

PRIMROSE HILL NURSERY



ANNUAL GENERAL MEETING HELD AT NURSERY 3.20PM 12th OCTOBER 2022



Those Present: Rachel Yeomans (Chair), Katherine Brown (Manager and Nominated Person), Becky Nelmes, Natasha Andrzejuk-Smith, Amanda Mason, Molly Adhiambo

Apologies: Helen Morgan, Cath Chamberlin (Administrator), Gemma O'Shea, Clare Smith, Chloe Evans, Nikki Thomas, Sumeyye Sezer

1. READING OF LAST YEAR'S AGM MINUTES

Minutes of last year's AGM were read in full by all those in attendance and then approved and signed by the Chairperson (Rachel Yeomans).

2. MANAGER'S REPORT

Katherine gave the Manager's Report, including Health and Safety, SEND, Finance, Occupancy, Staffing and safeguarding.

STAFF

Firstly, we would like to say a big thank you to all our staff. All the staff work extremely hard to keep the nursery running as usual and offering a safe and welcoming place for the children to play and learn.

At Christmas we said goodbye to Sandra, our previous Manager, as she took the decision to retire from nursery and later in the Summer Kerry also left us for pastures new. They were both such valuable members of the Primrose Hill Team and will be missed.

Katherine became sole manager in January as well as the Designated Safeguarding Lead. Laura stepped up into the role of Deputy Manager, Health & Safety Officer and is our Deputy Designated Safeguarding Lead. Also in January, we appointed a new nursery assistant, Kayley, who is currently on maternity leave. In September we were lucky enough to be able to appoint Nikki Thomas as Playleader and Lauren Moore and Becky Nelmes as nursery assistants. It is wonderful to be able to have a larger team working together. Both Nikki and Lauren are trained as Level 3 Practitioners and Becky is currently undertaking her apprenticeship for her Level 3.

OCCUPANCY

Last year we had 21 children leaving to start school. This coming academic year we currently have 28 children on register who will be going to school next year (Sept 2023) and 12 children in the younger group (School Sept 2024/5). We have 81% occupancy and only have limited availability for spaces, with children on waiting lists already and more children set to join us after half term. Seventeen of our families use the Government Funded 30 hours.

SAFEGUARDING

Safeguarding is always a top priority of the Nursery, and all staff are trained in recognising and responding to signs and symptoms of all forms of abuse, including our new staff members. Myself and Laura have now taken on the role of Designated Safeguarding Lead and Deputy. The nursery completes a safeguarding audit each year to make sure that we are up to date with all necessary and relevant information. All relevant safeguarding meetings are attended by the most suitable staff member to ensure that the needs of the children are being met.

HEALTH & SAFETY REPORT 2022

Having taken up the position of Health and Safety Officer in January 2022 I have spent time looking at the nurseries policies, procedures and risk assessments with regards to Health and safety and amended them accordingly. This has included producing detailed daily cleaning sheets to ensure the nursery environment is as clean and healthy as it can be. Risk Assessments for specific events such as Sports Day and nursery party events (this year's included a bouncy castle,) have been introduced and shared with staff.

The nursery now has a number of children with food allergies so snack procedures have been re-looked at and a Food Allergy Risk Assessment has been completed along with each child now having a snack placemat. Those children with an allergy have information detailing the allergy on the back and a small red triangle to alert staff on the front to ensure that staff remain vigilant to these.

Fire extinguishers have been installed in the main nursery room in summer 2022. This means the nursery no longer relies on the ones in the school corridor just outside of the nursery door and improves fire safety in our room. Yearly PAT testing was completed in September 2022.

6 members of the nursery team completed First Aid training in July 2022. First Aid kits have been checked and re-stocked for the new academic year and will be checked regularly. Three new members of nursery staff have joined us this year and are completing the Nursery Induction procedures.

Laura Hopson
Health & Safety Officer

SATISFACTION SURVEY 2021/2022 RESULTS

This year we sent out surveys to all the parents in the setting, not just those who were leaving us. We had 23 out of 44 returned. All the information has been collated and evaluated. The unabridged version will be available on our website. All of the feedback was excellent or good. One of the suggestions was for parent stay and play sessions so we will be looking at offering those.

SEND REPORT 2022

The SEN Code of practice has been in place since September 2014, there has not been any current changes that effect the graduated pathway of Early Help and Support for children, young people and families just some slight changes on how we refer the children.

Currently we have three children with a 'My Plan' in place and a new child starting with us that has disabilities that we will observe and refer to the necessary agencies.

