 years. This

was a larger expense that will now have regular small annual checks and be forecast for. The last few invoices from the summer term's monthly instalments were made.

As we started September we had a busy Preschool and even better we were able to get off the mark again with some fundraising after not really being able to do any since March 2020 and the academic year of September 2020 – July 2021 still being heavily restricted. The highlight was Georgie and her band raising £150.00 playing Christmas music in the village which brought a lot of joy to the village residents. We also had a Bag 2 School collection that raised £69.00 which was then split with the Primary School, and we also had Rudolph cards which was well received. We didn't take part in the village market which is usually one of our big fundraisers we hope to do this next year. The rest of the year from a fundraising point of view consisted of a few small scale ventures with another couple of bag 2 school collections, a small contribution made through the Easyfundraising website that sees donations come in from people having the preschool as their nominated charity when making purchases and a £60.00 commission made through the purchases of the children's photographs in the Summer term. The amount made from fundraising directly through the account after expense's have been deducted is £332.20, there is an amount that went into petty cash this book is currently with the accountant as noted above, the confirmed total will be available once he has completed the end of year accounts.

Aside from the main income source of 2,3 & 4yr funded monies and invoiced sessions we have received £630.00 in donations from parents part of this has been ear marked towards a new laptop and new tablet these were being researched and aimed to purchase in Autumn term. The other donation helped to make up the shortfall for the cost of our Mini Notes session which was predominantly funded with EYPP monies however there was a specific expression of wish that this could help with this cost. We had the annual lasting legacy donation made which is helping with the support for a couple of 1 to 1 children and the also forward planning for taking on our apprentice in the coming academic year to help towards her wages, its really great that we can do this as she is a young lady that started her education in the Preschool and this year has spent a Friday doing work experience with us. Part of the lasting legacy is giving back to the community and this is certainly helping to do that and help progress a residents education.

We received a combined total of £5540 of monies that was for Inclusion, DAF and EYPP. Monies spent on this £4980.77 during the current academic year, the remaining is being put towards new resources for the garden which are not due to be paid until the next academic year due to the nature of the ordering timescale meaning they arrive in the next financial year for the Preschool. This money is allocated to certain children to which the key person combined with Managers will work out what it is to be spent on to benefit them. This can be a combination of equipment, resources and also staffing when the need arises.

Other expenses: We have had annual contract established and paid for with SSE for the fire alarms linked with school, PAT testing completed and a new Hoover purchased as a result. Regular payments to W&P for hand towels which are regularly required especially whilst still keeping up with current guidance particularly involving hand washing. A couple of extra expenses this year were for dyno rod to come out to unblock the drains and also new thermostats put in following the annual boiler service and requiring newer versions as the old were not being efficient. The kitchen main tap was leaking so we needed a new one of these including the fitting was £264.00. We have also importantly contributed towards the cost of a defibrillator which is now located in the toilet in the Primary School and we have a fob for access should we require, this was sorted as it is understood that by the academic year 22/23 it will become a requirement for Primary schools to have one.

The Loco have us as their local charity and nominated us for the Making a difference locally which we received monies for £535.51 which was also put towards the cost of outside resources for the front garden which the children have enjoyed using.

We are a not for profit making charity and any profit that we may have made this year will be put towards the coming year and meeting the costs outside of funding and the legacy for our apprentice and also towards the increase in the National Living Wage we have just experienced and will be having to accommodate in April 2023 in line with the new pay scales established this year.

Admissions for 2021-2022

During the Autumn term our sessions were made up the following:

Monday AM 20, L 18, PM 12
Tuesday AM 23, L 18, PM 14
Wednesday AM 22, L 17, PM 13
Thursday AM 24, L 16, PM 13
Friday AM 18, L 15, PM 11

The Spring term our sessions were made up of the following:

Monday AM 22, L 22, PM 17
Tuesday AM 22, L 22, PM 20
Wednesday AM 21, L 18, PM 17
Thursday AM 24, L 20, PM 18
Friday AM 20, L 16, PM 13

The Summer term our sessions were made up of the following:

Monday AM 25, L 24, PM 21
Tuesday AM 24, L 25, PM 23
Wednesday AM 23, L 19, PM 18
Thursday AM 24, L 24, PM 23
Friday AM 24, L 22, PM 18

Looking ahead to the coming Academic year we are in a good position with a large majority of our sessions already filled by the time we reach the Summer term 2023 which is brilliant news.

ASHURST WOOD COMMUNITY PRE-SCHOOL

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

We report on the accounts of the company for the year ended 31 July 2022, 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

Sentosa
Southview Road
Crowborough
East Sussex
TN6 1HG

Dated: ...16th May 2023.....



INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2022

RECONCILIATION OF CHARITY RESERVES

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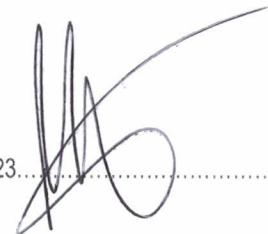
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INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2022

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