

Stepping Stones

AGM - 24.11.21

Attendees: Laura Frayne (Chair)

Staff: Allison, Chanelle, Liz, Rosie, Tanya

Parents: Tiffany Westlake, Devon Povey, Siobhan Riggs, Sophie Stewart, Laura Mercer

Apologies: Rebecca Davies, Gemma Ind, Miranda

Introduction: Allison introduced Laura and new parents:

Approval of minutes: Laura read minutes of last AGM which was held over zoom

Staff Report:

2020/2021: 32 children enrolled – 21 preschool children and 11 little ones.

- Big changes in 2020/21. Staff all rose to the challenge and have been amazing.
- Came back after lock down, new regulations, policies and ways of working - not sure how it would all pan out.
- Challenging time for staff and employment
 - Kath announced she was leaving after 20 years which was a shock at the time.
 - Barry left shortly after as he was unable to cope with the change.
 - Miranda was employed
 - Jess and Tanya were taken on as bank staff. Also Georgia Cameron but she was pregnant so short lived!
 - Allison was appointed Manager
 - Rosie began her Level 2 and became full time – she stepped up to run a lot of sessions.
 - Liz stood in as Deputy Manager.
 - Paula left after 16 years
 - Cheryl the cleaner handed in her notice. To save money we have since managed without. Staff coped while we were closing at 1.45pm but now we are back to 2pm it is proving difficult, less planning & preparation time, paperwork, info sharing Would ideally like to re-employ a cleaner to ensure that cleaning is thorough etc.
- Treetops Nursery closed which was also unexpected. We had some of their children come to us (preschool children) but were unable to accommodate all of the children, especially those that needed longer hours. The nursery building has remained unused since. We have been in touch with Stroud District Councillor, local MP (Siobhan Baillie) and Gloucester County Council about the possibility of using it so we can extend our provision locally.
- Split the group and held 2 Christmas parties. Magic Marie entertained the preschool children at their Christmas party and will do again this year.
- Didn't advertise for a Deputy until Easter time – so very challenging time for staff but again we were able to save money. Chanelle joined us finally in May. She is L3 qualified and SENCO.

- Lots of meetings with professionals and Early Years Service to support children with SEN.
- Applied for EHCP's for 2 children but they took 30 weeks to be awarded when the statutory timescale is 20 weeks. This is as a result of covid. All services are stretched and many things are taking much longer than they should. This is further compounding the impact of covid on an entire cohort of children who already experienced long periods of isolation due to lockdown.
- Pleased to report fewer Safeguarding issues this year.
- Grateful to Laura and Sam for their support in tricky times. Committee started off very strongly but sadly dwindled for personal reasons.

Training

- All staff updated their Safeguarding training (L2)
- Allison & Chanelle completed Designated Safeguarding Lead training.
- Allison, Liz and Rosie completed Food Hygiene training.
- Miranda began her Level 3 which she is self-funding
- Rosie completed her Level 2 apprenticeship and her and Tanya both signed up as Level 3 apprentices for this year. We will receive an incentive payment for employing apprentices.
- All staff completed training for the new EYFS which was introduced in September 2021

(Chanelle, Miranda & Tanya will be doing Paediatric first aid in January)

Covid affected our numbers before and after Christmas. Early Years settings were required to stay open throughout the lockdowns that were imposed. This caused a lot of worry and concern for staff but they dug in and did Stepping Stones proud. We were able to step up with home learning provision during the last lockdown as this was something we had reflected and improved upon from the first lockdown. However, as we remained open as a setting this was only provided for the families which didn't attend.

Trips / Visitors

Also affected by covid, but hope to resume this year. Missed our trips and visitors such as Zoo Lab, but on the plus side it did save us some money.

New families were only able to visit after sessions once children had all left.

Miscellaneous

- Transition visits to Reception also affected by covid
- Big thanks to committee and officers for their support and efforts. Particularly the committee members who are here tonight (Laura).

Financial Report (Liz)

<i>Start of year</i>	<i>End of Year</i>	<i>Difference</i>
Treasurers account £6715.11	£11496.98	+ £4781.87
Instant access £4427.91	£ 4882.42	+ £ 454.51

Financial report for AGM November 24th 2021

<u>Income</u>	<u>£</u>
Children's fees	2875.38
Nursery grant	78183.40
Other grants	5354
Uniform	156
Refunds	59.60
Loan repayment	700
Interest	0.41
Other income	547
Fundraising	25.08
	<u>87900.87</u>

Expenditure

Wages	66536.48
Premises (heating, electric, bin collection)	3404.76
Memberships (Pata, ofsted,Tapestry,twinkle)	278.48
Insurance Inc Pirate ship	792.85
Nest Pension (employee and employer)	1493.33
Course fees (training for staff and Tanya's Apprenticeship)	982.07
Admin (Broadband, mobile, Microsoft, Pata wages,)	1902.55
Equipment and consumables (paint, glue, toys, etc)	2705.25
IMRC (employee and employer)	3447.36
Presents (xmas and leavers)	283.99
Refreshments	353.95
Other	483.42
	<u>82664.49</u>

Started year with		ended year with	
Treasurers Account	£ 6715.11	£11496.98	up £4781.87
Instant access	£4427.91	£4882.42	up £454.51

Chair's Report

Broadly the same as Staff report.

