

**Mitcheldean Early Learners
AGM
23rd November 2022 7.00pm**

Present - Laura Wintle, Gina Etter, Megan Blewitt, Alexandra Kirby-Lawrence, Natasha Little, Jody Nash

Apologies :- Heather Pearce, Sarah Cartwright, Paula Taylor, Tyler Evans, Grace Hoult

Minutes of previous AGM – proposed – Alex Kirby-Lawrence 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 Gina Etter | Seconded Natasha Little |
| <u>Secretary</u> - | Sarah Cartwright | Proposed Megan Blewitt | Seconded Alexandra Kirby-Lawrence |
| <u>Treasurer</u> – | Grace Hoult | Proposed Alexandra Kirby-Lawrence | Seconded Jody Nash |

Other committee members: - Alexandra Kirby-Lawrence(staff committee member), Laura Wintle (staff committee member)

New members to approach – Samantha Lane, Dave Blewitt, Kim Gray
Proposed Gina Etter Seconded Natasha Little

Votes for all positions were carried unanimously.

Committee members stepping down from committee:- Heather Pearce, Carley Shepherd

AGM minutes will be reviewed at next committee meeting for committee members who could not attend tonight

Date of next Committee Meetings - Tuesday 29th November 7.00pm

Meeting closed 7.30pm

Chairperson's AGM report for year September 2021 to August 2022

Well what can I say, it has been another challenging year for both the setting staff and the children. This has been elevated by the effects of Covid. The team made plans and adapted to help keep everyone safe.

Covid has also had an affect on the number of children in the setting.

I would like to take this opportunity in thanking everyone here for helping to keep the children safe

Fundraising has been not so good but also not so bad considering the circumstances. The committee arranged the Christmas and Easter raffles which were a success, along with the Gloucester rugby ball and tickets raffle. Gina worked hard in arranging the scavenger hunt, the school fayre table and arranging the Christmas cards and calendars. The Christmas party and nativity was brilliant, along with the Jubilee celebrations and at the graduation I think we all had a cry. At the end of term I made and sold personalised book bags and sold ice lollies to add to the kitty.

Megan Blewitt

Chairperson

Treasurer/business manager's report AGM November 2022

This year has been a very challenging one. The large amount of children with varying levels of special educational needs and communication/behavioural needs meant that we had to staff over the normal staff: child ratio for a large part of the academic year to enable us to help all the children develop and be as school ready as possible. This obviously put us in a negative financial position, with our employment costs increasing by over £400, but as a setting we felt we had to do this for the good of all of the children in our care.

Premises costs have also increased by nearly £1000 due to general repairs that were needed through the year plus the effects of the increase in utilities etc. training costs have tripled this year as we had a lot of mandatory training that needed to be re-done (1st aid, Food Hygiene etc)

We have received donations from the Parish Council of £250 and a £5000 grant from Build Back Better scheme.

The affects of Covid and the lockdown situation has still affected us this year in both the number of children attending the setting and the number of children with additional needs, hopefully this next year will gradually enable us to increase our occupancy rate and positively affect our financial position.

MITCHELDEAN EARLY LEARNERS EARLY YEARS MANAGER'S REPORT
AGM 2022

In the autumn term we started the year still following some of the Covid procedures and the play room set out with minimum resources. With numbers low and closing 2 afternoons Staffs were struggling with Covid testing twice a week, and staff absences due to Covid/ hospital/ broken toes and family bereavements. We were lucky to have cover from Miss Nash.

We supported a family, working under safeguarding and we had several children that we were monitoring for speech.

Updating the SEF along with Covid updates was an ongoing process, and 2 children on pupil premium to support with their prime areas.

Training for staff was a challenge with a lot of on-line courses, and in house updates on the new E.Y.F.S. / ECAT, as well as 1st aid /food hygiene /safeguarding and updates on the Covid situation. Sophie and Tyler both passed with their level 3's, well done them.

The autumn term continued with the start of 'Little Learners' baby and toddler group in the library and we were busy with visits to Books 4 Bugs and the forest fairy. We were also lucky to get a new shed in the half term and celebrated the end of year with a meal out.

We had a busy and different festive season, jumper day, church tree decorating, nativity with parents, church service, with parents, a party, this time with some help from committee, and SANTA made an appearance with his helpers.

The New Year brought in new numbers, some from little learners, and all sessions opened, however Wednesday P.M. remained low numbers. We had staff members return and Miss Nash remained to cover.

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

As we approached Easter and the summer term, things began to relax with Covid, the play room was rearranged and the round room was back in use thanks to the new shed. We also had a new cottage in the outside play area and work began to clear the new 'nature play space'.

We were now working with other professionals to support 3 children on 'my plans', 1 which we were working to get an E.H.C.P, as well as others with speech.

MITCHELDEAN EARLY LEARNERS EARLY YEARS MANAGER'S REPORT

AGM 2022 (continued)

We had visits from 'Paddington', children being curious where he would be travelling to next, the children were also interested in the caterpillars and Rising 5's were pleased to be doing P.E. with a little help from Heather.

