

Tadpoles Community Pre-School
Unaudited Accounts for the Year Ended 31 August 2021

		Year Ended 31 August 2021	£	Year Ended 31 August 2020	£
<u>INCOMING RESOURCES</u>					
Main Account:					
	Funding	£110,136.97		132,370	
	Fees	£19,423.37		17,157	
	Uniform	£183.50		26	
	Deposit	£150.00		0	
	Interest	£0.00		0	
	Other	£554.50		5	
			£130,448.34		149,558
Fundraising:					
	Amazon Smile	49.59		41	
	Grants/Donations	240.00		0	
	Open Days/Fayres	826.50		710	
	Forest School	0.00		0	
	PP Hire	0.00		0	
	Hart Lottery	26.50		49	
	Book Club	0.00		0	
	Lottery	0.00		0	
	Other	0.00		158	
			£1,142.59		958
			0		60
Deposit Account Interest					
TOTAL INCOMING RESOURCES			£131,590.93		150,576
<u>RESOURCES EXPENDED</u>					
Main Account:					
	Wages	£110,283.48		137,237	
	Training	£421.60		479	
	Consumables	£1,917.25		876	
	Equipment	£2,917.29		146	
	Rent & Utilities	£27,373.01		19,303	
	Office/admin costs	£167.98		5,121	
	Uniforms Children	£434.68		695	
	Maintenance	£4,294.07		2,138	
	Other	£1,273.05		565	
	Uniforms Staff	£0.00		0	
			£149,082.41		166,560
Fundraising:					
	Open days/Fayres	£0.00		0	
	Equipment	£0.00		0	
	Forest School	£0.00		0	
	Leavers trip	£0.00		0	
	Gifts	£0.00		0	
	Canopy	£0.00		0	
	Decorating	£0.00		0	
	Other	£84.00		60	
			£84.00		60
TOTAL RESOURCES EXPENDED			£149,166.41		166,620
NET INCOME			£17,575.48		16,044
TOTAL FUNDS AT 1 September 2019/2020			£38,710.00		46,066
TOTAL FUNDS AT 31 August 2020/2021			£21,134.52		30,023

Bank Balances

		Balance as at 31 August 2021	Balance as at 31 August 2020
Cash:	Main Account	3,864.95	7,724
	Fundraising	643.23	1,425
	Reserves	18,563.47	29,561
		23,071.65	38,710

Signed on behalf of the Management Committee:

Mrs S L Wilson
Bookkeeping Services
7 Compass Field
Hook
Hants
RG27 9SH

18th February 2021

Trustees of the Tadpoles Community Pre-School
c/o Frogmore Infant School
Green Lane
Frogmore
Surrey
GU17 ONY

Dear Trustees

Please accept this letter as confirmation that I have reviewed the accounts of Tadpoles Community Pre-School for the Year Ended 31st August 2020 and can confirm that everything is in good order.

The accounts are accurate and correct.

Yours sincerely



Susan L Wilson

Good Evening All,

Thank you for joining us and for all the continued support. For those of you who don't know me, I'm Hayley, mum of two past tadpoles! and I have been on the committee coming up 5 years now and chair for the last two.

I would like to start this evening by highlighting everything our amazing team here has done since the pandemic hit, Pat and Kacey especially have been exceptional considering they hadn't been management for long before it all started!

They and the team have not only created a safe and clean space in an ever-changing covid rules and regulations time!, opening for key worker children and then the remaining tadpoles last summer, but going above and beyond to make sure the children all had a happy and safe space to come to in such an uncertain time.

In 2021, the team like many businesses have been tasked with some financial challenges, sadly resulting in some redundancies, and an ever-changing upkeep with heating and maintenance, but the amazing committee have been on the case of applying to a number of local promising grants and continue to do so!

We made the tough decision to cease using forest school, the cost becoming too great and safety of the children being of absolute paramount, but we are lucky enough to have a lot of grounds here at tadpoles, so we will continue to have a forest school provision, now currently being created in the grounds of this room, which I think Kacey will mention more on later!

Our second room, Wyndham's, Frogmore Infants have had to take back as they are very much in need for space for their SEN children, but we remain on close terms with Mrs King and the school.

