



Annual General Meeting.

18/11/2021

2018 to 2019

2019 to 2020

2020 to 2021

Acorn Centre
Annual General meeting
2018-2019
2019-2020
2020-2021

Agenda

1. Welcome and apologies.
2. Minuets of last A.G.M.
3. Chairperson's report.
4. Manager's report.
5. Administrator's report.
6. New members.
7. Any other business.

Acorn Centre

2018-2019

Minutes of the A.G.M.

3.15 On the 30.4.2019

Attending: Gina Tunstall (Chairperson), Sue Harper (Admin), Janine Fry (Early years Grange Primary Trust), Angela Rawlinson, Stephanie Bell, Jessica Bernard, and Natalie Buckley (Parents).

Apologies from: Dee Baker.

1. Welcome	Sue welcomed everyone and thanked them for attending.	
2. Minutes of last meeting.	The minutes of the last A.G.M. were read and passed as accurate.	
3. Election of new members.	Stephanie Bell, Jessica Bernard and Natalie Buckley all agreed to join the committee and the other members present agreed to stand again.	Sue to arrange completion of the relevant checks and DBS.
4. Chairpersons report	Gina's report was read and she thanked Dee and her staff for another successful year.	
5. Managers' report	<p>Dee's report was read and Sue spoke of the changes made since the last report, the completion of the gravelled area in the outside playground. The many visitors and celebrations. She thanked the staff for their hard work and parents for their support and ensuring their children had all they needed for their time with us.</p> <p>Natalie shared how her child enjoyed coming to the centre and she was looking forward to her son starting in September.</p> <p>Gina remarked that the staff and setting were very friendly and welcoming.</p>	

6. Administrators Report	Sues report was read and the use of the pupil premium was explained. She spoke of the ethos of the Acorn Centre as a Charity and that any surplus in our costs was used to buy equipment for the setting or as a buffer for the beginning of the new year. This year we bought a Tiny table. Sue spoke of the retirement of the gentleman who has audited our accounts and the need to find a replacement.	Gina to talk to the accountant where she works and see if she would be willing to do this and to let Sue know the cost.
7. Ofsted	Following the result of the Ofsted report April 2018, we were pleased with the follow up report which gave us a good across the board thanks to the hard work of the staff.	
8. Tuffley Festival	Gina spoke of the Festival on the 6 th of July on the Tuffley Rovers field. She explained about the jars and what we needed to fill them. The parents were asked if they would like to come in and fill jars and wrap presents for the lucky dip.	Look at asking for donations in the next newsletter and buy some sweets for jars. Gina to arrange a time for them to come in.
9. Any other business	Janine mentioned the moving the A.G.M. to November as mentioned, by Sue, at the last committee meeting. Sue confirmed that this will change as soon as someone suitable is found to audit the accounts	Sue to have the accounts ready for audit by the end of September early October. When these have been audited a date to be advised for A.G.M.

Everyone was thanked for attending and the meeting concluded at 4 pm.

ACORN CENTRE

Chairman's Report, 2018/19, 2019/20, and 2020/21

Continued success over the past years, still under the watchful eye of Dee Baker and her dedicated team which has remained consistent throughout the years, providing a high level of stability to the children and parents alike especially since the global pandemic hit and had to adjust to Covid-19, and the sad loss of Dee's husband this year.

The team continues to improve with ongoing training as necessary and updating health and safety measures to meet new Covid guidelines.

The Acorn Centre is running at a good level considering the circumstances, which is a testament to the high standards of care the team provide.

All fundraising has been suspended but look forward to running events when safe to do so.

The playgroup remains popular and well supported in the local area and is run on a sound basis.

Gina Tunstall
Chairman, Acorn Centre

Acorn Centre
Manager's Report
A G M 2018 -2019

This has been another busy year staff and children have had lots of fun. We have been working alongside a lot of outside agencies. I think the children's favourite time is Christmas when the vicar visits with his knitted nativity people and the children join in with the story.