- Kath left which meant the committee had to recruit – which they hadn't been expecting
- Allison stepped up as acting manager and Barry as acting deputy
- Interviewed number of people for Kath's job but Allison had the knowledge and the passion for the setting.
- Barry left, Miranda joined us
- Liz stepped up as Deputy
- Rosie picked up full time hours
- Paula left and Tanya was given more hours.
- Children accepted everything, including staff wearing masks. Not at all fazed.

Laura applied for Forest school sessions but the grant didn't cover the costs as we were joined by a number of children from Treetops. Money still in account.

Allison pointed out Despite everything, the children last year were amazing, all had the best time.

Laura is stepping back from role. Going forward the priorities for the new committee are

- Fundraising
- The garden – needs to be addressed as it is a fantastic resource for the children

Stepping Stones runs itself essentially, but legally has to be represented by committee.

Staff can't take on a main role but can join committee.

Tiffany asked about the responsibilities of the committee. Laura responded:

- Safeguarding is main priority for committee and staff
- Committee required to hold minimum of 1 meeting per term – Laura recommends 1 every half term.
- Fundraising – spring fayre, Xmas fayre
- Whole committee involved in decision making for preschool
- Staffing
- Policies
- Chair has casting vote if needed
- Priority given to the children and continuation of Stepping stones going forward (eg: nursery building) - Laura said staff do a great job ensuring this and day to day running is done by the staff, eg: funding forms etc and most admin
- PATA run training courses for committee, also
- Early Years Alliance runs free courses
- Facebook support groups
- Secretary: Takes minutes in meeting
- Treasurer: Liz and Allison do most of this. Treasurer just needs to check / oversee
- PATA do payroll
- Chair is registered person for ofsted

If nobody volunteers for Officer roles then Special General Meeting will be required.

Allison:

- SS thriving. Full last year and full this year (except Wednesdays as we are only open half-day)
- 24 children recommended by Ofsted, currently 27 some days
- We have 9 children on waiting list for places this year but no space.
- Treetops building would be so helpful but Glos CC putting it out to tender.

Sophie: Are DBS & EY2 online?

Laura: Yes. Need passport, birth certificate, utility bill/driving licence
Require enhanced DBS

Everyone agrees Tuesdays are good for meetings.

Next meeting arranged for Tuesday 7th December at 7pm
(this did not take place due to covid measures - postponed until 19th January 2022)

Allison will pass on Laura's email if anyone has any questions.
Laura will meet with new Chair to provide handover of information etc.

Confidentiality & Data protection must be considered.

Meeting closed.

<u>INCOME</u>	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	TOTAL	
CHILD FEES	25	274.4	294	601.49	162.93	186.21	291.25	384.65	233.65	186.2	235.6		2875.38	
NURSERY GRANT		19102.72	615	7248.13		21987.99	588.39	2762.63	24214.32		1664.22		78183.4	
REFUNDS						24						35.6	59.6	
OTHER GRANTS		1300			250						1190	2614	5354	
K LOAN	100	100	100	100	100	100	100						700	
OTHER INCOME							302	155	90				547	
TRANSFER FROM FUND ACCOUNT	2172.98												2172.98	
UNIFORM	17	25	9						9		16	80	156	
TOTAL (A)	2314.98	20802.12	1018	7949.62	512.93	22298.2	1281.64	3302.28	24546.97	186.2	3105.82	2729.6	90048.36	
<u>EXPENDITURE</u>														
WAGES	5418.94	4532.15	5544.73	5862.24	4836.73	5236.06	5509.98	5540.28	5324.88	6613.96	5889.09	6227.44	66536.48	
PREMISES	1725.21	465.87	50	55.7	69.83	63.16	67.33	62.9	62.29	678.17	54.3	50	3404.76	
MEMBERSHIPS/SUBS	228.48						50						278.48	
INSURANCE	17.99	17.99	17.99	17.99	17.99	17.99	594.96	17.99	17.99	17.99	17.99	17.99	792.85	
PENSION(NEST)	161.45	141.66	107.13	136.36	122.13	123.38	130.32	133.38	122.24	116.22	100.64	98.42	1493.33	
FUNDRAISING														
COURSE FEES	56		15	60	95		287.5		78.03		390.54		982.07	
ADMIN	104.39	73.14	231.59	76.85	65.15	142.15	71.15	111.05	365.55	502.43	91.55	67.55	1902.55	
EQUIPMENT/CONSUMABLES	227.75	115.44	312.34	27.46	79.87	130.67	240.95	230.57	505.46	473.17	287.87	73.7	2705.25	
INLAND REVENUE	157.04	53.72	70.96	293.28	168.4	201.4	261.72	214.28	267.48	949.56	361.6	447.92	3447.36	
XMAS /LEAVERS PRESENTS				60						223.99			283.99	
OTHER EXPENSES	100		100	91.83	7.54	28.1	4.49	31.33	0	12.91	107.22		483.42	
transfer to fundraising account		1000			1000		602						2602	
REFRESHMENTS			15.56	24.43	52.08	34.69	72.68	33.25	47.49	49.95	23.82	0	353.95	
TOTAL(B)	8197.25	6399.97	6465.3	6706.14	6514.72	5977.6	7893.08	6375.03	6791.41	9638.35	7324.62	6983.02	85266.49	
OPENING BALANCE	6715.11	832.84	15234.99	9787.69	11031.17	5029.38	21349.98	14738.54	11665.79	29421.35	19969.2	15750.4		
INCOME-EXPENDITURE(A-B)	-5882.27	14402.15	-5447.3	1243.48	-6001.79	16320.6	-6611.44	-3072.75	17755.56	-9452.15	-4218.8	-4253.42	4781.87	
BALANCE TO FORWARD	832.84	15234.99	9787.69	11031.17	5029.38	21349.98	14738.54	11665.79	29421.35	19969.2	15750.4	11496.98		

