

Treetops Annual General Meeting

Tuesday 26th January 2021

1. Welcome
2. Apologies
3. Introductions
4. Over of the past year 2019-2020:
 - Fundraising Report – Anna Hackett
 - Treasurer's report – Anna Hackett
 - Manager's report – Jo Gunne
 - Chair's report – Suzy Tigwell
5. Treetops Management Committee
 - What, why and who
6. Resignations
7. Election of Committee for 2020-2021
 - Chair Person
 - Vice Chair
 - Committee Members
8. Any Other Business

Meeting held online via Zoom due to COVID restrictions.

- **Welcome** from Laura Newing (Chair Person) and a reminder of confidentiality.
- **Present:** Suzy Tigwell / Jo Gunne / Anna Hackett / Laura Newing / Jade Gregory / Michaela Taylor / Sarah Birkett / Megan Morley / Kirsty Topping / Susannah Gosain / Charley Sandles / Louise Horne / Michelle Clayton / Claire Gilmore-Jennings / Holly Pledger / Millie Gunne / Jocinda / Max / Alex / Chloe / Naomi / Liam
- **Apologies:** Anita Creasey /

- **Over-view of the Year Sept 2019 – Sept 2020**

Fund-raising Report – Anna Hackett attached

Treasurers Report – Anna Hackett attached

Supervisor's Report – Joanne Gunne attached

Chair's Report – Laura Newing attached

- **The Committee for 2020– 2021**

Laura explained how the Committee works, its roles and responsibilities, and led the following process / discussion.

Resignations EY3

- An email was sent out to current committee members asking them to confirm if they did not want to remain on the committee this year. The email explained that if we did not hear from them then we presumed they no longer wanted to remain on the committee.
- The following committee members confirmed that they would be not be joining the committee this year Anita Creasey; Lyndsay Reynolds; Sarah Bentley; Jade Gregory.
- ACTION: Anna Hackett to complete the EY3 online.

Election of Committee for 2020 – 2021

Packs out to new members

- Chair Person Laura Newing
- Vice-chair Suzy Tigwell
- Treasurer Anna Hackett
- Secretary Megan Morley
- Committee Members: Joanne Gunne, Sarah Birkett, Charley Sandles, Louise Horne, Michaela Taylor, Michelle Clayton; Susannah Gosain; Kirsty Topping.

- **AOB**

- Set up a fundraising sub-committee with the new committee members.
- New members to complete DBS and EY2 forms.

Treasurer's Report for End of Financial Year 1st September 2019 to 2nd September 2020

Closing Bank balances -	2 nd September 2020
<u>Current</u>	£11104.49
<u>Reserve</u>	£8183.00
<u>Fundraising</u>	£19.29
<u>Holding</u>	£42.17

covers day to day running costs.
cannot be touched

Income:

Collaboration Money	£	-
DAF Money	£	2,460.00
Donations	£	-
FF2 Funding	£	17,448.31
Fund Raising	£	19.25
Funding	£	69,480.83
Grant Money	£	13,500.00
Interest	£	18.97
Lunch Club	£	431.10
Parental Fees	£	2,836.00
Pupil premium money	£	2,233.95
Refunds	£	-
SENIF Funding	£	11,176.37
Training In	£	-
Trip Money In	£	-
Misc	£	163.10

Misc in was from:

£ 53.10	Zoolab donations
£110	Student Placement Payment

Expenditure:

Activity Items	-£249.84
Bank Charges	£ -
Rent	-£5,991.71
Collaboration Money	£ -
Consumables	-£ 1,442.48
DBS Checks	-£129.17
Equip.& Repairs	-£8252.51
Food	-£401.64
Fund Raising Out	-£159.99
Gardening /	
Maintenance	£ -
Gifts	£ -
Grant Money Out	-£5,986.96
Initial Hygiene	-£404.40
Insurance	-£657.29