They had a brilliant disco thank you to matt from major entertainment. At easter we had our first trip out to the church the vicar and helpers had made lots of activities for the children. Children joined in with the school Easter egg hunt and had fun looking for the egg with their name on. Staff and children have been using Makaton and signing to each other.

For a few years now we have been holding a Graduation for all the children going to school, they dress up in the gown and cap and the key worker will say a few words about the child we take their photo, and we have milk and cake.

Lastly, I would like to thank the caretaker who has sorted our small repairs and the new fence in the garden.

Thank you to all our families and to the committee for all their support.

Dee Baker

Acorn Centre
Acorn Centre 2019 -2020
A G M

We have had another good year; this was the first year we have carried out home visits and it went well. It was good to meet the families and answer their questions in a relaxing environment. We had a new member of staff Emma for a few weeks, but she found she needed more hours that we could offer at that time. Again, we have worked with a lot of outside agencies and staff have been on courses. We were sad to see Freya leave she had been with for many years, we wish her well in her new career.

We now have a new member of our team Kim; she has been in childcare for over 10 years. Children enjoyed Bruce the vicar coming to tell the Christmas story using his Knitted Nativity people. We have supported several charities including wear sparkles where our children enjoyed dressing in their pyjamas for the day.

Then on in March, Due to covid19, we had to close as parents had made the choice to keep their children home.

Children we EHCP and Children with social workers were encouraged to take up a space but refused. The staff came in to deep clean the Acorn centre and we kept in touch with all our families by phone. Then in June some families came back, we split the children into two bubbles, worked well, thank you to all the staff and a special thank you to Sue Harper.

Dee Baker

Acorn Centre

Managers' report 2020-2021

This year has been a bit quieter than usual, due to the pandemic people have chosen to keep their children with them at home. On the plus side children who have attended still had a lot of fun with the bonus of higher staff levels.

Parents and children have coped well with all the changes covid has brought.

We have bought a lovely new home corner, which the children have all enjoyed playing with.

The caretaker had replaced the trellis around the sand area, making it more contained. This has proved another popular area.

The children have been learning Makaton (sign language) and are very good at it.

The Pre-schoolers have visited the reception class in small groups to meet the teachers and support staff and play and have fun in their areas.

Through out the pandemic we have, with the help of food bank, helping our families where needed.

Sadly, our school caretaker Nigel has moved on to a new job. We wish him good luck in the future and would like to thank him for his support and hard work over the years.

Dee Baker

Sept 2021

Administrators Report

2018-2019

A.G.M

We have achieved another successful year and finished with a small loss (several children moved out of the area). Pupil premium has been used again to buy uniform and additional sessions for those pupils in receipt of the funding.

This year we have purchased white board, two tables, stair gate, a notice board, microwave, mirrors for the outside area new chairs and a large amount of paints clay, paper, journey books, pens, and craft items. We have purchase water bottles for the children and have divided part of the outside area into a mud kitchen area.

We had a Christmas party with a disco and a visit from Santa and a gift from us.

In July we said goodbye to the children leaving to go to school and had a successful leaver's party with a disco and a gift to remember us by.

We funded several courses for the staff including food hygiene courses, health and safety, music, and autism awareness.

The children completed a sponsored walk which raised enough money to pay for puddle suits and lots of new things for the garden.

Following the schools change to an academy, we had to have our own internet installed as the trust was unable to extend there's to include us.

Finally, many thanks to our parents for their support over the year.

Sue Harper.

Dec 2018

Administrators Report

2019 to 2020

This has been a different year. Thankfully the government continued to fund us from March until July which enabled us to continue to pay our staff throughout this time and finish with a surplus.

We have spent a lot of money on cleaning materials, hand sanitisers, dispensers, antibacterial wipes, thermometer, gloves, PPE, tabards, and anything else required to enable us to reopen in June and continue running in a restricted way.

