

**Alderton Acorns Pre-School and Toddler Group AGM and Committee Meeting
5th June 2023
The Gardeners Arms, Alderton, 8pm**

Present: Sian Tryner, Ros Smith, Phil Evans, Ellie Mott (Pre-School Leader), Steph Castle, Andy Robertson, Andy Bridges, Cat Fowles, Nicky McCotter

Apologies: Grace Robertson, Suzy, Sarah, Camilla, Rob Cooper, Jen Cooper

Previous AGM report

Minutes approved

Chairs annual report

Rob was unable to attend and Sian stepped in to report...

Opening on Friday so we can now accept 30 hours funding

Forest School on a Friday started with 4 but now is at 12 (with 3 staff), all going well

Tapestry is now working well, both for parents and has lessened the work load on staff

Staffing, always an issue. Very grateful to Ellie, Steph and Suzy to cover extra hours

due to Camilla's absence. Sarah has started and has settled in well

Playleaders report

We started in September with 9 children, now 21!

This September will start about 10 children, but with more interest in the pipeline

Feedback from parents about Sarah has been really positive, so we'd definitely like to keep her if possible

Boogy Beats would love to continue in September but Phonics with Reg is maybe a bit out of our children's age range so will cancel in September.

Forest School is going really well, children and staff happy

All staff are signed up to Noodle Now which is online learning course portal, all courses which the staff need. All staff completed Senco training and Operation Encompass (safeguarding). Thursday afternoons are utilised to complete this training.

July 1st First Aid Training course for staff.

Tapestry successful. Parents can upload photos as well.

Children's next steps reports will be completed. School leavers reports will be written.

Ellie has been researching other local preschools to ensure that we are currently on track if an Ofsted inspection happens, it last happened 6 years ago so is due.

9 of our preschoolers are going to Oakhill which is a great impact on the school (last year they had one in reception) Mrs Murray from Oakhill has come to visit and the children responded to her in a very positive manner. Acorns have been invited to their sports day.

New furniture has had a really positive affect, looks desirable, easier for the staff and children to get to more learning resources.

Toddler report

Report from Ros...

"Toddlers continues to be a popular meeting place for local families on Friday mornings between 10 and 11.30am in term time.

Its original function was to feed into Acorns Pre-School and this does still occur to some extent. However, some regular attendees come from outside the village eg

Winchcombe, Sedgeberrow and even Evesham while local families may also attend Overbury Nursery because they have selected that school for their children's full-time education. Perhaps more important is the opportunity for children and parents to socialise in a well-resourced play area, something which the pandemic lockdowns showed is enormously valued.

During April 2022-2023, there was an average of 12 children in each session. This has fallen off recently and some advertising via Facebook would be useful to tell new families in the area that the provision exists. At Easter 2023, Sarah joined the Acorns team as Toddlers Play Leader, Lauren having left at the end of November 2022 having built up the Toddler Group attendance from a modest number to (on occasions) as many as 17 children. Recently Joy, a local grandmother, has joined Ros to help out with the refreshments and clearing up. This has helped parents spend time with their children rather than undertaking duties such as washing up.

Looking forward, it would be good to see parties on key dates eg Hallowe'en and Christmas reinstated to put Toddlers on the map again. It is also important to continue to provide a range of activities as the wide age range of the children means very different types of play have to run concurrently. Now Forest School has started on Fridays and proved very popular, we are often experiencing an overlap with Pre-School children in the kitchen waiting to leave while the volunteers are boiling kettles for refreshments. With the summer approaching it would be good if the Forest School children and staff could leave earlier or meet at the field for safety reasons. Otherwise the interface between the two activities has worked well."

Moving forward can the outside gate be used to leave for Forest School, so there is no overlap between toddlers and preschool.

Can we offer as an option paying for the term/half term as a lump sum, with a little cost saving?

Is it worth getting a card machine? If we can get a machine that doesn't charge every transaction would be beneficial. Ros has previously researched this and will provide details to the committee.

Sarah hopefully to have an Acorns T-shirt soon to wear

Treasurers report

Officially need to thank Kaye Hunt for auditing the accounts.

£135 profit for the year

No minimum amount that as a charity we have to have in reserves (however we do have £4125)

We continue to have to be careful with the balance between outgoings and income.

We are very lucky that both Ellie and Steph can be very flexible with their hours if the time comes we need to reduce them.

Without our fundraising we would be struggling to stay out of the red so just shows how important it is.

Outgoings are always limited as much as possible.

Camilla is now on a 0 hours contract until the end of term, can be called upon if she's ever needed. Sarah is on a fixed term contract until the end of term. Both these contracts need to be looked at at the next committee meeting.

Depending on what parents want we will look at whether Forest School will continue in September due to the number of 2 year olds we have. Reassess this for after

Christmas when a lot of these children will be turning 3. Forest School can only take children from 3 years old. £5 extra charge for Forest School.