Speech and Language – 1

EAL children - 2

Observations are currently being carried out which may lead to My Plans being completed.

I feel confident within my SEND position and have the support of Kim Nicholls who is the Early Years Locality Lead – Forest of Dean and Gloucester who forms part of the Early Years Service – Education, Outcomes and Intervention Gloucestershire County Council, to give guidance and support where needed.

I'm sure we can continue to give any child in need of additional support the best chances.

Nicky Howley
SENDCO

TREASURERS REPORT

The accounts for year-end 31.07.22 have been compiled by Griffiths Marshall.

Copy of all account details attached.

This year ended with a in year deficit of £5195.

New Kitchen & Storage Units fitted at a cost of £7650

Fundraising activities raised a total of £392.00 less costs. This was photo commission money. No fundraising activities this year!

The accounts are healthy, and numbers are constant.

Cath Chamberlin
Treasurer.

3. SIGNING OF FINANCIAL ACCOUNTS

The annual accounts audited by Griffiths Marshall (Independent Examiners) were shared with the group and these were then signed as true record by the chairperson (Rachel Yeomans) and the secretary (Becky Nelmes). These accounts will now be sent to PATA and the Charity Commission.

4. ELECTION OF NEW COMMITTEE

Rachel was willing to stand for another year and without any opposition or other candidates coming forward. Helen Morgan has requested to step down as Treasurer and now that Becky is employed as an apprentice with us, she will need to step down as well.

Katherine Brown, Amanda Mason and Natasha Andrzejuk-Smith were willing to remain on the committee. Nikki Thomas had informed Katherine prior to the meeting that she would like to join the committee.

Katherine will support all new committee members with the completion of their DBS checks and EY2 forms as necessary. Katherine will inform Ofsted of the changes to the committee (EY3a Form)



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
PRIMROSE HILL UNDER FIVES PLAYGROUP

On accounts for the year
ended

31 JULY 2022

Charity no
(if any)

1038590

Set out on pages

1 AND 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Date:

23 / 09 / 2022

Name:

IAN PRICE

Relevant professional
qualification(s) or body
(if any):

FCA
INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

Address:

BEAUMONT HOUSE, 172 SOUTHGATE STREET
GLOUCESTER
GL1 2EZ

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	LLOYDS BANK ACCOUNT	68,501	-	-
	LLOYDS FUNDRAISING ACCOUNT	58,923	-	-
	CASH BALANCE	12	-	-
	Total cash funds	127,436	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

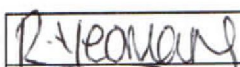
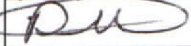
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	ALUMINIUM CONSERVATORY	UNRESTRICTED	25,500	-
	NEW KITCHEN AND STORAGE UNITS	UNRESTRICTED	7,650	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
x 	RACHEL YCOMANS	23/09/2023
x 	REBECCA NEMES	23/09/2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

PRIMROSE HILL UNDER FIVES PLAYGROUP

No (if any)
1038590

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/08/2021		31/07/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
NURSERY EDUCATION FUNDING	107,103	-	-	107,103	102,308
CHILDRENS FEES	18,411	-	-	18,411	17,316
MILK	615	-	-	615	590
FUNDRAISING	392	-	-	392	871
OTHER INCOME	181	-	-	181	188
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	126,702	-	-	126,702	121,273
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	126,702	-	-	126,702	121,273
A3 Payments					
WAGES NIC & PENSION COSTS	103,280	-	-	103,280	89,596
RENT	4,833	-	-	4,833	4,515
COURSE FEES & TRAINING	999	-	-	999	475
SUBSCRIPTIONS, INSURANCE	659	-	-	659	657
ADMIN COSTS	3,310	-	-	3,310	2,568
REFRESHMENTS	1,712	-	-	1,712	1,499
EQUIPMENT, TOYS, BOOKS, ETC	2,585	-	-	2,585	3,258
CONSUMABLES	2,122	-	-	2,122	2,413
OTHER COSTS	4,747	-	-	4,747	2,885
Sub total	124,247	-	-	124,247	107,866
A4 Asset and investment purchases, (see table)					
NEW KITCHEN AND STORAGE UNITS	7,650	-	-	7,650	-
ALUMINIUM CONSERVATORY	-	-	-	-	25,500
Sub total	7,650	-	-	7,650	25,500
Total payments	131,897	-	-	131,897	133,366
Net of receipts/(payments)	- 5,195	-	-	- 5,195	- 12,093
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	132,631	-	-	132,631	144,724
Cash funds this year end	127,436	-	-	127,436	132,631