

Treetops Annual General Meeting

Tuesday 30th January 2024

1. Welcome
2. Apologies
3. Introductions
4. Over of the past year 2022-2023:
 - 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 2023-2024
 - Chair Person
 - Vice Chair
 - Committee Members
8. Any Other Business

Minutes of the Meeting - AGM 2024 Taken by Anna Hackett	30/01/2024 @ 7:30pm
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Meeting held online via Microsoft Teams.

- **Welcome** from Laura Newing (Chair Person) and a reminder of confidentiality.
- **Present:** Suzy T / Joanne G / Anna H / Laura N / Sarah B / Megan M / Susannah G / Naomi D / Michelle L / Chloe S/ Claire G-J / Beth M / Millie G / Jenny F / Amanda B/ Hannah / Alex L / Jordan / Trevor F / Kayleigh / Jodie / Clare M

- **Apologies:**

- **Over-view of the Year September 2022 – September 2023**

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 2023– 2024**

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

Resignations EY3

- Maddie Williams

Election of Committee for 2023– 2024

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 Lawrence; Susannah Gosain; Naomi Douglas.

- **AOB**

- Chloe still needs will need to re complete her EY2 and DBS forms.
- Treetops Garden Day on 24th February 2024.

Meeting ended at 9pm

Treasurer's Report for End of Financial Year 2023

Closing Bank balances -	31/08/2023
<u>Current</u>	£1856.84
<u>Reserve</u>	£201.70
<u>Fundraising</u>	£296.89
<u>Holding</u>	£42.57

covers day to day running costs.

Income:

Collaboration Money	£	-
DAF Money	£	8,884.00
Donations	£	-
FF2 Funding	£	21,027.44
Fund Raising	£	1,241.11
Funding	£	60,859.23
Grant Money	£	-
Interest	£	18.64
Lunch Money	£	227.07
Parental Fees	£	6,835.00
Pupil premium money	£	2,270.40
Refunds	£	-
SENIFF Funding	£	29,284.49
Training In	£	-
Trip Money In	£	-
Misc	£	118.50

Misc in includes: £18.50 Save The Children donation paid to the charity
£100 Refund from accountant

Expenditure:

Activity Items	£97.05
Bank Charges	£148.79
Rent	£6,836.04
Collaboration Money	£0
Consumables	£1,242.82
DAF Resources	£294.68
DBS Checks	£46.89
Equip.& Repairs	£1,885.69
Food	£163.72

Fund Raising Out	£938.13
Gardening /	
Maintenance	£0
Gifts	£0
Grant Money Out	£0
Initial Hygiene	£427.70
Insurance	£689.29
Lunch Money	£290.79
Ofsted Fees	£50
Pension	£2,885.74
Phone	£285.27
Postage	£0
Prof. Fees	£456.00
Pupil Premium Money	
Out	£150.00
Tax	£ 3046.53
Training	£1621.60
Travel	
Trip Money Out	£0
Wages	£ 122,128.03
Website hosting	£4.50
Misc	£178.50

Misc Out was spent on:

-£ 60	Secure Shredding
-£ 18.50	Save The Children Donation Paid Out
-£100	Tax Notice

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 (this was received on the 04/09/23).

We had several committee meetings regarding finances last year and made changes to staff hours etc. We had to use our reserve account money this financial year but the changes we have made and the increase in government funding have meant that we are already able to add to our reserve account.

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 £1241.11.

£129.20 was raised through the Easter Fundraiser. This was matched by the Charities Trust (£129.20) which was arranged by Michellle.

We raised £24.21 through My Child's Art.

We raised £958.50 through Dover Lotto.

Fundraising money was spent on resources for the children, new children's toilets, the ducklings and we also used it to have the tree taken down at the front of the setting to create an area there.

Fundraising ideas for the Year 2023 / 2024 will be discussed after the AGM.

Treetops AGM – 30th January 2024 - Year September 2022-August
2023
Chair's Report by Laura Newing

Welcome everyone and thank you for joining us online for this year's Treetops Annual General Meeting.

This year has been a real return to normality, with Covid *mostly* staying at bay and more freedoms to have guests and shared experiences at Treetops.

I've been incredibly happy this year to return to the role of a Treetops Mum as well as the committee chair and it's lovely to see my little one welcomed in by the children and keyworkers like one of the family.

Autumn term is always a mass of leafy artworks, making new friends and exploring new rooms, followed by all the excitement of Christmas term with fun days, all the glitter and special events.

The New Year brings the colder weather but never stops the children's outdoor adventures in our garden, then the fun of Easter with games and chocolate!

In the summer term we had our Pirate Picnic, so many families joined us for the afternoon which was wonderful to see.

A huge thanks to the other committee members who helped organise this and man the games and prizes on the day. This year we invited some real pirates to join the fun and they even put JoJo in the pilliary for being too cheeky! Our thanks to the Rotary Pirates of Deal who will also be helping us with the garden as we continue to develop it into a safe and educational space for all our children.

