

# **Cygnets' Preschool AGM / Trustees Annual Report**

**17th March 2022, 7-9pm**

Present- Hayley, Jane, Lynne, Stacey, Donna, Celia, Livia, Montanna, Georgie, Mel, Ashleigh, Leanne, Helen

Virtual – Annabel, Alexia, Vicky (choice as some Covid-19 restrictions are still in place).

## **1. Welcome and introduction**

Hayley welcomed everyone to the Annual General Meeting and explained the meeting would be kept to a minimum and just the overview of the year would be covered including signing off the accounts.

## **2. Invitation to declare conflicts of interest**

None

## **3. Resignation of committee members**

Resignations of Annabel (Acting Chair) and Alexia (Acting Secretary) and Vicky (Treasurer) received and acknowledged – written resignations received 24/01/2022.

The committee would continue their positions until positions refilled. It was decided a drive was required to improve the number of parents on the committee and what is involved in order to keep the preschool running.

## **4. Election of new committee members**

Stacey Fairbairn, current parent – elected

Donna Simpson – current parent – elected

Livia Ondu – current parent – elected

Georgie Smith – current parent – elected

Mel Lopez – current parent – elected

Ashleigh Mather – community / past parent – elected

Leanne Naylor – community / past parent – elected

Helen Conlon – current parent – elected

## **5. Vote for allocating Roles of New Chair, Treasurer, Secretary and HR Support from elected members**

Co-Chair: Lynne Cumming, nominated & elected

Co-Chair: Mel Lopez, nominated & elected (however is awaiting confirmation of suitability from Ofsted)

Treasurer: Ashleigh Mather, nominated & elected (however is awaiting confirmation of suitability from Ofsted)

Secretary: Leanne Naylor, nominated & elected (however is awaiting confirmation of suitability from Ofsted)

HR Support: Donna Simpson, nominated & elected (however is awaiting confirmation of suitability from Ofsted)

Trustees: Livia Ondu, Stacey Fairbairn, Helen, Georgie, nominated & elected (however are awaiting confirmation of suitability from Ofsted)

Montanna Taylor remains a trustee.

## **6. Accounts – 2020/2021**

Accounts for the year ending 31st July 2021 were balanced and closed off and were submitted to our accountant, Jayne Blake. After carrying out her independent examination, she signed the accounts off on the 16<sup>th</sup> February 2022. A copy of the accounts is available to view tonight. Once the accounts have been accepted by the Committee, the information can be submitted to the Charities Commission, this needs to be completed before the 31<sup>st</sup> May 2022.

The accounts for the financial year, show Cygnets Pre-school made a profit of £8759.00 The balance sheet shows the Pre-school funds at £61952.00 – detailed balances as of 31<sup>st</sup> July 2021

Current account- £9743.00  
Staff account - £7084.00  
Holding account - £14992.00  
Reserve account - £30,126.00  
Petty cash – £5.18

Income from Pre-school fees totaled £21959.00 an increase of £2437 and Wraparound £78153 an increase of £14123. £380 was received from Oxfordshire County Council as Grants for Household Support Funds and paid to those children eligible each term. The majority of the Pre-school fees are parent paid compared to income for the older children is predominantly funding from OCC.

The total income for fundraising was £373 and after related expenses of £407 our net loss was £34.00. This was due to a large uniform order being submitted in July 2020 and being paid for in October 2020.

Total receipts for all accounts amounted to £101304.00  
Total payments for all accounts were £92545.00

Our major expense through the year has again been staffing costs at £74934 an increase of £9611 compared to the previous year. Premises costs were £1929, Consumables £6609, Equipment £2846, Admin/Office £5592, Subscriptions £228 and fundraising £407 (uniform). Work has started on a new shed and some improvements in the outside area, and these will be completed in the 2022 accounts. Discussions are ongoing between Oxfordshire County Council, Langford Village School, and Hayley (Pre-school Manager) regarding the rental agreement for the portacabin. We have not paid any rent this year as the agreement is being amended. £2500 is the figure we have in mind to cover this. This will need to be considered when reviewing the profit figure for this year.

