

# LEPTON C E PRE-SCHOOL

England & Wales · Charity number 1112451

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [05539133](#)

**Registered** 2005-12-08

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Bungalow Lepton C.E School  
Station Road  
Lepton  
Huddersfield  
HD8 0DE

**Phone** 07535857888

**Email** [justforfunlepton@hotmail.co.uk](mailto:justforfunlepton@hotmail.co.uk)

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIM OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** A preschool and out of school club providing facilities for children aged 1 - 11 from 7.30am - 6.00pm. Also offer mother and toddler facilities.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- **Area of benefit:** NOT DEFINED. IN PRACTICE LEPTON, WEST YORKSHIRE
- Kirklees

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-08-31	£316,144	£316,139	-	-
2024-08-31	£290,018	£290,010	-	-
2023-08-31	£253,822	£253,813	-	-
2022-08-31	£155,262	£155,262	-	-
2021-08-31	£135,402	£135,402	-	-
2020-08-31	£124,621	£124,576	-	-

## Trustees

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Name	Role	Appointed
CAROLYN BARLOW		
Sarah Elizabeth Rowbottom		2018-11-01

**LEPTON C E PRE-SCHOOL**

England & Wales - Charity number 1112451

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# Accounts

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Previous attachment

COMMISSION FOR ENGLAND AND WALES  
**Independent examiner's report on the accounts**

**Section A Independent Examiner's Report**

Report to the trustees/members of  
On accounts for the year ended Lepton CE Preschool  
August 2025 Charity no (if any)

Set out on pages

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2025.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement** [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 1 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: [Signature] Date: 14/12/2025

Name: TRACY OAKES - Accounts officer

26/01/25

Firefox

(if any):

Address: 41 LYNGATE DRIVE  
LEPTON  
HUDDERSFIELD, HBS 0EN

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

I report on the financial statements prepared by the charity for the year ending 31/12/2021. The financial statements are prepared in accordance with the Financial Reporting Manual (FRM) and the charity's accounting policies. I have not identified any material matters of concern that require disclosure in the report.

The charity's accounts are prepared in accordance with the Financial Reporting Manual (FRM) and the charity's accounting policies. I have not identified any material matters of concern that require disclosure in the report.

I have only used the information provided to me by the charity and have not conducted any other procedures. I have not identified any material matters of concern that require disclosure in the report.

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26/01/2022

**Annual General Meeting**

**“Just for Fun” – Pre School, Nursery and Out of School Club Minutes**

**6.00 pm Wednesday 12th November 2025**

**Management members, staff, committee, parents and carers.**

<b><u>Committee</u></b>	
Carolyn Barlow - Chairperson	
Davinia Simpson- Accounts/Manager	
<b><u>Present</u></b>	
Emma Buckley	Leanne Dyson
Emily Durie	Davinia Simpson
Rebecca Smith	Carolyn Barlow
Karen Halksworth	
<b><u>Apologies</u></b>	
Jeannette Storrie	Elaine Cooper
Clare Barber	Emma Cooper
Toya Barber	Sophie Capewell
Marcia Coates	

**Welcome and Apologies**

All welcomed by Carolyn and apologies noted. Meeting was opened to all parents and carers, supporters, staff, and committee members.

**Previous minutes approved by all committee members**

**Election of Chairperson, Secretary and Finance Manager and other committee members**

CB remains on committee as elected Chairperson-Proposed by DS and KH

DS remains on Committee as Secretary and Finance Manager

**MANAGERS' REPORT**

It's been an enjoyable but challenging year.

The team have been tested this year with many new faces joining and old faces leaving. It feels like we have been in the storming phase of Tuckman's theory for a long period and this has taken it's toll on all the staff! I do believe we have braved the storm and now we are sailing the norming/performing stage with light at the end of the tunnel. The staff have demonstrated resilience, strength and durability during this period and I would like to thank them for their hard work, commitment, and determination towards the children. As always, I genuinely don't have enough words of gratitude on how much I value and praise each of you for your hard work, dedication and commitment.

Christmas was a time to say goodbyes, Tracey retired and is loving her work free life after over 30 years of working at JFF and Leanne began her maternity leave with the anticipation of an early birth but this was not to be as little man was extremely comfortable. With huge congratulations to Leanne & Conor on the birth of your Gorgeous Cool Dude 'Cole Micheal'

March was a shocker as my health took a decline when it was confirmed that I had had a heart attack. It's still feels unreal to say this. Elaine & Clare took the reins and successfully lead the team for 3 months whilst I recovered and supported me on my return to work. Thank you both for keeping me going and propping me up, you do know how much this meant to me and how grateful I am.

My intentions for the year ahead are to be more prevalent on the shop floor to develop our practice within the bungalow and encourage staff to attend additional training to extend and demonstrate their learning and skills. Natoya is coming to the end of her Level 2 Apprenticeship and Clare has just begun her Level 3 Childcare Educator course.

Let's have another productive year and look forward to facing the challenges of 2026!

### **TREASURERS REPORT by Davinia Simpson**

#### **YEAR - 1<sup>ST</sup> September 2024– 31<sup>ST</sup> August 2025**

The final accounts are circulated to all attending the AGM. The accounts are currently being externally audited by Trace Oaks, Huddersfield.

Corporation tax has been submitted for the last few years and submission was successful.

#### **INCOME**

Our income for this financial year was impressive at £316144.30 which is an increase on last year's figures and the best income so far. This had been helped by the increased funding amount and stability of having children from a younger age (Babies) over a cycle of 3 years progressing from baby room to nursery class. We managed the year without increasing our fees to ensure that we were offering low cost childcare to our families.

#### **EXPENDITURE**

**Rent** – This figure was increased 10% by the school in line with our rental agreement.

**Wages** – This figure is substantially higher this year due to an influx of new staff, maternity leave and another huge minimum wage increase imposed by the government also national insurance and pension contributions.

**Refreshments, Activities, Stationery, Telephone, Internet** – The menu has been reduced to adopt a snack tea and to the children's preference to reduce wastage, which has reduced our spending costs further for refreshments. Stationery remains low as we now use a cheaper ink and tend to use technology to distribute communications. There has been an increase in computer software, this is due to increased costs and changing wage providers.

**Utilities** – These are significantly lower as we overpaid the previous year and our direct debits have been reduced

**Insurance & Professional Fees** – These are monies used to pay for legalities such as EYA membership, PLA to cover Public Liability, Insurance, ICO, OFSTED Registration, Auditors fees & DBS Checks.

**Equipment** – We invested in our outdoor play area at Nursery which costs approximately £7500 and the money was used out of the business account rather than using our fundraising account. The other purchases relate to new equipment replacing old equipment and remain on par with the previous year

**Training** –We continue to use Noodle Now which is an online training package. It provides up to date courses applicable for childcare and our setting. We also paid for Paediatric training for staff that were unable to attend our inhouse training session in September 2024

**Dinner Monies** – These costs relate to the cost of school lunches which are paid to school but are difficult to distinguish on invoices to cross reference the costs.

**Maintenance & Gardening** – This figure relates to any repairs or gardening carried out at the bungalow; we have a regular monthly gardener. Some additional costs occurred with the garden as trees and bushes needed trimming down, woodchip replacing, painting updating etc

**Bad Debts Provision** – This figure has been abolished this year due to the minimal level of bad debtors and the continued monitoring

**PROFIT & LOSS**

<b>INCOME</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>
FEES	£ 316 144.30	£290 018.25	£253 822.16
	<b>316 144.30</b>	<b>£290 018.25</b>	<b>£253 822.16</b>
<b>EXPENDITURE</b>			
RENT	-7260.00	-6600.00	-6750.00
WAGES	-257781.21	-206462.26	176088.08
REFRESHMENTS	-10432.17	-10772.67	- 9107.73
ACTIVITIES STATIONERY, TELEPHONE & INTERNET	-787.44 -1761.60	-629.11 -1019.49	-1076.99 -2171.15
COMPUTER SOFTWARE	-3318.07	-2668.53	-2351.00
INSURANCES & PROFESSIONAL FEES	-2519.28	-784.29	-3751.89
EQUIPMENT	-10787.30	-2840.61	4612.03

UTILITIES	-2703.31	-3851.34	-3 914.31
TRAINING	-704.40	-1949.40	- 627.45
UNIFORM COSTS	-1,426.93	0.00	-1289.61
MAINTENANCE & GARDENING	-1358.00	-1912.54	-1151.83
CLEANING	-976.22	-1213.48	-1321.04
SCHOOL LUNCHESES	-1847.10	-2658.53	-1843.10
FUNDRAISING	0.00	£ 0.00	£0.00
MARKETING		- 84.00	0.00
ACCRUALS	-12476.26	-46564.00	37756.83

**-£316 139.29    -£290 010.25    -    £253 813.04**

<b>PROFIT</b>	£5.01	£8.00	£9.12
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#### **CHAIRPERSON'S report**

Another year of highs and lows. Vini has led the team and supported them even with her own personal health challenges this year. On the back of that, the team stepped up behind her, and I can't thank you all enough for being solid and focussed when we needed it.