INCOME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	TOTAL
EVENTS													
OTHER												25.08	25.08
DONATIONS													
INTEREST	0.04	0.02	0.03	0.03	0.03	0.03	0.03	0.04	0.04	0.04	0.04	0.04	0.41
TRANSFER FROM TREASURERS ACCOUNT		1000			1000		602						2602
TOTAL (A)	0.04	1000.02	0.03	0.03	1000.03	0.03	602.03	0.04	0.04	0.04	0.04	25.12	2627.49
EXPENDITURE													
TRANSFER TO TREASURERS ACCOUNT	2172.98												2172.98
TOTAL(B)	2172.98	0	0	0	0	0	0	0	0	0	0	0	2172.98
OPENING BALANCE	4427.91	2254.97	3254.99	3255.02	3255.05	4255.08	4255.11	4857.14	4857.18	4857.22	4857.26	4857.3	
INCOME-EXPENDITURE(A-B)	-2172.94	1000.02	0.03	0.03	1000.03	0.03	602.03	0.04	0.04	0.04	0.04	25.12	454.51
BALANCE TO FORWARD	2254.97	3254.99	3255.02	3255.05	4255.08	4255.11	4857.14	4857.18	4857.22	4857.26	4857.3	4882.42	

Stepping Stones Playgroup (Dursley)

Registered Charity Number 1054233

Accounts for the Period September 2020 - August 2021

Account Balances at start of period

	2021		2020
	£	£	£
Lloyds *2724		6,715.11	1,957.50
Loan K Redmond		1,601.07	1,851.07
Petty Cash		39.67	44.33
Lloyds *5204		<u>4,427.91</u>	<u>6,303.63</u>
Total		12,783.76	10,156.53

Income

Child Fees	2,875.68		4,992.92
Nursery Grant	64,075.03		72,544.03
Other Grants	19,462.37		10,200.00
Events			
Photographers comm			
Sweatshirts	156.00		113.00
Spring fair			
Xmas Bazaar	-		233.50
Easyfundraising	25.08		
Noah's Ark Zoo Farm	-		-
Slimbridge Trip			
refund KB Coaches			140.00
Unknown	-		10.00
Interest	0.41		2.38
Donation CAF			1,446.00
Donation - relative	547.00		<u>165</u>
Total		87,141.57	<u>89,846.83</u>

Expenditure

Wages	65,020.38		59,932.60
HMRC (PAYE/NI)	3,447.36		1,535.72
Nest Pension	1,493.33		1,910.91
Premises	4,825.48		5,692.98
Memberships	278.48		421.08
Insurance	792.85		474.46
Refreshments	484.58		471.53
Fundraising	-		-
Puxton Park			
Noah's Ark Zoo Farm	-		0.00
Zoolab	-		-
Slimbridge Trip	-		-
Course Fees	982.07		823.48
Admin	2,108.50		3,235.39
Equipment/Consumables	2,668.73		1,870.48
Xmas/Leaving Presents	344.62		785.03
Other Expenses	<u>166.34</u>		<u>10,065.94</u>
Total		82,612.72	87,219.60

Income - Expenditure **4,528.85** 2,627.23

Balance after Income - Expenditure **17,312.61** 12,783.76

Account Balances at end of period

Lloyds *2724	11,497.28		6,715.11
Loan - K Redmond	901.07		1,601.07
Petty Cash	31.84		39.67
Lloyds *5204	<u>4,882.42</u>		<u>4,427.91</u>
		<u>17,312.61</u>	<u>12,783.76</u>