

## **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 Famly 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 Watmloo Road
Watmloo
Huamafelo 1105 04C

**Section B**

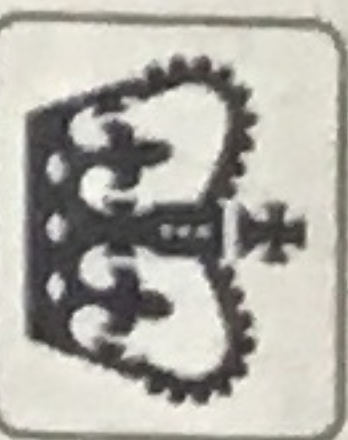
**Disclosure**

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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CHARITY COMMISSION  
FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

LEPTON CE PRG-SCHOOL STP OUS CLUG

On accounts for the year  
ended

31 AUGUST 2022

Charity no  
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

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 DD / MM / YYYY.

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:

28/2/23

Name:

STEPHEN ALAN CONLEY

Relevant professional  
qualification(s) or body

RENTON BANK OFFICIAL

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