

Rawlins Under 5's Playgroup A.G.M Report 2024

Parents Evening Tuesday 14th November 2024

Committee Members: Amy Charlton, Brian MacDonald, Sophie Croft, Erica Backhouse, Susanna Hatton, Deborah Wright, Zoie Reeson.

Present: Playgroup Staff Team and Parents attending Parents Evening.

| | |
|---|---|
| <p>Introduction and staff presentations:</p> <p>Staff Present: Zoie Reeson Jacqui Kent Cheryl page Amanda Brown</p> <p>Apologies: Debbie Wright Yogishwari Tailor Toni Burditt Suzanne Beilewicz</p> | <p>Parents were invited via letter and text service to the Parents evening and presentation about the group. We referred to the covid guidelines and ensured all current recommendations were in place and practice to keep staff and children were being followed. Paper copies of the Manager's report and minutes will be made available after the meeting, along with access to financial information relevant to public record if requested.</p> <p>Parents were informed of their child's progress and Learning Journey Folders and current reports sent home in preparation for discussion. Staff presented information on the running of the group, help with SAL, Behaviour and other conditions, how to work in partnership with Parents, ideas for learning and activities at home as well as stressing the importance of the Charity and inviting Parents to join the Committee to manage the group or help with Fundraising.</p> <p>Parents who expressed an interest: Sarah Holt Emily Bryans Both was given the information to complete DBS and EY2 information to enable her to join the committee.</p> |
| <p>Last Year's Minutes</p> | <p>The minutes of last year's AGM were agreed as a true and accurate reflection of last year's meeting and a copy was sent with the Charity Commission return.</p> |
| <p>Treasury Report and Finances:</p> | <p>Treasurers Report: Accounts for 2022/23 are complete and current accounts are being processed by the accountant for submission to the Charities Commission 2024/25. A copy</p> |

| | |
|--|---|
| <p>Account balances: 15/11/22</p> <p>Savings: £21,653.29</p> <p>Fundraising: £ 1,423.45</p> <p>Current: £54,305.20</p> <p>Total Funds Raised: 1,524.00</p> | <p>of the financial report complete, with balances and profit and loss for 2022/23 were made available to parents. Fees have increase from £5.50 per hour to £5.75 per hour in line with expected cost of living rises – this will be reviewed at Christmas and a further increase may be implemented as the national minimum wage is due to rise and exceed £11.42 minimum. Parents were thanked for their previous support with fundraising activities totalling £1,524 Plus business donations totalling £5000 with Miller Homes/Barratt and Tesco. Parents have been invited to join the Charnwood Lottery, Easy Fundraising in support of the setting. There are 3 accounts set up, Fundraising, Savings and Current Account. Details of current balances were shared.</p> |
| <p>Management Committee</p> | <p>5 Members are needed to run the setting: Amy Charlton Brian MacDonald Sophie Croft Susanna Hatton Erica Backhouse Deborah Wright Zoie Reeson</p> <p>Proposed to join the Committee subject to checks: Sarah Holt– proposed by Deborah Wright, seconded by Zoie Reeson. Emily Bryans – proposed by Jacqui Kent, seconded by Zoie Reeson</p> |
| <p>Election of Officers/ Officers Stepping Down</p> | <p>No changes to Officers roles Brian MacDonald and Sophie Croft stepped down as members due to their children leaving for school.</p> |
| <p>Parents Evening</p> | <p>Parents engages in Parents evening with staff and the floor was opened up to any questions that may have about the running of the group, or any other issue along with suggestions to make the group better.</p> |

| | |
|----------------|--|
| | Parents were Thanked for their attendance. |
| Meeting Closed | 9pm |

Rawlins Under 5's Playgroup

Accounts

Year 2023/24

Rawlins Under 5's Playgroup

Approval Statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing my accountant with all the information and explanations necessary for their completion.

Z. Reeson

15th February 2025

Rawlins Under 5's Playgroup

Profit and Loss Account for the year

31st August 2022/2023

| | 2024 | 2023 |
|--|------------------|------------------|
| Sales | 186,809 | 137,166 |
| | | |
| Cost of sales | 7,730 | 8,840 |
| | | |
| Gross Profit | | |
| Other Income FR/Interest | 225 | 462 |
| | (179,304) | (128,788) |
| Expenses: | | |
| Wages, salaries & staff costs | 126,960 | 122,224 |
| | | |
| Rent, Rates, Insurance & Utilities | 11,535 | 12,624 |
| Maintenance repairs and renewals | 1,837 | 575 |
| | | |
| Administration | 98 | 296 |
| Accountancy and Professional Fees | 910 | - |
| | | |
| Advertising and business entertainment | 19 | 297 |
| Other business expenses: | 242 | 143 |
| | | |
| Cost of the SEND Hub | 11,200 | |
| | 149,979 | 148,461 |
| | (+36,830) | (-11,295) |
| | - 24,010 | |
| Profit/(Loss) | (+12,820) | (-11,295) |

Notes for the Accounts

Year ending 31 August 2023

1. Accounting Basis

The accounts have been compiled on the basis that enables profits to be calculated in accordance with UK Generally accepted Accounting Practice and that provides sufficient and relevant information to enable to completion of a tax return.

