

## **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

		2024	2023	2022	2021
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 LUNCHES		-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.

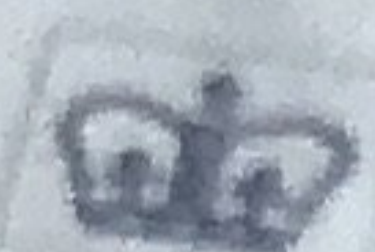
Meeting closed 7.30pm

### **Signed**

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

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





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's report on the  
accounts

Section A

Independent Examiner's Report

Report to the trustees

LEPTON C.E. PRE-SCHOOL 3RD 003 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 31<sup>st</sup> August 2024.

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:

65 NABUCCO AVE

NABUCCO

WARRICKFIELD HOS 011

### 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.