

Little explorers AGM minutes - June 24th 2024

Introductions

Welcome to Anna from the team

Actions from last AGM - all complete.

Notes from Manager

Staff and Team:

We have welcomed 17 children to our Little Explorers family since September which also welcomed some great new members of our committee team.

As you know, we welcomed Rachel in September but due to work life balance changes, she left us at Easter to set up her own childminders business. She was a brilliant practitioner, and we wish her all the best. In November Jolie joined us as a student for her placement at college and we offered her a paid position with us at Easter. Staff have all agreed that we haven't worked with such a proactive student for years. The children love her, she is fun but fair and a great part of our team! She will stay on with us in September with both paid hours and hours for her placement.

Great morale amongst the team – we have been sent a free round of golf for the team so we are arranging this as our summer social!

We have attended various courses this year such as mandatory First aid training for the whole team, Child Protection and some short courses alongside a lot more communication with other settings which was a recommendation from our Ofsted report last year.

Children and Next Year:

- 15 pre-schoolers leaving this summer
- 9 children continuing in September
- 10 visiting in the next few weeks with fewer sessions booked in meaning a lower daily intake in Sept than we initially thought but we have roughly 10-12 joining throughout the year (Jan and April intakes)
- We increased our hourly rate by 50p to £7.50 at Easter this year – no issues so far
- Not a huge response from parents regarding a change in opening times – after chats with the staff team however, we could potentially open on a Friday morning, so I have put feelers out to get numbers. If there aren't enough signed up, we will stay the same Mon-Thurs and reconsider 9-3pm from January 2025 – we need to focus on the new space first - no interest since writing this report.
- We will discuss with the staff team about lowering age to start to 2 years but this is a huge difference in care and routine.

New building

- As you will know, the council are set for us to move into the new space in September
- This is exciting for us as we have some pencilled in plans to make it a fun, new environment for us all!

- At the moment they are very rough plans as we just don't know until we have a feel for the space, plus some bigger projects will take time, money and helpful volunteers
- For now, I would like to politely ask (again) for as many volunteers as we can get on Thursday 18th July from 1pm to move and cover furniture for the summer
- We also require volunteers from 9am Tues 3rd September to move furniture into the new space and help revive the back garden

Committee

- I would like to say a huge thank you to all on the committee for any help you have given to Little Explorers
- You have helped us raise over £1100 this year – THANK YOU! We are pooling this aside to help with new resources and possibly some shed builds for example in the new space come Sept.
- That leads us to a new committee team who are an invaluable member of the Little Explorers family – welcome (if you are present)
- As it will be a quieter term than expected, I would love to get some fundraising items booked in now so that they can go ahead in the Autumn term as smoothly as possible.

AOB

- Committee chair and other role changes to discuss
- Toddlers is quiet 6-8 most weeks so I am a little worried about the sustainability of it covering my pay. It does feed our waiting list and a great help in the community but something to consider each year.
- SENCO £300 level 3 course or New to SENCo course from September as the first may be too expensive with staff overtime for us right now
- We need to run my appraisal please

Thank you and have a lovely rest of term and summer!

Notes from treasurer

This academic year Aug 2023– August 2024 has been more difficult financially than the previous year, resulting from increasing costs (particularly staff wage increases) and a less than full quota of children at times. There has also been a period of some overstaffing necessary to facilitate the upcoming move to the new premises, which may also result in some increased costs in the coming financial year.

Cash at bank at the end of the last financial year (August 2023) was approximately £25k and at the end of this financial year (August 2024) we are forecasting approximately £17k.

We hold a sum in a separate reserve account as recommended by PATA to ensure that we have sufficient funds to pay staff costs/bills should our numbers drop, or we are unable to run for a period of

time for any reason. This also ensures we have enough funds to cover any statutory liabilities should we need to dissolve the group, enables us to meet any unexpected expenditure, and also to enable the acquisition of new equipment. We aim to hold at least one terms running costs which we estimate to be between £16,000 (Spring Term) and £26,000 (Summer). The amount currently held in this account is £20,631.

Salaries were increased for all staff in April 2024 in line with a rise in the National Living Wage. Margaret, Julie (deputies), Becky (manager) and Jen were increased to reflect their responsibilities.

Little Explorers principle source of funding is through the Government's Nursery Voucher scheme and the invoices from unfunded children. By the end of this financial year we are likely to have received 45k, a decrease of approx. 10k on the previous year. This is however similar to the amount received in 21/22. Invoices have also decreased, from 13k to approx. 10.5k.

We have increased our hourly rate to £7.50 to reflect increased costs. A voluntary sustainability fund contribution has also been introduced of £40 on registration, to help pay for consumables.

Our contractual annual increase in rent for the building is CPI + 1%. Accordingly, in April 2024 we had an increase of 4.4%, equating to £280 per year.

The Friday toddler group Tiny Explorers is not currently self-funding, as the numbers attending are not covering costs, so this may need to be looked into. The group is however a good way of introducing new families to little explorers.

There have been successful fundraising efforts to help enhance our income this year. In February 2024 the Committee organised a quiz night and raffle raising £900. We will have raised well over £1000 by the end of the academic year with other initiatives.

As with many comparable settings this has been a more challenging year for Little Explorers. The playgroup overall remains in a good financial position due our cash reserves, however cost savings may need to be made in order to ensure that the playgroup remains financially viable.

Notes from Chair

Little Explorers AGM Chair Report 24/06/2024

How another year has flown by and generally with great success! Becky continues to do a fantastic job as manager, guiding everyone through all the different aspects and challenges we face as staff members and volunteers. Not only does Becky go above and beyond with assisting us all and managing the

playgroup she also, along with the other fabulous staff members, looks after a wonderful cohort of children.