Dee and I worked from home during the lockdown, and she managed to keep in contact with the children and parents by phone throughout. We have written several risk assessments, working and read a great deal of information from the government, L.E.A, health and safety, family information services and other agencies.

Many thanks to the school caretaker, Nigel Foster, who fitted the dispensers for us, painted arrows, and social distancing lines.

Before lockdown we bought Christmas crafts and had our Christmas party with a Disco and a visit from Santa.

We had an extra payment from the funding dept. because they had an excess of money and shared it out between settings. This covered the cost of clearing another part of the garden and relaying it with artificial grass for all weather play. This was originally planned for the Easter break but, because of lockdown, had to be rescheduled for August.

I would like to thank all who supported us, payed their fees and generally made this easier to restart.

Finally, a big thank you to all the staff, even thou we all felt a little nervous and anxious, did a sterling job on our return.

Sue Harper.

30/09/2020

Acorn Centre
2020-2021

We have survived another year, with the Covid 19 restrictions, fewer children due to parents' reluctance to put their children in early years care, which thankfully seems to have lifted this year.

We ended the year with a loss but because of the extra money from the government last year and our reserves, we have been able to cover this.

We have installed a keypad and buzzer system to enhance the security in the setting, this has worked well and is connected to the school fire alarm system to enable easy exit, if required.

We have bought a new home corner which is well used, painted the large playroom, a new climbing frame for the outside area, extra trellis, and the removal of a rouge tree.

We would like to thank:

Duncan Woodger from Stanbridge accountancy services for verifying our accounts for the last three years.

All the staff for working above and beyond this difficult year.

And lastly all our parents for their continued support.

Sue Harper

22/10/2021

Acorn Centre

2018-2019, 2019-2020, 2020-2021

Minuets of the A.G.M.

3.30, 18th November 2021

Attending: Gina Tunstall (Chairperson), Sue Harper (Admin), Dee Baker (Manager) by video link, Kristina Russell (parent), Kimberley Buckley (parent).

Apologies from: Janine Fry (Early years Grange Academy)

1. Welcome	Sue welcomed everyone and thanked them for attending.	
2. Minutes of last meeting.	The minutes of the last A.G.M. were read and passed as accurate.	
3. Election of new members.	Annalise in the Children's Centre has been approached and is looking to see if there is no conflict of interest in her joining the committee, and the other members present agreed to stand again.	Sue to arrange completion of the relevant checks and DBS.
4. Chairpersons report	Gina's report was read and she thanked Dee and her staff for all the work they had put into the last 3 years.	
5. Managers' report	Dees report was read, and she highlighted the changes in the setting. The difficulties during lockdown, keeping in touch with our families, the food banks and the use of bubbles when we returned. The new home corner has proved a success with the children. The replacement of the trellis around the sand pit and the decorating by the caretaker, who has left the school for pastures new.	

<p>6. Administrators Report</p>	<p>Sue read her report and spoke about the difficulties over the last two years due to Covid 19, and the challenges it brought. The help from the government funding team, which has helped to clear and re lawn our outside area.</p> <p>We have a new accountant who has audited our accounts. He is happy to continue for the foreseeable future.</p> <p>She extended her thanks to all for their continued support and hard work.</p>	
<p>7. Election of new members.</p>	<p>Annalise in the Children's Centre has been approached and is looking to see if there is no conflict of interest in her joining the committee, and the other members present agreed to stand again.</p>	<p>Sue to arrange completion of the relevant checks and DBS if she is happy to stand.</p>
<p>8. Any other business</p>	<p>Gina suggested we approach the parents to see if we can persuade one or two to stand on the committee.</p> <p>Sue to approach the new vicar at St Georges, to see if she would be intrested.</p>	<p>Sue or Dee to speak to parents.</p>

