

Holy Apostles' Pavilion Group – Trustees view for year 01st September 2022 to 31st August 2023
(Content drawn from AGM Minutes Tuesday 14th November 2023)

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 2022 Annual General Meeting provide good insight into the activities and context of the operations.

AGM minutes / notes:

Holy Apostles' Pavilion Group Minutes

Meeting: AGM

Date: Tuesday 14th November 2023

Time: 7.00pm

Attendees: Iain Phillips (IAP), Bethan Packer, Beth Jenks, Gina Prescott, Chris Brooker, Jessica Vella, Katie Baggett, Gareth Davies, Alison Elis, Rie Suzuki, Val Allanach, Aimee Cooper, Morwenna Hurst and Robert Kerr

Apologies: Imogen Plaskitt (IP), Zoe Avery, Lee Staley, Dan Smith and Katy Unsworth

Not in attendance: Tim Read

		Actions/ Owner
1.	IAP welcomed everyone to the meeting	
2.	Apologies noted	
3.	Matters Arising None	
4.	Minutes from last meeting approved and signed off by the chair	IAP/BP
5.	Chairperson Report Pre-School Leader Since last year's AGM CB has reduced her hours as Pre-School leader and is now concentrating on administrative work for the pavilion group. As a result, we interviewed two external candidates that formally applied for the revised Pre-School leader position. IAP, DS and IP took part in the interview process which involved both a practical storytelling session and formal interview. Both candidates did excellent interviews with the position being offered to and accepted by GP. Staffing Kaye Smith has taken over from Christine Stuart-Kelso at After School Club. Vicky Morrison has left Pre-School to take a position as a TA at the School. Audit Audit has been completed. Special thanks to BJ for all her efforts in moving everything digital. We had some excellent feedback from Jamie on this year's reports.	

	<p>Finally, IAP thanked all of the staff and committee members for their continued support and look forward to another successful year.</p>	
6.	<p>Financial Report</p> <p>This financial report relates to the academic year 2022-2023 and is split into two distinct functions, Pre-School and After School Club. For the purpose of this report the financials relate to the income and expenditure for both functions combined.</p> <p>The financial performance in 2022/23 was showing income up by circa 8% of last year against the same period at £147,610.30. Expenditure showing 7% reduction in spending against the same period last year at £137,752.46</p> <p>We remain in a very strong financial position with a surplus of circa £106k, £96k against the same time last year. (COIF 45,608.53 & Lloyds £59,994.15). BJ has asked GP and ZA to consider any areas of development for improvements in the settings.</p> <p>BJ passed on a note to the committee from Jamie below:</p> <p><i>'I have to say this is probably the least troublesome audit I've been a part of for the pavilion group so thank you for providing all the documentation so promptly and this is definitely the earliest date that the accounts have ever been signed off.'</i></p>	GP/ZA/BJ
7.	<p>Pre-School Report November 2022 to August 2023 / Chris Brooker Pre-School Leader</p> <p>The pre-school had another successful year in which the children engaged in a broad range of activities both inside and outside the pavilion. We included their interests in the planning where possible resulting in story- making, music, machines and diggers and nocturnal animals to mention a few!</p> <p>The whole group presented our Nativity Play, The Gift, in Holy Apostles' church which was a wonderful experience that was shared with their families. We had our Christmas party in the church afterwards and a visit from Santa was very exciting!</p> <p>Our Spring term saw us celebrating World Book Day using "Speak Scruffy, have a Go" written by Mrs Unsworth. We took part in lots of related activities such as saying hello and counting in French, making flags and thinking about other countries in our world!</p> <p>In the summer term we had great fun in our mud kitchen making potions from natural resources! We also learnt all about the coronation of King Charles III and had fun planting out our flower beds with red, white and blue flowers. We also enjoyed crowning each other at pre-school with our very own crowns that we had made at pre-school and decorating our main room with patchwork bunting.</p> <p>I would like to congratulate Rie Suzuki, who successfully achieved her L2 Early Years apprenticeship. Rie worked extremely hard and finished her course early!</p>	

