

Cygnets Pre-school AGM Minutes - 6th March 2023

Attendees

Hayley Durbin (Preschool Manager)
Jane Smith (Preschool Deputy Manager)
Georgina Smith (Acting Chair)
Donna Simpson (HR Support)
Livia Ondu (Committee member)

Apologies

Ashleigh Harrod (Treasurer)
Celia Jones (Finance Manager)
Emiliana Tashev (Committee member)
Helen Conlon (Committee member)
Leanne Naylor (Secretary)
Stacey Fairbairn (Parent)
Montanna Taylor (Committee member)

Minutes of previous AGM

Minutes approved

- **Treasurers Report incl. Accounts for April 2021 to March 2022**

Our 2021-22 Accounts to July 2022 are ready for our Treasurer to check before sending to our accountant Jayne Blake.

We had a good year financially, Income for the year totalled £116,600.00 and expenditure £102,913.00 leaving us a profit of £13,687.00. As a non-profit making organisation/charity we need to look at a project to use this money before the end of the next financial year or put it towards staff costs?

Breaking the income figures down – Pre-school fees £34,981.00, Wraparound £78,698.00, Grants £940.00, Fundraising £1,326.00, Admin fees £950.00.

Our main expense is of course staff costs £86,032.00; premises, consumables, equipment and insurance make up the remainder of the expenses.

Our bank balances are looking healthy with an overall total of £75624.95. However, this includes £7,000 we've retained from Furlough payments received in 2020/21. Plus Rent for the past two years which hasn't been paid until the new agreement is sorted out with Oxfordshire County Council. And of course, our contingency fund of £30,000 remains in our reserve account. In real terms our working balance is approx. £33,600.00.

Full details will be available once the figures have been checked and presented at the AGM before filing with the Charities Commission. Our deadline for filing is the 31st of May 2023.

The 2021 - 2022 accounts were accepted by the committee.

Chair / Preschool Report

We have 41 children on roll as 3 children left us at Christmas and 3 joined the nursery including our wraparound care. We didn't take any new children in January as there were 13 sessions available for 2-year-olds, but we were one member of staff down. All children have now settled and enjoying their time with us within the environment, our activities, and our daily routines.

We have 7 children with English as an additional language including Slovak, Polish, Romanian, Macedonian, Spanish and Thai.

Children's Progress:

We have just completed assessing our children again reviewing children's learning and development as the academic year progresses. Apologies reports did not go out, this was two fold as Oxfordshire County Council changed their reporting processes and also their desired documentation. We are now not required to send out termly reports however we are going to use the new report, designed for children with emerging concerns and we will use this to support your child, keeping them at the centre of all we do. We do this within children's play and a key focus for us is on children's speech and language and if they are typically on target for their age. From these assessments, we will produce a progress report and within these, we will provide key strategies to help support individual children mainly with their communication skills. We have 5 children flagged for emerging needs in personal, social, and emotional development/speech and language and we are providing these children with interventions where we feel it would support their learning and development.

We will soon be sharing children's development, highlighting where a child is working and showing what experiences children are gaining through our 'enabling environment' accompanied with input from key persons e.g., through language, modelling play, sustained shared thinking etc.

Children at Cygnets can learn at their own pace to achieve. Having shared goals for children and respecting all the different approaches in getting there we will ensure that all the children in our care develop to their greatest potential.

Staffing:

- Over the past year, we have seen a slightly higher turnover of staff. Gemma left us March as she moved into the main school and Roxanne left in June to join Oxfordshire County Council. Both were offered higher salaries. Donna left us in December as a mutual agreement. Miss Lindsey joined us in June, and we have just recruited Terrie, who commences on 31 March 2023 who will be working full time with 6 years' experience from Launton Nursery.
- Mariola passed her level 3 in the summer, so we now have every member of staff fully qualified.
- Staff salaries need review from April 2023 as NLW is increasing to £10.42 from April, an increase of 9.2%. Committee originally at our previous meeting that we need to invest in the staff with any profit raised as well as maintenance and replenishing environment. It has been agreed to increase salaries by approx. 6%.

Environment:

- Door with magnetic key fob (approx. £900 split 50/50 with school however as per our lease the front door would be classed as exterior therefore, we should not be liable.
- We would really like to transform the garden and level one area, replacing the multipurpose flooring with Astro turf, or equivalent, a slabbed perimeter with road markings for a bike/scooter track. We don't have anyone to do this and have not sourced any costs. We would like to invite external contractors to quote and offer ideas for designs too.

Fundraising:

- £500 Tesco community grant (Blue chips)
- £500 Graven Hill
- £200 Sandfield Nursery
- £57.10 Photoshoot commission

- We discussed further fundraising and had ideas such as a bake sale, selling Easter nests and 20p smartie tubes (further details below)

Training:

- All statutory training is up to date for all staff and staff as part of their continuous professional development are choosing to take courses in areas that interest them or that will help their key children.

- LVCPS:

- Headteacher Meeting
 - Electrics – have requested contractor to put light and socket in outdoor environment and shed – still no response
 - New boiler installed after 5 months of asking – cost £480
 - lockdown/evacuation policy in line with school – awaiting feedback

Session Fees:

- We discussed NLW increasing to £10.42per hour so session fees need increasing to cover staff salaries and funding fees – have suggested a 6% increase, as follows:
- Increase fees from April 2023
 - Funded 2YO - £5.89 → £6.21 (government agreed)
 - Private 2YO - £6.50 → £7.00
 - Funded 3YO - £4.35 → £4.58 (government agreed)
 - Private 3YO - £5.60 → £6.00.

