

The Oaks Nursery Annual General Meeting 16<sup>th</sup> October 2023 (held at The Oaks)

1. Welcome  
Becky and Kirsten welcomed everyone to the AGM
2. Chairpersons Introduction – Kirsten Iles  
Kirsten outlined another challenging but successful year for the nursery and highlighted the continued successful fundraising efforts. She thanked everyone for their continued support.
3. Managers Report – Becky Tyler

Becky thanked all for being here tonight and for coming to support us. As a charity we are totally reliant on parental support to remain sustainable so we are grateful that you are here.

As with the rest of the country, rising costs plus the increase in the national leaving wage have hit the nursery hard. Lizanne will talk much more about our finances however I just wanted to take a minute to explain how we are funded.

As I've already mentioned we are a charity. The nursery is not owned by me or the committee. The committee represents you as parents and employ me and the staff on your behalf. The nursery building and grounds are owned by the church and we have to pay them rent on a monthly basis – there's a very long back story to this but I won't go into that.

In terms of income, all children from the term after their 3<sup>rd</sup> birthday are given 15 hours funded early years education from the government. For each of these hours the government gives us just £4.55. We charge £8.20 for any additional hours or for unfunded children. We also ask for a voluntary contribution of £40 per term from all families to support the cost of our snacks and other sundry items.

Out of this income we have to cover the costs of maintenance and upkeep of our aging building, utilities, staff wages and any resources. We are therefore reliant on fundraising to boost our income and cover our costs.

We returned in September 22 full of hope. We had managed to work our way through the pandemic and were looking forward with optimism. What lay ahead, however was quite a difficult start to the year. It soon became clear that the children that were with us had been more affected by the lockdowns than we had expected. We found that a number of children had significant speech and language delay and were struggling to socialise. We stripped back our practise, removed tables to create space and worked in a different way to support the children. We put interventions in place to support language development and had small story groups so that all children were supported in listening to a story at a level that was appropriate to them. I am pleased to say that we quickly saw the results of the changes.

In May we had a long overdue visit from Ofsted. Inspection days are always strange days, they really are just a snapshot of life in the nursery. There were many frustrations with the process on the day, lots of things that we were told the inspector would do that she didn't and sadly the outcome wasn't quite what we'd hoped for. This being said, her parting comment to me was 'I'd send my children here!' so we must be doing something right! For me as manager it was just disappointing to feel the she didn't see us as outstanding setting I know we are when I know how incredibly hard the team work to make The Oaks the best it possibly could be.

Throughout the year it was lovely to be able to welcome parents back into the nursery. We had a proper Xmas singsong for the first time in 2 years, we had a damp Easter Egg Hunt, a wonderful summer outing to Penshurst Place and a lovely last day with our party, sports day and leavers' service. We returned in September to a very hot few weeks. Numbers sadly are not high at the moment. We have 28 on the role with 21 with us currently. Of these, 16 will leave us in July. We are not sure why this is but seems to be a pattern across other local settings. However, the new academic year has started well. I am proud to say that we have built a good reputation of being an inclusive setting. We are supporting a number of children with additional needs and so as to ensure that we had sufficient staff in place to provide these children and the rest of the cohort with the time and attention they need we were given permission to recruit an additional member of staff. I am delighted to say that Mrs Gill joined us as part of the team.

I'd just like to finish by saying a couple of thankyou's. Firstly to the committee. To Kirsten as chair, who is always available if I need her, to Lizanne for all the work she does on the finances, to Julie for all her help as secretary and to Sarah who has done an amazing job with fundraising over the last year. As I am sure the committee will mention, I am always conscious that whilst they are all amazing they no longer have children in the nursery and have not had for some time. We really do need some new volunteers so that our current members can be released from their duties. I hope they will all agree, it's actually quite nice being a committee member and getting the opportunity to have a regular insight into the nursery.

Finally, the biggest thanks goes to the team. Your children are very fortunate to be looked after by a wonderful group of ladies who work so hard day in and day out to ensure the best for all of the children in the setting. The Oaks really would not be what it is without them.

#### 4. Treasurers Report – Lizanne McCloud

Lizanne took everyone through the accounts for last year and compared it to the figures for the previous year.

Overall the nursery made a loss of £3,470 for the year (versus ~3,600 loss last year). £29k in reserves.

Fundraising, as always, is critically important in reducing the impact on cash reserves.

5. Committee News

The resignations of Chairperson (Kirsten Illes) , Treasurer (Lizanne McCloud), Secretary (Julie McDonald) and fundraiser positions were accepted with thanks for their amazing efforts.

The Chair, Treasurer, Secretary and one Fundraiser positions were all proposed, seconded and elected as follows:

Chairperson – Lizanne McCloud

Treasurer – Ella Williams

Secretary – Micky Ransley

Ida Jones and Maddie King were proposed and elected to fundraiser position.

Becky and Kirsten thanked all for joining.



