

## **The Oaks Nursery AGM Minutes**

Registered Charity No. 1045244

**Date:** 21st October 2024

### **In Attendance:**

- Becky Tyler (Nursery Manager)
- Lizanne McCloud (Treasurer)
- Holly Taylor (Chair)
- Ida Jones (Fundraiser)
- Steph Kenward (Nursery Assistant)
- Sophie Makey (Parent)
- Sam Bowers (Nursery Assistant)
- Kadar Mohammud (Parent)
- Emma Gill (Nursery Assistant)
- Kayleigh Minihane (Parent)
- Emily Homewood (Parent)
- Cordelia Hepden (Nursery Assistant)
- Tracey Devlin (Nursery Deputy Manager)

### **Apologies:**

- Ella Williams (Fundraiser)
- Nikki Ransley (Secretary)

## **1. Welcome**

Holly and Becky welcoming all and thanking parents and staff for attending this meeting.

As the nursery is a charity we rely heavily on fundraising and support from the parents to keep the setting running successfully. By parents attending events, engaging, and joining in raffles etc it helps the nursery and children attending the setting to have the best possible opportunity to thrive.

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## **2. Manager updates**

Becky gave an intro and update on how the nursery is set up and run.

The nursery isn't owned by the staff or the committee. The committee are all volunteers and represent the parents and employ the staff on their behalf. The nursery building and grounds are owned by the church and we pay rent to them on a monthly basis.

In terms of income, all children receive 15 hours funded early education from the term after their 3<sup>rd</sup> birthday. Over the course of the last year this has been expanded to include children under 3 if their parents meet criteria as working parents. All of this is fantastic for families, however this coupled with the significant increases in national living wage puts a huge financial strain on settings such as ours. We receive just over £5 from the government per child for each funded hour. For any unfunded hours we charge £8.80. Out of this income we have to cover the cost of maintenance to this building (our lease does not include any maintenance) plus pay for utilities, staff wages and any resources. We ask for a voluntary contribution of £50 per child per term to cover the cost of our snacks and rely on any surplus from this and our fundraising events to cover our costs.

A brief update on events from last year.

Last year was challenging due to the number of children at the setting with additional needs, at one point we had almost 40% of children with an additional need. We are very proud of the setting having an amazing reputation of being inclusive and able to support children with these needs, but due to the complexity of needs over the last year this did have an impact on our practices from previous years with less external visits, walks, and certain resources having to be removed. We hope (and have received feedback) that the children and parents didn't feel that they had missed out and had an overall happy experience of their time at the nursery.

Despite all of this, throughout the year we had some lovely events. Our Christmas singsong was fabulous and thanks to parents generosity raised lots of money with our hamper raffle. We had a fantastic Christmas party for the children, our Easter Egg hunt, a very wet summer outing to Penshurst Place and a scorching hot last day with our party, sports day and leavers service. We also had a very fun quiz night for parents, staff and the committee.

On the positive side, for those children that did have a diagnosis for their needs, we were successful in securing EHCPs for them which meant they were all able to go to schools that could offer them the support they needed.

#### Looking ahead.

We returned in September with a wonderful start to the new year. Our 13 new starters have settled in amazingly and we are able to do all of the things we couldn't last year. We are having some fantastic circle times with lots of opportunities for learning and our Thursday Musical Bumps sessions continue to be a huge success. We are really excited about what the rest of the year will bring.

We currently have 36 children on the role with 30 with us currently which is up about 30% from this time last year. 24 of those children will leave us next July to go to school.

We were sad to say goodbye to Mrs Gordon-Brown who left our staff team in July. We have decided at this stage not to recruit as we are able to cover the sessions between the remaining 6 of us whilst still working on extremely favourable ratios.

#### Thank you

Becky thanks the committee for the support over the last year. Taking time out of busy lives, contributing to supporting the nursery and making the part of being a committee member an enjoyable task.

The biggest thank you to the amazing team of staff. The children are so fortunate to be cared for by such an amazing group of ladies and the setting really would not be what it is without you.

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### **3. Treasurer updates**

Lizanne gave an update on the finances. Pointing out that there is a vital role of parents, committee and community to ensure the success of the nursery.

This year the nursery had more expenses than funds and this is mainly due to the increase in the national wage limit that has sadly not been offset against the funding from the government. The committee has done a brilliant job at trying to bridge this gap by doing some fundraising events. We had a successful quiz night that was so much fun, a bake sale, and a fantastic leavers do.

