

KINGSWOOD PRE-SCHOOL GROUP AGM

AGM

DATE: 03/11/2020

LOCATION: Zoom due to Covid19 Pandemic

TIME START: 8.00PM

TIME END: 9.00PM

ATTENDANCE LOG		
HAYLEY ROBERTS (CHAIR)	SOPHIE BRADY	TIFFANY ROOKLEDGE
ROS BURGESS (SECRETARY)	RACHAEL BACON	KATHERINE ROSS
BECCA WRIGHT	BECKY HOAR	ANNETTE FRIEND (TREASURER)
LAURA HUBBARD		

ITEMS	RECORD OF RELEVANT DISCUSSION AND PROPOSED ACTIONS GOING FORWARD.	ACTION & PERSON RESPONSIBLE FOR AGREED ACTION.
1. WELCOME / APOLOGIES	BRIEF WELCOME TO ALL. APOLOGIES: MANDY ROPER (APPENDIX 2), AMY WICHALL (APPENDIX 1) AND AIMEE PARKER	
2. MATTERS ARISING FROM THE PREVIOUS AGM MINUTES & SIGNED OFF	COMPLETED	
3. <u>Chairperson's report</u>	<p>Thank you everyone for coming tonight for the Kingswood Pre-School AGM.</p> <p>What a crazy year!! We are in the middle of a pandemic and things have certainly been tough. We are struggling, as I think a lot of early years settings are, however we are continuing and we can hopefully come out the other side!</p> <p><u>Staff</u></p> <p>Katherine, Sarah, Claire, Ann, Yati, Emma and Louise have continued to work really hard again this year. On behalf of the committee I would like to thank all of you for your hard work, patience and support.</p> <p>Katherine in particular has worked extremely hard during the pandemic to ensure we remain open and I want to say a special thank you to Katherine for this.</p> <p>There is also another very important part of our team who works really hard behind the scenes and that is Tiff. Thank you to you also for everything you have done for the preschool this year. I really appreciate everything you do and we would not be here without you either.</p> <p>I would also like to thank our intern Hannah for helping the ladies.</p> <p>Katherine completed her designated safeguard lead training</p>	

earlier in the year.

Yati is in the process of taking on two key children with the assistant and guidance of Katherine and Sarah. We will support Yati in anyway we can.

Unfortunately staff hours have been reduced due to COVID19 and we want to thank those staff members for their understanding. We hope this is something we can change again in the future however there is a lot of uncertainty at the moment.

As always, we are here to support everyone in every way we can and we look forward to another year.

Committee

I would like to thank you all for your amazing support as always. You are always there to listen and advise and I am truly grateful to have you all there!

This year we welcomed Becca and Becky to the Committee. Annette, Aimee and Mandy will unfortunately be leaving us today and we are really sad to see you go! All three of you have been a fantastic addition to the committee over the years and I would like to thank you for that. We hope to see you around still and wish Annette the very best with her move to Cornwall!

Preschool

Despite the pandemic we are still receiving quite a few enquiries from parents. September is always quiet and COVID19 certainly hasn't helped us with this. Numbers are slowly increasing and Katherine is working incredibly hard to increase numbers in January.

At the last AGM we had just introduced a preschool uniform and it has worked really well.

Katherine continues to monitor and adapt the daily routines and I think you would all agree that they enhance the preschool experience and are something that the children enjoy.

Tapestry continues to be a really useful tool for communicating between staff and parents, especially at the moment.

Katherine, Annette and I have been working a bit more on the website this year. We want to encourage parents to use the website more. Newsletters are uploaded weekly and Katherine has added some really useful documents for parents to refer to.

Dancing Bear is still very popular with more and more children choosing to join in each week. This is something we hope to continue funding again in the new year.

During the final summer term we introduced Footy Tots on a Friday afternoon. We hoped that it was something that the boys particularly would enjoy and hoped it might attract more people to a Friday afternoon session. We will review this in the new year.

