

Annual General Meeting

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

9.30am Thursday 5th November 2020

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

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| <u>Committee</u> |
| Carolyn Barlow - Secretary |
| Sarah Rowbottom - Chairperson |
| Davinia Simpson- Accounts/Manager |
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| <u>Staff</u> |
| 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 - 1ST September 2019 – 31st 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.

| PROFIT & LOSS | | |
|----------------------------------|--------------------|---------------------|
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| INCOME | 2020 | 2019 |
| FEES | 124,621.04 | £174,969.17 |
| | | |
| | 124,621.04 | £174,969.17 |
| EXPENDITURE | | |
| 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 |
| | | |
| | -124,575.87 | -£174,962.56 |
| | | |
| | | |
| 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

