

PRIMROSE HILL NURSERY



ANNUAL GENERAL MEETING HELD AT NURSERY 3.20PM 11th OCTOBER 2023



Those Present: Rachel Yeomans (Chair), Katherine Brown (Manager and Nominated Person), Natasha Andrzejuk-Smith, Amanda Mason, Kayleigh Lewis, Gillian Vaughan and Angela Hughes.

Apologies: Cath Chamberlin (Administrator), Veysel Kaplan and Millie Warrington.

1. READING OF LAST YEAR'S AGM MINUTES

Minutes of last year's AGM have been read by the committee and were approved as a correct reflection of the meeting.

2. MANAGER'S REPORT

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

STAFF

I would like to say a big thank you to all our staff. This year we welcomed Nikki, Lauren and Becky onto our team and Kayley returned from maternity leave in May. 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.

During the school holidays, we have been busy decluttering and decorating the nursery to provide a more homely environment for the children. Earlier in the year we introduced wearing slippers inside and this not only enabled the children to practice their independence ready for school but also helps to keep the nursery floors clean where the children play. All the children have benefited from a calmer and less cluttered environment.

OCCUPANCY

At the end of the academic year, we had 29 children leave us to start school. As there was a high demand for places at all the local primary schools, we had children going to 7 different local schools in the area. We met and worked with all the different Reception Teachers to help support all the children's transitions.

Our occupancy rates over the year were high (Autumn Term 81%, Spring Term 90% and Summer Term 97%). We had 21 families using the Government funded 30 hrs, although some were not taking up the full 30 hours. With a larger number of children going to school, this meant that we were unable to offer places to younger children who would be remaining in the September and may explain why our September intake is lower this year.

This academic year we currently have 17 children who will be going to School in September 2024, and 16 children in the younger age group (going to school in Sept 25/26). We have 12 families using the Government 30-hour funding, although again not all are taking up all the 30 hours. We also have 7 children using the Achieving-two-year-old funding.

Our occupancy is quite low at present, but that is not unusual after having so many children leave us at the end of the school year. We do have children waiting to start or increase their hours in January 24 and are still having some enquiries. I am also regularly posting on our Facebook page to improve our online presence.

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. As manager and the Designated Safeguarding Lead I ensure that 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

Thankfully we have not had any significant accidents/incidents over the last academic year. General accidents have been analysed and accident "hot spots" were identified. This led to changes being made to the lay out and supervision in these spaces to reduce the number of accidents happening. The nursery was also significantly decluttered over the summer holidays creating more open space for children to play and more clearance around tables and chairs to again reduce the number of trips and falls inside.

We continue to have a number of children with Food Allergies/Intolerances and also a number of children with dietary preferences to avoid certain foods/ food types. To avoid cross contamination, we are ensuring these children's snacks are prepared first and they are provided on individual plates.

Risk assessments and Health and Safety policies have been updated over the holidays. Updates include the safe supervision of children on the school's new outdoor play equipment. PAT testing was completed on the 3rd October 2023 and the Fire extinguishers were serviced alongside the schools in the summer of 2023. Repairs were also made to the conservatory roof at the end of September 2023.

Fire evacuation procedures were reviewed, and it was felt that the process could be sped up by keeping the register (with emergency contact details included in the file), children's medication and the First Aid Kit in the conservatory, close to the emergency exit. Shelves have been added to the conservatory to ensure these are safely stored out of the children's reach. The register and emergency contacts are locked away overnight ensuring compliance with GDPR.

Two members of staff completed Paediatric First Aid courses over the last Academic year meaning 8 out of 9 practitioners now hold relevant First Aid certificates. I attend an Infection Control in Early Years and School Settings update in September 2023 with the South West Health Protection Team and information was fed back to the wider staff team. Health and Safety will continue to be reviewed at regular staff meetings throughout the academic year.

Laura Hopson
Health and Safety Officer

SATISFACTION SURVEY 2022/2023 RESULTS

This was the first year that we had an online survey for parents/carers. This was sent out to all our parents, not just those whose children would be leaving us. We had 26 responses out of a possible 50.

All the information has been collated and evaluated. The unabridged version is available on our website. We appreciate all parents/carers taking the time to complete our survey. Staff have reviewed all the comments and discussed how we can improve on any of the issues raised.

SEND REPORT 2023

Last year we had an EHCP approved for one child so that he can have one-to-one support whilst in the setting. We also received DAF funding (Disability Access Fund) and were able to purchase some equipment to help support his sensory needs.

We had 4 other children on a 'My Plan' and made referrals to both Speech & Language Therapy and SCAAS – Social Communication and Autism Assessment Service, where appropriate. We received support from Gloucestershire's Early Help Team and all staff were trained in Total Communication.

We are aware that there is a long waiting list for certain NHS services, but we continue to support the children using their 'My Plans' to give them the best chances we can.

