

Noah's Ark Pre-school (Billericay)  
Mill Hill Drive  
Billericay CM12 0LS

**AGM held via Zoom Wednesday 9<sup>th</sup> June 2021 @ 7.45pm**

**Attendance**

Staff

Theresa Bay – Manager  
Julie Edwards – Office manager  
Loes Aldorino – Assistant manager  
Gina Jonson  
Sasha Dempsie  
Amy Lee  
Alison Dearlove  
Lisa OMahoney

Committee

Erica Rebel – Chair  
Helen Purches – Treasurer  
Kelly Lovell

Parents

Selin Kemal  
Kavita Lythe  
Lian Mangan  
Gemma Pentecost  
Emma Beadle

**Manager's Report for Noah's Ark Pre-School AGM – 9<sup>th</sup> June 2021**

Good evening everyone and Welcome to our postponed AGM. For anyone who doesn't know me, I am Theresa Bay and the Manager and Safeguarding Officer for Noah's Ark Pre-School and have held this position for the last 18 years, since we opened in January 2003.

We normally hold our AGM in November every year and combine it with a parent's evening, however due to the pandemic this has not been possible and we could not put it off any longer which is why we are doing it this evening via Microsoft Teams.

Obviously these last 15 months have been very difficult for everyone and we have had to make so many changes to the way we would have usually been running.

When we had to close last March, I wanted to stay in touch with all our families and so I sent out weekly activities to keep the children engaged and to continue our continuous partnership with you the parents. I hope you found this beneficial! Once the government informed us that we could re-open to our older children in June last year, there were so many things that we had to put in place to make our environment safe for the children and for my staff team.

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The first thing I had to look at was risk assessments and this meant a massive cleaning schedule had to be put in place, which included regular hand washing, halving our resources, cleaning all equipment and toys after every session and closing every Friday to enable a 72 hour break for thorough cleaning of the building. This was also the start of not being able to allow you the parents into the building, which was a worry, however the children were absolutely fine and really enjoyed coming back and having some sense of normality back into their lives.

We then were able to get back to normal capacity in September and although we stayed open throughout the winter lockdown we were not operating at our usual capacity as understandably many of our families decided to keep their children at home.

Although things are getting back to normal now, we are still keeping up with our extra cleaning, all equipment and resources are cleaned at the end of every day and we will continue to do this for the foreseeable future. We also sanitise hands on arrival and continue with temperature checks.

I would like to take this opportunity to thank my staff team for all the extra effort they have put in to keep us all safe during this awful time and also to quickly introduce them to you.

Loes Aldorino is our Assistant Manager, Health and Safety Officer and Step Ahead Manager

Gina Johnson is our SENCO and trained to Level 3

Sasha Dempsie is currently training towards her Level 3 qualification

Alison Dearlove is also currently training towards her level 3 qualification

Amy Lee is trained to Level 2 and is our ENCO and 2 year old co-ordinator

Tracy Meacham joined us in September 2021

Lisa O'Mahoney joined us in November 2021 and will begin training towards her level 2 qualification in September

Donna King helps out regularly as a volunteer and relief staff member

And last but by no means is least Julie Edwards my right hand man who is our Business Manager.

During the Lockdown the staff have all kept up with their training. We all have safeguarding training and half the staff have paediatric First aid training.

We hope you're all enjoying looking at your children's observations on tapestry and thank you to all of you who send us your own observations too. We are required by Ofsted to observe, assess and plan for the children's development through the Early Years Foundation Stage, which carries on until the end of Reception year. This September there will be some big changes to the EYFS and the staff will be doing some training sessions in the Summer Holidays. We will still be using Tapestry as usual.

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As you can imagine, Fundraising has been very difficult but thank you to everyone who supported our Halloween, Christmas and Easter fundraising raffles and party bags. WE managed to buy two lovely teepees and an outside wooden car, which the children are really enjoying using.

We are hoping to do sports day in July, but we will have to see what happens in a few weeks.

**Treasurers Report**

A report from the Auditor is attached.

**New Committee member Appointed.**

Our pre-school is a charitable organisation, and we therefore need a parent committee. Our previous committee had all wanted to stand down as their children have all now started at school, therefore we really need a new committee. Helen Purches has kindly agreed to continue with her role as treasurer and we are very grateful to her. We have had four parents who have kindly offered to join the committee and we will need to vote them in:

Lianne Mangan - Chairperson

Selin Kemal

Kavita Lythe

Gemma Pentecost

All were voted in.