Some team members have also undergone some very challenging and upsetting family times and again we all rallied round to support them.

We have been sensible in our spending, and this has allowed us to set aside money to improve the setting and to share some bonus payments with the team.

We have recently said goodbye to Lily and wish her well in her new job. Clare has been promoted to Office Manager to enable Vini, Elaine and Leanne to concentrate on running the 3 settings and we welcomed Emma B and Leanne back to work after a new baby girl and boy arrived.

The baby and toddler age group has worked well, and we are busier than ever.

We've had another successful year of out of school club and continue to use both the Lodge and Bungalow to suit the variety of age groups.

Our Nursery goes from strength to strength and is a brilliant source of new children and families for the school. Staff work closely with the school to make the transitions to school seamless and easy when the time comes for them to join the reception class

Holiday club has run again this year and is vital for working families- so please continue to use it so that we can keep it enjoyable and viable for the children. I would like to thank staff for giving additional hours to keep it running.

We've continued to keep on top of our mandatory training and other training to maintain the "Good" OFSTED rating given at the inspection in February 2024 which is a great reflection on all the staff. Vini has led the team and worked hard to keep our standards so high.

Financial challenges continue for JFF. Wages, NI, running costs of the bungalow, lodge, and the nursery room and the very high increase in cost of living, fuel and wages. We are not alone in these times as a charity and indeed as individuals. There are future increases in wages and costs planned due to minimum wage costs increasing again but Vini and I do our best to budget and plan for these to ensure we have been able to rebuild some of our reserves this year so that we are better placed should another rainy day come along!

I would like to take this opportunity to thank you for your support for JFF.

We value the role we have in the local community, and the team give the best start and opportunities to the children in their care.

Carolyn B

**AOB**

Staff Christmas party booked 6pm at The Fenay Bridge on 19<sup>th</sup> December 2025.

Look out for details of when Santa is visiting the setting.

Meeting closed 7.30pm

**Signed**

**Carolyn Barlow** – Chairperson..... Date 1<sup>st</sup> December 2025

**Davinia Simpson** –Secretary and Manager..... Date 1<sup>st</sup> December 2025

Previous attachment

COMMISSION FOR ENGLAND AND WALES  
**Independent examiner's report on the accounts**

**Section A Independent Examiner's Report**

Report to the trustees/members of  
On accounts for the year ended Lepton CE Preschool  
August 2025 Charity no (if any)

Set out on pages

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2025.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement** [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 1 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: Tracy Oakes Date: 14/12/2025

Name: TRACY OAKES - Accounts officer

26/01/25



**LEPTON C E PRE-SCHOOL**

England & Wales - Charity number 1112451

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# Accounts

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**Annual General Meeting**

**“Just for Fun” – Pre School, Nursery and Out of School Club Minutes**

**6.00 pm Thursday 14<sup>th</sup> November 2024**

**Management members, staff, committee, parents and carers.**

<b><u>Committee</u></b>
Carolyn Barlow - Secretary
Sarah Rowbottom - Chairperson
Davinia Simpson- Accounts/Manager
<b><u>Staff</u></b>
Leanne McGowan – Deputy Manager
Rebecca Smith                      Clare Barber
Emilie Durie                          Karen Halksworth
Sophie Capewell
Tracey Nutton
Natoya Barber
<b><u>Parents and Community Members</u></b>
Graham Barlow
<b><u>Apologies</u></b>
Elaine Cooper – Deputy Manager
Jeannette Storrie
Emma Cooper
Emma Buckley
Rebecca Smith
Sarah Rowbottom
Marcia Coates

**Welcome and Apologies**

All welcomed by Carolyn and apologies noted. Meeting was opened to all parents and carers, supporters, staff, and committee members.

**Previous minutes approved by all committee members**

**Election of Chairperson, Secretary, and other committee members**

CB remains employed Secretary

Sarah Rowbottom stood down as Chairperson after giving one year’s notice. CB proposed that Graham Barlow becomes new chairperson which was seconded by DS and agreed by staff team and committee members. Graham will take over sometime during the next financial year.

**Manager’s Report**

Another year has flown by with so much happening!!

Firstly, I'd like to congratulate Emma, Ricky & Archie on the birth of their beautiful daughter/sister Millie Joan - born in August 2024.

It's been a busy year of recruiting as we welcomed Emma, Lily, Sophie, Clare, and Toya (Apprentice) to our team in lieu of Emma's maternity and the departure of Keira. We will also be saying our goodbyes to Tracey who is retiring after 33 years' service, and Leanne who will be going onto maternity leave at Christmas.

Financially, it has been our best year, we've completely smashed last year's figures and left the bar high for the future years. We have achieved this figure by having increased numbers and the new government funding scheme which allowed younger children to receive 15 hours of free childcare. Whilst JFF appeared to make good profits, this allowed us to top up our contingency fund to protect our staff and business in the future.

We received the expected call in February – an OFSTED inspection! All fears disappeared shortly after meeting our Inspector as she was very calming and made us feel at ease. The staff delivered some excellent activities and learning opportunities whilst under the pressure of being watched and questioning. We received a GOOD rating under the new inspection framework.

I'd like to thank the staff team for their hard work and continuous service. You are all individually amazing and go above and beyond, I genuinely don't have enough words to express how much I value and praise each of you for your hard work, dedication and commitment.

My special thanks go to my deputies Elaine & Leanne, one being my right arm and the other being my left, I can honestly say that without your support, encouragement and enthusiasm my days would be dull!

Let's have another good year and look forward to the challenges of 2025!

### **Treasurers Report 1<sup>st</sup> September 2023- 31<sup>st</sup> August 2024**

The final accounts are circulated to all attending the AGM. The accounts are currently being externally audited by Mr Steve Conley of Waterloo Road, Huddersfield.

Corporation tax has been submitted for the last few years and submission was successful.

### **INCOME**

Our income for this financial year was impressive at £290018.25 which is a massive increase on last year's figures and the best income so far. As the year progressed, we became busier and the introduction of funding available to younger children helped with some children increasing their hours to match their funding. Fees were increased in April 2024 to help cover increased costs of wages, pensions, food, utilities etc

### **EXPENDITURE**

**Rent** – We saw this figure double last year (from £3,000pa) as our tenancy agreement came to an end and we also began renting additional space within school for nursery. We also have the added benefit of school paying for utilities, internet and cleaners for the Lodge and Classroom.

**Wages** – Our Wages figure has increased this year due to the substantial wage increase of 9.8% which in turn increased national insurance contributions and pension contributions, also we had additional ratios across our settings & new staff being employed to help cover maternity leave

**Refreshments, Activities, Stationery, Telephone, Internet** – The menu remained simplified as this allows staff to remain focussed upon the children and their play. The more children attending, the more refreshments costs increased. Spend on activities was kept to a sensible level. Stationery cost has been significantly reduced as we are using a cheaper ink in the printers. Most of the communication happens via the family app which in turn has reduced the need to print, use paper & ink etc

**Utilities** – We maintained our spend with 2022/2023 figures.

**Insurance & Professional Fees** – These are monies used to pay for legalities such as EYA membership, PLA to cover Public Liability, Insurance, ICO, OFSTED Registration, Auditors fees & DBS Checks.

**Equipment** – This figure was significantly lower this year as majority of large purchases had been made in previous years to help bring our settings to a good standard and no significant breakages this year

**Training** – We continue to use Noodle Now which is an online training package. It provides up to date courses applicable for childcare and our setting. We also needed Paediatric training for all staff which was due in September 2024 but had to be paid in advance out of this year’s budget.

**Dinner Monies** – These costs relate to the cost of school lunches which are paid to school and charged to families within their childcare bill.

**Maintenance & Gardening** – This figure relates to any repairs or gardening carried out at the bungalow; we have a regular monthly gardener. Some additional costs occurred with the garden as trees and bushes needed trimming down, woodchip replacing, painting updating etc

**Bad Debts Provision** – This figure has been abolished this year due to the minimal level of bad debtors and the continued monitoring.