Ofsted Fees	-£50.00
Pension	-£2,099.24
Phone	-£267.13
Postage	-£39.16
Prof. Fees	-£55.00
Pupil Premium Money Out	-£1,196.80
SEND Resources	-£2.00
Tax	-£2,120.73
Training	-£1,301.09
Travel	-£3.10
Trip Money Out	-£ 19.50
Wages	-£97,033.65
Website hosting	-£25.14
Misc	-£1801.18

Misc Out was spent on:

-£ 171.50	Tempest Photography Money Out
-£ 44.37	Staff lunch
-£165.00	Entertainer for Christmas Party
-£ 265	Refund of Parental Fees
-£35	Christmas gifts for children
-£364	Staff Christmas meal (£180 reclaimed through staff wages . Actual cost= £184)
-£19.80	Christmas Party food
-£142.80	Zoolab
-£66.32	CTXAEO Tax payment
-£49.78	Staff Christmas Lunch
-£37.15	Easter Eggs for children
-£10.36	Staff birthday gifts
-£93.56	Job Advert
-£227.04	Leavers' teddies
-£109.50	Afternoon Tea Staff Treat

Next Year:

At the end of the financial year we were left with a loss of-£9921.83. £6000 of this was paid for the climbing frame (£4000 for the frame and £200 for the matting for under the frame). Jo Gunne has filed a Police report regarding this and has a crime reference number, and is looking into how we can reclaim this money as Treetops have been a victim of fraud. The money was paid to a builder and we have never received the climbing frame. Records of this can be found in the Committee meeting minutes (27/11/2019 & 8/12/2020).

We also have almost £3200 SMP to reclaim which is included in this figure. This can be reclaimed at the end of the financial year.

We will need to monitor finances closely next year to ensure we remain sustainable.

There has been no Fundraising Sub-Committee this year, instead fundraising ideas have been discussed and agreed at Treetops Committee Meetings. During the year we raised a total of £19.25

Due to COVID-19 restrictions we unfortunately could not hold the Easter Fundraiser that we usually hold every year.

The only fundraising money we received was from Tempest Photography sales (£19.25), which was transferred to the fundraising account.

Fundraising money was used to purchase a new climbing frame, which cost £159.99.

Fundraising ideas for the Year 2020 / 2021 will be discussed after new Committee Members have been appointed at the AGM.

Laura Newing - Chair's Report for Treetops Pre-School AGM – 26/01/2021

In September 2019, the academic year started much as any other with staff helping the children to learn and grow, enjoying autumn, Christmas and the New Year. In the spring of 2020 began the impact of the Coronavirus Pandemic and with the immediate shut down of the country came a new realm of challenges for us to overcome.

The challenge was met brilliantly by our setting manager Jo and her committed team of staff at Treetops. The combination of constantly changing guidance and long waits for guidelines from official bodies only added to this challenge in a rapidly changing situation.

Throughout this, everyone at Treetops has demonstrated their passion and commitment to supporting the children and families that rely on Treetops. Contact was maintained with all families and particularly those more vulnerable children, Jo and Millie even visiting and providing food parcels to those most in need. As Treetops began to reopen, initially to those children of keyworker families and the most vulnerable registered with us, communication remained strong, taking on what families needed from the setting for them to feel safe and supported when their children returned.

Acorn class, our specialist SEN provision continued to offer an exceptional standard of care and education to our children with additional needs and the Conkers mainstream classroom has maintained its fun and creative outlook in spite of the worries in the world outside.

Great care was taken throughout the setting to ensure excellent hygiene practices were taking place in order to keep all the children and staff as safe as possible. None of this would have been possible were it not for the commitment and passion of the staff at Treetops and the strength of leadership from our manager Jo. A testament to the hard work and dedication of all the staff is the fact that we very rarely have any vacant child spaces and on occasion have to turn new applicants down.