Being down to one room has made no difference to the enthusiasm and ideas the team bring, overhauling Moulsham's room with new areas and provisions for all the children, and welcoming our new starters in September who have settled in really well.

Now we can (hopefully) finally look forward, onwards and upwards to the future at Tadpoles, many new and exciting ideas and plans in the making, as well as already being near to capacity - the future looks bright!.

I personally can't thank Pat, Kacey and the whole team enough for what they have done in a time many others would have failed, they have continued to prove how incredible Tadpoles and its team really are!

Now I'll pass over to Michelle, our fantastic treasurer for all the facts and figures!

Tadpoles AGM - 01/10/2019 Moulsham Class

Meetings Notes

Attendees:

Michelle Robb

Hayley Holcroft

Suzie Grig

Kacey Grig

Pat Pidd

Maria Pearce

Sue Arnold

Rachael Todd

Gemma Chattaway

Jai Frampton

John Hawkes

Nuzhath Syeda

Syed Jakir

Karina Rusova

Apologies:

Caroline Bayman

Sarah Moriarty


Nat Gilmore

Welcomes and Introductions

Pat welcomed everyone to the AGM and thanked them all for turning up in what was awful weather.

Pat then outlined what the evening was about with a brief overview.

Explaining that the meeting would conclude with the election of a new committee which they were all welcome to join.

Hayley Holcroft
06/10/21


Chairpersons Report

Pat gave a brief overview of what happened last year at Tadpoles in Caroline's absence.

Welcome everybody to this year's Annual General Meeting

I would like to start by saying that this year has been another all-round successful year for Tadpoles. This has been the first full year cycle with Tadpoles running two rooms and I am pleased to say that by the end of the summer term both rooms were running to near full capacity

The team are ensuring that the outstanding childcare provision is maintained across both rooms.

Thank you:

Thank you to all the staff who are continuing to do a great job and for them. Your support is very much appreciated.

Thank you to the committee for their dedicated support to Tadpoles throughout this year. Fundraising, sewing, making teas and coffees, sourcing materials and raffle prizes, selling resources, overseeing the business management of Tadpoles.

Thank you to all our Tadpoles families for supporting us and making sure Tadpoles Pre-School is a fantastic community environment for our children to grow up in.

Fundraising

This year we have fundraised at a variety of events including

Yateley May Fayre


Hawley Fayre

Tadpoles Summer Party

Valentines Raffle

Readathon

The money raised at these fundraising events has been used to pay for the coach for the leavers trip and to purchase our fabulous new bikes for our very Bike Park.

Hayley Holcroft
06/10/21


Manager Report Tadpoles Preschool 2019

We have had another successful year at Tadpoles preschool.

Throughout the year we have hosted events such as

The Christmas Party

Mothers and Fathers days Breakfast

Our leavers School trip.

Our leavers school trip was once again very popular with all the children who enjoyed visiting the pigs and goats, building dens, storytelling and craft. But as always, the coach journey was the highlight for many children.

In July we said goodbye to the largest group of children since the opening of Tadpoles Preschool to continue their journey at school. Once again, we worked closely with all the feeder school to ensure a smooth transition and the best start in their new school.

We welcomed many new children and their families in September and the children have settled quickly into their new environment.

Parents will have noticed the work going on Wyndhams roof this is important maintenance work by the school and we are hopeful that this will be completed this half term. This has impacted slightly on our outdoor play in Wyndhams, however the children have been able to use the fantastic facility of our bike park situated in the Moulsham playground to supplement their outdoor play as well as Forest School.

Our Staff have been working hard settling the children and supporting all our children's learning and development. Staff are also continuing their professional development and keeping up to date with new policies and procedures. Training and childcare practice.

A special mention for Marina who successfully completed her level 3 qualification in the summer term and a warm welcome to Chelsea who started with Tadpoles in the summer term and is already well on her way to completing her Level 3 qualification. Gemma has also started her level 5 IML management course and we wish her well with her studies whilst she is on maternity leave. Last term Monika also left Tadpoles to take up her maternity leave and we said goodbye to Laura and Charlotte who have both taken up exciting new opportunities in the world of education.