#### PROFIT & LOSS ACCOUNTS

INCOME		2024	2023	2022	2021
FEES		290 018.25	253 822.16	155 262.37	135 402.98
<b>TOTAL INCOME</b>		<b>290 018.25</b>	<b>253 822.16</b>	<b>155 262.37</b>	<b>135 402.98</b>
<b>EXPENDITURE</b>					
RENT		-6 600.00	-6 750.00	-3 000.00	-3 000.00
WAGES		-206 462.26	-176 088.08	-127 863.49	-114 478.12
REFRESHMENTS		-10 772.67	-9 107.73	-6 543.03	-5 381.67
ACTIVITIES		-629.11	-1 076.99	-656.47	-890.86
STATIONERY, TEL& INTERNET		-1 019.49	-2 171.15	-582.08	-1 719.62
COMPUTER SOFTWARE		-2 668.53	-2 351.00	-2 664.76	-503.97

		<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
INSURANCES AND PROFESSIONAL FEES		-784.29	-3 751.89	-563.00	-1 838.37
EQUIPMENT		-2 840.61	-4 612.03	-7 484.74	-1 118.58
UTILITIES		-3 851.34	-3 914.31	-2 240.05	-1 254.52
TRAINING		-1 949.40	-627.45	-345.33	-1 048.28
UNIFORM COSTS		0.00	-1 289.61	-1 096.98	-308.04
MAITNENANCE & GARDENING		-1 912.54	-1 151.83	-1 225.65	-1 432.29
CLEANING		-1 213.48	-1 321.04	-982.49	-2 431.90
SCHOOL LUNCHESES		-2 658.53	-1 843.10		
FUNDRAISING		0.00	0.00	285.35	0.00
MARKETING		-84.00	0.00	0.00	0.00
ACCRUELS		-46 564.00	-37 756.83	-300.00	0.00
MISC-E COOPER		0.00	0.00	-0.01	0.00
INTERST ACCRUED		0.00	0.00	0.81	4.02
<b>TOTAL EXPENDITURE</b>		<b>-290 010.25</b>	<b>-253 813.04</b>	<b>-155 261.92</b>	<b>-135 402.20</b>
PROFIT		8.00	9.12	0.45	0.78

### **Secretary's Report**

Another year on and we have continued to grow and thrive. Vini has led the team and supported them through our biggest staff changes for years. We have been sensible in our spending, and this has allowed us to set aside money to improve the outdoor space next to the Lodge and Nursery and to share a nice bonus payment with the team this summer.

Owing to maternity leave, expansion and a planned retirement, we have welcomed new staff Emma C, Sophie, Natoya, Lily and Claire into various positions across the setting. We said goodbye to Kiera as she progressed to another post having completed her Level 3 apprenticeship with us. Emma B is having well-earned time off with her new baby girl and hopes to be back with us next spring. Sarah R has asked to step down as Chairperson and we thank her for all she has done at JFF.

We have a thriving nursery and have enjoyed welcoming more babies and toddlers into the Bungalow this year. Staff have been brilliant at adapting to working with this age group.

We've had another successful year of out of school club and continue to use both the Lodge and Bungalow to suit the variety of age groups.

Our Nursery goes from strength to strength and is a brilliant source of new children and families for the school. Staff work closely with the school to make the transitions to school seamless and easy when the time comes for them to join the reception class

Holiday club has run again this year and is vital for working families- so please continue to use it so that we can keep it enjoyable and viable for the children. I would like to thank staff for giving additional hours to keep it running.

We've continued to keep on top of our mandatory training and other training and had a "Good" OFSTED rating at the inspection in February which is a great reflection on all the staff. Vini has led the team and worked hard to keep our standards so high.

This year has again seen financial challenges for JFF. Wages, NI, running costs of the bungalow, lodge, and the nursery room and the very high increase in cost of living, fuel and wages. We are not alone in these times as a charity and indeed as individuals. We do have the use of our reserves for a variety of different things. We have been able to rebuild some of our reserves this year so that we are better placed should another rainy day come along!

I would like to take this opportunity to thank you for your support for JFF.

We value the role we have in the community and the team give the best start and opportunities to the children in their care.

Thanks  
Carolyn

### **AOB**

Christmas party time is booked both for the children and staff. Look out for details of when Santa is visiting the setting.

Meeting closed 7.30pm

### **Signed**

**Sarah Rowbottom** – Chairperson..... Date 1<sup>st</sup> December 2024

**Carolyn Barlow** - Secretary ..... Date 1<sup>st</sup> December 2024



**Section A** Independent Examiner's Report

Report to the trustees: LEPTON CE PRE-SCHOOL 31P 0 0 3 CLUB

On accounts for the year ended: 31<sup>st</sup> August 2024 Charity no (if any):

Set out on pages:

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended ...

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: [Signature]

Date: 30/11/2024

Name: STEPHAN ALAN CONLEY

ant professional  
tion(s) or body Retired bank official

(if any):

Address:

55 PARKSIDE ROAD

WATFORD

UNITED KINGDOM

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Large empty rectangular box for disclosure details]

**LEPTON C E PRE-SCHOOL**

England & Wales - Charity number 1112451

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# Accounts

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**Annual General Meeting**

**“Just for Fun” – Pre School, Nursery and Out of School Club Minutes**

**7.00 pm Wednesday 8th November 2023**

**Management members, staff, committee, parents and carers.**

<b><u>Committee</u></b>	
Carolyn Barlow - Secretary	
Sarah Rowbottom - Chairperson	
Davinia Simpson- Accounts/Manager	
<b><u>Staff</u></b>	
Elaine Cooper	
<b><u>Apologies</u></b>	
Jeannette Storrie	Kiera Riley
Tracey Nutton	Leanne Dyson
Emma Buckley	Emily Durie
Rebecca Smith	Marcia Coates
Karen Halksworth	

**Welcome and Apologies**

All welcomed by Carolyn and apologies noted. Meeting was opened to all parents and carers, supporters, staff, and committee members.

**Previous minutes approved by all committee members**

**Election of Chairperson, Secretary, and other committee members**

CB remains employed Secretary

Sarah Rowbottom remains as Chairperson proposed by DS and CB. Will stand for a further year.

CB and SR confirmed other committee members.

**Manager’s Report**

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It’s been a successful year and records have been exceeded. Financially this has been our most successful year, thanks to the introduction of Nursery and most of our day care sessions being full.

Nursery ran efficiently and with little input from myself as the team were motivated, eager to teach and recognised children’s individual needs pushing them to succeed. Parents voiced their praise and happiness with the setting and staff. The teams’ well-deserved recognition came in September 2023 when the Reception Teacher and Head of school commented on how well the children had settled into their new class and how much easier their jobs had been as the children moved confidently around school and were already aware of established routines. They were well mannered and keen to continue their learning. A well-deserved pat on the back for the team and proud moment.

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As Keira approaches the end of her Level 3 educator course, I am confident that she will pass her End Point assessments (Oral exams) and we will be celebrating her success at our Christmas Party 2023.

My health took a decline at the beginning of June 2023 which resulted in an appendectomy. I would like to thank Elaine and Leanne for stepping into my shoes and allowing me the time to recover. They did a fabulous job and allowed me the time I needed to recover. I couldn’t wish for better deputies.

As a manager I am really lucky to have such a fantastic staff team. The staff are all passionate about their roles and always go above and beyond, I genuinely don’t have enough words to express how much I value and praise each of you for your hard work, dedication and commitment.

This academic year, my aim is to concentrate on training and expanding the staff’s knowledge in order to enrich their roles, recognise individual needs and provide more specific learning opportunities. This will also enhance our chance of remaining an outstanding setting when OFSTED come to visit.

### **Finance Report- by Davinia Simpson**

#### **YEAR - 1<sup>ST</sup> September 2022 – 31<sup>ST</sup> August 2023**

The final accounts are circulated to all attending the AGM. The accounts are currently being externally audited by Mr Steve Conley of Waterloo Road, Huddersfield.

Corporation tax has been submitted for the last few years and submission was successful.

#### **INCOME**

Our income for this financial year is £253,822.16 which is a massive increase on last year’s figures and the best income so far. We were offered the possibility of opening the nursery provision within the school setting, which proved super successful and attributed financially towards our sales figure. As parents and children become more confident in overcoming the COVID epidemic, we saw more children attending the baby room and preschool, which has helped to improve the cycle of children moving up in September 2023

#### **EXPENDITURE**

**Rent** – This figure doubled as we were using the lodge, bungalow and classroom. We also have the added benefit of school paying for utilities, internet and cleaners for the Lodge and Classroom within our rental charges.

**Wages** – Our Wages figure has increased this year due to additional staff to cover ratios across 3 x settings and the substantial wage increase of 9.5% which in turn increased national insurance contributions and pension contributions.

**Refreshments, Activities, Stationery, Telephone, Internet** – The menu remained simplified as this helps staff remain focussed upon the children. The more children attending, the more refreshment costs increase. Spend on activities was kept minimal. Stationery has been significantly reduced as we

are using a cheaper ink in the printers and we are no longer printing out registers as we are able to use the FAMILY system to log children in and out.

