

Cygnets Pre-school AGM Minutes - 13th March 2024

Attendees:

Hayley Durbin (Preschool Manager)
Jane Smith (Preschool Deputy Manager)
Georgina Smith (Chair)
Chloe Inness (Secretary)
Montanna Taylor (Committee member)
Emiliana Tashev (Committee member)
Iris Martin (Parent)
Leona Weston (Parent)
Kim Jeffery (Parent)

Apologies:

Lauren Dumbleton (Committee member)
Donna Simpson (Committee member)
Stacey Fairbairn (Committee member)
Celia Jones (Finance Manager)

Minutes of previous AGM

Minutes approved

Chair's Overview of the Year:

We have seen Cygnets continue to go from strength to strength. We have continued to invest in the equipment, facilities, and staff which after such a long time taking a cautious approach has been essential.

We received a grant from Tesco Blue Tokens which paid for a new Interactive Screen. In March we hosted our very first Spring Craft Fair and ~Raffle which were very successful. We have enjoyed many other highlights such as the Christmas party, Easter Egg hunt and Parade, both were a resounding success. The summer graduation was a fantastic way to finish the academic year ready for a well-earned break for all!

New children have brought new parent members to the team of current members, and we welcome all the support you are able to give. We understand the busy lives we all lead and the constant demands on everyone's time so any spare that you are able to give up to help us keep Cygnets running is invaluable.

The Cygnets staff continue to work tirelessly to provide a fun, happy, nurturing and stimulating educational environment for the children who attend whilst constantly striving to improve and adapt to the ever-changing requirements that are put upon them and this was evident as Cygnets were nominated and successful in becoming Bicester's 'Most Trusted Early Years Provider 2023'.

We would like to say a massive thank you to all committee members and staff, without whom Cygnets would not be the fantastic setting it is. Our community should be proud to have such a commodity within it.

Preschool Report:

Currently we have 32 children on roll as 1 child left us at after February Half Term and we have one further child joining us in April. We only took one new child in January.

Out of a potential 160 sessions, we have now filled 157 so only have 3 x 3-hour sessions available for a 2YO until September 2024 and no 3YO spaces at all.

We have 12 children with English as an additional language, these include Albanian, French, Italian, Persian, Polish, Portuguese, Spanish and Thai.

Training - All statutory training is up to date for all staff and as a team we are nearly finished our accreditation for oral health/diet/healthy living and are working towards Millie's Mark linked to Paediatric First Aid.

We have one child with a 'child in need' plan in place, 2 vulnerable families on roll and 5 children with emerging needs, mainly speech and language and social, emotional mental health needs.

Children's Progress

We are just completing our mid-term assessments for our children, reviewing their learning and development as the academic year progresses. All assessments and tracking are carried out within children's play. A key focus for us is children's speech and language as assessments show we have 4 children behind based on typical targets for their age. Reports on children's development, highlighting where children are 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.

Reports will be sent out on 22 March 2024.

We are very pleased with children's progress as this is clearly evident from the data tracking.

Environment

We haven't needed to make any big purchases this term, just replenishing resources that needed updating and buying equipment connected to our termly topics. We will be looking at Lifecycle's after Easter and we have a delivery of duck egg to arrive to broaden children's experiences.

Staffing

We had no staff changes over the past year. Terrie, our newest member of staff will have been at Cygnets a year at the end of this month and has settled well.

Our team are highly experienced and skilled, and all staff have a minimum of level 3 in childcare.

Review of Updates - Policies and Legislation

The update of policies was completed in October 2023, and we have just recently tweaked our oral health and healthy eating policy.

Lease Agreement Update

The portacabin is owned by Oxfordshire County Council, meaning that although we pay rent to the school, our lease agreement must be with the council. The council has sent a lease agreement which states that we are responsible for paying 100% of the cost of internal repairs, and 50% of the cost of repairs to shared and outside areas. We are due to sign this shortly once we are in receipt of the utilities layout/plan.

Appraisal and Supervision

No issues were raised following the appraisals at the end of the summer term 2023. Appraisals will be carried out again at the end of the summer term 2024.

