

Mitcheldean Early Learners
AGM
15th November 2021 6.30pm

Present - Laura Wintle, Gina Etter, Megan Blewitt, Heather Pearce, Alexandra Kirby-Lawrence, Sarah Cartwright, Emma Jones.

Zia zoom - Paula Taylor, Tyler Evans, Sophie Fisher, Carley Shepherd

Apologies :-Natasha Little

Minutes of previous AGM – proposed - Heather Pearce Seconded – Megan Blewitt

Chairperson's Annual report – please see attached report

Treasurer's /Business Manager Annual report – please see attached report

Early Years Manager's Annual report – please see attached report

Election of New Committee & Officers

<u>Chairperson</u> -	Megan Blewitt	Proposed Alexandra Kirby-Lawrence	Seconded Emma Jones
<u>Secretary</u> -	Sarah Cartwright	Proposed Emma Jones	Seconded Gina Etter
<u>Treasurer</u> –	Heather Pearce	Proposed Megan Blewitt	Seconded Alexandra Kirby-Lawrence

Other committee members:- Carley Shepherd, Grace Hoult, Alexandra Kirby-Lawrence, Laura Wintle (staff committee member)

Proposed Gina Etter

Seconded Heather Pearce

Votes for all positions were carried unanimously.

Committee members stepping down from committee:- Chantal Hawker, Lisa Summers

Date of next Committee Meetings - after AGM on 15th November 2021

Meeting closed 6.55 pm

BUSINESS MANAGER/TREASURER'S FINANCIAL REPORT
For AGM 15th November 2021

This past academic year had been another challenging year. As we had not had any children join us from March 2020 to July 2020 due to the lockdown situation, our starting numbers in September 2020 were very low. Obviously parents were still very cautious in letting children be looked after outside of the family bubble and some parents were still working from home or had changed or lost their jobs so did not send their children to childcare. This "Covid 19 effect" has been felt in many Early Years settings over the country which has lead to many of them having to close during the last 18 months. This low number of children is evident in our nursery grant income being £41000 less than last year. We have seen reduction in the employment costs (-£14000) even though we have been supporting staff Level 3 training and staffing to EYFS requirements. Premises costs and our training expenditure have also reduced as we have tried to keep spending to necessities only. Equipment expenditure has increased due to buying a new shed and a new printer (approx£1600) plus purchasing/replacing other items such as a new trampoline, multicultural dolls, outdoor clothing, grass bridge and updating our reading material (mainly from Pupil Premium money). Peaks and troughs of occupancy rates do happen during the years and this in addition to the Covid 19 situation has not helped us financially and we have to make sure that all staff have a positive mindset for whatever each academic year brings us so we can adapt and carry on.

Despite a £500 donation from the Rotary club and £7000 grant from Gloucestershire County Council we made a loss of £6067.92. Luckily we have a financial buffer in our account from previous years and we have used this to keep financially viable. Understandably this is concerning but in view of what everyone has had to adapt to and overcome this last year I feel it has made us realise that we are stronger than we thought we were as we have provided childcare and support for our children and their families through a difficult time and we are still here to carry on.

Laura Wintle
Business Manager

MITCHELDEAN EARLY LEARNERS EARLY YEARS MANAGER'S REPORT

AGM 15/11/21

We started the year by saying goodbye to Hazel.

We rearranged the play room to be accommodating to the new Covid situation

Numbers in September were low and we had to close 2 afternoons, until they increased.

We stayed in our 'Bubble', able to eventually get everyone in safely, with a little help and cooperation from the parents. Thankyou.

We kept a lot of Covid safety guidance in place from the summer with a lot of hand washing/rotating the toys and the staff having full PPE we also did a lot of staff well being with small treats of chocolate, flowers and goody bags.

We helped a family, working under safeguarding and a child on a 'my plan'. we had several children we were monitoring for speech.

At the beginning we were very busy with Covid risk assessments, also updating the SEF and using pupil premium to support the children with letters and sounds resources

Training for staff was a challenge with a lot of on-line courses, as Sophie and Tyler continued with their level 3's.

The new term had also bought in the new OFSTED guidance, and slimming and refining of the paperwork.

We enjoyed a busy festive season, with a party, organised by the staff this time, wrapping presents arranging games and preparing the food. There was even a virtual visit from the man himself, SANTA.

We arranged a nativity and amazingly filmed it, (no we are not doing that again), selling copies to raise some funds.

The New Year came and bought its own challenges in the form of another 'Lockdown', with numbers of children and staff reduced, as schools were closed.

We were keeping up to date with Covid guidance and other risk assessments.

When we returned in March numbers increased and only one afternoon shut.

The children were very excited to see all their friends with some time to get used to being back at M.E.L. they all enjoyed watching the butterfly life cycle.

We were now working with 4 families under safe guarding and supporting a child with a 'my plan' as well as other with speech, there were visitors to the setting by appointment only following the guidance at the time.

Rising 5's started later and went well, having a visit from Miss Wing and a virtual tour to watch, we then worked closely with the school for a smooth transition for the R5's children, ending their year with a party and graduation at M.E.L. all socially distanced!

We asked the staff to fill a wellbeing questionnaire and continued to support and deliver small treats with flowers and even an afternoon mystery tour!

There was a virtual Easter raffle which was very well supported and the children joined in with a sponsored scavenger hunt which was also supported.

MITCHELDEAN EARLY LEARNERS EARLY YEARS MANAGER'S REPORT

AGM 15/11/21 (continued)

The summer eventually came and saw the children enjoy a socially distanced 'Sports week' and we even managed 'Beach week'.

