

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.

<u>Committee</u>	
Carolyn Barlow - Secretary	
Sarah Rowbottom - Chairperson	
Davinia Simpson- Accounts/Manager	
<u>Staff</u>	
Elaine Cooper	
<u>Apologies</u>	
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

I cannot believe I am writing this report again...the past year has flown by!!

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.

The bungalow staff team faced their own challenges at the beginning of the year as staff suddenly found themselves with a much younger cohort – babies and preschool up to the age of 3. The staff soon adapted their practice, planning and teaching styles, offering learning opportunities and tailoring these to younger children's developmental needs. In February, we welcomed Karen into the team who soon established herself with the team and children. By the end of the academic year, we had children ready for transitioning to their new settings.

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 - 1ST September 2022 – 31st 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
	253,822.16	£155,262.37	£135,402.98	£124,621.04
EXPENDITURE				
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
	-253,813.04	-£155,261.92	-£135,402.20	-£124,575.87
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

We were thankful for the grants of the previous year which 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). These are definitely paying dividends as we are filling places for 2023/4

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

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Sarah Rowbottom – Chairperson..... Date 1st December 2023

Carolyn Barlow - Secretary Date 1st December 2023

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Sarah Rowbottom – Chairperson..... Date 1st December 2023

Carolyn Barlow - Secretary Date 1st December 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

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: 16/11/23

Name:

STEPHEN ALAN CONLET

Relevant professional
qualification(s) or body

RETIRED BANK OFFICIAL

Oct 2018



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

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Set out on pages

(remember to include the page numbers of additional pages)

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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").

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Independent
examiner's statement

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

Signed:

Date:

16/11/23

Name:

STEPHEN ALAN CONLET

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.