Supporters

	<p>I would like to thank Kingswood Stores and Winterwood Farm for their continued generosity and support.</p> <p>Thank you to F Edmed and Sons and in particular Debbie and Nigel Edmed for their generosity.</p> <p>Thank you to our photographer Chris Simpson for all the work you do, although that has been quite difficult this year.</p> <p>Thank you to Miss Steph for your Dancing Bear classes. We hope to welcome you back in the new year.</p> <p>Thank you to Tom at Footy Tots, We hope to welcome you back in the new year.</p> <p>Thank you to Kingswood Primary School we look forward to working closely with you to support the children and their transition from Preschool to Reception.</p> <p>The Parish Council continue to support the preschool and we thank them for that.</p> <p>A massive thank you to Annette and Simon Friend for all of your continued support with the website.</p> <p>Thank you to Aimee for making and supplying the wonderful aprons and bags.</p> <p>Finally, thank you to all our parents!</p> <p>I hope things return to 'normal' again soon and that we can go on to have a very successful and enjoyable year at Kingswood Preschool.</p>	
4. TREASURERS REPORT	<p>Bank Account as at 31/08/2020</p> <p>Current Account £1,455.52</p> <p>Fundraising Account £1324.03</p> <p>Savings Account £12,032.47</p> <p>The last year ended in some what of a roller coaster.</p> <p>THE ACCOUNTS FOR 19/20 HAVE BEEN AUDITED, A FIRST TO HAVE THEM COMPLETED BEFORE OUR AGM!</p> <p>FINISHED THE YEAR WITH AN £12,867.01 DEFICIT. WE HAD A SLOW START IN SEPTEMBER 2019 WITH LOW CHILD NUMBERS. UNFORTUNATELY, THE NUMBERS INCREASED TO SLOWLY IN TO THE YEAR. MINIMUM WAGE WAS ALSO INCREASED YET AGAIN AND KCC FUNDING ONLY INCREASED BY 8P WHICH IS A DROP IN THE OCEAN COMPARED TO OUR STAFF COSTS AND RENT! THE PRESCHOOL LEARNING ALLIANCE IS CAMPAIGNING TO THE GOVERNMENT FOR THE FUNDING TO BE INCREASED.</p> <p>OBVIOUSLY LOCK DOWN CAME ALONG AND PRESENTED NEW CHALLENGES. I HAD TO WORK OUT THE FURLOUGHING SYSTEM, STRAIGHT FORWARD IF WE DIDN'T RECEIVE GOVERNMENT GRANTS! WITH</p>	

	<p>EVERYTHING BEING COMPLETELY NEW THE GUIDELINES CHANGED BY THE MINUTE, WE WENT FROM BEING ABLE TO CLAIM FURLOUGH FOR ALL STAFF TOO ONLY THE PERCENTAGE WE WOULD RECEIVE IN ADDITIONAL INCOME.</p> <p>GOING FORWARD IS DIFFICULT WITH THE ONGOING PANDEMIC BUT WE NEED TO ENSURE WE HAVE THE ADEQUATE CHILD NUMBERS TO BREAK EVEN. ALL WHILE HOPING THE PRESCHOOL ALLIANCE WIN THE FUNDING BATTLE.</p> <p><i>Additional Points detailed due to questions from committee:</i></p> <ul style="list-style-type: none"> • <i>We need 26 children per session to break even. Currently do not have these numbers (See managers' report) but may well have these by end of academic year.</i> • <i>We are unable to access most funding available or are already benefitting from it. We are currently looking into Village Hall Hire costs being covered by the Parish Council.</i> • <i>The £10,000 currently in the account will cover us until Christmas.</i> 	
5. MANAGERS REPORT	<p>Session numbers this term:</p> <p>Mon am: 24 pm:17 Tue: 17 Wed: 21 Thurs:21 Fri am: 23 pm:13</p> <p>These numbers are higher than this time last year, and although they don't make us break even, the upcoming numbers after Xmas are promising and compared to a lot of preschools at this time we do seem to be in a better position financially than many. Staff morale is relatively high considering the future uncertainties and the strains related to covid at the moment and staff's private lives.</p> <p>Due to covid there is an awful lot of cleaning involved and steaming equipment is being pushed to max usage. Floor steamer has broken and has been discarded by Katherine. Hayley raised that this was still under warrantee and will contact Amazon regarding this. Warrantee may be voided by disposal of faulty unit.</p> <p>Staff find cleaning tenuous but accept it is necessary and there are not funds to hire a cleaner to do this.</p> <p>We have been claiming funding for a child who requested a place at preschool but has stopped attending since summer. Although we have notified KCC of thi,s and followed their guidance in how to deal with this to the letter, the child has not attended and now it is requested that the preschool pay</p>	Hayley