	<p>We said goodbye to 22 children in the summer; 12 joined Red Class. The leavers enjoyed a farewell party with The Music Man as a special guest. We enjoyed a party picnic outside before the entertainment.</p> <p>It was also time for me to say goodbye after leading the pre-school for 30 years! It has been a pleasure and a privilege to share so many children's first steps on their learning journey and I have many memories to treasure. I was presented with farewell gifts from the committee, staff and parents past and present!</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 continued enthusiasm and support. I wish them every success with their new leader, Gina Prescott.</p> <p>September 2023 to November 2023 / Gina Prescott - Pre-School Leader</p> <p>Firstly, I'd like to thank everyone for the warm welcome I have received since starting as the Pre-School Leader in September: to Chris Brooker who has been incredibly supportive of all my texts and emails, and the staff at pre-school who have helped me to settle in so well; to the Committee for being so open and supportive, and to the parents who have welcomed me, and in many cases welcomed me back, to the Holy Apostles family.</p> <p>The pre-school currently has 146 places booked for the Autumn Term, rising to 157 in Spring term, and 5 visits booked in this month for places this year, and more looking for Sept 2024.</p> <p>We have been busy with a wide range of activities linked to Autumn and Harvest, including hammering pegs into the pumpkins we grew in the Vegetable Garden, creating faces out of loose autumn parts linked to our discussions on emotions, and creating a healthy lunchbox when we talked about different kinds of foods. We have visited the school's Outdoor Classroom to explore the seasons, and we are planning on making our visits more regular.</p> <p>We welcomed in Penny from Holy Apostles' Church to discuss the Harvest Festival with the children, and to explain what would happen with all the food we had brought in. Penny will be coming back to see us at the beginning of December to help us celebrate the children's Christingle Service, and we will be holding our Nativity at the Church again this year.</p> <p>We are pleased announce that Rie Suzuki has begun her Level 3 Early Years apprenticeship, which will take place over the next two years, although Rie plans to complete it early! We will continue to support her in her further education, alongside her tutor from Gloucestershire College.</p> <p>I would like to reiterate Chris' words, and say that the continued success is a team effort, and I would like to thank the staff and committee for all their hard work so far this year, and I look forward to seeing what the rest of this year brings!</p>	
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8.	<p>After School Club Report</p> <p>Afterschool Club has had a very successful year. We currently have 58 children on roll. We are full Monday - Thursday with only a few spaces remaining on Friday's. The waiting lists have also remained healthy.</p> <p>From September our session times changed, going from two options, to one standard rate.</p> <p>We made some purchases throughout the year and the children gave ideas on what they would like to play with at Afterschool club, and so we bought the following:</p> <ul style="list-style-type: none"> • A Nintendo switch and Nintendo lite with various games covering all age groups • New dolls, wooden food and kitchen equipment • Magnetic building sheets • New outdoor equipment: Hoops, ribbons and balls • New reading books covering all age groups • Dressing up clothing • Lego figures <p>Staff Changes</p> <p>Christine Stuart-Kelso left Afterschool club at the end of the summer term and we were delighted to have recruited Kaye Smith as our new assistant.</p> <p>Finally, I would like to thank the committee for their continued support and say a big thank you to Rie and Kaye for their continued hard work.</p>	
9.	<p>Election of New Committee Members</p> <p>IAP explained the importance of the committee and that without continued support the pavilion group simply would not be able to continue. IAP confirmed he would like to stand down as Chair by the next AGM and would be happy to speak to anyone interested in the role. With this long notice he is hoping to give a shadowing opportunity to allow for a seamless transition. BJ said she is looking to continue as Treasurer but would like to look for a committee member to act as a deputy to support in day-to-day activities and in any period of absence. RK confirmed he would be interested in supporting in this role. BP stepped down as Secretary and AE agreed to take on this position with a full handover planned for the new year. AC also agreed to join the committee as a member. All committee members were happy to approve these changes.</p>	All committee members
10.	<p>AOB</p> <p>None</p>	
11.	<p>Date of next meeting</p> <p>Tuesday 19th November 2024</p>	

Holy Apostles' Pavilion Group
2022/2023

Financial Statement

Income and Expenditure Account

Income

After School Club	34,873.60
Pre School	110,029.83
Joint	2,706.87
	147,610.30

Fees	47,618.64
Third Party Fee's	14,044.31
GCC Grant	81,903.71
Other income	2,570.88
Interest	1,472.76
	147,610.30

Per Lloyd's Income Tab	Diff
147,610.30	-

Check Income Split	-
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Expenditure

Administration	887.13
Cleaning	6,636.32
Equipment	195.79
Misc	761.83
Tescos	-
Repairs	477.50
Resources	103.05

Salaries	18,986.50
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Salaries ASC	22,091.14
Salaries PG	75,740.89
Subscriptions	890.49
Training	1,172.00
Utilities	3,926.49
Unique Item PG	4,559.13
Unique Item ASC	1,324.20
	137,752.46

Per Lloyd's Expenditure Tab	Diff
137,752.46	-

Balance Sheet as at 31st August 23

Fund balance b/f as at 1st September 22	£ 50,136.31
Total in-year Income	147,610.30
Total in-year Expenditure	- 137,752.46
Fund balance to c/f as at 31st August 23	59,994.15

Please Enter Current Lloyd's Balance	If Diff # 0 Check & Update Tabs
Lloyd's Balance	Diff
59,994.15	-

Auditor Comment - Balance verified against Lloyds' current account

COIF balance b/f at 1st September 22	£ 45,608.53
Total in-year Income	-
Total in-year Expenditure	-
COIF balance c/f at 31st August 23	45,608.53

Please Enter Current COIF Balance	If Diff # 0 Check & Update Tabs
COIF Balance	Diff
45,608.53	-

Auditor Comment - Balance verified against Lloyds' current account

YE Declaration	ASC £	PG £
Debtors Outstanding at 31st August 23	-	-

8th October 2023

The accounts have been reviewed to the backing documentation, and represent a true and fair view - with any comments noted in the analysis above

J. Brooker

James Brooker ACMA, CGMA

<u>Income - Unverified Items to documentation</u>	Income Sample Size
1,234.11 Total Amount	89,314.41
0.8% Percentage of Income	61%
<u>Auditor Comments</u>	
Amount for documents not supplied is immaterial - spoken to Preschool Admin about this process for the future	

<u>Expenditure - Unverified Items to documentation</u>	Expenditure Sample Size
1,315.19 Total Amount	76,634.81
1.0% Percentage of Expenditure	56%
<u>Auditor Comments</u>	
GE Prescott on Aug payroll summary but monies didn't leave the account in August (£1,237.12) - this was settled 01/09/23 (Verified to Sept Bank Statement) - immaterial difference does not require statement in accounts	
C Brooker on Aug payroll Summary says £2,010.60 - £78.07 difference to amount paid in August, this was settled 01/09/23 (Verified to Sept Bank Statement) - immaterial difference does not require statement in accounts	

Total Sample Size
165,949.22
58%

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8th October 2023

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J. Brooker

James Brooker ACMA, CGMA

<u>Income - Unverified Items to documentation</u>	Income Sample Size
1,234.11 Total Amount	89,314.41
0.8% Percentage of Income	61%
<u>Auditor Comments</u>	
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