Encouraging everyone here tonight at the meeting to champion and promote the nursery amongst the parents WhatsApp group and in gatherings with friends to boost our fund raising. And also please consider joining the committee to help bring fresh ideas to the table.

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#### 4. Fundraising

Future fundraising opportunities were discussed. It was agreed that we should continue with successful ones from past, including:

- Sweet jars at school fair (Christmas and Summer)
- Raffles (Christmas, Easter and Summer)
- Guess the Christmas pudding weight
- Quiz night
- Bake sale
- Bottle tombola (Summer)
- Guess the Teddy's name (Summer)
- Lucky dip (Summer)
- Tattoos (Summer)
- Ice lollies (Summer)

There were also some further suggestions, including:

- Bingo night
- 200 club
- Additional bake sales
- Armchair quiz

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#### 5. Committee Membership Updates

- **Resignations:** Nikki Ransley (Secretary), Lizanne McCloud (Treasurer) and Ida Jones (Fundraiser) stepping down from their roles.
- **New Appointments:** Ida Jones (Treasurer), Kayleigh Minihane (Secretary), Sophie Makey (Fundraiser)

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#### 8. Any Other Business

- No additional items were discussed.

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#### 9. Meeting Adjournment

The meeting was adjourned with the next meeting date to be confirmed.



The Oaks Nursery School			1045244	CC16a
Receipts and payments accounts				
For the period from	1st Sept 2023	To	31st Aug 2024	

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Nursery Education Grant	81,657			81,657	74,933
Fees	38,985			38,985	32,804
Fund raising	1,551			1,551	3,604
Donations					
Sale - t shirts/sweatshirts	47			47	68
KCC Grant					
Fun events					87
Bank interest	2			2	1
Job Retention Scheme Grant					
Other income	384			384	
<b>Sub total(Gross income for AR)</b>	122,626			122,626	111,497
<b>A2 Asset and investment sales, (see table).</b>					
<b>Sub total</b>					
<b>Total receipts</b>	122,626			122,626	111,497
<b>A3 Payments</b>					
Staff Costs	110,585			110,585	93,620
Toys and resources	4,392			4,392	4,473
Rent and rates	5,696			5,696	4,868
Repairs and maintenance	1,384			1,384	2,757
Printing, postage, stationery, advertising	381			381	483
Light, water and heat	617			617	1,581
Fun events	1,551			1,551	299
Gardening					32
Insurance	1,654			1,654	1,590
Cleaning	547			547	1,256
Accounting	1,392			1,392	726
Refreshments	801			801	957
Telephone/Internet	810			810	586
Fund raising expenses	1,326			1,326	60
Consultancy					
Subscriptions	1,518			1,518	834
Staff Training	1,164			1,164	722
Legal and professional					
Other expenses	836			836	123
<b>Sub total</b>	134,654			134,654	114,967
<b>A4 Asset and investment purchases, (see table)</b>					
<b>Sub total</b>					
<b>Total payments</b>	134,654			134,654	114,967
<b>Net of receipts/(payments)</b>	-12,028			-12,028	-3,470
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	29,773			29,773	33,243
<b>Cash funds this year end</b>	17,745			17,745	29,773

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Bank Account No 1	17,474	-	-
	Bank Account No 2	100	-	-
	Petty Cash	171	-	-
	<b>Total cash funds</b>	<b>17,745</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval





CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Oaks Nursery School

1045244

## Receipts and payments accounts

CC16a

For the period from

1st Sept 2023

To

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<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> <small>Lizanne McCloud (trst-14-2014-10-30 GMT+1)</small>		
		<u>Becky Tyler</u> <small>Becky Tyler (trst-14-2014-10-12 GMT+1)</small>		





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

The Oaks Nursery School

**On accounts for the year  
ended**

31<sup>st</sup> August 2024

**Charity no  
(if any)**

1045244

**Set out on pages**

1 and 2

(remember to include the page numbers of additional sheets)

**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 year 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.

**Signed:**

*M I Lewis*

**Date:**

22/10/2024

**Name:**

M I Lewis

**Relevant professional  
qualification(s) or body  
(if any):**

FCA – Institute of Chartered Accountants in England and Wales

**Address:**

91A Church Lane, Bulphan, Upminster RM14 3TR




**Section B****Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

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