Looking forward we have much to be excited about with the garden becoming and exciting outdoor learning space and future training options opening up for our staff. There will be a big committee led push this year to fundraise to develop the garden into an incredible outdoor classroom which will benefit many years of Treetops families and all the staff working within our setting.

If there is anything good to be taken from a year with a pandemic, it is learning that we are strong, Treetops and all the team behind it, are strong and we will continue to learn and improve on everything we do.

I thank everyone who has contributed to the running of Treetops and keeping it as Outstanding and the children deserve it to be!

Manager's Report for AGM 2019-20 by Joanne Gunne

Reporting on academic year 1st September 2019 to 2nd September 2020

This report reflects back on the very strange year we have had due to Covid-19!

The 2019 AGM closed with a forward thinking wish for the future. Trips and events had been planned, and there was hope for finally progressing with the landscaping of the outdoor classroom. It all started very positively! Transition went well, we had lovely Autumnal walks, a visit to fire station and trips out on the bus. The Christmas party was a success with a visit and presents from Santa.

Then on Friday 20th March 2020 Treetops closed to most families due to Covid-19, and shortly after we closed completely when all remaining families made the decisions to keep their children at home. It left 42 families without consistent education. To make sure we were still supporting our families we used FaceTime and Facebook to stay connected. Our Fair-Share food donations continued, and these were dropped off to all families during the time we were closed. I made sure I was always accessible between 9-5 Monday-Friday for advice. Every Thursday Millie and I would drive around visiting families on their doorsteps and dropping off the food packages. I continued to speak with STS throughout and child protection meetings continued during this time.

I went into the setting with Katherine, Kira and Millie to measure before we re-opened to ensure we complied with the social distancing guidelines. As a staff team, we worked out how to organise bubbles and numbers according to ever changing Covid-guidance we received. Treetops re-opened on 1st June 2020. 10 children returned to the Conkers class and 8 to Acorns class. We used the money from the Covid-19 grant we received from the Council to purchase a new washing machine and a dishwasher to help us meet the Covid guidelines. We created a new staff area and a new space to act as a quarantine area in case of a sick child. We managed transition to schools with either socially distanced meetings with Year R teachers, or virtually though Zoom etc. Through discussions it was decided that two children would defer entry to schools and will be instead starting in Year R in Sept 2021.

Transition for new starters was difficult as parents couldn't come into the setting as they used to do to help their children settle in. We needed to find ways to be able to liaise with the new parents whilst not losing time spent in the setting with children who were already there. To claw back funding I have been in the classroom a lot instead of taking on maternity cover staff and staff have worked together to cover it internally. Treetops has been full since September 2020!

We have continued to maintain our strict hygiene controls and have had no illness or sickness up to date! It has certainly demonstrated the resilience of the children and they are now used to using hand gel, frequent hand washing etc. I feel very proud of the children and that Treetops has continued to grow in strength. In fact, I believe that Treetops has come out better and stronger for it.

I would like to thank my family and all the Treetops staff. Thank you to the Acorn staff for their continued dedication to children with high level needs. Thank you to the Conker class staff who have had to really change their practise in terms of what equipment they get out, how they clean it, what resources they plan for, how they change it over swiftly etc.

The Goodwin Academy,
Hamilton Road, Deal, Kent CT14 9BD
T: 07872 536936 Registered Charity No: 1079023



