

**Holy Apostles' Pavilion Group – Trustees view for year 1<sup>st</sup> Sept 2019 to 31<sup>st</sup> August 2020**  
(Content largely drawn from AGM Minutes 17/11/20)

**Description of business**

The Holy Apostles' Pavilion Group charitable business exists to provide childcare/educational services to children either before they attend primary school or after school hours finished whilst awaiting their parents/guardians to collect them.

The below notes from November 2020 Annual General Meeting provide good insight into the activities and context of the operations.

**Extract of AGM minutes/notes**

Meeting: AGM

Date: Tuesday 17<sup>th</sup> November 2020

Time: 7.00pm

Attendees: Imogen Plaskitt, Gareth Davies, Lisa Boughton, Susie Harrison, Chris Brooker, Kaye Smith, Linda Turner, Katy Unsworth, Richard Lawrence, Bethan Packer, KT Walker, Roopali Marathe, Helen Robinson, Christine Kelso-Stuart, Sarah Drinkwater, Lee Staley

Apologies: Tom Fraser, Carl Palmer, Hannah Davey

		Actions/ Owner
1.	Imogen welcomed everyone to the meeting	
2.	Apologies noted	
3.	No matters arising	
4.	Minutes from last meeting approved and signed off by the chair and vice chair	
5.	<p><b>Chairperson Report</b></p> <p>This has been quite a year and continues to be so! As a group, I think it will be remembered for resilience, hard work and handwashing, Government guidance documents, going the extra mile!</p> <p>Despite these unprecedented times we have achieved our planned improvements both to the building and the continued development of the outside space. We have:</p> <ul style="list-style-type: none"><li>• Extended the artificial grass to the rear of the building</li><li>• Added a fence and gated off the end which enabled an effective one way system for Pre-School drop off and pick-up</li><li>• Re-built the raised beds.</li><li>• Reconfigured a large storage cupboard, improving efficiency</li><li>• and usability of the space.</li><li>• Replaced the sink and added a storage unit in the craft room – aiding handwashing.</li><li>• Upgraded the phone system which includes a mobile which can be taken outside.</li></ul> <p>Due to Covid we had to close Pre-School on 20th March. We were very happy to be able to re-open for the second half of the summer term with reduced</p>	

	<p>numbers. We had to close the ASC from the 18th March and could only re-open on the 7th September. The club is currently operating out of Holy Apostles' Primary School hall. This will be reviewed again in Spring term 3.</p> <p>We are sad to see Sarah Drinkwater leave the ASC at the end of this week. She has been a very valued member of staff bringing fun and energy to the club. She will be missed. We have successfully recruited an assistant to replace her.</p>	
6.	<p><b>Financial Report</b></p> <p>This financial year saw a £13,000 drop in income, with £8,000 increased cost due to investments/maintenance as per Chairperson's report) which resulted in £122,000 total income, £125,000 expenditure and therefore a £3,000 deficit. This could have been worse without furlough payments to cover legitimate staff costs while the facilities were closed.</p> <p>RL explained this was the first loss for a number of years and happened in an unprecedented year and shouldn't be judged harshly. There was £18,000 surplus the previous year despite low Pre-School numbers. There were also a number of investments undertaken which were needed to improve the facility. With £100,000 surplus still in the bank, we can judge this to be a strong position for the Group.</p>	
7.	<p><b>Pre-School report</b></p> <p>We started another busy year in which the children have continued to engage with the whole curriculum both indoors and outside. The children performed their Wiggly Nativity in the school hall to appreciative parents and grandparents!</p> <p>Nobody was prepared for the impact Covid would have! We were notified to close from 23rd March 2020 but if we had key workers' children then we should try to provide a service for them. We opened for a few days relocating into school because we only had one child but closed completely from the beginning of the summer term.</p> <p>We kept in touch with our children and parents through two Zoom sessions a day. The staff were brilliant – innovative ideas engaged the children (and parents) in craft activities as well as fitness sessions to rival Joe Wicks! In the afternoons we had great story times and music activities. We received very positive feedback from parents.</p> <p>We returned to Preschool after half term in June with a reduced group size of 16 and 5 staff, with 4 staff on furlough in order to protect group finances. This was a challenging time with new risk assessments and ever-changing government guidance but the children were brilliant adapting to new routines and doorstep goodbyes to parents!</p> <p>We returned in September with our full group size of 24 places restored but strict guidelines still in place. We started this year with a register of 36, which currently includes 7 two-year old children paying the higher £15.75 rate. 5 parents have taken up the 30 hours entitlement. We currently have 205/240 places filled with numbers set to increase in January 2021.</p>	