The pension scheme (NEST) is up and running and currently 3 members of staff are enrolled. Our payroll company monitor contributions each month and advise when staff need to be added. Annual statements are available for staff to view each year.

Over the next 12 months we will need to review income to ensure we maximise the income for the spaces we have available, due to the Government's funding being lower than the privately funded children. We will also need to review salaries in line with the new minimum wage increases due in April 2022.

This is the current financial position of Cygnets Playschool.

**7. Management – 2020/2021**

Sept 2020 – July 2021 continued to be a busy year.

Sadly, we were unable to hold an open day due to the ongoing COVID-19 pandemic however, with a huge waiting list mainly from the additional housing at the 'Flanders Close' and 'Graven Hill' sites, by the end of the Autumn term all spaces were filled, and further wraparound/ preschool requests had to be turned away.

The committee also made the decision to only have an intake 3 times a year like the main school, this reduces the paperwork time and help the children settle.

We aimed to keep the balance of 8 pre-school and 8 wraparounds where possible.

The Autumn and Spring term was incredibly challenging for children, parents/carers, and staff alike as COVID 19 - continued to impact our lives and our preschool into the new academic year.

Cygnets Preschool remained open. We needed to make our lives in preschool as safe as possible for children and staff and where required, took measures that we would not normally consider to be in the best interests of our children (visors rather than masks so children could visually see us speak).

We want to thank all our families for their respectful behaviour with regards to covid measures at our preschool.

We are carefully considering next steps in line with government guidelines and want to be cautious in our approach to safeguard staff, children, parents/carers. We monitored health and safety protocol and want to assure parents that everything is above standards, and our main priority will always be the upmost care of children at Cygnets Preschool.

**8. A.O.B.**

Hayley to update OFSTED with committee changes and charity commission.

Hayley is to be the new nominated individual.

**9. Date of next meeting**

It was agreed to review the position of the preschool in the summer once all members had received their DBS's and EY2 authorised and also the charity commission has been notified.

**CYGNETS PLAYSCHOOL LANGFORD VILLAGE**

**ACCOUNTS FOR THE YEAR**

**ENDED 31<sup>ST</sup> JULY 2021**

# CYGNETS PLAYSCHOOL LANGFORD VILLAGE

## Independent Examiner's Report to the Trustees of Cygnets Playschool

I report on the Accounts of the Playschool for the year ended 31<sup>st</sup> July 2021 which are set out on pages 1 and 2.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with General directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name.....

Jayne Blake

Chartered Accountant

23 Roman Way

Thame

Oxon OX9 2FP

Date... 16.02.22

# **CYGNETS PLAYSCHOOL LANGFORD VILLAGE**

## **RECEIPTS AND PAYMENTS ACCOUNT**

**Period ended 31<sup>st</sup> July 2021**

### **RECEIPTS**

	£	£
Total Fees		100,927
Fundraising		373
Bank interest		4
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<b>TOTAL RECEIPTS</b>		<b>101,304</b>
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### **PAYMENTS**

Premises	1,929	
Staff Costs	74,934	
Consumables	6,609	
Equipment	2,846	
Fundraising costs	407	
	-----	86,725
Administration	5,592	
Membership subscriptions	228	
	-----	5,820
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<b>TOTAL PAYMENTS</b>		<b>92,545</b>
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<b>NET SURPLUS FOR THE YEAR</b>		<b>8,759</b>
<b>ADD SURPLUS BOUGHT FORWARD</b>		<b>53,193</b>
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<b>SURPLUS CARRIED FORWARD</b>		<b>61,952</b>
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# **CYGNETS PLAYSCHOOL LANGFORD VILLAGE**

## **BALANCE SHEET**

**As At 31<sup>st</sup> July 2021**

### **CASH AT BANK**

	£
Current Account	9,743
Deposit Account	30,127
Deposit Account – NOF account	14,992
Petty Cash	5
Wraparound Account	7,085
	-----
	61,952
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### **SCHOOL FUND**

Funds bought forward	53,193
Surplus for year	8,759
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	61,952
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