I would like to say a big thank you to our fantastic staff, brilliant committee and supportive parents, and not forgetting our amazing children, Tadpoles would not be the same without you.

Lastly a very special thankyou to Michelle for her dedication to Tadpoles and who has had the important role of treasurer for a number of years and is now stepping down.

We are really looking forward to this coming year, supporting our children and families and developing our Pre-School.

Hayley Holcroft
06/10/21

Treasurers Report

Discussed and presented Annual returns

MR shared details our financial report including incomes and outgoings.

MR gave a current situation of our bank balances and expected monies due in and where this comes from

MR talked about the money coming in and impact of the extra funding (increase from 15 to 30 hours) and the 2-year-old funding

Committee Elections

Any other Business

Suzie Grig asked the question that was a treasurer report submitted at every committee meeting.

Michelle Robb replied yes it should be done every month , She presents reports and discusses finances such as if she needs to transfer money from one account to the other.

Current Committee Stepping Down

Natalie Gilmour

Beth Duffel

Sarah Moriarty

Caroline Baynham

Hayley Holcroft

Michelle Robb

Michelle Hughes

Committee members seeking re election

Natalie Gilmor

Beth Duffel

Hayley Holcroft

Michelle Hughes

Nominations for New Committee

Hayley
Holcroft
06/10/21

Chair Person Hayley Holcroft – Nominated Suzie Grig, Seconded Jai Frampton

Treasurer Michelle Huges Nominated Suzie Grig Seconded Hayley Holdcroft

Secretary Natalie Gilmour Nominated Jai Frampton Seconded Michelle Hughes


General Member Beth Duffle Nominated Michelle Hughes Seconded Jai Frampton.

General Member Robbie Grig Nominated Michelle Robb, Seconded Jai Frampton.

General Member Suzie Grig Nominated Michelle Robb , Seconded Jai Frampton

General Member Jai Frampton Nominated Michelle Hughes Seconded Suzie Grig

Meeting concluded at 8.30pm

Hayley Holcroft

06/10/21

Managers Report

October 6th 2021

It's been 2 years since our last face to face AGM due to the Covid Pandemic and a lot has happened at Tadpoles during that time. Initially when Covid hit us we were unable to open fully due to the high number of staff unable to work through shielding, long term sick, staff who were no longer able to access childcare due to grandparents shielding, 2 members of staff on maternity leave and a pregnant member of staff that was advised to not work. We had been told to prepare for 18 months of pandemic situation by our local authority so the decision was quickly made to combine the two classes that we were currently running. Our coming September numbers were too low to justify two classes going forward as we knew we had a high percentage of children from both classes leaving Tadpoles for school in the July.

During the first months of the Pandemic, we had very few parents requesting places at Tadpoles as parents were reluctant to start their children in childcare at such an uncertain time. We reopened in September 2020 as two separate bubbles in the one building, this was difficult to staff and manage so the decision was quickly taken to become just one class bubble. The staff quickly adapted to working as one team and the children enjoyed being one big bubble. As the school have now taken back their class from us due to their own need, we will now continue to be one class. This will enable all the children at Tadpoles to enjoy the bigger outdoor space afforded in this building.

During the pandemic we had to quickly adapt the way we worked making sure we complied with all the Covid Protocols in what was an ever-changing situation, Initially we had staggered starts in order to help parents social distance, sadly our face to face meetings with parents had to be put on hold but we were able to communicate via email or phone when needed. All visits to the preschool by prospective parents had to stop and we were unable to do show rounds. Only essential professionals such as Physio's and Speech and Language were allowed into the class setting, many meetings during that time to other childcare professionals and committee members were done via Zoom. We kept our setting Covid Safe by frequent handwashing by children and staff, Toys were all sprayed every evening and continue to be so now, Bathrooms were cleaned frequently during the day and initially we were not using playdough, sensory play or soft toys. Our cleaning and hand washing routines remain the same however we have been able to reintroduce some pre covid activities and the setting is beginning to feel a lot more normal.

During the Pandemic staff continued to give children their full support and like all Preschool staff masks were not worn in setting and social distance with children did not happen allowing the children to have a fairly normal preschool experience in very extraordinary circumstances.