Following a review of local preschools and their predicted increases (some are still yet to confirm) so some are still current fees - It was agreed that funding would increase for 2YO to £7ph and for 3YO to £6ph. We will send information to parents e/c 20/03/2023.

April/Sept 2023	Toad Hall	Child First	Jack&Jill	Marsh Gibbon	Little Acorns	Courtyard	Bubbles
2YO	£ 7.59	£ 7.55	£ 6.00	£ 5.90	£ 6.00	£ 4.00	£ 6.00
3YO	£ 6.59	£ 7.55	£ 4.50	£ 5.50	£ 6.00	£ 4.00	£ 6.00

Events:

- **Proposed – (need to check with school):**
- Wednesday 29th March for an Easter event in our garden from 16:30-17:30hrs to include an Easter Bonnet/Easter Mask Parade (made at home) with the winner prize an Easter Egg, during event children can decorate easter biscuits, purchase an easter chocolate nest and have a face paint/tattoo for contributions to our fundraising. All children to be given a tube of smarties as a treat accompanied with a letter to parents requesting children to complete school readiness challenges, home learning/chores to collect 20p's – smartie tubes with 20p's to be returned by end of summer term to support 20th Anniversary celebrations)
- Thursday 4th May/Friday 5th May – Fundraising Bake Sale after school (donations of cup-cakes to include ingredients) to raise pennies, ideas to include Kings Coronation/Star Wars
- Cygnets' 20th Anniversary, ideally held in September – Sat or Sun possibly on school field – parents invited to a planning meeting, to be held in May to plan and organise

• Resignations & Elections:

Resignations of Officers/Committee Members

- Ashleigh Harrod, Treasurer
- Mel Lopez, Chair
- Leanne Naylor, Secretary

Election of Committee Members

- Montanna Taylor, Helen Conlon, Livia Ondu, Melissa Lopez, Donna Simpson, Georgina Smith, Emiliana Tashev and Stacey Fairbairn to be re-elected to committee.
- Chloe Inness to be elected as a new committee member.

Election of Key Committee Roles

- Georgina Smith - Chair
 - Proposed by Donna Simpson / Seconded by Livia Ondu
- Chloe Inness - Secretary
 - Proposed by Georgie Smith / Seconded by Livia Ondu
- Livia - Treasurer
 - Proposed by Georgie Smith / Seconded by Donna Simpson
- Donna Simpson – HR Support
 - Proposed by Georgie Smith / Seconded by Livia Ondu

• Any Other Business

- The Oxfordshire Safeguarding Children Board (OSCB) recommends good practice guidance that all committee members in an Early Years provision should complete the OSCB's 'Introduction to Safeguarding' eLearning course. The content of this course is bespoke to Oxfordshire; it highlights local procedures for identifying and reporting abuse in the county and gives clear messages about the importance of escalation of concerns as highlighted in national and local case reviews:

<https://training.oscb.org.uk/event-detail/%3DQzMwkTM/WEBINAR-Level-2-Early-Years-Generalist-Safeguarding>

More Date Choices:

Wednesday 8 March 2023

Monday 27 March 2023

Thursday 30 March 2023

Thursday 27 April 2023

Tuesday 9 May 2023

Friday 19 May 2023

Wednesday 31 May 2023

Thursday 15 June 2023

Wednesday 28 June 2023

Thursday 13 July 2023

- Chair to committee should attend the OSCB's Level 3 'Designated Safeguarding Lead' online course:

<https://training.oscb.org.uk/event-detail/%3DIjMyAjM/WEBINAR-Level-3-Designated-Safeguarding-Lead-Early-Years-Childminders-and-Childcare-Settings>

More Date Choices:

Thursday 23 March 2023

Tuesday 28 March 2023

Tuesday 18 April 2023

Tuesday 30 May 2023

Wednesday 21 June 2023

Wednesday 12 July 2023

- All committee members to be sent a new confidential agreement to sign and send back
- We will need to amend our records with the Charities Commission to add new committee members and new key elected roles.
- We will need to implement a new bank mandate to HSBC asking for signatories to be updated.

Date of next AGM meeting

Next AGM meeting to be held March 2024, next committee meeting to be held 10 May 2023 (tbc).

CYGNETS PLAYSCHOOL LANGFORD VILLAGE
ACCOUNTS FOR THE YEAR
ENDED 31ST JULY 2022

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 31st July 2022 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...22 MARCH 2023

CYGNETS PLAYSCHOOL LANGFORD VILLAGE

RECEIPTS AND PAYMENTS ACCOUNT

Period ended 31st July 2022

RECEIPTS

	£	£
Total Fees		115,270
Fundraising		1,326
Bank interest		9

TOTAL RECEIPTS		116,605

PAYMENTS

Premises	4,642	
Staff Costs	82,070	
Consumables	5,888	
Equipment	3,593	
Fundraising costs	127	
	-----	96,320
Administration	6,439	
Membership subscriptions	173	
	-----	6,612

TOTAL PAYMENTS		102,932

NET SURPLUS FOR THE YEAR		13,673
ADD SURPLUS BOUGHT FORWARD		61,952

SURPLUS CARRIED FORWARD		76,827

CYGNETS PLAYSCHOOL LANGFORD VILLAGE

BALANCE SHEET

As At 31st July 2022

CASH AT BANK

	£
Current Account	17,360
Deposit Account	30,133
Deposit Account – NOF account	19,947
Petty Cash	5
Wraparound Account	8,180

	75,625

SCHOOL FUND

Funds bought forward	61,952
Surplus for year	13,673

	75,625

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