Election of new committee - minimum of 5 named needed (60% need to be parents)

Chairman - Phil Evans

Treasurer - Andy Robertson continuing, with Sian Tryner assisting

Secretary - Cat Fowles continuing

Safeguarding Lead - Grace Robertson continuing

Staff appraisals - Nicky McCotter

Members - Ros, Rob and Jen Cooper, Andy and Cathie Bridges, Nicky, Grace

All committee members need a DBS check, Sian will complete details for Phil to get enhanced DBS check as Chair.

A huge welcome to the committee and thank you to Phil for stepping forward as Chair.

Committee meeting

Parent feedback/interaction with preschool is liked by Ofsted. They can ask parents questions about preschool and what information they know so it is important to keep parents up to date with any changes or important information.

Safeguarding/Appraisals - Grace and Nicky to work together to complete staff appraisals as soon as possible.

Toddlers

Card machine will be discussed at next meeting.

Termly payments also to be discussed

Fundraising

Sponsored walk - Sunday 23rd July

Parish council to be asked - Ros will ask- if we can use the changing rooms for toilets and to use air fryers etc to cook sausages/burgers. Large jars of squash.

Sponsor forms to be made, Ros to complete

Needs to be walked beforehand to check for any issues (ie nettles, uneven underfoot etc)

Dumbleton Fete - Bank Holiday Monday 28th August

Ellie to provide gazebo

Second Hand stall - ask parents for donations to be brought in before the end of term, and anything unused from the Acorns cupboard at the village hall.

Pumpkin carving competition

£2ish entry, open to whole village

Prizes to be awarded at the Chilli and Games night

Chilli and Games night - Friday 27th October

5km run - Saturday 16th September

Easy fundraising - letter re registering Sian will email so can be sent out to parents group, Toddlers WhatsApp group, Facebook

Next meeting:

Tuesday 11th July - The Gardeners

Andy - andymarkbridges@hotmail.com

Cathie - c_uff@hotmail.co.uk

Phil - hncSparky@btinternet.com

	2022/23		2021/22	
1.Receipts and Payments Account				
	Unrestricted funds	Restricted funds	Total funds	
INCOME	£	£	£	£
Grants and Donations				
Donations - general	60.00			0.00
		60.00	60.00	0.00
Trading Activities				
Children's fees & nursery grants	41648.26			22368.04
Fund-raising event proceeds (see page 2)	4598.17			6722.46
Greenfield Trust grant	0.00			2920.06
Tewkesbury Borough Council for Forest School	0.00			1000.00
T-shirts	0.00			44.00
Photo commission	17.50			15.00
	46263.93	0.00	46263.93	33069.56
Investment Income				
Bank interest	7.84	0.00	7.84	0.39
TOTAL RECEIPTS	46331.77	0.00	46331.77	33069.95
EXPENDITURE				
Direct Charitable Expenditure				
Rent	9922.25			5786.50
Staff payments	31980.62	513.12		28569.67
Insurance	887.42			0.00
Materials/Equipment	185.57	486.88		173.32
Music workshops	270.00			360.00
Cleaning, refreshments and miscellaneous	252.55			1022.94
	43498.41	1000.00	44498.41	35912.43
Other Expenditure				
Fund-raising event costs (see page 2)	328.22			884.44
T-shirts	236.30			105.30
Greenfield Trust expenses	0.00			2920.06
Administration	445.75			345.85
Other expenses (see page 2)	688.06			409.65
	1698.33	0.00	1698.33	4665.30
TOTAL PAYMENTS	45196.74	1000.00	46196.74	40577.73
Net receipts/(payments) for year	1135.03	-1000.00	135.03	-7507.78
Cash and Bank balances at 31st March 2022	19430.60	1000.00	20430.60	27938.38
Cash and Bank balances at 31st March 2023	20565.63	0.00	20565.63	20430.60

2.Statement of Assets and Liabilities

Monetary Assets				
Business Premium Account	4125.00	0.00	4125.00	4117.16
Current Account	16238.68	0.00	16238.68	16183.26
Cash	201.95	0.00	201.95	130.18
	20565.63	0.00	20565.63	20430.60

Non monetary Assets

Equipment held for functional use

Signed  Sian Tryner, Financial Administrator

Signed  Andy Robertson, Treasurer & Trustee

Date of approval 05/06/23

**Independent Examiner's Report
to the Trustees
of Alderton Acorns, Pre-school, Toddler and Baby Groups
Charity no: 1052664**

I report on the accounts of the Group for the year ended 31 March 2023, which are set out on pages 1 and 2 attached.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (the Charities Act) does not apply.

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
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion 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 the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - α) to keep accounting records in accordance with section 130 of the Charities Act; and
 - β) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Acthave 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.


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KAYE HUNT FCCA; CTA

24 April 2023