We think it's fair to say in such adverse circumstances we have been able to continue offering high quality childcare with our staff rising to all the challenges we faced as a team and Kacey and I would like to thank them all for their hard work and support. The children have enjoyed new equipment and toys through the efforts of our parents fundraising, through book readathons, and other fundraising ideas which included a very successful online raffle. We bought our new Play shop and climbing frame to name but a few pieces of new equipment.

We were delighted to invite Millar's Ark petting zoo twice to the setting during Covid, once at Christmas which was a lovely welcome treat for children who had spent much of the year in lockdown and once in the summer before we said good bye to school leavers. All children in the setting were invited regardless of the days they attended and parents who gave a voluntary donation of £10 paid for both visits, we intend the summer visit by Millar's Ark to be an annual event. This has been an overview of what has been an extraordinary 2 year and we thank all our parents for the support we have received during very challenging times.

Forest School

Sadly, we have had to give up our Forest School area within the junior school grounds as the cost of maintenance has become too great for us to afford particularly as there needs to be a lot of money spend removing a large oak tree which is now leaning and has been deemed dangerous when it was surveyed. This meant we were no longer able to access the site.

However, we are so fortunate to have extensive grounds on our own site and in the coming months we will be working to set up an onsite Forest School where we will be able to enjoy all the usual Forest School activities such as camp fires and working with tools. Bug hunting and lots more. For tree identification we will still be able to use the school fields.

We are excited about having this on site as the children will get to spend more time in the Forest School with a more immediate experience with less time to and from the site.

Attendees

Pat Pidd
Kacey Grig
Sue Arnold
Maria Pearce
Hayley Holcroft
Natalie Gilmour
Michelle Hughes
Beth Duffell
Hannah Campbell
Tracy Brant
Alex Wilbey
Lizzie Webborn
Wiaam Sabri

Apologies

Jai Frampton

Chairman Hayley Holcroft started the meeting at 7pm. She introduced herself and gave thanks to Pat and Kacey and the team for their hard work.

She spoke briefly about the upkeep of the Tadpoles Moulsham building, including heating and maintenance. She commented on successful fundraising that's been carried out to raise funds for the preschool, resulting in a new village shop being bought for Tadpoles and a climbing frame for the children. She also spoke about Forest School and how the land on the junior school field no longer worked for us due to the financial upkeep. Pat explained about the Forest School and the huge costs of sorting and maintaining unsafe trees on the land. A new Forest School is being created in the grounds of the Moulsham garden. Hayley added that the safety of the children was Tadpoles' absolute priority.

Parents were updated about the Wyndhams room and told that the room had been given back to Frogmore Infant School. Hayley told parents that we look forward to a fantastic future at Tadpoles with the focus now on the one room. We are already near to capacity in terms of the children on roll, which is great news for October.

Treasurer's report – Michelle Hughes

The AGM was told that funding is lower this year due to a lower amount of children. Copies of the accounts for the past three years were handed to parents. Unfortunately redundancies have been made in the past year, due to the impact of Covid-19 on the preschool and our day-to-day running. This has resulted in savings. Some staff have reduced their hours too to support the future of the preschool in terms of finances. There has been no impact on the care that the children receive when they attend Tadpoles.

Fundraising was mentioned again and we were pleased to report successful fundraising from stalls at Christmas fairs. This meant we were able to buy the new village shop for Tadpoles and the climbing frame. We were also able to purchase the 'Living Eggs' and the children eagerly awaited the birth of the chicks. A great educational activity for the children. Parents made donations for the Miller's Ark animal visits.

Pat gave an overview of the funding the preschool receives from the government. For three-year-olds we receive £4.50 per hour and £5.20 per hour for two-year-olds. Our running costs are in excess of this hourly rate. With a lot of children getting the 30 hours funding they are entitled to, we are getting less funding. Fewer children are now invoiced for their care at Tadpoles.