2. The Autumn initial payment 2024 of NEEF has been deducted @ £24,010.37 and the previous year's initial payment for Autumn 23 has been added to ensure the account reflect the exact income/expenditure for the accountancy period 01 September – 31st August.

Rawlins Under 5's Playgroup

3. Profit and loss account analysis

| | 2024 £ | 2023 £ |
|---|----------------|----------------|
| Sales | 186,809 | 137,166 |
| Cost of sales | 7,730 | 8,840 |
| Uniforms | - | - |
| Food/Consumables | 3,419 | 3,285 |
| Resources/Craft/Stationary | 3,639 | 4,958 |
| Events | 672 | 602 |
| Craft | - | - |
| | 7,730 | 8,840 |
| Other business income | | |
| Interest receivable | 225 | 188 |
| Wages and Staff Costs: | | |
| Wages | 106,525 | 105,623 |
| Pensions | 5,251 | 6,676 |
| Employers NI/Tax | 14,324 | 12,625 |
| Staff Training/DBS | 859 | 300 |
| | 126,960 | 125,224 |
| Rent, Rates, Insurance and Power costs: | | |
| Rent | 9,000 | 9,000 |
| Rates | 0 | 390 |
| Light and Heat | 2,535 | 2,519 |
| Cleaning - Greenline | 890 | 715 |
| | 12,425 | 12,624 |

Repairs and renewals of property and equipment:

| | | |
|-----------------------|--------------|------------|
| Repairs & Maintenance | 1,837 | 575 |
|-----------------------|--------------|------------|

| | | |
|-----------------------|------|------|
| Administration Costs: | 2023 | 2022 |
|-----------------------|------|------|

| | | |
|-------------------------|---|---|
| Telephone and Broadband | - | - |
|-------------------------|---|---|

| | | |
|---------|---|---|
| Postage | - | 2 |
|---------|---|---|

| | | |
|-------------------------|---|---|
| Stationery and Printing | - | - |
|-------------------------|---|---|

| | | |
|------------------------------|---|---|
| Information and publications | - | - |
|------------------------------|---|---|

| | | |
|--------------------|---|---|
| Equipment Expensed | - | - |
|--------------------|---|---|

| | | |
|----------|----|----|
| Software | 98 | 94 |
|----------|----|----|

| | |
|-----------|-----------|
| 98 | 96 |
|-----------|-----------|

| | | |
|-------|----------------|----------------|
| Sales | 186,809 | 137,166 |
|-------|----------------|----------------|

Advertising and Business entertainment costs:

| | | |
|--------------------|----|---|
| Advertising and PR | 19 | - |
|--------------------|----|---|

| | | |
|--------------|---|-----|
| Entertaining | - | 297 |
|--------------|---|-----|

| | |
|-----------|------------|
| 19 | 297 |
|-----------|------------|

Accountancy, Legal and Professional Fees:

| | | |
|------------|---|---|
| Accountant | - | - |
|------------|---|---|

| | | |
|---|-----|-----|
| Insurance/EY Alliance subscription (inc.) | 617 | 589 |
|---|-----|-----|

| | |
|------------|------------|
| 617 | 589 |
|------------|------------|

| | | |
|----------------------|----|----|
| OFSTED/Subscriptions | 50 | 50 |
|----------------------|----|----|

Other expenses:

| | | |
|-----------|-----|----|
| Bank Fees | 243 | 97 |
|-----------|-----|----|

| | | |
|-------------------|--------|--|
| SEND Hub purchase | 11,200 | |
|-------------------|--------|--|

| | |
|---------------|------------|
| 11,493 | 147 |
|---------------|------------|

Rawlins Under 5's Playgroup – Registered Charity Number 1038874

Chairperson – Official Annual Report to the AGM.

05th November 2024.

Our academic year 2023/2024 started well with a strong team and well organised and experienced Committee/ Fundraising Committee. Steps were put into place to aid the organised running of the setting: Committee roles have seen the departure of Sophie Croft and Brian MacDonald as their children departed to school and the voting on of Sarah Hayes and Emily Bryans subject to a full enhanced Disclosure DBS and their completion of the EY2 certification with OFSTED. Zoie Reeson and Debbie Wright remain as affiliated members with Susanna Hatton, Erica Backhouse and Amy Charlton until checks are cleared and Emily Bryans takes her position. Red Team Parents were issued letters reminding them of the necessity of Committee members to run the group and to ask for possible volunteers.

