

Treetops Annual General Meeting

Tuesday 28th February 2023

1. Welcome
2. Apologies
3. Introductions
4. Over of the past year 2021-2022:
 - 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 2022-2023
 - Chair Person
 - Vice Chair
 - Committee Members
8. Any Other Business

Meeting held online via Microsoft Teams.

- Welcome from Laura Newing (Chair Person) and a reminder of confidentiality.
- Present: Suzy Tigwell / Jo Gunne / Anna Hackett / Laura Newing / Sarah Birkett / Megan Morley / Susannah Gossain / Naomi Douglas / Michelle Lawrence / Claire Gilmore-Jennings / Beth Miller/ Millie Gunne / Eilish
- Apologies: Maddie Williams / Chloe Smith
- Over-view of the Year Sept 2021 – Sept 2022

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 2022– 2023
Laura explained how the Committee works, its roles and responsibilities, and led the following process / discussion.

Resignations EY3

- None this year

Election of Committee for 2022– 2023

Packs out to new members

- Chair Person Laura Newing (Nominated by Suzy T; Seconded by Anna)
- Vice-chair Suzy Tigwell
- Treasurer Anna Hackett
- Secretary Naomi Douglas
- Committee Members: Joanne Gunne; Sarah Birkett; Chloe Smith; Michelle Clayton; Susannah Gosain; Maddie Williams; Naomi Douglas; Megan Morley.
- AOB
- Chloe still needs will need to re complete her EY2 and DBS forms.
- Michelle has got married and changed surname since last AGM. Anna to update details with Ofsted.
- The next meeting will on 27/03/23 and will look at finances.

Meeting ended at 9pm

Treasurer's Report for End of Financial Year 2022

Closing Bank balances -

Current **£6321.84**

Reserve **£8187.53**

Fundraising **£948.32**

Holding **£42.19**

31/08/2022

covers day to day running costs.

Income:

| | | |
|---------------------|---|-----------|
| Collaboration Money | £ | - |
| DAF Money | £ | 6,645.00 |
| Donations | £ | 20.00 |
| FF2 Funding | £ | 15,535.59 |
| Fund Raising | £ | 1,057.64 |
| Funding | £ | 72,288.78 |
| Grant Money | £ | 4,464.88 |
| Interest | £ | 4.23 |
| Lunch Money | £ | 973.61 |
| Parental Fees | £ | 4,747.20 |
| Pupil premium money | £ | 2,443.77 |
| Refunds | £ | - |
| SENIF Funding | £ | 16,108.57 |
| Training In | £ | 1000.00 |
| Trip Money In | £ | - |
| Misc | £ | 42.03 |

Misc in includes: £38.25 Crackerjacks donation paid to the charity; £3.78 refunds

Expenditure:

| | |
|---------------------|-----------|
| | -£ |
| Activity Items | 432.64 |
| Bank Charges | £99.07 |
| Rent | £2,828.37 |
| Collaboration Money | £0 |
| Consumables | £2616.81 |
| DAF Money Out | £3996.00 |
| DBS Checks | £96.58 |
| Equip.& Repairs | £3266.35 |
| Food | £116.88 |
| Fund Raising Out | £39.98 |
| Gardening / | |
| Maintenance | £95.00 |
| Gifts | £250.00 |
| Grant Money Out | £4,692.06 |
| Initial Hygiene | £416.42 |

| | |
|-------------------------|-------------|
| Insurance | £669.55 |
| Lunch Money | -£1,443.36 |
| Ofsted Fees | £50.00 |
| Pension | £2,541.63 |
| Phone | £259.87 |
| Postage | £60.59 |
| Prof. Fees | £60.00 |
| Pupil Premium Money Out | £2,502.60 |
| Tax | £4,086.67 |
| Training | £874.60 |
| Travel | £0 |
| Trip Money Out | £0 |
| Wages | £102,143.11 |
| Website hosting | £13.79 |
| Misc | £511.83 |

Misc Out was spent on:

| | |
|-----------|--------------------------------|
| -£ 30 | Secure Shredding |
| -£ 38.25 | Crackerjacks Donation Paid Out |
| -£50 | Christmas Party Supplies |
| -£ 318.60 | Leavers' teddies for children |
| -£70 | Bouncy Castle |

Next Year:

The figures at the end of the year do not include the Funding Payment that we usually receive at the end of August which is why our end of year figure is -£8 794.35. A payment of £9475.20 was received on the 01/09/22.

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

There has been no Fundraising Sub-Committee again this year, instead fundraising ideas have been discussed and agreed at Treetops Committee Meetings. During the year we raised a total of £1057.64.

£678.64 was raised through the Raffle Fundraiser. £250 was paid to us by the Charities Trust which was arranged by Michelle.

£129 was raised by an Easter Fundraiser. After resources were paid for, this left us with a profit of £89.02 for the Easter Fundraiser.

Fundraising ideas for the Year 2022 / 2023 will be discussed after the AGM.