**Utilities** – This figure has significantly increased in line with national price increases.

**Insurance & Professional Fees** – Paid to the PLA to cover Public Liability, ICO, OFSTED Registration, Auditors fees & DBS Checks.

**Equipment** – This figure was significantly lower this year as last years had included baby room costs. This figure includes extra desks for lodge and nursery and also some furnishings for Nursery. Leanne also needed a new computer as hers was unrepairable.

**Training** –We continue to use Noodle Now which is an online training package. It provides up to date courses applicable for childcare in our setting.

**Uniform costs** – This figure represents uniform ordered for September 2022 & September 2023, therefore two sets of uniform costs for the staff and also uniform for nursery children, which we currently have in stock.

**Dinner Monies** – These costs relate to the cost of school lunches, which some families prefer and which are paid to school but are difficult to distinguish on invoices to cross reference the costs.

**Maintenance** – This figure relates to cleaning, cleaning products and maintenance of the gardens. Minimal costs due to reduced income and budget despite increased cleaning.

**Bad Debts Provision** – This figure has been abolished this year due to the minimal level of bad debtors and the continued monitoring and timely action taken.

## PROFIT & LOSS

INCOME	2023	2022	2021	2020
FEES	253,822.16	£155,262.37	£135,402.98	£124,621.04
	<b>253,822.16</b>	<b>£155,262.37</b>	<b>£135,402.98</b>	<b>£124,621.04</b>
<b>EXPENDITURE</b>				
RENT	-6,750.00	-£3,000.00	-£3,000.00	-£3,000.00
WAGES	-176,088.08	-£127,863.49	-£114,478.12	-£100,007.86
REFRESHMENTS	-9,107.73	-£6,543.03	-£5,381.67	-£5,280.22
ACTIVITIES	-1,076.99	-£656.47	-£890.86	-£1,240.72
STATIONERY, TELEPHONE & INTERNET	-2,171.15	-£582.08	-£1,719.62	-£1,926.99
COMPUTER SOFTWARE	-2,351.00	-£2,664.76	-£503.97	£0.00
INSURANCES & PROFESSIONAL FEES	-3,751.89	-£563.00	-£1,838.37	-£2,151.08
EQUIPMENT	-4,612.03	-£7,484.74	-£1,118.58	-£3,759.49

UTILITIES	-3,914.31	-£2,240.05	-£1,254.52	-£1,806.82
TRAINING	-627.45	-£345.33	-£1,048.28	-£1,220.75
UNIFORM COSTS	-1,289.61	-£1,096.98	-£308.04	-£63.84
MAINTENANCE & GARDENING	-1,151.83	-£1,225.65	-£1,432.29	-£4,118.10
CLEANING	-1321.04	-£982.49	-£2,431.90	£0.00
SCHOOL LUNCHESES	-1843.10			
FUNDRAISING	0.00	£285.35	£0.00	£0.00
ACCRUALS	-37 756.83	-£300.00	£0.00	£0.00
MISCELLANEOUS - E COOPER	0.00	-£0.01	£0.00	£0.00
INTEREST ACCRUED SEP20-AUG21	0.00	£0.81	£4.02	£0.00
	<b>-253,813.04</b>	<b>-£155,261.92</b>	<b>-£135,402.20</b>	<b>-£124,575.87</b>
PROFIT	£9.12	£0.45	£0.78	£45.17

### **Chairpersons Report**

Another year on and we have continued to grow and thrive with Vini and her wonderful crew. We are now starting to show the benefits of holding on tight during a couple of difficult years. We have been sensible in our spending and have kept our loyal team of staff on board through training, remuneration and teamwork.

The adaptations made by the team, working alongside school needs during the last two years, has ensured that we were ready to expand our offer to take on new children and their families at younger ages and stages. This in turn has enabled us to increase our income whilst re-investing in premises, equipment, and staff.

We have a thriving nursery, including even smaller people, darting around in their cute uniform and learning through play, which is key for early years and what JFF is all about.

We've had another successful year of out of school club, and the lodge had a bit of a facelift which we know personally that the children love. We continue to use both the Lodge and Bungalow to suit the variety of age groups.

Our babies are thriving playing in their area and learning all sorts of social skills which is just lovely to see. Staff are continuing to adapt their practices and confidence has grown with these tiny ones.

Holiday club has run again this year and is vital for working parents so please continue to use it so that we can keep it enjoyable and viable for the children.

We've continued to keep on top of our mandatory training and other training and support offered. We requested Local Authority Specialists audits to make sure we are on track, did specific training tailored to needs of individual children and development for staff such as our apprentice Kiera who should complete her level three at Christmas.

There are financial challenges for JFF, wages, NI, running costs of the bungalow, the lodge, and the nursery room in nursery and the very high increase in cost of living, fuel and wages. We are not alone in these times as a charity and indeed as individuals. We do have the use of our reserves for a variety of different things. We have been able to rebuild some of our reserves this year so that we are better placed should another rainy day come along!

I would like to take this opportunity to thank you for your support for JFF. We are always looking out for new committee members.

Let's keep being great, supporting each other and giving all the children under our care the best start and opportunities in life. We really value the role we have. The team are incredible, and I thank them from me also as a parent.

**AOB**

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Christmas party time is booked both for the children and staff. Look out for details of when Santa is visiting the setting.

Meeting closed 8.00pm

**Signed**

**Sarah Rowbottom** – Chairperson..... Date 1<sup>st</sup> December 2023

**Carolyn Barlow** - Secretary ..... Date 1<sup>st</sup> December 2023

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Meeting closed 8.00pm

**Signed**

**Sarah Rowbottom** – Chairperson..... Date 1<sup>st</sup> December 2023

**Carolyn Barlow** - Secretary ..... Date 1<sup>st</sup> December 2023



Section A

Independent Examiner's Report

Report to the trustees

LEPTON CE PRE-SCHOOL JFF O.O.S. CLUB

On accounts for the year ended

31<sup>st</sup> AUGUST 2023

Charity no (if any)

Set out on pages

[ ]

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYY.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

[Signature]

Date: 16/11/23

Name:

STEPHEN ALAN CONLEY

Relevant professional qualification(s) or body

RETIRED BANK OFFICIAL

Oct 2018



Section A Independent Examiner's Report

Report to the trustees LEPTON CE PRE-SCHOOL JFF O.O.S. CLUB

On accounts for the year ended 31st AUGUST 2023 Charity no (if any)

Set out on pages (remember to include the page numbers of additional pages)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

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I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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\* Please delete the words in the brackets if they do not apply.

Signed: [Signature] Date: 16/11/23

Name: STEPHEN ALAN CONLEY

Relevant professional qualification(s) or body RETIRED BANK OFFICIAL.

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Large empty rectangular box for providing details of items to disclose.

**LEPTON C E PRE-SCHOOL**

England & Wales - Charity number 1112451

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# Accounts

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## Annual General Meeting

### "Just for Fun" – Pre School, Nursery and Out of School Club Minutes

7.00 pm Wednesday 9th November 2022

Management members, staff, committee, parents and carers.

<b><u>Committee</u></b>	
Carolyn Barlow - Secretary	
Sarah Rowbottom - Chairperson	
Davinia Simpson- Accounts/Manager	
<b>Staff</b>	<b>Parents/Carers</b>
Emily Durie	Becky Gregson-Flynn
Rebecca Smith	Twinkle Barla
Tracey Nutton	Rebecca Nicholas
Leanne Dyson	
<b>Apologies</b>	Katie Fallas
Emma Buckley	Jeannette Storrie
Kiera Riley	Matthew Nutton
Elaine Cooper	Ellen Pearson

### **Welcome and Apologies**

All welcomed by Carolyn and apologies noted. Meeting was opened to all parents and carers, supporters, staff, and committee members.

### **Previous minutes approved by all committee members**

### **Election of Chairperson, Secretary, and other committee members**

CB remains employed Secretary

Sarah Rowbottom remains as Chairperson proposed by DS and CB. Will stand for one further year only.

CB and SR confirmed other committee members:

Davinia Simpson: Davinia proposed that we progress a fund-raising subcommittee involving parents and carers and this was agreed.

### **Manager's Report**

Ladies and gentlemen, I cannot believe it's a year since we sat around this table wondering what the next 12 months may bring and if we would survive. On reflection it's been a long year and as usual we've had our dose of curve balls, we've all worked long hours, been exhausted, laughed and cried but most importantly kept picking each other up!

We entered the academic year with a new baby area and received our first baby within a few weeks and currently have 6 babies on roll. If I can remind you the reasons, we made changes to the building and younger age was due to school opening their nursery setting for 30 hours which had a dramatic effect upon our financial position, afternoon numbers and potentially staffing.