Income & Expenditure Account for the year ended 02.09.20

	2019-2020			2018-2019	
	Notes	£ Unrestricted Funds	£ Designated Funds	£ Total	£ Total
Bank Balance b/fwd			£ 29,328.37	£ 42,443.42	
Petty Cash b/fwd			£ 13.40	£ 13.40	
Income					
Collaboration Money	£	-	£ -	£ -	
DAF Money	£	2,460.00	£ 2,460.00	£ 2,442.80	
Donations	£	-	£ -	£ 397.80	
FF2 Funding	£	17,448.31	£ 17,448.31	£ 8,463.72	
Fund Raising	£	19.25	£ 19.25	£ 174.45	
Funding	£	69,480.83	£ 69,480.83	£ 70,066.36	
Grant Money	£	13,500.00	£ 13,500.00	£ 1,000.00	
Interest	£	18.97	£ 18.97	£ 40.57	
Lunch Club	£	431.10	£ 431.10	£ 862.96	
Parental Fees	£	2,836.00	£ 2,836.00	£ 3,853.01	
Pupil premium money	£	2,233.95	£ 2,233.95	£ 2,114.70	
Refunds	£	-	£ -	£ -	
SENI Funding	£	11,176.37	£ 11,176.37	£ 13,598.62	
Training In	£	-	£ -	£ 800.00	
Trip Money In	£	-	£ -	£ 439.00	
Misc	£	163.10	£ 163.10	£ 183.00	
Total Income	£	119,767.88	£ -	£ 119,767.88	£ 103,839.19
Expenditure					
Activity Items	-£	252.68	-£ 252.68	-£ 806.77	
Bank Charges	£	-	£ -	£ -	
Rent	-£	5,991.71	-£ 5,991.71	-£ 3,316.70	
Collaboration Money Out	£	-	£ -	-£ 2,744.42	
Consumables	-£	1,442.48	-£ 1,442.48	-£ 2,136.00	
DBS Checks	-£	129.17	-£ 129.17	-£ 76.78	
Equip.& Repairs	-£	8,307.26	-£ 8,307.26	-£ 4,253.99	
Food	-£	401.64	-£ 401.64	-£ 313.75	
Fund Raising Out	-£	159.99	-£ 159.99	-£ 192.80	
Gardening / Maintenance	£	-	£ -	£ -	
Gifts	£	-	£ -	-£ 545.68	
Grant Money Out	-£	5,986.96	-£ 5,986.96	-£ 3,061.18	
Initial Hygiene	-£	404.40	-£ 404.40	-£ 404.40	
Insurance	-£	657.29	-£ 657.29	-£ 650.19	
Ofsted Fees	-£	50.00	-£ 50.00	-£ 50.00	
Pension	-£	2,099.24	-£ 2,099.24	-£ 1,478.94	
Phone	-£	267.13	-£ 267.13	-£ 238.56	
Postage	-£	39.16	-£ 39.16	-£ 78.43	
Prof. Fees	-£	55.00	-£ 55.00	-£ 55.00	
Pupil Premium Money Out	-£	1,196.80	-£ 1,196.80	-£ 1,697.00	
SEND Resources	-£	2.00	-£ 2.00	-£ 171.82	
Tax	-£	2,120.73	-£ 2,120.73	-£ 1,881.09	
Training	-£	1,301.09	-£ 1,301.09	-£ 4,139.00	
Travel	-£	3.10	-£ 3.10	-£ 36.60	
Trip Money Out	-£	19.50	-£ 19.50	-£ 1,182.22	
Wages	-£	97,033.65	-£ 97,033.65	-£ 85,511.65	
Website hosting	-£	25.14	-£ 25.14	-£ 52.67	
Misc	-£	1,801.18	-£ 1,801.18	-£ 1,878.60	
Total Expenditure	-£	129,747.30	-£ 129,747.30	-£ 116,954.24	
Net Profit for year	-£	9,979.42	£ -	-£ 9,979.42	-£ 13,115.05

Bank Balance c/fwd £ - £ 19,348.95
Petty Cash c/fwd £ 13.40
Total £ 19,362.35

Signed

Chairperson

Treasurer

14.06.21



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

TREETOPS PRE-SCHOOL

On accounts for the year
ended

2ND SEPTEMBER 2020

Charity no
(if any)

1079023

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 **02/09/2020**.

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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Carol Neary

Date:

27.5.21

Name:

CAROL NEARY

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

Address:

158 DOWNS ROAD

CT14 7TF

Only complete if the examiner needs to highlight 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.