## Receipts and payments accounts

CC16a

For the period  
from

1st Sept 2022

To

31st Aug 2023

### 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 £
<b>A1 Receipts</b>					
Nursery Education Grant	74,933	-	-	74,933	65,339
Fees	32,804	-	-	32,804	37,345
Fund raising	3,604	-	-	3,604	2,452
Donations	-	-	-	-	50
Sale - t shirts/sweatshirts	68	-	-	68	130
KCC Grant	-	-	-	-	2,176
Fun events	87	-	-	87	719
Bank interest	1	-	-	1	-
Job Retention Scheme Grant	-	-	-	-	-
Other income	-	-	-	-	812
<b>Sub total (Gross income for AR)</b>	<b>111,497</b>	<b>-</b>	<b>-</b>	<b>111,497</b>	<b>109,023</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>111,497</b>	<b>-</b>	<b>-</b>	<b>111,497</b>	<b>109,023</b>
<b>A3 Payments</b>					
Staff Costs	93,620	-	-	93,620	90,878
Toys and resources	4,473	-	-	4,473	5,323
Rent and rates	4,868	-	-	4,868	5,088
Repairs and maintenance	2,757	-	-	2,757	1,171
Printing, postage, stationery, advertising	483	-	-	483	451
Light, water and heat	1,581	-	-	1,581	2,181
Fun events	299	-	-	299	368
Gardening	32	-	-	32	-
Insurance	1,590	-	-	1,590	1,522
Cleaning	1,256	-	-	1,256	775
Accounting	726	-	-	726	1,008
Refreshments	957	-	-	957	829
Telephone/Internet	586	-	-	586	522
Fund raising expenses	60	-	-	60	20
Consultancy	-	-	-	-	-
Subscriptions	834	-	-	834	826
Staff Training	722	-	-	722	1,462
Legal and professional	-	-	-	-	-
Other expenses	123	-	-	123	226
	-	-	-	-	-
<b>Sub total</b>	<b>114,967</b>	<b>-</b>	<b>-</b>	<b>114,967</b>	<b>112,650</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>114,967</b>	<b>-</b>	<b>-</b>	<b>114,967</b>	<b>112,650</b>
<b>Net of receipts/(payments)</b>	<b>- 3,470</b>	<b>-</b>	<b>-</b>	<b>- 3,470</b>	<b>- 3,627</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>33,243</b>	<b>-</b>	<b>-</b>	<b>33,243</b>	<b>36,870</b>
<b>Cash funds this year end</b>	<b>29,773</b>	<b>-</b>	<b>-</b>	<b>29,773</b>	<b>33,243</b>

## 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 £
<b>B1 Cash funds</b>	Bank Account No 1	29,506	-	-
	Bank Account No 2	99	-	-
	Petty Cash	168	-	-
	<b>Total cash funds</b>	<b>29,773</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<u>Lizanne McCloud</u> Lizanne McCloud (Oct 16, 2023 18:33 GMT+1)		
<u>Becky Tyler</u> Becky Tyler (Oct 26, 2023 10:23 GMT+1)		



## Receipts and payments accounts

CC16a

For the period  
from

1st Sept 2022

To

31st Aug 2023

### 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 £
<b>A1 Receipts</b>					
Nursery Education Grant	74,933	-	-	74,933	65,339
Fees	32,804	-	-	32,804	37,345
Fund raising	3,604	-	-	3,604	2,452
Donations	-	-	-	-	50
Sale - t shirts/sweatshirts	68	-	-	68	130
KCC Grant	-	-	-	-	2,176
Fun events	87	-	-	87	719
Bank interest	1	-	-	1	-
Job Retention Scheme Grant	-	-	-	-	-
Other income	-	-	-	-	812
<b>Sub total (Gross income for AR)</b>	<b>111,497</b>	<b>-</b>	<b>-</b>	<b>111,497</b>	<b>109,023</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>111,497</b>	<b>-</b>	<b>-</b>	<b>111,497</b>	<b>109,023</b>
<b>A3 Payments</b>					
Staff Costs	93,620	-	-	93,620	90,878
Toys and resources	4,473	-	-	4,473	5,323
Rent and rates	4,868	-	-	4,868	5,088
Repairs and maintenance	2,757	-	-	2,757	1,171
Printing, postage, stationery, advertising	483	-	-	483	451
Light, water and heat	1,581	-	-	1,581	2,181
Fun events	299	-	-	299	368
Gardening	32	-	-	32	-
Insurance	1,590	-	-	1,590	1,522
Cleaning	1,256	-	-	1,256	775
Accounting	726	-	-	726	1,008
Refreshments	957	-	-	957	829
Telephone/Internet	586	-	-	586	522
Fund raising expenses	60	-	-	60	20
Consultancy	-	-	-	-	-
Subscriptions	834	-	-	834	826
Staff Training	722	-	-	722	1,462
Legal and professional	-	-	-	-	-
Other expenses	123	-	-	123	226
	-	-	-	-	-
<b>Sub total</b>	<b>114,967</b>	<b>-</b>	<b>-</b>	<b>114,967</b>	<b>112,650</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>114,967</b>	<b>-</b>	<b>-</b>	<b>114,967</b>	<b>112,650</b>
<b>Net of receipts/(payments)</b>	<b>- 3,470</b>	<b>-</b>	<b>-</b>	<b>- 3,470</b>	<b>- 3,627</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>33,243</b>	<b>-</b>	<b>-</b>	<b>33,243</b>	<b>36,870</b>
<b>Cash funds this year end</b>	<b>29,773</b>	<b>-</b>	<b>-</b>	<b>29,773</b>	<b>33,243</b>

## 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 £
<b>B1 Cash funds</b>	Bank Account No 1	29,506	-	-
	Bank Account No 2	99	-	-
	Petty Cash	168	-	-
	<b>Total cash funds</b>	<b>29,773</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<u>Lizanne McCloud</u> Lizanne McCloud (Oct 16, 2023 18:33 GMT+1)		
<u>Becky Tyler</u> Becky Tyler (Oct 26, 2023 10:23 GMT+1)		