TREETOPS AGM CHAIR'S REPORT 2021-2022 by Laura Newing

Welcome everyone, thank you for joining us.

As you all know, Treetops Pre-School is a charity that provides quality education and care for young children. I am proud to say that over the past year, we have continued to provide a nurturing environment for our children and their families despite the challenges posed by the ongoing pandemic.

In September 2022 we said goodbye to 23 children who moved on to primary school. This academic year has seen a cohort of children with over 50% having higher needs and eight children had EHCPs in place by the end of the year. This means that we have needed to provide tailored support to meet the additional needs of these children and their families.

The past winter was undoubtedly one of the hardest we have experienced in the context of Covid. With changing rules and the need to adapt to new ways of managing sick leave and pay, it was a challenging time. However, our staff members rose to the occasion, and we were able to navigate through the difficulties with their support. I am pleased to say that Nichola and Jodie have joined our staff team, and we welcome them warmly.

We have readjusted to routines and fluctuating numbers, which has not been easy, but we have managed to maintain our standards.

As in previous years we celebrated world book day at Treetops with a week where families were invited to come in and read with their children. It was a lovely week filled with stories and fun linked activities.

We also had activities for Red Nose Day, and we raised money for Crackerjacks children's charity who supply specialist bikes to support children with profound disabilities.

Jo started trained as a Family Thrive practitioner and started a program working with families of some of the children at our setting, we had two committee members, Chloe and Maddie, attend the Thrive training.

The children greatly enjoyed multiple fire drills led by the Goodwin Academy and are now all experts on fire safety!

Our staff members have been able to share hot meals with our children during lunchtimes, and this has been well-received by both children and parents.

I am proud to report that Milly, Sarah, and Beth have started level 3 qualifications, which will undoubtedly enhance their skills and knowledge in working with young children.

In conclusion, I would like to express my gratitude to our staff members, who have been working tirelessly to ensure the future of Treetops and the best possible support and education for the children in their care.

We have had to walk a tightrope to be able to balance our finances while maintaining the quality of education and care we provide and the coming year we will be working to ensure the books are secure.

I appreciate your ongoing support and commitment to our Preschool, and I look forward to another wonderful year!

Thank you.

Manager's Report 2021-2022

Jo Gunne

**we're all in this
TOGETHER**

Adobe Stock | #34460964

The year that Covid continued! Following pandemic starting in March 2020 and the lockdowns that shaped our children's education we entered the new school year September 2021 with high expectations of health and a renewed focus. But the Autumn term was plagued with poorly children and staff. This led to a steady stream of juggling staffing, families and reading current documentation to protect us all. By Christmas we were overwhelmed with so many respiratory and stomach viruses that we had to resume 'Covid control style approaches' in everything we did. This included Christmas parties and parent's attending the setting. When we closed for Christmas, we were hopeful that the three-week break would slow down the spread of germs. Alas, part-way through the Spring term 2022, staff members started to go down with Covid, many who hadn't had the virus at all! After Easter, the viruses slowed, and a normal summer term of fun and good health followed!

Nobody claim 2022 as
"your year". We're all
going to walk in real slow.
Be good. Be quiet. Be
cautious and respectful.
Don't touch anything.

A big change in September 2021 was the introduction of a new 'Statutory Framework for the early years' was launched by the Department for Education. What would this mean for Treetops Pre-school? I was excited to share some key changes which would ensure that the work of the staff team could focus upon 'being with the children' and spending less time on any unnecessary paperwork. We agreed as a staff team that we wanted to continue with photographs but

would create 'Memory Books' for each child rather than the 'Learning Journey' folders. This would ensure that staff could capture a memory for each child without the pressure of 'evidencing next steps'. In addition, it would be down to us to develop a curriculum for the children who attend Treetops – considering their existing knowledge, skills and experiences. This curriculum would enable Acorn class to have a separate curriculum to meet the severe and complex needs of the children attending. I attended some additional training via Thrive and as part of my work as an inspector. This change was exciting! The prime areas created our focus due to gaps following the pandemic and we worked upon 'I can' and 'I can try to' statements for each child. As well as developing skills for each child we thought about what experiences they had missed. We then formed a plan for experiences and knowledge that we needed to teach.

*** SHARE PHOTOGRAPHS HERE OF THE TREETOPS CURRICULUM IN ACTION**

During the Summer term we invited parents and families in to join us for a Jubilee Picnic. We had a special pirate themed day and BBQ plus more fun events.



After a long spell of virtual meetings and remote support from outside agencies we were able to invite professionals back in to support us. We were able to make a new 'friendship' with the staff team at the Beacon at Walmer. Our children with severe and complex needs were invited to use their sensory room and Autism Pod.

Over the winter months we were able to provide hot meals for the children. The kitchen in the Goodwin Academy cooked and supplied every Tuesday and Thursday.

We had a 'Book Week' with dressing up day. The children raised money for Children in Need. The Management Committee raised money through an Easter fundraiser and a big raffle supported by many local businesses.