December brought the news that school had made the decision to close their nursery provision as it was no longer financially viable due to low numbers. This opened doors for us and the opportunity to run the nursery but how and where could we teach the children? At one point the discussion of a double decker going in the garden area!! Luckily a spare classroom in school answered our prayers.

With the news of the closure, sadly school redundancies were being made and we have been extremely lucky in securing jobs for Emily & Rebecca, who have a wealth of knowledge of working & teaching nursery aged children. I would like to welcome them formally to the team and thank them for their assistance and planning behind the scenes. You are both fabulous.

Congratulations to Keira who successfully passed her level 2 childcare educator course after a lengthy time waiting for her PPA (oral examination) Keira began her Level 3 course in May 2022.

As a manager I am really lucky to have such a fantastic staff team.

My deputies Leanne & Elaine continue to keep me routed & sane! They listen to me whinge, rant & catch me when I fall. They are always willing to share their knowledge and help me to make informed decisions, I couldn't wish for better deputies. So a big thank you to you both...love you.

Emma, Tracey, Nettie, Katie, Hannah are all passionate about in their roles and always go above and beyond to deliver quality learning experiences to the children.

I genuinely don't have enough words to express how much I value and praise each one of you for your hard work, dedication, and commitment.

You are all superstars and deserve huge applause.

## **Finance Report- by Davinia Simpson**

### **YEAR - 1<sup>ST</sup> September 2021 – 31<sup>ST</sup> August 2022**

The final accounts are circulated to all attending the AGM. The accounts are currently being externally audited by Mr Steve Conley of Waterloo Road, Huddersfield.

Corporation tax has been submitted for the last couple of years and submission was successful.

## **INCOME**

Our income for this financial year is £155 262.37 which is an increase on last year's figures but still far from where we would like them to be, particularly looking at figures for 2019. The beginning of the year looked glum as we were still overcoming covid restrictions and the school had decided to open their nursery provision longer to accommodate 30 hour children. Since February 2022 we have seen restrictions lift and normal life resume. This has helped to increase our numbers. We also reduced our age intake to take in 6-month-old babies to fill the baby room and have a continuation of children who will be moved up through our setting, dependent upon age and capacity.

## **EXPENDITURE**

**Rent** – This figure remains the same this year

**Wages** – Wages figure has increased this year due to staff resuming contracted hours and the knock-on effect of a substantial 6.5% minimum wage increase which has also affected an increase in National Insurance and pension contributions.

**Refreshments, Activities, Stationery, Telephone, Internet** – The menu remained simplified as we found this allowed staff to spend more time with children and chosen meals were being eaten with some encouragement. Spend on activities was kept minimal and staff were asked to use available resources. Stationery has been significantly reduced using cheaper resourced inks and we no longer need to print registers as we use Ipads and the Family system to log children in and out.

**Utilities** – This figure has significantly increased in line with national price increases.

**Insurance & Professional Fees** – Paid to the PLA to cover Public Liability, ICO, OFSTED Registration, Auditors fees & DBS Checks.

**Equipment** – This figure looks high at £7484.74. It includes all bills associated with the new baby room/bungalow alterations and new equipment. Some of these costs were subsidised by the school contribution and grants.

**Training** – We continue to use Noodle Now which is an online training package with up-to-date courses applicable for childcare and our setting

**Uniform costs** – This figure represents uniform ordered and budgeted in the previous year as was delivered and paid for late.

**Maintenance** – This figure relates to cleaning, cleaning products and maintenance of the gardens. Minimal costs due to reduced income and budget despite increased cleaning.

**Bad Debts Provision** – This figure has been abolished this year due to the minimal level of bad debtors and the continued monitoring.

## PROFIT & LOSS

INCOME	2022	2021	2020	2019
FEES	£155,262.37	£135,402.98	£124,621.04	£174,969.17
	<b>£155,262.37</b>	<b>£135,402.98</b>	<b>£124,621.04</b>	<b>£174,969.17</b>
<b>EXPENDITURE</b>				
RENT	-£3,000.00	-£3,000.00	-£3,000.00	-£3,000.00
WAGES	-£127,863.49	-£114,478.12	-£100,007.86	-£144,314.12
REFRESHMENTS	-£6,543.03	-£5,381.67	-£5,280.22	-£9,227.76
ACTIVITIES	-£656.47	-£890.86	-£1,240.72	-£2,612.92
STATIONERY, TELEPHONE & INTERNET	-£582.08	-£1,719.62	-£1,926.99	-£2,580.95
COMPUTER SOFTWARE	-£2,664.76	-£503.97	£0.00	£0.00
INSURANCES & PROFESSIONAL FEES	-£563.00	-£1,838.37	-£2,151.08	-£2,334.58
EQUIPMENT	-£7,484.74	-£1,118.58	-£3,759.49	-£1,710.33
UTILITIES	-£2,240.05	-£1,254.52	-£1,806.82	-£1,685.12

TRAINING	-£345.33	-£1,048.28	-£1,220.75	-£3,179.00
UNIFORM COSTS	-£1,096.98	-£308.04	-£63.84	-£711.00
MAINTENANCE & GARDENING	-£1,225.65	-£1,432.29	-£4,118.10	-£3,606.78
CLEANING	-£982.49	-£2,431.90	£0.00	£0.00
FUNDRAISING	£285.35	£0.00	£0.00	£0.00
ACCRUALS	-£300.00	£0.00	£0.00	£0.00
MISCELLANEOUS - E COOPER	-£0.01	£0.00	£0.00	£0.00
INTEREST ACCRUED SEP20-AUG21	£0.81	£4.02	£0.00	£0.00
	<b>-£155,261.92</b>	<b>-£135,402.20</b>	<b>-£124,575.87</b>	<b>-£174,962.56</b>
PROFIT	£0.45	£0.78	£45.17	£6.61

### **Chairpersons Report**

Another year on and Vini has continued to steer the ship fantastically with her wonderful crew. For the first time in a couple of years we have had a much more normal academic year. If we look back to 2020 as to what you've had to do to keep yourselves and children safe it makes you nod, makes you feel proud and makes you feel -yes, we did it!

There have been some external factors within school that have required Vini and team to adapt, but all I can say is wow! Through the difficult times of school JFF has recruited 2 amazing staff from school who have just blended in and brought with their bubbly and caring nature.

We have a thriving nursery of little humans darting around in their cute uniform learning through play, which is key for early years and what JFF is all about.

We've had another successful year of out of school club, which I know personally that the children love. A simple change of flooring and tables in the lodge has transformed it - who would have thought! This makes the practicalities of cleaning it so much easier for you (and school).

Our babies munching lunch in high chairs and playing in their area is just lovely to see. It is acknowledged that this has been a significant change and staff have had to, and are continuing to adapt their practices and confidence with these tiny ones, keep going.

We've had a cracking summer at holiday club with good numbers. Holiday club is vital for working parents so please continue to make it fun and varied.

We've continued to keep on top of our mandatory training and a special mention to Keira for completing her level 2 and continuing to work towards her level 3. It really is wonderful to be able to have an ex-pupil of the school flourish during her apprenticeship under the wings of the team with nurture and support. Thank you.

There are financial challenges for JFF, wages, NI, running costs of the bungalow, the lodge, and the nursery room in nursery. We are not alone in these times as a charity and indeed as individuals. We do have the use of our reserves for a variety of different things.

As you will be aware I've been fairly quiet in the role of chair, but I can assure you Vini does contact me to discuss things. I would like to take this opportunity to thank you for my time at JFF. Unless you have anyone here tonight that would like to take on the role I am happy to continue for one more year. Therefore, please take this as the longest notice period possible that at your AGM for 2023 you will need to acquire a new chair.

Let's keep being great, supporting each other and giving all the kiddies under our umbrella the best start and opportunities in life. We really are the foundations of so many lives more than we could possibly measure. You guys are incredible. Thank you does not cover it.

**AOB**

We were thankful for the grants last year which have enabled us to make necessary changes to adapt for the younger intake, (the Community Grant from the Almondbury Ward and the General Grant from Kirkburton Parish Council).

Christmas party time is approaching, and we will be contacting people soon with arrangements.