At the end of term we had our barbeque lunch and I joined Acorn class as a bit of back up while the sausages were served, I seemed to be little use other than as a distraction and reason to get every single toy out! But I did help tidy up.

As you know, Treetops is a charity, and we do our best to stay within tight financial limits while also providing the best care and fun to the children at the setting.

Unfortunately, throughout the financial year the costs ended up exceeding our income and we had to have some difficult discussions about how to keep Treetops viable.

We had extra committee meetings and listened to the input of staff members.

We agreed to make the following changes; small temporary reduction to all staff hours and the option to take unpaid holiday leave during term time to ensure

wages could be covered in the short term, then from September term we'll be opening 30 hours, opening up 3 additional afternoon sessions for our children. I am so proud of all of the staff and committee for taking this challenge and turning it around and we can look forward to a brighter financial future I'm sure!

It's been a pleasure to continue in my role as the Chair of the Management Committee, working with the rest of the committee, Jo, Anna and all the staff at Treetops is always rewarding and awe inspiring as everyone does their absolute best for the children in their care.

So to finish my part, I'd like to thank those currently on the committee that will be staying with us, bid a fond farewell to those who are moving on and I hope to welcome many new parents and carers joining the committee to support the brilliant staff team and help keep Treetops as Outstanding as it is.

Manager's Report for AGM 2022-2023

2022-2023 was the start of a new 'normal'. Previously I had talked about the episodes of Covid that we had encountered with lots of staff and children being off. But in 2022-2023, we didn't see that as much.

As we reflect, we think about the vision moving forward.

Treetops was inspected in 2019 and we received our second outstanding judgement in a row. We were very different in 2019 to the previous inspection, we had increased from 18 children to 30 children on the books. We started September 2022 with 42 families and our Acorn class started to accept 2-year-olds. We closed the specialist SEND classroom we had tried to develop. This decision was made linked to funding and that having just 8 places for 3- to 4-year-olds was financially unviable. Treetops was then open to Acorns (2- to 3-year-olds) and Conkers (pre-schoolers). All new children to Acorns and well-settled, higher needs children moved into Conkers. Someone described a room full of 2-year-olds as a 'box of frogs without a lid'. It was worse! The children were upset, cross and sad about being left. I remember sitting back one morning and thinking 'what have we done?' But with a skilled team we took to some joint reflections about routines, transitions, curriculum and emotional needs – Treetops magic! Asked how we can support these children with this massive transition of separating from parents on the start of their journey for education.

The Conker children were 'complicated' and this took a high level of staff skill. The committee decided to set the number of children to 17 per session. This would of course have a financial affect upon us. We made this decision for the quality of education, for all children to make progress with the level of need we had. We thought about what was safe, how can meet the needs of the children with the staff team we have and still provide quality of education for them all. Moving forward we will do this! The staff team had training requirements – Autism awareness training and more. It was very challenging for all.

Each year we create our curriculum for the cohort but during this year we had two groups of children who were different ages but were developmentally at the same stage. This had been impacted by their experiences to date including the impact of Covid. Staff teams were delivering a very similar curriculum in both classes. The changes to the EYFS that came in prior to 2022 meant that we could do this to ensure children made progress. We could mould the curriculum. This year we have seen a change – Acorns that are now Conkers now need a different curriculum. They have far more skills. This shows us that the Acorn class taking children from 2 and the curriculum – experiences and skills did work. The Acorns had made progress! Being part of a caring community – a family – is standing children in good stead for future learning. Even with all the challenges we faced in both rooms this did not stop the experiences for the children. We all want the children to have the skills and experiences to be good writers, good readers and all round 'good eggs' who stand out for good reasons. Others noticing that 'this child went to Treetops Pre-school'. We place a high importance upon the experiences we offer for children – going out for a walk, taking risks. Experiences included going to the library, the shop to get ingredients to make cakes, the beach, the parks, taking Buddy for a walk, small walks, the fire station! We need to say a huge thank you to the staff team for wanting to take your children out and about. The Conker class children were invited the Remembrance Service at Deal Cemetery. The children made a wreath. The children were still and respectful! Three children laid the wreath – a powerful moment. The staff teamwork incredible hard. Respect for each other, our environment, our resources, and loving and caring for each other. When we joined the two class together in play the Conker children cared for the Acorn children. They were friends and they looked

after them. They hug to say 'hello'. That nurture, caring and respect is evident in your children. Adults sometimes forget this!

With all the government changes that are put on us we will always keep these values at the for. The quality of education, the nurture and emotional development means that our children are strong and resilient. They make an impact upon the people around them. A hope and joy for our children's futures. As adults allow our children to develop these skills.

We have moments of awe and wonder – snails eating banana. This is what drives us to make a difference to your children.

We had events where we invited others to join us. These included our Book Week – dressing up, parents to read with us. Our children remember these shared experiences and it allows us to show that we can be different. Never be afraid of being different. Pizza party, Coronation Party, Bouncy Castle, BBQ, Christmas art afternoon (big thank you to Maddie). We have had a busy year.