Some sad news in the summer term was Emma left for new adventures.

As we approach the end of term we celebrated afternoon teas with parents for the Jubilee, we joined the school fare to help raise funds, an ice lolly sale and had an Easter drawer.

Numbers increased and we held an open day. R5's had visits from Miss Wing and visits into the school. We even had a graduation party with parents.

We finished the year reviewing paper work and staffing, with an idea of trialling 'PPA time' for September! The summer eventually came and saw the children enjoy 'Sports week' with parents and we even managed 'Beach week'.

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 committee are staying with us for the next year and we welcome new members. It has been another very challenging year, However, as always, the children make it worthwhile.

Here's to the next 12 months!

Gina & Paula

Receipts and payments accounts for the period

Period Start date.....1.9.21.....

Period end date..31.8.22

RECEIPTS AND PAYMENTS

| Receipts | Previous year | | Current year | |
|---|-------------------|---|-------------------|---|
| | £ | p | £ | p |
| Nursery Education Funding Free for 3&4 | £49,585.03 | | £49,205.37 | |
| Nursery Education Funding New for 2 | £0.00 | | £0.00 | |
| Children's fees | £6,109.36 | | £8,145.38 | |
| Milk Refund | £66.31 | | £73.24 | |
| Other grants (specify) deprivation fund | £7,000.00 | | £5,000.00 | |
| Grant... | £0.00 | | £0.00 | |
| Grant..... | £0.00 | | £0.00 | |
| Fundraising | £1,127.07 | | £1,127.53 | |
| Donations | £500.00 | | £250.00 | |
| Interest | £1.34 | | £2.28 | |
| Other Receipts | £969.03 | | £5,902.84 | |
| Sub total | £65,358.14 | | £69,706.64 | |
| Income from sale of equipment | £0.00 | | £0.00 | |
| TOTAL RECEIPTS | £65,358.14 | | £69,706.64 | |

| Payments | Previous year | | Current year | |
|---|-------------------|---|-------------------|---|
| | £ | p | £ | p |
| Employment costs (Gross pay and employers NIC) | £59,632.39 | | £63,904.98 | |
| Training costs | £222.50 | | £658.42 | |
| Premises costs (rent, heat etc) | £3,836.62 | | £4,794.44 | |
| Subscriptions | £446.45 | | £366.45 | |
| Insurance | £538.59 | | £0.00 | |
| Admin costs (post, tel etc) | £610.93 | | £595.26 | |
| Refreshments (inc milk) | £208.07 | | £278.51 | |
| Consumables (paint, paper etc) | £2,401.07 | | £2,218.03 | |
| Fundraising costs (details overleaf) | £0.00 | | £3.00 | |
| Other expenditure (details overleaf) | £343.90 | | £1,491.54 | |
| Sub Total | £68,240.52 | | £74,310.63 | |
| Equipment (toys, books etc) | £3,185.54 | | £1,511.97 | |
| TOTAL EXPENDITURE (B) | £71,426.06 | | £75,822.60 | |

| | | |
|---|-------------------|-------------------|
| NET OF RECEIPTS AND PAYMENTS (A-B =C) | -£6,067.92 | -£6,115.96 |
|---|-------------------|-------------------|

| | | |
|--|-------------------|-------------------|
| Cash funds* incl.depositA/c LAST year end (D) | £24,741.97 | £27,727.18 |
| Cash funds* incl.depositA/c THIS year end (C + D) | £18,674.05 | £21,611.22 |

STATEMENT OF ASSETS AND LIABILITIES

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

Agreed as a true
record by Chairperson
at AGM



11.11.22

MITCHELDEAN EARLY LEARNERS BUILDING FUND

ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2022

Receipts

| | |
|-----------------------|-------|
| interest | 2.28 |
| to cover bank charges | 16.20 |

£18.48

Expenditure

| | |
|-------------------------|----------|
| transfer to CA 10.12.21 | 5,000.00 |
| bank charges | 16.2 |

£5,016.20

BALANCE SHEET AS AT 31ST AUGUST 2022

Cash at Bank:

| | |
|-----------------------|----------|
| bal as at 1.9.21 | 17976.85 |
| transfr to cover chgs | 16.20 |
| cr interest applied | 2.28 |

£17,995.33

Cash at Bank:

| | |
|--------------------|----------|
| bal as at 31.8.22 | 12979.13 |
| Deposit Account | 5,000.00 |
| bank charges | 16.20 |
| outstanding cheque | |

£17,995.33

Net Profit for year -£4,997.72

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.



11.11.22



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

MITCHELDEAN EARLY LEARNERS

On accounts for the year
ended

31-08-22

Charity no
(if any)

1064043

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed:

M. G.

Date:

11-11-22

Name:

MONICA GITHINGS

Relevant professional
qualification(s) or body

FMAAT

(if any):

Address:

16 EASTERN AVENUE

MITCHELDEAN

GLOS GUT 00F

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

examiner's statement

Signed:

Name:

Relevant professional qualification (if any)