Meeting closed 7.50pm

**Signed**

**Sarah Rowbottom** – Chairperson..... Date 12<sup>th</sup> November 2023

**Carolyn Barlow** - Secretary ..... Date 12<sup>th</sup> November 2023

(if any):


Address:

55 Martlow Road
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Martlow
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Huamsville MD 21050
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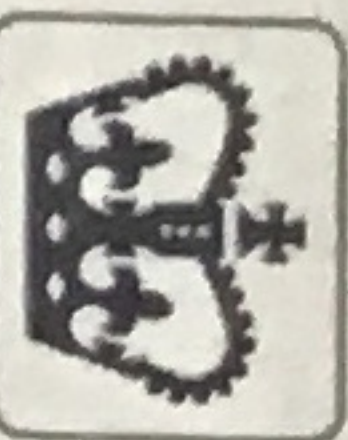
**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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Independent examiner's report on the  
accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
LEPTON CE PRE-SCHOOL STAFF CLUB

On accounts for the year  
ended

31<sup>ST</sup> AUGUST 2022

Charity no  
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the  
accounts in accordance with the requirements of the Charities Act 2011  
("the Act").

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed all the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to  
undertake the examination by being a qualified member of [insert name of  
applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have  
come to my attention in connection with the examination (other than that  
disclosed below \*) which gives me cause to believe that in, any material  
respect:

- the accounting records were not kept in accordance with section 130  
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements  
concerning the form and content of accounts set out in the Charities  
(Accounts and Reports) Regulations 2008 other than any requirement  
that the accounts give a 'true and fair' view which is not a matter  
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in this report 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:

28/2/23

Name:

STEPHEN ALAN CONLER

Relevant professional  
qualification(s) or body

RENTON BANK OFFICIAL

**LEPTON C E PRE-SCHOOL**

England & Wales - Charity number 1112451

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# Accounts

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## Annual General Meeting

### "Just for Fun" – Pre School, Nursery and Out of School Club Minutes

6.30pm Wednesday 10<sup>th</sup> November 2021

#### Management members, staff, committee, parents and carers.

<b><u>Committee</u></b>
Carolyn Barlow - Secretary
Sarah Rowbottom - Chairperson
Davinia Simpson- Accounts/Manager
<b><u>Staff</u></b>
Zoe Sloan
Elaine Cooper
Tracey Nutton
Leanne Dyson
Emma Buckley
Jeanette Storrie
Kiera Riley
<b>Apologies</b>
Katie Higgins
Zoe Youds

#### **Welcome and Apologies**

All welcomed by Carolyn and apologies noted. Meeting was opened to all parents and carers, supporters, staff, and committee members.

#### **Previous minutes approved by all committee members**

#### **Election of Chairperson, Secretary, and other committee members**

CB remains employed Secretary

Sarah Rowbottom remains as Chairperson proposed by DS and CB

CB and SR confirmed other committee members:

Davinia Simpson

Davinia proposed that we create a fund raising subcommittee involving parents and carers and this was agreed.

#### **Manager's Report**

When writing and reflecting upon the last twelve months, I have found it easier to break this report down into quarters as we have spent so much time stating 'Let's just get to the end of this week or month' due to COVID, its restrictions, isolation periods, a second wave and closure, staff leaving, changes to EYFS & many more unprecedented challenges

September-December 2020

September posed many challenges as we opened our doors and had to adapt to many changes in routines, procedures and maintaining bubbles. Whilst bearing in mind the mental and emotional

impact of COVID upon the children, we found that they were very receptive and settled well into a new version of normality. Parents also adapted well, and confidence grew in our new way of living.

October brought a meeting with school who explained that they would be offering 30 hours in nursery from September 2021. Whilst this had been premeditated, it still felt like a sting and looking at things negatively could have been devastating to the traditional preschool day, but a positive business plan was formed which would change our setting and bring us in line with other local nurseries. We also saw our 'Kirsti Higgins' begin working two days in the school nursery, a journey which would have dramatic consequences later in the year.

As the winter months progressed, the spread of COVID began to take its toll on staff and children as we saw an increase in positive cases, isolating families, and staff members.

Whilst December is a month for the children to be filled with awe & wonder, as adults we were battling with the unknown as Boris discussed Christmas or No Christmas as COVID continued to spread. The children had a great time within school and at the setting, enjoying festive activities within their bubbles. Vini adapted her persona to bring Santa to life whilst Leanne jumped into elf mode and we all ensured the kids made happy memories in a time of uncertainty.

#### January-March 2021

Happy New Year!! I'll never forget shouting at the TV which such anger when Boris closed schools for a second time having opened for just one day! The exception to the rule being that early year's settings could remain open, so due to demand from parents, it was agreed that staff hours would be reduced to oversee the running of the preschool day 9am-3.30pm. Again, we used the financial support of the government to pay wages.

#### March-July 2021

Schools returned and with the roll out of the vaccine programme we slowly began to return to some form of normality as bubbles were dissolved, siblings no longer needed to isolate, outdoor activities were encouraged, and larger gatherings began to take place.

We delivered a successful open day in June 2021 which allowed new families to come and visit the setting whilst meeting the staff and successfully enrolled some new children including the first of our babies.

Radical changes within the EYFS and adopting an online system called FAMLY brought lots of learning, planning, teaching, and adapting our practice throughout the preschool setting. This FAMLY app has allowed us to communicate effectively with families, produce quality observations and assessments whilst planning next steps. In turn this has reduce workloads allowing staff to spend more time with the children and promoting learning through a variety of pedagogies.

Who said anything about having a break over summer? Yet again we challenged ourselves, lost a wall, gained new flooring, decorated, ran around like headless chickens, made more flatpack furniture than is currently stocked in IKEA and stressed over timescales and completion but guess what...WE DID IT!! What a fabulous transformation to the bungalow! Our baby room was all ready to welcome our new little ones.

The JFF crew are a tight team who are very much a loving family and feel the pain when others are hurting. This year, there have been some traumatic life changing occurrences with the passing of Micheal, Leannes brother at Christmas, shortly followed by James, Tracey's Son in May. My pure

admiration goes to both Leanne & Tracey as they have bravely mourned lost ones whilst maintaining professionalism and decorum within their roles.

Sadly our 'Kirsti Higgins' was successful in securing a job within school and informed us she would be leaving at the end of the academic year which made us all sad, but we wish her all the luck and know she will shine in her new role.

September welcomed another apprentice, Zoe Youds and also Zoe Sloan who is Level 3 qualified. Keira has successfully come to the end of her Level 2 and preparing for her EPA before beginning her Level 3

As a manager I am lucky to have such a fantastic staff team, Leanne is my right arm & Elaine is my left arm, they prop me up on bad days, they listen to me whinge or rant, they help to make informed decisions, I couldn't wish for better deputies. The whole staff team bring knowledge and experience which they are happy to share and guide decisions. The staff are compassionate about their roles and always go above and beyond to deliver quality learning experiences to the children. I genuinely don't have enough words to express how much I value and praise every one of you for your hard work, dedication, and commitment.

You are all superstars and deserve a huge applaud.

## **TREASURERS REPORT by Davinia Simpson**

### **YEAR - 1<sup>ST</sup> September 2020 – 31<sup>ST</sup> August 2021**

The final accounts are circulated to all attending the AGM. The accounts are currently being externally audited by Mr Steve Conley of Waterloo Road, Huddersfield.

Corporation tax has been submitted for the last couple of years and submission was successful.

## **INCOME**

Our income for this financial year is £135402.98 which is an increase on last year's figures but still far from where we would like them to be, particularly looking at figures for 2019. We have faced periods of closure due to COVID over the financial period which saw us opening part time to early years children. This enabled us to continue claiming funding for children aged 2–4-year-olds and the government helped by subsidising staff wages.

We were also successful in applying for discretionary business grants available via the council and awarded £13248.86

## **EXPENDITURE**

**Rent** – This figure remains the same this year

**Wages** – Wages remained low as staff were given their minimal contract hours and overtime kept to a minimal throughout the year. Wages were substituted by the government from January 2021–March 2021 whilst JFF topped up wages by 20%.

**Refreshments, Activities, Stationery, Telephone, Internet** – The menu was simplified to allow staff the additional time needed to keep children in required bubbles and safe. On evaluating the new menu, we found that it allowed staff to spend more quality time with the children whilst reducing the costs significantly. Spend on activities was suspended and staff were asked to use available resources.

We had to purchase a new printer in January 2021 and have been using cheaper inks which prove more efficient and cost effective.

**Utilities** – This figure decreased due to shorter periods being spent in the bungalow and we received a rebate from the previous year due to overpayment.

**Insurance & Professional Fees** – Paid to the PLA to cover Public Liability, ICO, OFSTED Registration, Auditors fees & DBS Checks.

**Equipment** – this figure was kept minimal to reduce spend.

**Training** – We continue to use Noodle Now which is an online training package with up-to-date courses applicable for childcare and our setting

**Uniform costs** – This figure represents uniform ordered and budgeted in the previous year as was delivered and paid for late.

**Maintenance** – This figure relates to cleaning, cleaning products and maintenance of the gardens. Minimal costs due to reduced income and budget despite increased cleaning, had washing etc due to COVID.