Marketing

A banner is displayed on the main gate, and we have a new welcome sign on our entrance gate. We will duplicate these for both garden gates too. The website has been updated and a blog added and is up to date and a very strong support tool for signposting to families.

Financial Report:

Accounts

Accounts for the year ending 31st July 2023 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 17th of February 2024. 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 31st of May 2024.

The accounts for the financial year, show Cygnets Pre-school made a loss of £330.00
The balance sheet shows the Pre-school funds at £75295.00 – detailed balances as of 31st July 2023

Current account- £15,696.00
Staff account - £7,480.00
Holding account - £21,770.00
Reserve account - £30,344.00
Petty cash – £5.00

Total receipts for all accounts amounted to £120,871.00 (£116,605.00 in 21/22)

Income from Pre-school fees totalled £37,705.00, Wraparound £78,754.00. As with previous years, the majority of Pre-school fees are parent funded and Wraparound mainly Government funded. Fundraising income increased to £3,560.00, Interest increased to £352 on our Reserve and Holding accounts and £500 in grants.

Total expenses for all accounts were £121,201.00 (£102,932.00 in 21/22)

Our major expense through the year has again been staffing costs at £90,544.00. Premises costs were £928.00, Consumables £11,394.00, Equipment £8,876.00, Admin/Office £7,411.00, Subscriptions £384.00 and fundraising £1,664.00. Discussions are still 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/utilities again and retain funds within our balance sheet to pay the backdated funds, hopefully before the end of the current financial year.

This is the current financial position of Cygnets Playschool at the end of July 2023.

Future Expenditure - Fees

Our session fees for a 2YO are currently £7ph and a 3/4YO £6ph. The government are increasing funding in April to £7.83 for a 2YO and £5.30 for a 3/4YO. With the increase in funding, national living wage, staffing, food, drinks, resources etc. A proposed increase of 50p for a private 2, 3/4YO.

- Proposed increase fees from April 2024
Funded 2YO - £6.21 → £7.83 (government agreed)
Private 2YO - £7.00 → £7.50
Funded 3YO - £4.58 → £5.30 (government agreed)
Private 3YO - £6.00 → £6.50

We will send information to parents w/c 18/03/2024.

Government/Council Initiatives

The new Working Families 2YO funding commences in April and this has been taken up by 4 of our families.

Wages

Staff salaries need review from April 2024 as NLW is increasing to £11.44 from April, an increase of £1.02 / 9.8%. Our biggest investment must be in staff with any profit raised as well as maintenance and replenishing environment. We are currently looking at what we could afford, and we will discuss this further following today's meeting.

Forthcoming Events:

- Wednesday 27th March for an Easter event at park from 15:30-17:00hrs to include an Easter Egg hunt
- Cygnets' 30th Birthday Party, Sun 7th July 2024 from 1:30-5:30pm, Launton Sports & Social Club with Aaron Williams

Election of Committee Members / Resignations & Elections:

Resignations of Officers/Committee Members

- Georgina Smith, Chair
- Chloe Inness, Secretary

Re-election of current committee members

- Montanna Taylor, Donna Simpson, Georgina Smith, Chloe Inness, Emiliana Tashev to be re-elected to committee.
- Stacey Fairbairn resignation
- Leona Weston, Iris Martin & Kim Jeffery to be elected as new committee members

Election of Key Committee Roles

- Kim Jeffery - Chair
Proposed by Georgie / Seconded by Chloe
- Iris Martin - Secretary
Proposed by Emi / Seconded by Leona
- Leona Weston - Treasurer
Proposed by Jane / Seconded by Hayley

Any Other Business/Actions:

- All committee members signed a new confidential agreement, those that didn't attend meeting to sign post meeting
- Hayley to add new members to WhatsApp group and send requirements for DBS applications so we can commence process asap
- Hayley to commence applications for Enhanced DBS checks and EY2's for Ofsted
- A meeting at Esquire to be held on Friday 22nd March @ 9:30am to welcome new members and talk about key roles and responsibilities
- Once DBS and EY2's in place, Celia to amend our records with the Charities Commission to add new committee members and new key elected roles. Also 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 2025, next committee meeting to be held in May 2024, dates to follow.