2023/2024

The academic year started well with 60 children on roll, 3 children on the SEND register and SAL Development in particular children supported by Jacqui Kent and Staff. Blue Team were led by Cheryl Page and supported by Zoie Reeson, Debbie Wright (who completed her EYE Educators award with HIT Training), and Yogishwari Tailor. Red Team was led by SENCo. Jacqui Kent and supported by Amanda Brown, Toni Burditt and new employee Suzanne Bielewicz, Tsveta Colwill resigned in September 2023. Claire Pegg provided staff cover on a part time basis. Charlotte Reeson decided to extend her maternity leave to a full year and returned in the summer term 2024 to provide cover. Natalie Allingham was appointed in January, as Suzanne Bielewicz handed in her resignation before her probationary period was complete due to mental health problems. Natalie was enrolled to complete her EYE Educators award at Level 3 with HIT training. Amanda Brown gave notice of her intention to retire at the end of 2025.

OFSTED: We are rated GOOD in all areas in June 2022. Next Inspection within 3 years

Covid -19 Health and Safety

We still are following the operational plan we introduced at the beginning of the epidemic, general handover is done at the door after a 6 week open house policy to allow new parents to option of staying with and settling their child, also this is to ensure that the setting is as clean as possible and additional thanks is given to the staff who are staying on at the end of the day to ensure toys and equipment are continually sterilised. We regularly update guidelines for Covid and other illnesses and follow procedure in the setting to ensure everyone stays safe and well.

Running of the setting:

The setting continues to run as two teams ensuring the age-appropriate focus of activities and care for the under 3 cohort and 3 + preparing for transition into school. Staff are based with one team with cover provided when necessary. Cheryl and Zoie Primarily based with Blue Team and Jacqui and Toni, Natalie and Amanda based with Reds, this will alternate next year as staff follow their children in the setting. We have extended the opening times to 4pm and have introduced a funding offer to parents where they can use funded hours between 9am and 12pm and 1pm and 4pm – this allows 30 hours over the week and also allows the charity to make nominal charges for early starts 8.30 am to 9am @ £3 and a lunch hour charge of £5.75 this enables us to create a steady income flow and ensure it is not just the youngest children who are supporting the setting financially.

Rawlins Under 5's Playgroup – Registered Charity Number 1038874

April 2024 saw the introduction of children under the age of 3 accessing 15 hours of early education funding. Parents of Red Team were sent letters in advance advising them of the various criteria and ways to claim to ensure they had codes ready for the Summer Term 2024.

Thanks to:

Special thanks to Robert and Zoie Reeson who carried out the replacement of fencing to the back garden and installing new flooring in the hub and Adam and Jacqui Kent who have taken care of the maintenance requirements of the setting this academic year this has include new fire door fittings, front door lock, and garden and building maintenance. Thanks to Handford sports for their donation of £100 and to Tesco who granted the setting £500 for resources for the new SEND Hub which was installed by Bentleys in December 2023. Fire appliances were serviced. Severn Trent inspected the water system for lead and the setting fitted a new valve on the dishwasher to prevent flow back.

Environmental Health inspected in June 24 and an action plan and required paperwork, training and procedures have been implemented, the setting continues to have a level 5 rating.

Finances:

£100 continues to be transferred to the savings account each month for contingencies. Cheaper tariffs were negotiated for telephone and broadband providers. Rent remains static as per the Lease @ £750.00 Debbie completed her Level 3 with an additional £60 charge.

£600 was spent on training staff in first Aid and an additional £103.00 to train new staff in Food Hygiene. £672 was spent providing a trip to manor Farm East Leake in the Summer Term.

The setting continues to get a steady flow of income from Easy Fundraising and the Charnwood lottery membership.

The minimum wage rose to £11.42 in April 2024 staff are on £11.50+

Funds continue to support any maintenance needs for the setting and the purchase of resources and new equipment for the children. We invested in waterproof dungarees for all the children this year.

Please refer to the Treasurer's Report for the Finances of the setting – we are still in the process of rebuilding reserves for the continued financial viability of the group as well as meeting rising costs into the academic year 2024/25.

Going forward I would like to thank the Staff, Committee members and everyone who has supported the group this year. Fundraising needs to become a priority to help with the rising cost of living and future financial implication this will have on the setting. With additional applications to access funding from grants and local sources to help maintain the building and grounds and further develop the provision for additional needs and emotional health and well-being.

Information was sent out to parents detailing the importance of joining Committee and how they can individually support the group to help raise funds, with several new activities being trialled to help keep parent involvement down to fit in with busy working lives, but also to have time with their children being part of developing skills and raising much needed funds for the setting.

Rawlins Under 5's Playgroup – Registered Charity Number 1038874