We need to keep moving forward and battling the challenges. We are awaiting the information about the new funding for Early Years. This is a positive change for Treetops – a higher funding rate. We are fuller than we have ever been. We will keep a view on our finances to make the books balance without diluting the quality of education. News in, we have been accepted as part of a pilot for a language scheme NELI. A 20-week programme for all preschool children. Training for all staff. Links with Deal Foodbank in recent weeks this is for all families and is from their surplus. Money for food via a grant. Treetops is in a very good position. We will continue to be open and transparent with you all. Continuing to put all children first!

Jo Gunne

30th January 2024

Income & Expenditure Account for the year ended 31.08.23

		2022-2023		2021-2022
	£	£	£	£
Notes	Unrestricted Funds	Designated Funds	Total	Total
Bank Balance b/fwd				£ 24,294.23
Petty Cash b/fwd			£ 13.40	£ 13.40
Income				
Collaboration Money	£ -			£ -
DAF Money	£ 8,884.00		£ 8,884.00	£ 6,645.00
Donations	£ -		£ -	£ 20.00
FF2 Funding	£ 21,027.44		£ 21,027.44	£ 15,535.59
Fund Raising	£ 1,241.11		£ 1,241.11	£ 1,057.64
Funding	£ 60,859.23		£ 60,859.23	£ 72,288.78
Grant Money	£ -		£ -	£ 4,464.88
Interest	£ 18.64		£ 18.64	£ 4.23
Lunch Money	£ 227.07		£ 227.07	£ 973.61
Parental Fees	£ 6,835.00		£ 6,835.00	£ 4,747.20
Pupil premium money	£ 2,270.40		£ 2,270.40	£ 2,443.77
Refunds	£ -		£ -	£ -
SENIFF Funding	£ 29,284.49		£ 29,284.49	£ 16,108.57
Training In	£ -		£ -	£ 1,000.00
Trip Money In	£ -		£ -	£ -
Misc	£ 118.50		£ 118.50	£ 42.03
Total Income	£ 130,765.88	£ -	£ 130,765.88	£ 125,331.30
Expenditure				
Activity Items	-£ 97.05		-£ 97.05	-£ 432.64
Bank Charges	-£ 148.79		-£ 148.79	-£ 99.07
Rent	-£ 6,836.04		-£ 6,836.04	-£ 2,828.37
Collaboration Money Out	£ -		£ -	£ -
Consumables	-£ 1,242.82		-£ 1,242.82	-£ 2,616.81
DAF Money Out	-£ 294.68		-£ 294.68	-£ 3,996.00
DBS Checks	-£ 46.89		-£ 46.89	-£ 96.58
Equip.& Repairs	-£ 1,885.69		-£ 1,885.69	-£ 3,266.35
Food	-£ 163.72		-£ 163.72	-£ 116.88
Fund Raising Out	-£ 938.13		-£ 938.13	-£ 39.98
Gardening / Maintenance	£ -		£ -	-£ 95.00
Gifts	£ -		£ -	-£ 250.00
Grant Money Out	£ -		£ -	-£ 4,692.06
Initial Hygiene	-£ 427.70		-£ 427.70	-£ 416.42
Insurance	-£ 689.29		-£ 689.29	-£ 669.55
Lunch Money Out	-£ 290.79		-£ 290.79	-£ 1,443.36
Ofsted Fees	-£ 50.00		-£ 50.00	-£ 50.00
Pension	-£ 2,885.74		-£ 2,885.74	-£ 2,541.63
Phone	-£ 285.27		-£ 285.27	-£ 259.87
Postage	£ -		£ -	-£ 60.59
Prof. Fees	-£ 456.00		-£ 456.00	-£ 60.00
Pupil Premium Money Out	-£ 150.00		-£ 150.00	-£ 2,502.60
SEND Resources	£ -		£ -	£ -
Tax / NI Payments	-£ 3,046.53		-£ 3,046.53	-£ 4,086.67
Training	-£ 1,621.60		-£ 1,621.60	-£ 874.60
Travel	£ -		£ -	£ -
Trip Money Out	£ -		£ -	£ -
Wages	-£ 122,128.03		-£ 122,128.03	-£ 102,143.11
Website hosting	-£ 4.50		-£ 4.50	-£ 13.79
Misc	-£ 178.50		-£ 178.50	-£ 511.83
Total Expenditure	-£ 143,867.76		-£ 143,867.76	-£ 134,163.76

Net Profit for year

-£ 13,101.88	£ -	£ (13,101.88)	-£ 8,832.46
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Bank Balance c/fwd

£ -

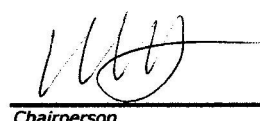
Petty Cash c/fwd

£ 13.40

Total

£ 15,513.28

Signed


Chairperson


Treasurer

24/1/24

24.01.24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

TREETOPS PRE-SCHOOL

**On accounts for the year
ended**

31st AUGUST 2023

Charity no
(if any)

1079023

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**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:

3rd JUNE 2024

Name:

C A NEARY

Relevant professional
qualification(s) or body

AAT