CYGNETS PLAYSCHOOL LANGFORD VILLAGE

Independent Examiners' Report to the Trustees of Cygnets Playschool
I report on the accounts of the playschool for the year ended 31st July 2023 which are
attached at pages 1 and 2.

My report covers the following matters and questions:

- Whether the accounts are properly prepared for the purposes of the accounts. The charity's
accounts are prepared in accordance with the requirements for the period ended 31st July 2023
of the Charities Act 2011 and the Charities Act 2006 and that all the information is presented
in a true and fair manner.
- Whether the accounts comply with section 143 of the Charities Act.
- Whether the accounts are prepared in accordance with the requirements of the Charities
Act 2011 and the Charities Act 2006.
- Whether the accounts are prepared in accordance with the requirements of the Charities
Act 2011 and the Charities Act 2006.

Details of independent examiner's statement

My examination was carried out in accordance with the requirements given by
Charities Act 2011. My 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 material items or disclosures in the accounts, and
any other information that may be relevant to the accounts.

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ACCOUNTS FOR THE YEAR

ENDED 31ST JULY 2023

In connection with my examination, the matter has come to my attention

that the charity has not been able to provide me with the following information:

- to keep accounting records in accordance with section 143 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.

It is to be noted, in my opinion, attention should be drawn to the fact that a proper
understanding of the accounts is to be reached.

Yours faithfully,
Hayes Gill
Chartered Accountant

27 Redway Way
Thames
Oxon OX9 2BT

Date: 13th October 2023

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 2023 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...17 FEBRUARY 2024.

CYGNETS PLAYSCHOOL LANGFORD VILLAGE
RECEIPTS AND PAYMENTS ACCOUNT

Period ended 31st July 2023

RECEIPTS

	£	£
Total Fees		116,459
Fundraising		3,560
Grant		500
Bank interest		352
TOTAL RECEIPTS		120,871

PAYMENTS

Premises	928	
Staff Costs	90,544	
Consumables	11,394	
Equipment	8,876	
Fundraising costs	1,664	
	-----	113,406
Administration	7,411	
Membership subscriptions	384	
	-----	7,795
TOTAL PAYMENTS		121,201

NET DEFICIT FOR THE YEAR	(330)
ADD SURPLUS BOUGHT FORWARD	75,625
SURPLUS CARRIED FORWARD	75,295

CYGNETS PLAYSCHOOL LANGFORD VILLAGE
BALANCE SHEET

As At 31st July 2023

CASH AT BANK

	£
Current Account	15,696
Deposit Account	30,344
Deposit Account – NOF account	21,770
Petty Cash	5
Wraparound Account	7,480

	75,295

SCHOOL FUND

Funds brought forward	75,625
Deficit for year	330

	75,295

CYGNETS PLAYSCHOOL LANGFORD VILLAGE

Independent Examiners' Report to the Trustees of Cygnets Playschool
I report on the accounts of the playschool for the year ended 31st July 2023 which are
set out on pages 1 and 2.

My report includes details of my duties and assumptions.

My duties are set out in paragraph 14 of the Charities Act 2011 and I am responsible for the preparation of the accounts. I have checked that the accounts are true and correct and that all income and expenditure is properly accounted for.

- I have checked the accounts under section 143 of the Charities Act.
- I have checked the accounts set out in the General Regulations given by the Charity Commissioners under section 143(5)(b) of the Charities Act, and
- I have checked whether the accounts are true and correct in my opinion.

Details of independent examiner's statement

My statement is set out in paragraph 14 of the Charities Act 2011 and I am responsible for the preparation of the accounts. I have checked that the accounts are true and correct and that all income and expenditure is properly accounted for.

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ENDED 31ST JULY 2023

In connection with my examination, I have carried out my duties in my opinion.

It is my opinion that the accounts are true and correct and that all income and expenditure is properly accounted for.

- to keep accounting records in accordance with section 143 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

It is my opinion that the accounts are true and correct and that all income and expenditure is properly accounted for.

Trusted by the Trustees of Cygnets Playschool

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27 Reading Way

Thames

Thames GPO 281

Date: 13th October 2023

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- 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.

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Jayne Blake
Chartered Accountant

23 Roman Way
Thame
Oxon OX9 2FP

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