There was also unhappy news about the shed, and some of its contents and the cottage, but good news in our business plan to develop the wild life area and create a new community toddle group for the village.

The end of the year saw staff training, in-house, getting ready for the new E.Y.F.S. in September.

We have worked with other professionals over the past year:-

- Staff from other settings, to ensure continuity of care
- The Early Years Team
- Social Care Team Professionals

Our thanks go to the people above for their help, support and guidance.

Special thanks go to:-

- Mrs Oshun and staff at Mitcheldean Endowed Primary School for their continued support as always
- Father David and the ladies at St Michaels and All Angels Church for our Christmas Carol service
- Santa Craig - for everything he has done over the year
- Steve Etter for his support with all things technological, and all the other jobs Steve does for us.
- Our fantastic committee, led by Meg, who have been supporting us in so many ways throughout the year.
- Our brilliant staff, to ensure we are still striving to be the best we can be
- Laura, thank-you for keeping us all going, we still couldn't do it without you

We hope the existing committee are staying with us for the next year, although more members are always welcome.

It has been another very, very, very challenging year, However, as always, the children make it worthwhile.

Here's to the next 12 months!

Gina & Paula

Chairperson's AGM report for year September 2020 to August 2021

Even though we have had the Covid pandemic, we have still had a successful year fundraising. The planned jumble sale had to be sadly cancelled but items which had been collected for it made some small amount of funds by selling it on Facebook.

The raffles and chocolate hampers have been very successful, even being drawn virtually, we still raised a good amount.

Throughout the Covid pandemic all of the staff rallied to allow the Rising 5's to have their graduation, thank you to all that were involved with this – including the hat and tassel making.

The staff again arranged amazing sports afternoons allowing parents to come and spectate.

A big thank you to all the staff who have worked above and beyond during the pandemic, keeping themselves and our children safe. You have all shown strong will and dedication to the local children.

A big thank you to all the committee members, here's to another successful year of fundraising.

Megan Blewitt

Chairperson

Receipts and payments accounts for the period

Period Start date..... 1.9.20.....

Period end date.. 31.8.21

RECEIPTS AND PAYMENTS

Receipts	Previous year		Current year	
	£	p	£	p
Nursery Education Funding Free for 3&4	£90,554.16		£49,585.03	
Nursery Education Funding New for 2	£0.00		£0.00	
Children's fees	£5,278.28		£6,109.36	
Milk Refund	£146.77		£66.31	
Other grants (specify) deprivation fund	£1,575.00		£7,000.00	
Grant...	£0.00		£0.00	
Grant.....	£0.00		£0.00	
Fundraising	£415.23		£1,127.07	
Donations	£0.00		£500.00	
Interest	£0.00		£1.34	
Other Receipts	£3,081.21		£969.03	
Sub total	£101,050.65		£65,358.14	
Income from sale of equipment	£0.00		£0.00	
TOTAL RECEIPTS	£101,050.65		£65,358.14	

Payments	Previous year		Current year	
	£	p	£	p
Employment costs (Gross pay and employers NIC)	£73,962.91		£59,632.39	
Training costs	£1,248.11		£222.50	
Premises costs (rent, heat etc)	£6,910.90		£3,836.62	
Subscriptions	£446.00		£446.45	
Insurance	£473.78		£538.59	
Admin costs (post, tel etc)	£764.83		£610.93	
Refreshments (inc milk)	£208.46		£208.07	
Consumables (paint, paper etc)	£3,017.91		£2,401.07	
Fundraising costs (details overleaf)	£5.00		£0.00	
Other expenditure (details overleaf)	£3,853.80		£343.90	
Sub Total	£90,891.70		£68,240.52	
Equipment (toys, books etc)	£892.46		£3,185.54	
TOTAL EXPENDITURE (B)	£91,784.16		£71,426.06	

NET OF RECEIPTS AND PAYMENTS (A-B =C)	£9,266.49	-£6,067.92
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Cash funds* incl.depositA/c LAST year end (D)	£30,809.89	£40,076.38
Cash funds* incl.depositA/c THIS year end (C + D)	£40,076.38	£34,008.46

STATEMENT OF ASSETS AND LIABILITIES

*note:cash funds include reserve/contingency/deposit accounts


 14.10.21

BALANCE SHEET AS AT 31ST AUGUST 2021

Cash at Bank:

Current Account	0
Deposit Account	17,975.51
cr interest applied	1.34

£17,976.85
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Cash at Bank:

Current Account	0
Deposit Account	17,976.85
outstanding cheque	

£17,976.85
=====

Net Profit for year £0.00

I have examined the above Income and Expenditure Account and Balance Sheet and find them to be in accordance with the books and records presented to me.



Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

Mitcheldean Early Learners

On accounts for the year ended

31 08 21

Charity no (if any)

1064043

Set out on pages

(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 (other than that disclosed below*):

(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;
- 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.

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

Signed

Date

14.10.21

Name

MONICA LOUISE GITTINGS FMAAT

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

ASSOCIATION OF ACCOUNTING TECHNICIANS


Address

MGAccounts Limited
16 Eastern Avenue
Mitcheldean, Glos
GL17 0DF

Only complete if the examiner needs to highlight material problems

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

I certify that I have examined the books and vouchers on (date) 14.10.21 and initialled all alterations on the statement, which is in accordance therewith.

Signed by Examiner  Name (in block capitals) MONICA LOUISE GITTINGS MAAT

Status.

These certified figures were submitted to the members at the Annual General meeting of Mitcheldean Early Learners on 15.11.21

Signed  (Chairperson)

Name (in block capitals) MEGAN BLEWITT

Signed  (Administrator/Business Manager)

Name (in block capitals) LAURA WINTLE