

Treetops Annual General Meeting Agenda

Monday 31st January 2022

1. Welcome
2. Apologies
3. Introductions
4. Over of the past year 2020-2021:
 - Fundraising Report – Anna Hackett
 - Treasurer's report – Anna Hackett
 - Manager's report – Jo Gunne
 - Chair's report – Laura Newing
5. Treetops Management Committee
 - What, why and who
6. Resignations
7. Election of Committee for 2021-2022
 - Chair Person
 - Vice Chair
 - Committee Members
8. Any Other Business

Meeting held online via Microsoft Teams due to COVID restrictions.

- **Welcome** from Laura Newing (Chair Person) and a reminder of confidentiality.
- **Present:** Suzy Tigwell / Jo Gunne / Anna Hackett / Laura Newing / Nikki Clements / Sarah Birkett / Megan Morley / Susannah Gossain / Alex Lawrence / Elissa Cook / Naomi Douglas / Terry Cook / Michelle Clayton / Claire Gilmore-Jennings / Beth Miller/ Millie Gunne / Laura B
- **Apologies:** Sarah Birkett / Kirsty Topping / Maddie Williams / Chloe Smith / Michaela Taylor

- **Over-view of the Year Sept 2020 – Sept 2021**

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 2021– 2022**

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

Resignations EY3

- The following committee members confirmed either at the meeting or prior to the meeting that they would not be re-joining the committee this year: Kirsty Topping; Michaela Taylor; Charley Sandles.
- ACTION: Anna Hackett to complete the EY3 online.

Election of Committee for 20201– 2022

Packs out to new members

- Chair Person Laura Newing
- Vice-chair Suzy Tigwell
- Treasurer Anna Hackett
- Secretary Naomi Douglas
- Committee Members: Joanne Gunne; Sarah Birkett; Chloe Smith; Michelle Clayton; Susannah Gosain; Maddie Williams; Megan Morley.

- **AOB**

- Elissa is happy to help with fundraising ideas but cannot commit to joining the committee.
- Set up a fundraising sub-committee with the new committee members.
- New members to complete DBS and EY2 forms.
- The next meeting will be set after half term to be held before Easter.

Meeting ended at 9pm

Treasurer's Report for End of Financial Year 2021

Closing Bank balances -	31/08/2021
<u>Current</u>	£16049.06
<u>Reserve</u>	£8183.71
<u>Fundraising</u>	£19.29
<u>Holding</u>	£42.17

covers day to day running costs.
cannot be touched

Income:

Collaboration Money	£	-
DAF Money	£	4,920.00
Donations	£	80.00
FF2 Funding	£	20,809.80
Fund Raising	£	177.77
Funding	£	75,416.79
Grant Money	£	1,395.80
Interest	£	0.71
Lunch Club	£	-
Parental Fees	£	3,837.99
Pupil premium money	£	3,827.66
Refunds	£	7,562.61
SENIF Funding	£	17,478.20
Training In	£	-
Trip Money In	£	-
Misc	£	-

Expenditure:

Activity Items	-£	534.59
Bank Charges	£	0.00
Rent	-£	2108.37
Collaboration Money	£	0.00
Consumables	-£	2628.06
DAF Money Out	-£	4955.56
DBS Checks	-£	56.39
Equip.& Repairs	-£	663.79
Food	-£	533.20
Fund Raising Out	-£	170.64
Gardening /		
Maintenance	£	0.00
Gifts	-£	430.68
Grant Money Out	-£	719.14
Initial Hygiene	-£	412.60
Insurance	-£	658.54
Ofsted Fees	-£	50.00
Pension	-£	2362.57
Phone	-£	464.40
Postage	-£	26.02
Prof. Fees	-£	385.00

Pupil Premium Money		
Out	-£	1945.18
SEND Resources	-£	6753.64
Tax	-£	1437.93
Training	-£	3016.40
Travel	£	0.00
Trip Money Out	£	0.00
Wages	-£	99533.23
Website hosting	-£	54.12
Misc	-£	662.00

Misc Out was spent on:

-£ 84	Nursery Magazine Subscription
-£ 200	Payment to move playhouse
-£132	Afternoon Tea End of Year Staff Treat
-£ 246	Leavers' teddies for children

Next Year:

At the end of the financial year we were left with a profit £4945.28. This figure includes grant money etc that was received in this financial year and spent at the beginning of the next. The refund of £7562.61 was a refund of Maternity Pay owed to us.