**Bad Debts Provision** – This figure has been abolished this year due to the minimal level of bad debtors and the continued monitoring.

<b>PROFIT &amp; LOSS</b>			
<b>INCOME</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
FEES	£135,402.98	£124,621.04	£174,969.17
	<b>£135,402.98</b>	<b>£124,621.04</b>	<b>£174,969.17</b>
<b>EXPENDITURE</b>			
RENT	-£3,000.00	-£3,000.00	-£3,000.00
WAGES	-£114,478.12	-£100,007.86	-£144,314.12
REFRESHMENTS	-£5,381.67	-£5,280.22	-£9,227.76
ACTIVITIES	-£890.86	-£1,240.72	-£2,612.92
STATIONERY, TELEPHONE & INTERNET	-£1,719.62	-£1,926.99	-£2,580.95
COMPUTER SOFTWARE	-£503.97	£0.00	£0.00
INSURANCES & PROFESSIONAL FEES	-£1,838.37	-£2,151.08	-£2,334.58
EQUIPMENT	-£1,118.58	-£3,759.49	-£1,710.33
UTILITIES	-£1,254.52	-£1,806.82	-£1,685.12
TRAINING	-£1,048.28	-£1,220.75	-£3,179.00
UNIFORM COSTS	-£308.04	-£63.84	-£711.00
MAINTENANCE & GARDENNING	-£1,432.29	-£4,118.10	-£3,606.78
CLEANING	-£2,431.90	£0.00	£0.00
INTEREST ACCRUED SEP20-AUG21	£4.02	£0.00	£0.00
	<b>-£135,402.20</b>	<b>-£124,575.87</b>	<b>-£174,962.56</b>
PROFIT	£0.78	£45.17	£6.61

### **Chairpersons Report**

What a year! But a year for us to be so proud of!

I'd like to thank everyone for coming this evening and for the dedication of staff this last year. I will come back to staffing later in my report.

Going back to September 2020 we hadn't been in the setting since March 2020! When we could we had a productive week of painting, cleaning, tidying, sorting, jet washing the list goes on we all mucked in where and when we could. The exciting part for me out of this was getting the outside tap installed, a much needed utility for the outside area.

In September 2020 we opened our Just For Fun doors to our children of the setting with a lovely balloon structure, that each child had their photo taken with, we took temperatures recorded temperatures, washed hands etc parents weren't allowed in, visitors wore masks, it was the most unusual times I think we will ever have at JFF.

Vini lead the team amazingly her planning and prepping was tireless. We supported a very protracted settling in phase for school with reception children starting their first day on the 30<sup>th</sup>

September, we know this was invaluable to parents who had to bridge the child care gap. Just one of many examples of seeing Vini and the setting adapting to support children.

Between you all you made the children feel settled and safe after being home for so so many long months.

We opened our doors to holiday club in October which was warmly welcomed by parents who needed to work.

The term up to Christmas you brought some fun and normality to the children in Christmas activities. Leanne dedicated her time and resources to making goodies to sell for the much-needed fundraising pot. She made hot chocolate reindeer cones and Santa beard calendars. Thank you, Leanne, for your creativity and hard work here.

We provided a Christmas holiday club with a Christmas movie and PJ Day a cosy and relaxing day for children.

4<sup>th</sup> January 2021 we all returned to school, feeling a tad glum after Christmas and some sadness and perhaps with bated breath at what Boris might say come 8pm that night. As we all remember it, we went into another lock down. Emotions running high. Vini did what Vini does best she sprang into action that evening by contacting school and parents. Sadly, another sleepless night for Vini.

It was felt that Just For Fun needed to stay open. On one hand it was a simple decision if we closed our doors once more it is highly likely we would not be sat here today celebrating our AGM. We would not have survived. On the other hand, we wanted to protect the setting and children from the virus and do what was classed the right thing as being at home. We decided to open for the under 5's only on a shorter day 9 -3.30. We used the furlough scheme legally and to our advantage and had staff put on part furlough. Without our team coming into work and supporting this we would not have been able to survive. I cannot acknowledge enough the sacrifice our team made during the extremely uncertain times in coming into work. Thank you.

We returned to a more normal setting when lockdown was eased in March 2021. Again, the team all just got on with things - all wanting the same goal of giving our children in this setting an outstanding quality to their little lives.

Easter seemed to come upon us quite quickly and our Leanne got her creative head on once more and got super giddy about easter craft packs for children to take home. Cute little bears to name a few her creativity and enthusiasm again helped fill up our fundraising pot.

At this time, we knew that we had some serious work to do in order to sustain our future. School had announced that they were changing their early years provision and offering 30 hours to parents. This was to have a big impact on JFF.

We had to go into survival mode. We needed to start taking in 12-month-old babies. But how, space, staffing etc? It was a scary time behind the scenes. It seemed a huge mountain to climb after and or still during covid. In true Vini style she embraced it all. She rolled up her sleeves and came up with solutions. We looked at extending the building, moving Vini and Leanne out of the office into a metal shipping container, building upwards, getting an old bus and putting that in the garden area the options discussed were endless. We finally settled on knocking a wall down. Vini was like a whirlwind. She liaised with school as they own the building, she got building quotes in, she jobbed Carolyn with getting on with applying for grants and bids as well as Vini putting in a successful bid for a business grant.

And because this was not enough to be going on Vini suggested a fun day to get JFF on the local map. Again, Vini had the vision and enthusiasm and can-do attitude. Well, what a success it was. It was not about raising money simply putting us on the map in the local community. We raised over £600 and Vini secured new parents wanting their little 12-month-old babies to start with us in September when we'd not even started on the building work for parents to see!

Then in July this 4 ft wonder just seemed to perfectly project manage everything to turn the building around from the old building to this wonderful fresh new look building. She organised flooring, joiners, builders, plumbers, electricians, painters, ordering furniture, liaising with school, calling in favours. She was constantly finding solutions. She was determined that the work would be done, and that holiday club would not run for the last week of the school holidays to give staff some re energising time ready to hit the ground running in September 2021. And blooming heck she did it with bells on we've babies in highchairs, cots, a washing machine, tumble dryer new storage, and a much needed re vamp of the office to name but a few things. Never underestimate this lady.

Absolutely this would never have happened without each one of you supporting. You are what makes this setting not only Fun but outstanding and what it is, and no one can take that away from you. You pull together, you came back last September and welcomed Keira with warm open arms. A child herself who had gone through a crazy year 11 at school, not doing GCSEs. The setting had not had an apprentice in a while you have made her feel like part of the family. Coming from a large public sector organisation where people can become lost in the numbers this makes me really proud of you all.

I do want to acknowledge that as a staff group and putting covid to one side there has been some traumatic and deeply sad personal circumstances happen that are life changing and without going into detail you have astounded me. You have many more difficult waves to ride but I know that you have the support here at any time within JFF to help you if you need it. Not forgetting that all of us have family commitments, children, elderly parents, and life in general to get through. We do appreciate and acknowledge that some days it is really hard to come into work, thank you.

We have welcomed both Zoe's to the setting. Zoe S has come to us with many years of childcare experience and has just slotted in. Zoe Y has commenced with us on her apprentice and is building her confidence within the setting and children.

We did lose a fabulous practitioner in July 2021. Kirsty had worked with us for many years and was wonderful with the children. We had a lovely send off and we wish her well in her new adventures over in school, and it's still nice to see her face around the school.

Vini has continued to be an amazing asset to the setting. She works so hard with our vulnerable children and families, working tirelessly with school, social services, specialists and using her passion and background of social services. I feel this is particularly poignant to acknowledge this very emotional side of the role this week as this week should have been Victoria Columbia's 30<sup>th</sup> birthday. Yes 30<sup>th</sup> birthday. We all have a role and responsibility to play in ensuring all our children in this setting are the centre and holistically cared for by all of us.

Moving forward I would like us to continue to be an outstanding setting with staff that have the attitude and skills to keep children safe, engaged, and keen to come each day. We need staff that can effectively liaise with parents who have questions and concerns, staff that do want to keep up to date, adapt with the times, use their initiatives, and try new things. Let keep being creative it's so important.

It would be nice for the future to open our doors to 9-month-old babies when the time is right. It would be nice to provide some further flexibility for parents with the session times across the board from 7.30-6pm. We need to continue putting ourselves on the map, reminding the local community who we are and where we are and that we are not just here for school we are here 7.30-6pm including school holidays.

Sarah Rowbottom

**AOB**

We were thankful for the grants which were awarded this year. The Community Grant came through the Almondbury Ward and the General Grant from Kirkburton Parish Council. Without these we would not have been able to open to babies and toddlers this Autumn thus extending our offer to the community.