We kept in contact with parents via What's App. Our links with parents became strong again. We created a 'meadow zone' at Treetops and a local carpenter installed a lovely wooden fence to keep it secure. We were able to purchase a summer house and kitchen units from the 'Deal Marketplace via Facebook'. We couldn't have done any of this without the support from our families.

Following the start of the war in Ukraine in March 2022 we were able to welcome two new children into our Treetops family. This taught us so much and above all to be grateful for all we have!

It was an extremely challenging year for many reasons, but we did it! We achieve so very much, and the children were ready for their new adventures to 'Big School'. For some they would move from Acorn Class to join their preschool friends in Conker class as a new venture for Treetops began in September 2023! Watch this space for news on this in next year's Manager's Report!



This report was supported by a PowerPoint Presentation containing photographs of the school year.

Income & Expenditure Account for the year ended 31.08.22

| | | 2021-2022 | | 2020-2021 |
|--------------------------|--------------------|------------------|-------|---------------|
| | £ | £ | £ | £ |
| Notes | Unrestricted Funds | Designated Funds | Total | Total |
| Bank Balance b/fwd | | | | £ 19,348.95 |
| Petty Cash b/fwd | | | | £ 13.40 |
| Income | | | | |
| Collaboration Money | £ - | | | £ - |
| DAF Money | £ 6,645.00 | | | £ 5,000.00 |
| Donations | £ 20.00 | | | £ 80.00 |
| FF2 Funding | £ 15,535.59 | | | £ 20,809.80 |
| Fund Raising | £ 1,057.64 | | | £ 177.77 |
| Funding | £ 72,288.78 | | | £ 75,416.79 |
| Grant Money | £ 4,464.88 | | | £ 1,395.80 |
| Interest | £ 4.23 | | | £ 0.71 |
| Lunch Money | £ 973.61 | | | £ - |
| Parental Fees | £ 4,747.20 | | | £ 3,837.99 |
| Pupil premium money | £ 2,443.77 | | | £ 3,827.66 |
| Refunds | £ - | | | £ 7,562.61 |
| SENIF Funding | £ 16,108.57 | | | £ 17,725.77 |
| Training In | £ 1,000.00 | | | £ - |
| Trip Money In | £ - | | | £ - |
| Misc | £ 42.03 | | | £ - |
| Total Income | £ 125,331.30 | £ - | | £ 135,754.90 |
| Expenditure | | | | |
| Activity Items | -£ 432.64 | | | -£ 534.59 |
| Bank Charges | -£ 99.07 | | | £ - |
| Rent | -£ 2,828.37 | | | -£ 6,768.37 |
| Collaboration Money Out | £ - | | | £ - |
| Consumables | -£ 2,616.81 | | | -£ 2,469.19 |
| DAF Money Out | -£ 3,996.00 | | | |
| DBS Checks | -£ 96.58 | | | -£ 56.39 |
| Equip.& Repairs | -£ 3,266.35 | | | -£ 445.06 |
| Food | -£ 116.88 | | | -£ 533.20 |
| Fund Raising Out | -£ 39.98 | | | -£ 266.17 |
| Gardening / Maintenance | -£ 95.00 | | | £ - |
| Gifts | -£ 250.00 | | | -£ 430.68 |
| Grant Money Out | -£ 4,692.06 | | | -£ 719.14 |
| Initial Hygiene | -£ 416.42 | | | -£ 412.60 |
| Insurance | -£ 669.55 | | | -£ 658.54 |
| Lunch Money Out | -£ 1,443.36 | | | |
| Ofsted Fees | -£ 50.00 | | | £ - |
| Pension | -£ 2,541.63 | | | -£ 2,362.57 |
| Phone | -£ 259.87 | | | -£ 464.40 |
| Postage | -£ 60.59 | | | -£ 26.02 |
| Prof. Fees | -£ 60.00 | | | -£ 435.00 |
| Pupil Premium Money Out | -£ 2,502.60 | | | -£ 1,893.28 |
| SEND Resources | £ - | | | -£ 94.14 |
| Tax / NI Payments | -£ 4,086.67 | | | -£ 1,437.93 |
| Training | -£ 874.60 | | | -£ 3,016.40 |
| Travel | £ - | | | £ - |
| Trip Money Out | £ - | | | £ - |
| Wages | -£ 102,143.11 | | | -£ 106,807.91 |
| Website hosting | -£ 13.79 | | | -£ 54.12 |
| Misc | -£ 511.83 | | | -£ 713.90 |
| Total Expenditure | -£ 134,163.76 | | | -£ 130,599.60 |

Net Profit for year

Bank Balance c/fwd
Petty Cash c/fwd
Total

-£ 8,832.46 £ - £ - £ 5,155.30

£ - £ 15,499.88
£ 13.40
£ 15,513.28

Signed

Chairperson

Treasurer

16.06.23



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
TREETOPS PRE-SCHOOL

On accounts for the year
ended

31.08.22

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 / 2022.

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. A. NEARY

Date:

02.06.23

Name:

C. A. NEARY

Relevant professional
qualification(s) or body