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



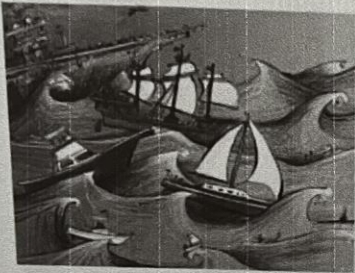
Manager's Report

September 2020 to August 2021

Ofsted Early Years Covid Briefing October 2020

- 'EY providers were most concerned about the effect of COVID-19 restrictions on children's personal, social and emotional development. This was most frequently cited when we asked providers to identify one area of learning that had declined the most.'
- 'Some children had returned less confident and more anxious.'
- 'Many children were more anxious and had struggled when they first returned to the setting, finding it difficult to separate from their parents. Some children were less confident with others and slower to join in.'

Same storm, different boat



'The immediate effects and long term impact of this rapidly changing situation will not be evenly spread.'

Center on the
Developing Child
(March 2020)

Julie.revels@btinternet.com

Staffing:

Holly stayed on to lead Acorn class
Kayleigh and Jade returned from Maternity leave
Twice weekly Covid tests

Garden:

Grew in size.
Watched the diggers in December 2020
Got to ride the bikes on the new tarmac
New fences
Summer garden work creating a small 'forest zone' and mud kitchen
A new playhouse for the children
Parental support

Admissions:

New ways of welcoming new children with the continuing Covid restrictions including Meet and Greet, All About Me via Teams, Stay and Play, Tours out of hours.

Links with:

The Beacon at Walmer
Aspen outreach
Homestart
Health Visiting
United Families
Local schools joining children for transition at Treetops

New ways of working:

TEAMS and Zoom meetings
Attend Anywhere with SALT

Charities:

Christmas Jumper
Book Week
Easter Bonnets
Red Nose Day

Professional Development:

Thrive 1825 Days
I am going to Big School workshop
Leading at Dover College EY Conference
Softening the Prickles
EY SENCo Award via Nasen

Curriculum Extras:

Ducklings
Caterpillars
Snow
Rain and mud
Park
Beach
BBQ
Water sessions
Book Week
Teddy Bears Picnic

https://www.youtube.com/watch?v=DykVJl6wr_4

we're all in this
TOGETHER

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 £177.77. This was raised by an Easter Fundraiser.

Fundraising money was used to purchase a new outdoor equipment, which cost £159.99. and to help fund the Summer BBQ for the children.

A raffle fundraiser will be held later in the year.

TREETOPS AGM CHAIR'S REPORT 2020-2021 by Laura Newing

Welcome everyone and thank you for giving us your time this evening.

It has been my absolute pleasure to hold the role of chair person for another year and to continue to see the amazing work going on at Treetops Preschool.

At the start of each academic year another tribe of young people enter our doors, some who have been with us before and some brand new, each and every one is welcomed with love and support by the incredible staff team.

We have had an exceptional time going through multiple lock downs but on every occasion each member of the team has risen above and beyond to keep Treetops a safe and happy place to be.

A special thanks to Jo and Anna for maintaining high professional standards in and out of the classroom with ever changing guidance.

A thank you to the committee and a reminder that you are an invaluable part of Treetops, as a charity, without a committee we cannot exist.

