

**Kids United Playgroup**  
**Annual General Meeting**  
**18th November 2021**

**Present:**

Committee members

Cath Tanner - Chair

Paula Thompson - Playgroup Manager / Temporary Treasurer

Lesley Hartt - Secretary

Ruth Geach

Claire Richardson

Staff

Penny Durrant

Susan Hodgson

Parents

Madalina Florina

Kara Thomas

Vanessa Badham-Thornhill

**1. Introduction and Welcome**

Paula, the Playgroup Manager introduced and welcomed everyone to the AGM, thanking those present; explaining an AGM is required as Kids United Playgroup is a registered charity. A copy of the AGM meeting minutes as well as the annual accounts statement are registered each year with the Charities Commission. Due to COVID precautions, the AGM was held via Zoom.

The committee and parents on the call introduced themselves.

**2. Chairperson's Report**

Cath, as Chair of the committee, reflected upon changes the setting has seen since formation, back in 2003. Originally the focus was upon play, symbolised by the 'Kids United Playgroup' name, but expectations and requirements have changed and now it is a place to be educated.

Cath detailed the responsibilities of the committee, meeting a minimum of once a term to discuss the playgroup, financial position, staffing matters and governance policies.

Cath also touched upon the experience of the setting during the COVID pandemic believing the setting and staff had worked hard to manage this challenging time.

**3. Treasurer's Report**

Paula explained that Emily Luscombe will take over as treasurer as soon as the HSBC signatory process has been completed for the Kids United bank account.

Paula, as temporary treasurer, presented the financial report for the 2020/21 academic year, highlighting a profit of £3,787.81.

During the 2020/21 accounting period the setting benefitted from the furlough scheme and a one-off maternity pay reimbursement by HMRC relating to the previous 2019/20 financial period:

- £13,051.95 of grants received included the maternity related payment from HMRC as well as furlough received for staff. The treasurer explained that some members of staff remained on furlough when Kids United reopened. The setting ensured staff:child ratios were maintained while staff were furloughed.
- A significant number of parents paid voluntary contributions towards the running of the playgroup. The treasurer thanked parents for any donations they have made as they positively help the financial position of the setting. Parents are made aware of the voluntary contribution by letter once their child becomes eligible for funding. The treasurer reiterated that legally the setting is unable to chase or remind parents, any payments are purely voluntary.
- The £119.20 cost of fundraising/refunds reflected refunds of fees paid to parents. The setting closed for a week in March 2021 after a member of staff tested positive and all had to self-isolate as per government guidelines.

The treasurer gave the opportunity for questions relating to the 2020/21 accounts / financial position of the playgroup, but no questions were asked.

#### **4. Nomination and Election of Committee Members**

The current committee members are:

Cath Tanner - Chair

Lesley Hartt - Secretary

Emily Luscombe

Ruth Geach

Claire Richardson

and they are happy to stay on.

As mentioned previously the treasurer position will be taken up by committee member Emily Luscombe. A current parent has also expressed interest in joining the committee.

#### **5. Playgroup Name Change**

The Chair gave context behind the proposed name change of the setting to 'Kids United Pre-School':

- Perceptions differ between the terminology of 'playgroup' and 'pre-school'; playgroups are associated with mother and toddler sessions, whereas pre-schools reflect an educational setting. Equivalent settings are also using the pre-school terminology.
- Enquiries into the setting have been lower in recent years, with staff and committee members wondering whether the setting name and perceptions have put people off.

Prior to the AGM, Paula had asked for parental feedback on the proposed name change:

- One parent, unable to join the AGM, had given feedback that it would be a shame to change the name. Whereas the parents on the AGM all believed it would be a positive move to change to 'Kids United Pre-School'.
- Paula had already checked the Charities Commission register to confirm there is no other entity using 'Kids United Pre-School' as their registered name.
- Paula will update the setting name held with Kingston Early Years, OFSTED and HSBC.
- Staff are happy with the proposed name change.

Motion to change the name was approved unanimously at the AGM.

As of 18<sup>th</sup> November 2021, the setting will be known as Kids United Pre-School.

## **6. Website**

Several committee members have been working upon a new website for the setting.

Ruth walked through the high-level areas of the proposed site, including a setting overview, the daily routine, information on the team, admissions, and a contact us page.

The committee would like to include pictures of children engaging in setting activities, as well as quotes from parents. Paula has recently sent letters for parents to provide permission for their children to be included within the website material.

Paula explained the old website was originally set up by an ex-parent, however the cost had increased over time and there was lack of control as any changes required email correspondence.

Paula thanked committee members Ruth and Claire for their ongoing work on the new website.

Paula asked for feedback on the new website:

- An existing parent would like to see term dates included within the new site.

There was also a discussion related to raising awareness of the setting. A parent detailed their experience of the Kingston Early Years primary school admissions process. Kids United does not appear within the drop-down list of settings their child has attended and must be manually typed within the 'other' category. Paula will contact Schools Admissions at Kingston Early Years to ensure Kids United is on their list.

## **7. Question Time**

No further questions were asked.

The AGM was concluded with parents, staff and committee members thanked for their attendance.



## Independent examiner's report and statement

### **Respective responsibilities of trustees and the 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 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43 (3) (a) of the Act);
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7) (b) of the Act); and
- State whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the accounts.

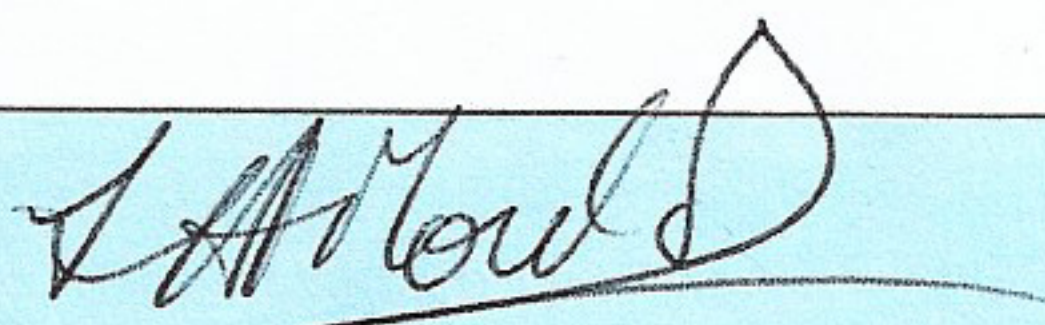
### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

Name **LESLEY MOULD**

Signed



Date **14/6/22**

Relevant professional qualification or body (if any)

Address

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