Manager's report- Pat and Kacey

Pat reported that it has been two years since the last AGM, due to the Covid-19 pandemic. She explained how the pandemic had impacted Tadpoles and general childcare. Pre Covid, Tadpoles operated as two rooms as separate entities. A decision was quickly made to consolidate into one class

and staff this adequately. Pat said the council had originally said at the start of the pandemic to prepare for 18 months of Covid. In the first month of the pandemic we lost new custom and many parents chose to keep children home because of the virus.

In September 2020 Tadpoles reopened for the autumn term with two bubbles of children/staff. This quickly became one bubble, which suited all the children. Pat said we adapted ways of working and quickly in line with constantly changing government guidance. Staggered starts were introduced between 8.15am and 9am, with rolling start times which stopped big queues forming. There was little contact with parents due to government guidance. Pat said staff missed talking to parents but instead communicated via email. Tours for prospective new parents had to be suspended. Professional staff who worked with the children, for example physiotherapists, were allowed to attend Tadpoles in full PPE.

The setting was kept Covid safe, with the children clearly understanding the regular handwashing to help keep the virus at bay. Bathrooms were regularly cleaned. Throughout the height of the pandemic, staff stopped using Playdoh, soft toys and certain sensory items with children to prevent a spread of the virus. Toys were sprayed every evening. Now in October 2021, this good practice regarding handwashing and cleaning toys continues, and Playdoh is thrown away every day now.

Staff did not wear masks, as suggested by government guidance, and there were always plenty of cuddles for the children who wanted them. Pat commented that children didn't notice much difference, and parents agreed with this.

Pat said the setting does feel more normal now and staff continue to offer high quality childcare. All staff were thanked for their commitment and hard work.

Pat mentioned we are planning a ground force day to tackle areas of the garden that need maintaining. She explained to parents that Hampshire County Council do not maintain the grounds, it's the responsibility of Tadpoles.

Kacey updated parents on the new Forest School area that is being set up and explained about Forest School and what the children learn in their outdoor lessons.

Pat explained that the preschool is free flow for the children and the doors have been kept open throughout the pandemic for good ventilation.

Finances have taken a big hit and we have a boiler that needs sorting out. Parents were told the history of the boiler and the issues staff have had with it, plus the numerous maintenance people we have had looking at it. Parents were told this will be our next major fundraiser. Parent Tracy Brant mentioned her husband is a heating engineer, but not commercial, which is what we need for our boiler. She will ask her brother-in-law for help/contacts of someone who might be able to assist. We are still awaiting a call back from British Gas after speaking to them about the matter.

Fundraising

We discussed a few fundraising ideas and parents were really on board with helping out. We talked about a Halloween readathon and dress up competition, Christmas events that we might need helpers for like the Yateley Christmas market and Frogmore Infant School fair, a Christmas party for the children etc. We need to look into reinstating the donations list for small items like flour, salt, pasta etc for everyday use in Tadpoles. Parents also offered to donate suntan lotion to help keep our costs down. We also mentioned the Amazon wish list, Amazon Smile donations, the community lottery etc. We need to promote these on the newsletter to get them up and running again. Also need to look into further grant opportunities and do a callout for anyone who can help with any kinds of maintenance in the grounds etc.

The committee

Parents put themselves forward for the new committee. Jai Frampton has stepped down as a general member and we thank her for her hard work in being a valuable member of the Tadpoles committee. Parents were given a copy of the trustee welcome guide to take home and read. We explained that paperwork can be sorted for their roles within the committee at the next meeting.

Hayley Holcroft- chairman- proposed by Pat Pidd, seconded by Kacey Grig

Michelle Hughes – treasurer – proposed by Hayley Holcroft, seconded by Pat Pidd

Beth Duffell – secretary – proposed by Pat Pidd, seconded by Hayley Holcroft

Natalie Gilmour – stepping down as secretary but staying as general member – proposed by Kacey Grig, seconded by Beth Duffell

Alex Wilbey – new general member- proposed by Hayley Holcroft, seconded by Maria Pearce

Wiaam Sabri – new general member - proposed by Pat Pidd, seconded by Hayley Holcroft

Lizzie Webborn – new general member – proposed by Hayley Holcroft, seconded by Kacey Grig

Date for next meeting: Tuesday 12th October at Tadpoles at 8pm.