At the end of the academic year, Nicky decided to step down as our SENCO due to personal commitments. The position was offered to all staff to apply for; however, no-one felt that they are able to take on the position at this time. Katherine has now taken on the role but is currently training one of the other staff members to step into a deputy role, with a view to become SENCO at a later date. Katherine will be undertaking 'new to senco' training this term, and has previous experience in writing My Plans, attending multi-agency meetings, writing My Assessments and completing EHCP's (Education and Health Care Plans) etc.

We would like to thank Nicky for all her hard work over the years as SENCO.

TREASURERS REPORT

The accounts for year-end 31.07.23 have been compiled by Griffiths Marshall.

Copy of all account details attached.

This year ended with a in year surplus of £1622

Fundraising activities raised a total of £585.00 less costs.

The accounts are healthy, but numbers are down.

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 treasurer (Amanda Mason). 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 as Chairperson and Amanda was also willing to stand as Treasurer and without any opposition or other candidates coming forward. Natasha Andrzejuk-Smith was willing to remain on the committee but as a general member. Katherine Brown is also willing to remain on the committee as the nominated person.

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)

Position	Name	Nominated by	Seconded by
Chair	Rachel Yeomans	Natasha Andrzejuk-Smith	Gillian Vaughan
Treasurer	Amanda Mason	Kayleigh Lewis	Natasha Andrzejuk-Smith
Secretary	Kayleigh Lewis	Rachel Yeomans	Amanda Mason
Committee members	Katherine Brown (nominated person) Natasha Andrzejuk-Smith Gillian Vaughan		

5. ANY OTHER BUSINESS

- **SAFEGUARDING CHAMPION**

Amanda Mason agreed to continue as the committee Safeguarding Champion.

- **SIGNING OF POLICIES & PROCEDURES**

All updated policies and procedures to be read. Officers will sign documents as soon as they have been read.

- **UPCOMING FUNDRAISING**

Holy Trinity church have asked us if we would like a stall at their Autumn Fayre on Saturday 4th November. We agreed that we would sell sweet cones like last year. Katherine will put a post onto Family asking for donations of sweets. Anything raised will go towards the Nursery Christmas

party, which we will have at the church again as this worked well last year.

The School have a Christmas Fayre on Friday 25th November. We discussed possible stalls such as a teddy tombola, but need to check what the school have before we can advertise it.

Other fundraising avenues were discussed. Katherine will apply for the blue token scheme at Tesco to raise money to update our outdoor area. She will also look into the logistics of running a lottery/raffle type fundraiser throughout the year.

6. DATE OF NEXT MEETING

WEDNESDAY 6th DECEMBER 2023 @ NURSERY

Meeting Closed 4.30pm.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

31/07/2023

Charity no
(if any)

1038500

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 (other than that disclosed below *) 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:

20/9/23

Name:

IAN PRICE

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

INSTITUTE OF CHARTERED ACCOUNTANTS
IN ENGLAND AND WALES

Address:

GRIFFITHS MARSHALL

20 NEWERNE STREET

LYDNEY, GLOUCESTERSHIRE, GL15 5RA



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 01/08/2022	To	Period end date 31/07/2023
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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	118,352	-	-	118,352	107,103
CHILDRENS FEES	15,042	-	-	15,042	18,411
MILK	573	-	-	573	615
FUNDRAISING	585	-	-	585	392
OTHER INCOME	385	-	-	385	181
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	134,937	-	-	134,937	126,702
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	134,937	-	-	134,937	126,702
A3 Payments					
WAGES NIC & PENSION COSTS	114,347	-	-	114,347	103,280
RENT	4,833	-	-	4,833	4,833
COURSE FEES & TRAINING	1,266	-	-	1,266	999
SUBSCRIPTIONS, INSURANCE	711	-	-	711	659
ADMIN COSTS	2,933	-	-	2,933	3,310
REFRESHMENTS	2,038	-	-	2,038	1,712
EQUIPMENT, TOYS, BOOKS, ETC	2,415	-	-	2,415	2,585
CONSUMABLES	1,651	-	-	1,651	2,122
MAINTENANCE, & OTHER COSTS	3,121	-	-	3,121	4,747
Sub total	133,315	-	-	133,315	124,247
A4 Asset and investment purchases. (see table) asset purchases					
	-	-	-	-	7,650
	-	-	-	-	-
Sub total	-	-	-	-	7,650
Total payments	133,315	-	-	133,315	131,897
Net of receipts/(payments)	1,622	-	-	1,622	- 5,195
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	127,436	-	-	127,436	132,631
Cash funds this year end	129,058	-	-	129,058	127,436

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	69,545	-	-
	LLOYDS FUNDRAISING ACCOUNT	59,508	-	-
	CASH BALANCE	5	-	-
	Total cash funds	129,058	-	-
	(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
 Rachael Yeomans	RACHEL YEOMANS	11/10/23
 Amanda Mason	Amanda mason	11/10/23