	<p>back KCC the amount of funding they have received. Katherine is fighting this as is not fair that we have been left in the position and we are financially vulnerable at this time.</p> <p>Weekly bulletin has received positive feedback and will be continued. Particularly useful now that face to face interactions are limited.</p> <p>Parents will soon be sent a reminder to check Tapestry and use it as a port of communication with Key Workers.</p> <p>Prep for school sessions with older children seem positively received, they will continue.</p> <p>Children and staff are adapting to new routines (covid) and these have been tweaked when not working efficiently eg. Changing pick up points at 12noon.</p> <p>Due to covid, fruit donations have had to stop. It is an unnecessary expense (approx. £20 weekly) and if a charge or donation system could be introduced this would be good.</p> <p>Longer term plans are to ask VHC if they would consider letting preschool lengthen the fencing line to include some of the grass area also. This would involve volunteers to help.</p> <p>An email will be going out, to encourage parents to increase their child's hours, if they are not claiming the 15 they are eligible for.</p> <p>Katherine is trying to put together a virtual tour of the preschool, her husband will create a video of what is captured. There may need to be parental permissions for children to be in the videos.</p>	
6. Appointment of new Trustees/Resignation of trustee roles	<p>Annette Friend, Mandy Roper and Aimee Parker all stepped down and will not be stepping back up.</p> <p>Appointment of new trustees:</p> <p>Hayley as chair: Nominated by Ros and seconded by Laura</p> <p>Laura as secretary: Nominated by Rachael and seconded by Ros</p> <p>Ros as treasurer: Nominated by Hayley and seconded by Becca</p> <p>Becca: Nominated by Becky and seconded by Rachael</p> <p>Becky: Nominated by Sophie and seconded Laura</p> <p>Rachael: Nominated by Ros and seconded Sophie</p> <p>Sophie: Nominated by Hayley and seconded Becky</p> <p>Amy: Nominated by Ros and seconded Becky</p>	
7. AOB/QUESTIONS	<p>HAYLEY QUERIED WHETHER WE HAVE TO PAY STAFF WHO ARE ISOLATING OR CARING FOR A CHILD WHO IS. TIFF</p>	TIFF/HAYLEY

	<p>TO LOOK INTO THIS, PERHAPS MAY BE ABLE TO OFFER SSP AND POTENTIALLY RECLAIM THIS?</p> <p>BECKY QUERIED TRANSITION TO SCHOOL PROCESS- HOW WILL THIS BE MANAGED WITH COVID?</p> <p>KATHERINE: IN TALKS WITH MRS SANCHEZ (KINGSWOOD PRIMARY SCHOOL HEAD) ABOUT THIS. IT IS UNCLEAR AT WHAT POINT WALKS OVER TO SCHOOL OR STORYTIME WITH THE RECEPTION TEACHER ETC WILL BE ALLOWED BUT THE OPTIONS ARE UNDER DISCUSSION.</p>	
8. DATE OF NEXT MEETING	TBC- LIKELY JANUARY 2021	

RECORDED BY: ROS BURGESS POSITION: SECRETARY

SIGNED:

DATE:

SIGNED:

DATE:

POSITION:

APPENDIX 1

From: Amy Wichall <amywichall@hotmail.com>
Sent: 03 November 2020 19:11
To: Chairperson <chairperson@kingswoodpreschoolgroup.co.uk>
Subject: Re: AGM Agenda

Good evening,

I'm sorry I'm unable to attend tonight's meeting, please give my apologies. I would like to join as part of the committee please without having a main role at the moment.