Meeting closed 8.30pm

**Signed**

**Sarah Rowbottom** – Chairperson..... Date .....

**Carolyn Barlow** - Secretary ..... Date .....

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**LEPTON C E PRE-SCHOOL**

England & Wales - Charity number 1112451

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# Accounts

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## Annual General Meeting

### “Just for Fun” – Pre School, Nursery and Out of School Club Minutes

9.30am Thursday 5<sup>th</sup> November 2020

#### Management members and virtual dial in for staff, committee, parents and carers.

<b><u>Committee</u></b>
Carolyn Barlow - Secretary
Sarah Rowbottom - Chairperson
Davinia Simpson- Accounts/Manager
<b><u>Staff</u></b>
Kirsti Higgins
Elaine Cooper
Tracey Nutton
Leanne Dyson
Emma Buckley
Jeanette Storrie
Kiera Riley
Katie Higgins
Marcia Coates

#### **Welcome and Apologies**

All welcomed by Carolyn and apologies noted. Meeting was opened to all parents and carers, supporters, staff and committee members. Link offered to remote attendees.

#### **Previous minutes approved by all committee members**

#### **Election of Chairperson, Secretary and other committee members**

CB remains employed Secretary

Sarah Rowbottom remains as Chairperson

CB and SR confirmed other committee members:

Davinia Simpson

#### **Manager’s Report**

What a first year as a manager!! There have been many ups and downs mentally, physically, and emotionally. A new role and returning to studying felt challenging, but nobody could have predicted the latter half of the year, a lockdown, a pandemic, six-month closure and financial obstacles.

The lockdown could have financially destroyed us but thanks to a careful long-term reserves practice and the furlough scheme introduced by the government, (which helped with 80% of the staff wages,) we were able to pay the additional 20% ensuring that staff were paid full wages in lockdown until the end of August.

We are thankful to have such a fantastic staff team, each member brings knowledge and experience which they are happy to share and help to guide decisions. The staff are passionate about their roles and always go above and beyond to deliver quality learning experiences to the children. It is true that we are undervalued together with other nursery settings and often referred to as ‘babysitters’ but I

want to say how much I value and praise each and every one of the team for their hard work, dedication and commitment. They are all superstars and deserve applause.

We have successfully recruited an Apprentice this year and welcome Kiera to the team. Kiera used to attend the setting and school as a youngster, and we look forward to watching her blossom. The Apprenticeship is overseen by Woodspeen training, who will support Kiera to complete her Level 2 & 3 Early Years Educator Course.

The next 12 months are going to be a trying period as we face uncertainty over COVID-19, potential lockdowns, low numbers and limited finances. I ask that we all come together to aid our survival and continuation. I have faith in all of you and we will succeed.

*'Tomorrow is a good day' Captain Sir Tom Moore 2020*

## **TREASURERS REPORT by Davinia Simpson**

### **YEAR - 1<sup>ST</sup> September 2019 – 31<sup>ST</sup> August 2020**

The final accounts are circulated to all attending the AGM. The accounts are currently being externally audited by Mr Steve Conley of Waterloo Road, Huddersfield.

Corporation tax has been submitted for the last couple of years and submission was successful.

We had to review our fees due to wage & pensions contributions increasing in line with national requirements and expanding prices on everyday products such as food, gas, electricity. The increase became effective from beginning of September 2020 when we re-opened after the COVID-19 closure.

### **INCOME**

Our income for this financial year is £12 4575.87 which has decreased since last year due to closure of setting for 6 months. Kirklees Local Authority agreed to continue paying funding for 2-4 year olds and this assisted with overheads and wages. Considering the closure and prolonged lockdown period we have been worked hard as a charity to break even.

### **EXPENDITURE**

**Rent** – This figure remains the same this year

**Wages** – Wages were substituted 80% by the government from March 2020 – August 2020 whilst JFF topped up wages by 20%. Staff wages remained consistent over the closure period as holiday clubs and overtime were unable to be claimed.

**Refreshments, Activities, Stationery, Telephone, Internet** –All of these figures are lower than originally anticipated with some costs suspended due to the closure.

**Utilities** – This figure is increased due to prices being higher. Our Secretary carried out a price comparison search and found that we are currently on the best tariff.

**Insurance & Professional Fees** – Paid to the PLA to cover Public Liability, OFSTED Registration, Auditors fees & DBS Checks.

**Equipment** – In preparation for opening the setting with new COVID-19 regulations, we used a proportion of unspent budget to erect an outdoor learning area which is covered and can be accessed all year round. We also created a handover shelter on the doorstep for parents.

**Training** –We continue to use Noodle Now which is an online training package with up-to-date courses applicable for childcare and our setting

**Uniform costs** – Uniform was delivered late this year therefore the accounts do not reflect the costs associated as these were processed in October 2020.

**Maintenance** – This figure relates to cleaning, cleaning products and maintenance of the gardens. Increased costs have been incurred due to inflation of goods and new COVID-19 guidelines which has seen the setting using new products and enhanced cleaning regimes.

**Bad Debts Provision** – This figure has been abolished this year due to the minimal level of bad debtors and the continued monitoring.

<b>PROFIT &amp; LOSS</b>		
<b>INCOME</b>	<b>2020</b>	<b>2019</b>
FEES	124,621.04	£174,969.17
	<b>124,621.04</b>	<b>£174,969.17</b>
<b>EXPENDITURE</b>		
RENT	-3,000.00	-£3,000.00
WAGES	-100,007.86	-£144,314.12
REFRESHMENTS	-5,280.22	-£9,227.76
ACTIVITIES	-1,240.72	-£2,612.92
STATIONERY, TELEPHONE & INTERNET	-1,926.99	-£2,580.95
INSURANCES & PROFESSIONAL FEES	-2,151.08	-£2,334.58
EQUIPMENT	-3,759.49	-£1,710.33
UTILITIES	-1,806.82	-£1,685.12
TRAINING	-1,220.75	-£3,179.00
UNIFORM COSTS	-63.84	-£711.00
MAINTENANCE	-4,118.10	-£3,606.78
	<b>-124,575.87</b>	<b>-£174,962.56</b>
PROFIT	45.17	£6.61

## **Chairperson's Report 2020**

Davinia's first full academic year in the role of Just for Fun Manager, and what a year it has been!

Davinia has completed her qualification in record time and now has her level 3 diploma. This has been achieved alongside getting to grips with a very demanding role as well as supporting her young family. Not many would have done this, all credit to you Davinia.

Looking back from September 2019. This was an unknown month as most Septembers are. In true Just for Fun spirit the whole team continued with care and enthusiasm and we got through it and continued to thrive with the children within our community.

We had several children in the setting with extra needs and with outside interventions. Just for Fun has worked with outside agencies whilst learning and sharing ideas. We always kept the children at the centre and allowed these children to flourish whilst in the setting.

Turnover of staff: we have seen Claire and Anna leave. Claire went to pursue a job at an alternative setting, and we thank Claire for leading the setting to Outstanding during her time as Manager.

Together with the whole world- Just For Fun's was turned upside down in March 2020 for the children, staff and parents. COVID 19 had struck the country. The setting closed, staff were furloughed, and children stayed home. This was an extreme but necessary measure to keep all staff safe. Davinia and Carolyn were not furloughed to keep the setting afloat in terms of the building, wages, ensuring the vulnerable children within the setting were still supported and safe whilst at home, as well as planning for a complex COVID-19 safe environment to return to. Davinia was in a lot of contact with staff meeting their needs during this turbulent time. This was a massive rollercoaster of understanding the latest and ever evolving guidance from Government. Davinia did this fabulously.

Davinia continued to have good working relationships with the school and this has been particularly useful in organising the keeping our children and staff safe upon their return in September.

Staff returned to work on the 7th September with a catch up on training and an update on new ways of working and caring. Our staff have been amazing in adapting. It has not been plain sailing but by working together and looking out for each other the team remains professional as always. Well done, this is what makes Just for Fun the place it is.

We did have an extra safeguarding Ofsted inspection in September 2020. Despite this maybe being seen as a negative Davinia took it onboard liaised with all, learnt from it and ensured staff were aware and trained ready to resume in September. This is incredibly positive. We are still an outstanding setting.

As a parent I still continue to support Just for Fun in all that they do for my children and other children.

We acknowledge that moving forward into 2021 and 2022 is likely to be one of the most challenging years Just For Fun has faced, but I look forward to my Chair report of 2021 to learn what we have overcome and achieved.

Sarah Rowbottom

**AOB**

We are limited though lockdown restrictions in fundraising activities but have a number of virtual get together and children's activities planned for the new school year.

Meeting closed 10.20am.

**Signed**

**Sarah Rowbottom** – Chairperson..... Date .....

**Carolyn Barlow** - Secretary ..... Date .....

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