

COMMITTEE MEETING MONDAY 12TH DECEMBER 2022

Welcome – Helen Wood, Sylvia Jobling, Jo Leaf, Verity Grantham

Apologies – Sarah Smith

Managers' Report – We have had an extremely tough year since coming out of covid as well as having 2 members of staff go on to maternity. We lost Sue whom we only employed in March as Deputy Manager as she was offered more money to work outside of childcare this left us looking for an other assistant manager which we had no response to adverts or paid media job services and we promoted Kerry up to assistant manager to work on a job share with Marta when she returns in January. Kerry is in the process of training and is doing incredibly well. We also took Megan a level 2 on to work 3 days a week to help cover the days we were short. Megan is now in the process of doing her level 3 and will be staying with us on going. The wage bill has been very high as we have also paid Jacob a student using him for cover on the days we have had sickness or Jo has been in meetings.

We are financially not sustainable with the money paid in each year at the moment but have money in the bank to help us get through this tricky situation and from January with Marta back we will have more cover in the room instead of me paying people extra hours to the staff. We also from September had an increase on our rent per hour from £5.00 to £7.50 which was a significant amount but I think in the next year we will find ourself getting back to been sustainable without dipping into reserves.

Ofsted report – We had our OFSTED inspection on Thursday 22nd September unfortunately this is one day in 7 years I was not able to be in the setting. The report was going fantastic until fluid was found in a room we don't use which put us straight in to safe guarding measures. Luckily or not we can have another inspection in the next 4 – 6 months and hopefully over turn the judgement of inadequate and get the result we feel we work hard to achieve. Kerry and I have worked alongside Maxine our early years advisor and sent an improvement plan over to Ofsted ready for our next inspection. I have also worked alongside the very accommodating centre committee as well as the parish to make sure improvements have been met to make the setting safer and in better condition.

We have had a request for assess to a child and ex employers' details to be copied and processed following GDPR protocol I have spoken to the alliance

Summary of Receipts & Payments	
Orchard Park Preschool	
For period to:	
31 August 2022	

Receipts	Bank	Petty Cash	Total
Funding	£ 74,013.96	£ -	£ 74,013.96
Fees	£ 7,075.50	£ -	£ 7,075.50
Fundraising	£ 5,405.20	£ -	£ 5,405.20
outings and events	£ -	£ -	£ -
other grants and funding	£ 96.35	£ -	£ 96.35
Bank Interest	£ 409.24	£ -	£ 409.24
other sundry receipts	£ -	£ -	£ -
Childcare Vouchers	£ 178.00	£ -	£ 178.00
Covid 19 Small business grant	£ 5,000.00	£ -	£ 5,000.00
Government funding	£ -	£ -	£ -
Bank Interest	£ 1,500.00	£ -	£ 1,500.00
Tax free funding	£ -	£ -	£ -
refund	£ -	£ -	£ -
	0 £ -	£ -	£ -
	0 £ -	£ -	£ -
	£ 93,678.25	£ -	£ 93,678.25

Payments	Bank	Petty Cash	Total
Salary Wages	£ 62,540.22	£ -	£ 62,540.22
Staff training	£ 260.20	£ -	£ 260.20
Resources play	£ 3,050.58	£ -	£ 3,050.58
Activities and outings	£ -	£ -	£ -
snack	£ 809.23	£ -	£ 809.23
cleaning	£ 378.49	£ -	£ 378.49
rent	£ 5,838.00	£ -	£ 5,838.00
Insurance	£ 974.54	£ -	£ 974.54
Affiliations and subscriptions	£ -	£ -	£ -
Telephone/internet	£ 1,279.53	£ -	£ 1,279.53
Office Costs inc postage paper etc	£ 568.28	£ -	£ 568.28
Fundraising costs	£ -	£ -	£ -
Accountancy & payroll fees	£ 1,494.00	£ -	£ 1,494.00
Building maintenance	£ 184.48	£ -	£ 184.48
DBS	£ 253.49	£ -	£ 253.49
Pension Nest	£ 1,446.30	£ -	£ 1,446.30
Bank Charges	£ 444.60	£ -	£ 444.60
Staff christmas/meals	£ 254.20	£ -	£ 254.20
Hmrc	£ 1,354.17	£ -	£ 1,354.17
costs incurred due to covid 19	£ 5,193.42	£ -	£ 5,193.42
	£ 86,323.73	£ -	£ 86,323.73

Current Surplus (Deficit)	£ 7,354.52	£ -	£ 7,354.52
Funds Brought Forward	£ 33,604.22	£ -	£ 33,604.22
Funds Carried Forward	£ 40,958.74	£ -	£ 40,958.74

Chair Person Report

September 2021 – August 2022

Chair read out the AGM report from the manager and discussed the finance and how the committee can help going forward.

Financially the preschool for the year has not been sustainable but the committee will monitor this situation and see where help can be acquired and as the years progress hopefully this situation will change.

Sylvia stepped down as chair and Helen Wood has replaced her and we lost other members of the committee due to not having time to committee to meetings. We have had a request for a new member to join this been Kerry Taylor who feels she as Deputy Manager will have more of an incite as to what the committee does and will help her in her development as well as in the best interest of the preschool.

The chair would like to thank all the committee members for their time continued support its really valued.

Treasurers report Sept 2021 – August 2022

See attached accounts

This is a true account of this meeting

.....H. Wood..... date.....12/12/22.....

SignedS Jobling..... Date.....12-12-2022.....

The report was accepted by Helen wood and seconded by Sylvia Jobling

* Although the preschool looks sustainable this year this was due to a big Smp payment put in the bank in July 2022 for 2 girls on maternity to cover payment