	<p>The continued success of the preschool is a team effort and I should like to take this opportunity to thank all the staff and committee for their enthusiasm and support during the year. It has been a difficult year but the staff have been amazing, thank you!</p>	
8.	<p><b>After school Club Report</b></p> <p>General</p> <p>An unprecedented year following the lockdown in March. ASC continued to run for key workers children but was gradually used less and less which resulted in its closure until after the school summer holidays.</p> <p>Following 19 new Covid measures, ASC reopened in September with lower numbers as more parents working from home. During the term more and more children have joined and ASC is up to 24 children on most days. ASC is continues to run from the School Hall, allowing Pre-School to run smoothly from the Pavilion. Thanks to Mr Staley for his support in this. Using the hall will be under review until it is safe to return to the Pavilion.</p> <p>Staff</p> <p>Sadly we're saying goodbye to Sarah Drinkwater who has been a valued member of the team and will be missed by all. Emily Blewett will replace Sarah from 23<sup>rd</sup> November, Emily is a former HA pupil and we look forward to welcoming her.</p> <p>ASC still extremely popular and CSK would like to thank Sarah, Roopali and the Committee for their continued support during the year.</p>	
9.	<p><b>Election of new Committee Members</b></p> <p>Resignations from the Committee as follows;</p> <p>Susie Harrison, Lisa Boughton, Richard Lawrence, Hannah Davey and James Verlaque.</p> <p>IP nominates Imogen Plaskitt, Chris Brooker, Christine Stuart-Kelso, Gareth Davies, Tom Fraser, Bethan Packer, Carl Palmer, KT Walker to remain on the Committee on block, LB seconded.</p> <p>IP nominated Lee Staley, Ian Phillips, Louise Ainsley, Ania Hobbs, Adam Hale and Tim Read to join the Committee, LB seconded.</p>	
10.	<p><b>Committee Constitution</b></p> <p>Current Constitution was adopted in 2000, the Committee would like to adapt and tweak the new PATA Constitution. The Charities Commission need to approve the changes. IP will inform the Committee when these changes have been agreed.</p>	
11.	<p><b>AOB</b></p> <p>No AOB</p>	
11.	<p><b>Date of next meeting</b></p> <p>AGM – Tuesday 16<sup>th</sup> November 2021</p> <p>Committee Meeting to follow after</p>	

Unique Ref	Month	Transaction Date	Transaction Description	Debit Amount
1	September	02/09/2019	HMRC	740.68
2	September	02/09/2019	Kindle	0.49
3	September	02/09/2019	TV Licence	154.5
5	September	03/09/2019	Kindle	3.98
6	September	03/09/2019	Amazon	12.02
7	September	03/09/2019	Tesco	44.15
9	September	04/09/2019	West Mercia	61.43
10	September	04/09/2019	Angelfish	78
11	September	04/09/2019	C Brooker reimburse	27.47
14	September	05/09/2019	Kindle	1
24	September	09/09/2019	NEST	207.37
26	September	09/09/2019	Angelfish	78
27	September	09/09/2019	Waterplus	68.33
28	September	09/09/2019	Consortium PG	171.17
34	September	10/09/2019	Tesco	41.29
37	September	12/09/2019	Petty Cash 000144	381.38
40	September	13/09/2019	C Brooker reimburse	48.88
44	September	17/09/2019	Tesco	44.9
58	September	24/09/2019	Amazon ASC	16.08
59	September	24/09/2019	Tesco	41.15
73	September	30/09/2019	Brooker	1732.71
74	September	30/09/2019	Turner	1007.81
75	September	30/09/2019	Smith	1081.98
76	September	30/09/2019	Allanach	453.1
77	September	30/09/2019	Unsworth	425
78	September	30/09/2019	Avery	682.82
79	September	30/09/2019	Rogazzo	379.37
80	September	30/09/2019	Drinkwater	403.05
81	September	30/09/2019	PATA	70
82	September	30/09/2019	HMRC	460.36
83	September	30/09/2019	Stuart-Kelso	625.64
84	September	30/09/2019	Watts	383.94
85	September	30/09/2019	Morrison	574.49
86	September	30/09/2019	Marathe	727.96
88	September	30/09/2019	Vodafone	10
89	September	01/10/2019	Tesco	39.12
90	September	01/10/2019	Amazon	70.43

