

## **AGM Minutes 24/09/21**

Due to the continuing restrictions we have in place for preventing the spread of COVID, the Trustees have decided to hold the AGM via online systems. The following emails and reports have been sent to parents and Trustees for their attention.

Dear Parent/ Carer/ Trustee,

I hope you are all keeping safe and well.

As a charity pre-school we are expected to hold an AGM. Due to the restrictions that we still have in place due to COVID, we have decided to send everyone our reports. If there is anything you feel you would like to add, then please contact the Chair (Sam Phyll) on [netherfieldtrustees@hotmail.com](mailto:netherfieldtrustees@hotmail.com) to do this.

Thank you for your continued support and understanding throughout these difficult times.

Kind Regards

Yve Puxty

## **Chair of Trustees Report AGM 2021**

### **Introduction**

What a strange year and a half it has been, I would like to start by saying a big thank you and well done to the children for taking all the changes we had to implement in their stride and continuing to be super stars throughout. I think they have all been fantastic and deserve a (socially distanced) high five.

I would also like to thank the parents for understanding and following our safety measures as they have been introduced and evolved over the course of the pandemic.

### **Covid-19**

We are keeping with our measures to reduce gathering of people inside, this also means that trustee meetings are still not going ahead. We will review this around October Half

Term and I would like to get at least one trustee meeting this year together with plans for next years meetings and AGM.

#### Staff

As some of you may know, Lisa Plant left the Pre School in February to new ventures and we wish her well in that endeavour. I am pleased to confirm that Lisa has decided to stay on as a trustee of the Pre School and so will continue to be a part of the success we enjoy.

#### Accounts

Our accounts for the year show that we are very mindful of expenditure and continue to operate in a lean financial state. Due to a disrupted year of intakes and attendance as noted by Yve our income has dropped significantly, however the reserves built up over the years has helped smooth this out. We are hoping for a less disrupted year to keep us on track financially.

#### Communications

If anyone would like to talk about any day to day running then I would like to direct them to Yve, however if someone has any questions/comments about other aspects including fundraising, then please contact myself on [netherfieldtrustees@hotmail.com](mailto:netherfieldtrustees@hotmail.com).

#### And Finally

I would like to thank Yve and the team for all their hard work over the year, it has yet again been challenging, but they have all stepped up to the plate and continue to provide an excellent setting for the children to grow and enjoy.

## **Supervisor report in preparation for COVID – 19 AGM 2021**

### **Year September 2019 to August 2020 – present day (July 2021)**

#### **Children on role**

We started the academic year in September 2019 with 13 children on role, increasing to 17 by January and ending in July with 17 children on role and only 6 actually attending due to COVID. September 2020 started with 12 children and at the close in July 2021 had steadily increased to 22 children. We have continued to be affected by the COVID 19 pandemic, with a decrease in attendance and some disruptions to sessions. During any lockdowns we have been following government guidance and remained open for keyworker children and children wishing to attend. At present we remain open to all children, again following the government guidance. We have new children starting in September 2021.

#### **COVID 19 Pandemic**

We would like to thank everyone for their patience and following the government guidance. We appreciate that it not easy with the disruptions and restrictions that we have in the pre-school. We review these regularly and will continue with some of the restrictions we feel are necessary to keep everyone as safe as possible.

#### **Trips and Outings**

Sadly due to the COVID restrictions, we were unable to hold our usual end of year trip for July 2020.

#### **Staff training and qualifications**

Lee worked hard throughout the year and completed her Level 3 in Child care, learning and development. She has also participated in several online courses, including safety awareness.

Yve completed an online Autism awareness diploma, online inclusion support, online Manager's meetings and several online courses including, In the moment planning.

Donna has completed an online Special Educational Needs and Learning diploma, and several other courses, including safety awareness.

#### **Transition and links to school**

During the summer term last year, the children had allotted times to visit the school with their families. It was a very different year for the children and the small group we had, formed good relationships, inside and out of pre-school. On one of the days at pre-school, they were able to have a socially distanced talk with their new teacher.

As much as possible we continued to keep in touch with the children isolating at home. We regularly shared 'the 50 things to do before you are five' activities to give ideas for fun at home if needed.

#### **Inside area**

In March due to the COVID restrictions, we had to remove most of our furnishings and resources. We opened for Key worker children and followed guidance. Later in June we opened to all children and as only six felt safe to attend, we gave each child some resources of their own, e.g. pens, paper, chalks, crayons and some toys. This worked well initially, and

the children played together using their toys. As they settled, they started to share more and get the hang of our new rules, such as washing hands regularly and keeping toys away from their mouths.

Following government advice, we kept doors and windows open and the air conditioning off. This made it particularly difficult to keep cool on the really hot days, so we made sure we had lots of shaded areas and ice poles.