**Adoption of Policies**

We have not made any changes to our policies although we have had to have a Covid policy, which you will all have been sent when your child started with us or when they came back in September last year. All our policies are available to read on our website

All we need to do now is agree that everyone is happy with the policies.

All policies were re adopted.

**Any other Business**

Lastly we hope we will be able to have our next AGM as normal in November and combine it with a parents evening, and also to arrange a committee meeting as soon as possible.

Thank you all for joining us this evening

# Independent Examiner's Report on the Accounts

## Section A

### Independent Examiner's Report

Report to the trustees/members of

Charity Name

NOAH'S ARK

?

On accounts for the year ended

31 08 20

Charity no (if any)

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Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below\*):

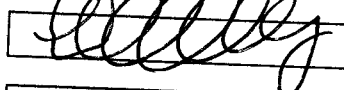
(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn 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



Date 19/04/2021

Name

KEVIN RADLEY

Relevant professional qualification(s) or body (if any)

ACMA CGMA

Address

47 NORSEY ROAD  
BILLERICAY  
ESSEX  
CM11 1BG

# Noah's Ark Pre-school (Billericay)

## Summary P&L Statement 2020 v 2019 (Accruals-basis)

Income	2020	2019	Change	%
Funding, fees, contributions & lunch	117,445.47	103,027.22	14,418.25	14%
Net other income	310.20	915.08	- 604.88	-66%
Net Fundraising income	163.20	980.40	- 817.20	-83%
<b>Total income</b>	<b>117,918.87</b>	<b>104,922.70</b>	<b>12,996.17</b>	<b>12%</b>

<b>Operating Costs</b>				
Staff related costs				
Premises & other operating costs	83,165.70	79,117.65	4,048.05	5%
<b>Total operating costs</b>	<b>22,898.15</b>	<b>21,581.04</b>	<b>1,317.11</b>	<b>6%</b>
	<b>106,063.85</b>	<b>100,698.69</b>	<b>5,365.16</b>	<b>5%</b>

<b>Profit/loss</b>	<b>11,855.02</b>	<b>4,224.01</b>	<b>7,631.01</b>	
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Operating cost per day £

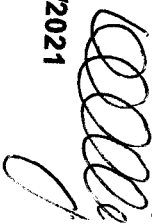
291 276

Closing reserves

17,733.40 5,878.38

Reserves expressed in cost days

61 21



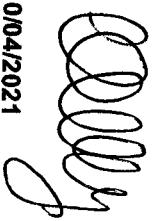
KJR 10/04/2021

# Noah's Ark Pre-school (Billerica)

## Summary Assets and Liabilities Statement as at 31/08/2020

<u>Assets</u>		<u>31/08/2020</u>	<u>31/08/2019</u>
Main Bank Account (per statement)		24,564.44	1 9,800.39
Fund Account (per statement)		1,852.80	2 1,262.80
Cash balance (main account)		717.92	604.52
Cash balance (fund account)		206.04	582.84
Total Bank and Cash balances		27,341.20	12,250.55
Unpaid fees at year-end			357.00
<u>Total Assets</u>		<u>27,341.20</u>	<u>12,607.55</u>
<u>Liabilities</u>			
Early receipt of 2020 grant		8,187.48	5,830.08
Outstanding fees provision		555.32	899.09
Net: cost accruals		865.00	
<u>Total Liabilities</u>		<u>9,607.80</u>	<u>6,729.17</u>
<u>Assets minus Liabilities (closing reserves)</u>		<u>17,733.40</u>	<u>5,878.38</u>
<u>Movement in reserves:</u>			
Opening balance		5,878.38	1,654.37
Closing balance		17,733.40	5,878.38
<u>Trading Profit/(Loss) in year</u>		<u>11,855.02</u>	<u>4,224.01</u>
Reserves expressed in days of costs covered		<u>61</u>	<u>21</u>

KJR 10/04/2021



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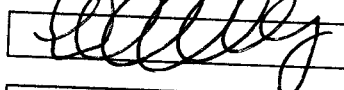
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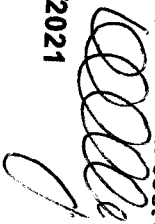
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