Type	Reference
Salaries	S1
Administration	?
Administration	S2
Administration	?
Resources	1
Tescos	?
Utilities	4
Administration	3
Equipment	2
Administration	?
Salaries	S3
Administration	11
Utilities	10
Resources	12
Tescos	?
Resources	23
Resources	17
Tescos	?
Resources	24
Tescos	?
Salaries PG	S14
Salaries PG	S7
Salaries PG	S11
Salaries PG	S16
Salaries PG	S6
Salaries PG	S15
Salaries PG	S12
Salaries ASC	S13
Salaries	S17
Salaries	S4
Salaries ASC	S8
Salaries PG	S5
Salaries PG	S9
Salaries ASC	S10
Administration	?
Tescos	?
Resources	29

Type	
Type	Total Cost
Administration	325.97
Cleaning	0
Equipment	27.47
Misc	0
Tescos	210.61
Repairs	0
Resources	699.96
Salaries	1478.41
Salaries ASC	1756.65
Salaries PG	6721.22
Subscriptions	0
Training	0
Utilities	129.76
Unique Item PG	0
Unique Item ASC	0

Holy Apostles' Pavilion Group  
2019/2020

Financial Statement

Income and Expenditure Account		Audit Review	Difference	
<b>Income</b>				
After School Club	24,982.69	27,478.58	2,495.89	SEPT, JAN, FEB, MAR, MAY, JUN, JUL & AUG In Reallocation
Pre School	96,869.44	94,373.55	- 2,495.89	SEPT, JAN, FEB, MAR, MAY, JUN, JUL & AUG In Reallocation
	<b>121,852.13</b>	<b>121,852.13</b>		<b>121,852.13</b> Pivot Totals Check
Fees	26,495.21	26,495.21	-	
Third Party	36,674.98	36,674.98	-	
GCC Grant	42,142.64	42,142.64	-	
Other income	15,682.09	15,682.09	-	
Interest	857.21	857.21	-	
	<b>121,852.13</b>	<b>121,852.13</b>		
<b>Expenditure</b>				
Administration	3,139.56	3,139.56	-	
Cleaning	2,140.93	2,140.93	-	
Equipment	106.97	106.97	-	
Misc	270.15	270.15	-	
Tescos	1,104.59	1,104.59	-	
Repairs	1,799.99	1,799.99	-	
Resources	8,646.97	8,646.97	-	
Salaries	12,386.52	12,386.52	-	
Salaries ASC	16,930.27	16,930.27	-	
Salaries PG	73,964.10	73,964.10	-	
Subscriptions	187.50	187.50	-	
Training	1,499.00	1,499.00	-	
Utilities	2,277.05	2,277.05	-	
Unique Item PG	105.18	105.18	-	
Unique Item ASC	50.99	50.99	-	
	<b>124,609.77</b>	<b>124,609.77</b>		<b>124,609.77</b> Pivot Totals Check
<b>Balance Sheet as at 31st August</b>				
Fund balance b/f as at 1st September 19	£ 57,623.27	£ -	£ 57,623.27	
Total in-year Income/Expenditure	121,852.13	124,609.77 -	2,757.64	
Fund balance to c/f as at 31st August 20	179,475.40	124,609.77	54,865.63	
COIF balance b/f at 1st September 19	£ 45,608.53	£ -	£ 45,608.53	
Total in-year Income/Expenditure	-	-	-	
COIF balance c/f at 31st August 20	45,608.53	-	45,608.53	
Debtors Outstanding at 31st August 20	ASC £ 500.00	PG £		
		Auditor Comment - This has now been paid in FY21		

6th November 2020  
The accounts have been reviewed to the backing documentation, and with the recommendations disclosed to the treasurer, represent a true and fair view.

J. Brooker  
James Brooker ACMA, CGMA