Everyone was thanked for attending and the meeting concluded at 3.50

Acorn Centre

Receipts and payments from 1/9/2018 to 31/8/2019


	Previous year	Current Year
Childrens fees	£ 5,138.33	£ 4,276.16
Nursery education grant	£ 73,387.79	£ 73,832.14
Deprivation grant	£ 5,826.88	£ 5,634.59
Pupil premium	£ 1,119.99	£ 1,521.37
Other Grants		£ 615.00
Fundrasing	£ 238.20	£ 1,009.09
credits from Inland Revenue		£ 1,831.35
uniform	£ 259.40	£ 317.10
Other Income	£ 209.70	£ 32.33
Interest on current acct	£ 30.69	£ 23.33
Interest on parent pay acct.		£ 0.08
Interest on deposit acct	£ 13.45	£ 18.25
Total income	£ 86,224.43	£ 89,110.79
Total Staff wages	£ 68,753.60	£ 73,601.01
pension	£ 684.64	£ 1,257.11
course fees	£ 30.00	£ 409.80
Premises	£ 3,780.00	£ 3,780.00
Insurance	£ 539.86	£ 539.86
Admin	£ 2,201.38	£ 2,555.74
Consumables (ref, paper,paint etc)	£ 1,931.59	£ 1,972.54
Equiptment	£ 2,656.97	£ 2,100.93
Uniform	£ 252.20	£ 544.61
Refreshment	£ 774.36	£ 469.31
Bank Charges	£ 86.00	£ 108.49
Occ/parties	£ 797.23	£ 655.95
Other Expenditure	£ 1,217.09	£ 3,055.95
Total expenditure	£ 83,704.92	£ 91,051.30
Surplus/deficit for year	£ 2,519.51	-£ 1,940.51

I certify that I have examined the books and vouchers on... 19 May 2021

initialled all alterations on the statement which is in accordance there within.

Signature of examiner...  name DUNCAN WOODGER FCA

Submitted to annual general meeting on... 18th November 2021

Signed...  chairperson... G Tunstall

Opening balance inc. deposit account	£82,075.38	£ 80,515.11
Add surplus/deficit	£ 2,519.51	-£ 1,940.51
Total	£84,594.89	£ 78,574.60
Fees account	£ 0.02	£ 0.08
Current Account	£57,349.28	£ 36,358.96
Deposit Acct	£26,939.63	£ 41,957.88
cash	£ 306.17	£ 253.81
Total	£84,595.10	£ 78,570.73
Plus/minus	£ 0.21	-£ 3.87
nursery table	-£ 4,080.20	
	£80,515.11	£ 78,566.86

Acorn Centre

Receipts and payments from 1/9/2019 to 31/8/2020


	Previous year	Current Year
Childrens fees	£ 4,276.16	£ 4,526.40
Nursery education grant	£ 73,832.14	£ 84,815.10
Deprivation grant	£ 5,634.59	£ 8,479.38
Pupil premium	£ 1,521.37	£ 1,642.57
Other Grants	£ 615.00	£ 5,918.88
Fundrasing	£ 1,009.09	£ 67.20
credits from Inland Revenue	£ 1,831.35	£ 225.18
uniform	£ 317.10	£ 226.30
Other Income	£ 32.33	£ 127.39
Interest on current acct	£ 23.33	£ 22.20
Interest on parent pay acct.	£ 0.08	£ 1.00
Interest on deposit acct	£ 18.25	£ 13.67
Total income	£ 89,110.79	£ 106,065.27
Total Staff wages	£ 73,601.01	£ 72,980.01
pension	£ 1,257.11	£ 1,880.36
course fees	£ 409.80	£ -
Premises	£ 3,780.00	£ 2,860.00
Insurance	£ 539.86	£ 433.06
Admin	£ 2,555.74	£ 2,989.83
Consumables (ref, paper,paint	£ 1,972.54	£ 2,077.73
Equiptment	£ 2,100.93	£ 905.18
Uniform	£ 544.61	£ 811.51
Refreshment	£ 469.31	£ 673.88
Bank Charges	£ 108.49	£ 125.60
Occ/parties	£ 655.95	£ 790.23
Other Expenditure	£ 3,055.95	£ 2,838.00
Total expenditure	£ 91,051.30	£ 89,365.39
Surplus/deficit for year	-£ 1,940.51	£ 16,669.88

I certify that I have examined the books and vouchers on.....19 May 2021.....

initialed all alterations on the statement which is in accordance there within.