There have been some staff changes this year with, sadly Rachel leaving which we all felt was a great loss but we did gain Leah and Jess back as bank staff so that's a win! We also have Jolie who has joined the team as a student practitioner on placement but she is now a paid member of staff. Jolie appears to be a cheerful and great addition to the playgroup. Depending on Jolie's college timetable I believe the hope is for her to stay on as extra support.

It has been a more tricky year financially, partially attributed to having to have more staff to sort the attic for the move and partially to a slightly lower than forecasted uptake of places.

Things to look at in the future...

1. Extending opening hours
2. Lowering starting age to 2 years
3. Opening Friday's
4. Reconsidering Tiny Explorers
5. Being mindful of spending in the coming year

However, we have had great success with the fundraising this year including the pub quiz raising £900 and also the lotto squares, Autumn picture competition, scootathon, Easter egg hunt and bake sale adding to the fundraising pot! Charlotte kindly took on the task of filling in the Jockey Club application for the chance of some funding so we will look forward to hearing back regarding this. Thank you to everyone for all of your efforts in helping to keep the money topped up!

The committee undergoes some changes this year with Ruth, Kayleigh, Annemarie and Louise leaving as their children move up to school. Charlotte has kindly agreed to continue as part of the committee and she is taking responsibility as Chair. Kirsten will take on the role of secretary and Emma has kindly agreed to stay on as Treasurer even though Eva has moved onto school. We will need a couple of additional trustee members to make a legal and viable team for the coming year. Rachel (CeCe's mum) and Amy (Hazel's mum) have said they are happy to join.

The exciting project of the new build has started and I have emailed notice to Ofsted with reference to the work taking place now and we will move back in to the new space in September. All we need to do now is wait! With this in mind please can we ask that we have helpers to move out of the current building on Thursday 18th July and then to move back in on Monday 2nd and Tuesday 3rd September?

The playgroup continues to thrive as a child-centred, nurturing setting, where children are happy & settled. A big Thank-you to Becky & our fantastic staff team who work hard to make the playgroup a wonderful place for our children to play & learn. We look forward to the year ahead.

Election of new committee

Ruth to nominate Charlotte to chair, Kayleigh seconded

Kayleigh nominated Kirsten to be secretary, Louise seconded

Emma to stay as treasurer

New committee member Anna welcomed

Ofsted to be notified of changes

Photos - Photos to be made available to parents soon

Last day of term -

Monica from whiskers donating lollies

Lucky dip

Jockey club funding application- Charlotte has completed this and sent it off.

Appraisal - Becky's to be completed, Kayleigh to arrange a date to do this.

Next meeting date - Monday 30th September

Charity name:

Little Explorers @ Pavilion

Charity number:

1052304

Receipts and payments accounts for the period

Period start date 1st September 2023

Period end date...31st August 2024.....

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	55	379 96	44	827 54
Nursery Education Funding (New for 2)	-		-	
Children's fees	12	754 00	13	080 88
Milk refund	-		-	
Grants (specify)	-		-	
Grant	210	90	-	
Grant	-		-	
Fundraising	2	777 90	1	605 71
Donations	88	41	210	00
Interest	205	27	397	09
Other receipts	-		285	00
Sub total	71	416 44	60	406 22
Income from the sale of equipment	-		-	
TOTAL RECEIPTS (A)	£71	416 44	£60	406 22

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	56	407 48	53	193 36
Training costs	360	00	718	00
Premises (rent, heat etc)	4	787 04	5	934 23
BT and wifi	1	034 99	650	13
Subscriptions	950	35	996	12
Insurance	820	71	694	54
Administration	-		-	
Refreshments	-		-	
Consumables (paint, paper etc)	699	96	604	55
Premises expenses	458	25	498	11
Fundraising costs	336	33	72	82
End of term parties	168	00	200	00
Other	217	46	100	78
Sub total	66	240 57	63	662 64
Purchases of of equipment and other assets	444	99	438	30
TOTAL PAYMENTS (B)	£66	685 56	£64	100 94
	-		0	00
NET OF RECEIPTS AND PAYMENTS (A-B=C)	£4	730 88	-£3	694 72
Cash funds* incl. deposit a/c last year end (D)	40	542 91	45	273 89
Cash funds* incl. deposit a/c this year end (C+D)	£45	273 79	£41	579 17

STATEMENT OF ASSETS AND LIABILITIES***Note: cash funds include reserve/contingency/deposit accounts.**

		Current value	
		£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	41	579 17
Debtors (money owed to the charity on the period end date)	(F)	-	
Value of buildings and equipment (current or depreciated value)	(G)	30	075 00
Liabilities (loans and any other money owed on the period end date)	(H)	-	
Net assets (E-F+G-H)		£71	654 17

Signed on behalf of the trustees (committee): Signed. J. Legg.....Name: Jennifer Legg Role: Administrator

Date1/5/25.....

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Independent examiner's report to the trustees of Little Explorers @ Pavilion

I report to the trustees on my examination of the accounts of Little Explorers @ Pavilion for the year ended 31st August 2024.

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').

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

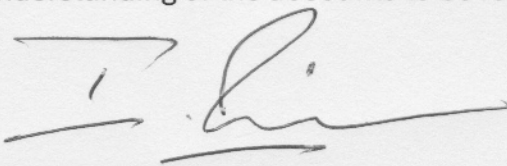
I have completed my examination.

I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: Ian Hamilton Richardson

Chartered Wealth Manager and Chartered Fellow of the Chartered Institute for Securities and Investments (CISI)

Address: Courtyard House, Petton Hall, Petton, Nr Burlton, Shrewsbury SY4 5TH.

Date: 2nd June 2025