### **Facebook**

We continue to use our Facebook page to advertise events and available spaces. We occasionally post interesting links, related to early years and children, to keep the page active.

### **Pre-School/ Homelinks**

Due to COVID, we have had to rely on technology to share ideas and communicate with our families. Whats App and Wix have proved particularly successful for keeping communication going. Tapestry is only successful if accessed regularly. We encourage you all to log in to avoid your accounts becoming inactive. Tapestry is where we share photographs and videos of your child for you to see what they have done during their time with us. We also like to you to add your own photographs so that the children can share them with us. Thank you to those of you that have already done this, it is much appreciated, especially when supporting the children to settle.

### **Looking forwards**

We will continue to listen to the government guidance and review how we keep everyone safe and avoid closing due to a COVID outbreak. To give greater access to outside play, we have purchased additional canopies to help give more shade in our outside areas.

**As always, we would like to thank all the parents, past and present, for their continued support in raising funds and helping out in the setting.**

**We would also like to thank the Trustees for volunteering to oversee the running of the setting, offering advice and counsel when necessary.**

### **Matters Arising from AGM**

All responses have been acknowledged. The chair and Supervisor will continue to remain available to discuss any further comments or thoughts that arise.

**NETHERFIELD PRE SCHOOL  
REGISTERED CHARITY NUMBER : 1101482  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2020**

**JC Accounting & Taxation Services  
Chartered Certified Accountants  
24 Little Common Road  
Bexhill - on - Sea  
East Sussex  
TN39 4JB**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF NETHERFIELD PRE SCHOOL**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> August 2020, which are set out on pages 2 to 3.

**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 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 report**

My examination was carried out in accordance with the 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 you as 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:

(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; 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.

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Jennifer Collins FCCA  
Chartered Certified Accountant

15th March 2021

JC Accounting & Taxation Services  
24 Little Common Road  
Bexhill on Sea  
East Sussex  
TN39 4JB

**NETHERFIELD PRE SCHOOL**  
**REGISTERED CHARITY NUMBER : 1101482**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31ST AUGUST 2020**

	<b>2020</b>		<b>2019</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>				
Fees & Grants	47,938.89		73,837.10	
Other Grant	8,000.00		12,991.00	
JRS Grant	3,582.86			
Fundraising	528.25		558.99	
Uniform Sales	-		32.00	
Interest on Savings	57.17		32.11	
	<u>57.17</u>		<u>32.11</u>	
<b>TOTAL RECEIPTS</b>		60,107.17		87,451.20
<b>LESS PAYMENTS</b>				
Wages	45,601.42		44,045.47	
Staff Pension	1,297.65		1,004.14	
Refreshments, consumables and cleaning	2,229.80		2,209.93	
Advertising	151.20		-	
Rent	3,900.00		3,900.00	
Computer Equipment	-		8,618.33	
Insurance	625.50		625.50	
Subscriptions & Registration Fees	312.20		85.00	
Staff training	927.20		369.60	
Parking	4.00		24.58	
Accountancy	170.00		165.00	
Stationery, Telephone and Postage	938.64		1,027.77	
Uniform Purchased	-		187.05	
Staff Christmas Bonus	80.00		-	
Repairs and Renewals	448.99		2,896.69	
Sundries	-		-	
Bank Charges	60.00		60.00	
	<u>60.00</u>		<u>60.00</u>	
<b>TOTAL PAYMENTS</b>		56,746.60		65,219.06
		<u>56,746.60</u>		<u>65,219.06</u>
<b>Net Surplus for the Year</b>		3,360.57		22,232.14
		<u>3,360.57</u>		<u>22,232.14</u>

**NETHERFIELD PRE SCHOOL  
REGISTERED CHARITY NUMBER : 1101482  
STATEMENT OF ASSETS & LIABILITIES  
AS AT 31ST AUGUST 2020**

	2020		2019	
	£	£	£	£
<b>Current Assets</b>				
CAF Current Account	15,798.30		15,727.25	
CAF Savings Account	38,049.86		37,992.69	
Cash in Hand	21.27		21.27	
	<u>53,869.43</u>		<u>53,741.21</u>	
Less: Fees in advance	<u>(2,857.11)</u>		<u>(6,089.46)</u>	
	<u>51,012.32</u>		<u>47,651.75</u>	
	<u><u>51,012.32</u></u>		<u><u>47,651.75</u></u>	
<b>Represented by:</b>				
General Fund Balance brought Forward	47,651.75		25,419.61	
Surplus for the Year	3,360.57		22,232.14	
	<u>51,012.32</u>		<u>47,651.75</u>	
	<u><u>51,012.32</u></u>		<u><u>47,651.75</u></u>	

**APPROVAL OF THE FINANCIAL STATEMENTS**

We hereby approve the Financial Statements for the year ended 31st August 2020 and are authorised to sign on behalf of the Trustees.

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Date:.....