Signature of examiner..........name DUNCAN WOODGER FCCA.

Submitted to annual general meeting on.....18th November 2021.....

Signed..........chairperson.....G. Tunstall.....

Opening balance inc. deposit ac	£ 80,515.11	£78,566.86
Add surplus/deficit	-£ 1,940.51	£16,669.88
Total	£ 78,574.60	£95,236.74
Fees account	£ 0.08	£ 3.99
Current Account	£ 36,358.96	£53,291.19
Deposit Acct	£ 41,957.88	£41,971.55
cash	£ 253.81	£ 16.11
lottery payment from staff		-£ 48.00
Total	£ 78,570.73	£95,234.84
Plus/minus	-£ 3.87	-£ 1.90
	£ 78,566.86	£95,232.94

Acorn Centre

Receipts and payments from 1/9/2020 to 31/8/2021

	Previous year	Current Year
Childrens fees	£ 4,526.40	£ 7,026.00
Nursery education grant	£ 84,815.10	£ 63,675.13
Deprivation grant	£ 8,479.38	£ 6,624.82
Pupil premium	£ 1,642.57	£ 2,367.42
Other Grants	£ 5,918.88	£ 3,444.54
Fundraising	£ 67.20	£ 44.50
credits from Inland Revenue	£ 225.18	£ -
uniform	£ 226.30	£ 125.40
Other Income	£ 127.39	£ 1,472.68
Interest on current acct	£ 22.20	£ -
Interest on parent pay acct.	£ 1.00	£ -
Interest on deposit acct	£ 13.67	£ -
Total income	£ 106,065.27	£ 84780.49
Total Staff wages	£ 72,980.01	£ 71,727.04
pension	£ 1,880.36	£1,843.76
course fees	£ -	£ 660.00
Premises	£ 2,860.00	£ 3,680.00
Insurance	£ 433.06	£ 562.02
Admin	£ 2,989.83	£3,255.41
Consumables (ref, paper, paint etc)	£ 2,077.73	£2735.06
Equipment	£ 905.18	£ 1,343.38
Uniform	£ 811.51	£ 510.62
Refreshment	£ 673.88	£467.80
Bank Charges	£ 125.60	£ 136.78
Occ./parties	£ 790.23	£ 720.16
Other Expenditure	£ 2,838.00	£ 1,352.28
Total expenditure	£ 89,365.39	£ 88994.31
Surplus/deficit for year	£ 16,669.88	£-4213.82

Opening balance Inc. deposit account	£ 78,566.86	£ 95,234.84
Add surplus/deficit	£ 16,669.88	-£ 4213.82
Total	£ 95,236.74	£91,021.02
Fees account	£ 3.99	£ 3.99
Current Account	£ 53,291.19	£ 48,991.11
Deposit Acct	£ 41,971.55	£ 41,971.55
Cash	£ 16.11	£58.15
lottery payment from staff	-£ 48.00	
Total	£ 95,234.84	£91,024.80,
Supplement		-£ 6833.93
Opening balance 2021-2022		£84,190.87
Plus minus	-1.90	3.78

Supplement to accounts

Current account	£48991.11
Decibel	-£950.40
Home corner	-£1,779.54
Outdoor Gym	-£1,169.99
Painting	-£2,400.00
Trellis	-£390.00
Removal of tree	-£144.00
Total	£ 42157.18


Start 2022-2023

Bank £42157.18

I certify that I have examined the books and vouchers on... 21 October 2021
initialed all alterations on the statement which is in accordance there within.

Signature of examiner... ... name DUNCAN WOODGER FCA.

Submitted to annual general meeting on... 18th November 2021...

signed... ... chairperson... G TUNSTALL