Income & Expenditure Account for the year ended 31.08.21

		2020-2021		2019-2020
	£	£	£	£
Notes	Unrestricted Funds	Designated Funds	Total	Total
Bank Balance b/fwd			£ 19,348.95	£ 29,328.37
Petty Cash b/fwd			£ 13.40	£ 13.40
Income				
Collaboration Money	£ -		£ -	£ -
DAF Money	£ 4,920.00		£ 5,000.00	£ 2,460.00
Donations	£ 80.00		£ 80.00	£ -
FF2 Funding	£ 20,809.80		£ 20,809.80	£ 17,448.31
Fund Raising	£ 177.77		£ 177.77	£ 19.25
Funding	£ 75,446.79		£ 75,446.79	£ 69,480.83
Grant Money	£ 1,395.80		£ 1,395.80	£ 13,500.00
Interest	£ 0.71		£ 0.71	£ 18.97
Lunch Club	£ -		£ -	£ 431.10
Parental Fees	£ 3,837.99		£ 3,837.99	£ 2,836.00
Pupil premium money	£ 3,827.66		£ 3,827.66	£ 2,233.95
Refunds	£ 7,562.61		£ 7,562.61	£ -
SENIF Funding	£ 17,478.20		£ 17,478.20	£ 11,176.37
Training In	£ -		£ -	£ -
Trip Money In	£ -		£ -	£ -
Misc	£ -		£ -	£ 163.10
Total Income	£ 135,507.33	£ -	£ 135,507.33	£ 119,767.88
	-£ 50.00			
Expenditure				
Activity Items	-£ 534.59		-£ 534.59	-£ 249.84
Bank Charges	£ -		£ -	£ -
Rent	-£ 2,108.37		-£ 2,108.37	-£ 5,991.71
Collaboration Money Out	£ -		£ -	£ -
Consumables	-£ 2,628.06		-£ 2,628.06	-£ 1,442.48
DBS Checks	-£ 56.39		-£ 56.39	-£ 129.17
Equip. & Repairs	-£ 663.79		-£ 663.79	-£ 6,099.49
Food	-£ 533.20		-£ 533.20	-£ 363.24
Fund Raising Out	-£ 170.64		-£ 170.64	-£ 159.99
Gardening / Maintenance	£ -		£ -	£ -
Gifts	-£ 430.68		-£ 430.68	£ -
Grant Money Out	-£ 719.14		-£ 719.14	-£ 5,986.96
Initial Hygiene	-£ 412.60		-£ 412.60	-£ 404.40
Insurance	-£ 658.54		-£ 658.54	-£ 657.29
Ofsted Fees	-£ 50.00		-£ 50.00	-£ 50.00
Pension	-£ 2,362.57		-£ 2,362.57	-£ 2,099.24
Phone	-£ 464.40		-£ 464.40	-£ 267.13
Postage	-£ 26.02		-£ 26.02	-£ 39.16
Prof. Fees	-£ 385.00		-£ 385.00	-£ 55.00
Pupil Premium Money Out	-£ 1,945.18		-£ 1,945.18	-£ 1,196.80
SEN Money Out	-£ 6,753.64		-£ 6,753.64	-£ 2.00
Tax / NI Payments	-£ 1,437.93		-£ 1,437.93	-£ 2,120.73
Training	-£ 3,016.40		-£ 3,016.40	-£ 1,301.09
Travel	£ -		£ -	£ 3.10
Trip Money Out	£ -		£ -	£ 6.00
Wages	-£ 99,533.23		-£ 99,533.23	-£ 97,033.65
Website hosting	-£ 54.12		-£ 54.12	-£ 25.14
DAF Money Out	-£ 4,955.56		-£ 4,955.56	
Misc	-£ 662.00		-£ 662.00	-£ 4,006.10
Total Expenditure	-£ 130,562.05		-£ 130,562.05	-£ 129,689.71
Net Profit for year	£ 4,945.28	£ -	£ 4,945.28	£ 9,921.83
Bank Balance c/fwd			£ 24,294.23	
Petty Cash c/fwd			£ 13.40	
Total			£ 24,307.63 ✓	

Signed

[Signature]
Chairperson 14/6/22

[Signature]
Treasurer 14/6/22



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

Charity Name
TREETOPS PRE-SCHOOL

On accounts for the year
ended

31ST AUGUST 2021

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 31 / 08 / 2021.

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: C. NEARY

Date: 1ST JUNE 2022

Name: MRS CAROL NEARY

Relevant professional
qualification(s) or body

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158 DOWNS ROAD

WALMER

KENT CT14 TTF

Disclosure

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

This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf of a book. The paper has a slightly textured appearance with some minor creases, discoloration, and faint smudges, characteristic of old paper. The left edge of the page shows the binding of the book.