Sorry I can't attend tonight

Many thanks

Amy

APPENDIX 2

From: Mandy Roper <mandypebs@gmail.com>
Sent: 03 November 2020 17:01
To: Hayley Roberts <hay_iz@hotmail.com>
Subject: Step down from Kingswood committee

Dear Hayley (Chair)

As of today, 2 November 2020, I would like to step down from the Kingswood preschool committee and no longer be an active committee member.

I thank you so much for making me feel so involved and welcome during my sons attendance at Kingswood Pre School.

Kind regards

Mandy Roper



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	
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Receipts and payments accounts

CC16a

For the period from	01/09/2019	To	31/08/2020
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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 £
A1 Receipts					
Fees From Parents	8,097.33	-	-	8,097	17,347.75
Interest Income	21.70	-	-	22	24.10
KCC Funding	56,680.89	-	-	56,681	56,102.82
Other Revenue	2,829.73	-	-	2,830	779.00
Uniform	521.70	-	-	522	490.70
Fundraising Income	972.61	-	-	973	598.70
Sales	112	-	-	112	-
	-	-	-	-	-
Sub total (Gross income for AR)	69,236	-	-	69,236	75,343
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	69,236	-	-	69,236	75,343

A3 Payments

Direct Expenses	810.52	-	-	811	2,186.32
Direct Wages	67,876.29	-	-	67,876	59,522.19
Tax & NI	3,932	-	-	3,932	1,999
Cleaning	155	-	-	155	107
Advertising & Marketing	203.98	-	-	204	237.60
Audit & Accountancy fees	218.31	-	-	218	686.92
Fundraising Expense	720.57	-	-	721	681.09
General Expenses	1,636.59	-	-	1,637	1,913.74
Insurance	671.18	-	-	671	423.37
IT Software and Consumables	323.40	-	-	323	417.54
Pensions Costs	1,841.17	-	-	1,841	676.46
Postage, Freight & Courier	25.32	-	-	25	14.11
Printing & Stationery	214.75	-	-	215	158.88
Rent	4,766.50	-	-	4,767	4,719.00
Snack	188.42	-	-	188	358.21
Staff Training	1,091.00	-	-	1,091	264.00
Subscriptions	503.52	-	-	504	619.00
Telephone & Internet	1,041.99	-	-	1,042	673.87
Petty Cash	22	-	-	22	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	86,242	-	-	86,242	75,658

A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	86,242	-	-	86,242	75,658
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Net of receipts/(payments)	- 17,006	-	-	- 17,006	- 315
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A5 Transfers between funds**A6 Cash funds last year end****Cash funds this year end**

	-	-	-	-	-
	31,931	-	-	31,931	32,246
	14,925	-	-	14,925	31,931

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

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Fundraising Account	1324.03	0	0
	Kingswood Preschool Group	1,456	-	-
	Saving Account	12,032	-	-
	Petty Cash & Fund Raising Cash	112	-	-
	Total cash funds	14,925	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted	Restricted	Endowment

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

Signature

H. E. ROBERTS

Print Name

H. E. ROBERTS

Date of approval



Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name Kingswood Pre- School Group		
On accounts for the year ended	31 st August 2020	Charity no (if any)	1045792
Set out on pages	1 & 2 of Receipt and Payment Pages		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and
basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent
examiner's statement**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:  **Date:** 22/10/2020

Name: Marion Missing

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

Address: 55b High Street
Headcorn
Ashford Kent, TN27 9NL



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	Do not apply
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Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020
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	Petty Cash & Fund Raising Cash	112	-	-
	Total cash funds	14,925	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted	Restricted	Endowment

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

Signature

Print Name

Date of
approval