

# CARLTON PRE SCHOOL PLAYGROUP (NOTTINGHAM)

England & Wales · Charity number 1113582

## Details

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Other names	FOXY CREEK PRE-SCHOOL
Status	Registered
Legal form	Other
Registered	2006-04-05
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	The Richard Herrod Centre Foxhill Road Carlton Nottingham NG4 1RL
Phone	0115 9400958
Email	<a href="mailto:carltonpreschoolplaygroup@gmail.com">carltonpreschoolplaygroup@gmail.com</a>
Website	<a href="http://www.carltonpreschool.co.uk">www.carltonpreschool.co.uk</a>

## Activities

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**Objects:** THE AIMS OF THE PRE-SCHOOL ARE 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, FAMILY LEARNING AND EXTENDED HOURS GROUPS, 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 IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** pre-school carlton nottingham

## Classification

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- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

## Geography

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- **Area of benefit:** NOT DEFINED. IN PRACTICE CARLTON, NOTTINGHAM
- Nottinghamshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-09-28	-	-	-	-
2023-09-28	£117,499	£114,469	-	-
2022-07-31	£105,738	£110,734	-	-
2021-07-31	£90,677	£90,908	-	-
2020-07-31	£158,381	£73,362	-	-
2019-07-31	£116,956	£103,042	-	-

## Trustees

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Name	Role	Appointed
ESTHER COLEMAN-SMITH	Chair	2016-04-01
Maria Antonietta Cranfield		2017-04-25

**CARLTON PRE SCHOOL PLAYGROUP (NOTTINGHAM)**

England & Wales - Charity number 1113582

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# Accounts

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# **CARLTON PRE SCHOOL PLAYGROUP**

Final Annual General Meeting Report  
Held on Thursday 29<sup>th</sup> June 2023 in Richard Herrod Centre  
Meeting Number 35

## **Present:**

Esther Coleman-Smith – Chair Person  
Lorraine Pattie, Maxine Payne, Lorraine Pattie, Ruth Jackson & Natalie Matthews

**Apologies:** Rosa Clarke, Maria Cranfield

## **Welcome**

Esther welcomed everyone to the AGM meeting and explained where the toilets and fire exits were.

## **Minutes**

Esther went through last year's agenda/minutes briefly and made sure everyone had seen this year's agenda. Esther then asked the group to propose that these minutes shown are a true record of what happened.

**1st Name: Maxine**

**Seconded: Ruth**

## **Chair's Report**

I am just going to go through what has been happening over the past year.

### **Sept 22 Meeting 31**

**Covid** - We had another outbreak with staff testing positive. Contingency plan put in place.

**Queens Death** - We closed on 19<sup>th</sup> Sept in respect for the Queen's funeral all parents advised.

**Accounts** - Advised that we need to have parents pay on time. Cost of living crisis. Changes in NI lead to wage changes.

**Staff** - Mrs Dinnell is expecting a baby and will start her maternity leave in October.

### **Nov 22 Meeting 32**

**Staff** - Mrs Dinnell started her maternity leave. We have taken on Maria on a temp basis to support the cover in the afternoons. We have got Lorraine back in to cover the lunchtimes for us.

**Training** - First Aid training is due so Maxine will sort that.

**Foodbank** - Maxine is now got us registered so if any of our family's staff etc need help them we can give out the vouchers. Thank you to Maxine for sorting this out.

**Christmas** - Maxine has sent out all dates etc to parents.

### **Jan 23 Meeting 33**

**Staff** - Maria left us last week. We need to look for temp cover after Feb half term.

**Christmas** - The children loved the nativity and so did parents. We had the Christmas party for them with activities.

**Step A** - Confirmed case start of Dec.

### **March 23 Meeting 34**

**Staff** - Temp new staff member started with us until July to cover maternity.

**Training** - First Aid training was done for the staff.

**Accounts** - Staff are now on monthly pay. New paperwork sent for new starter.

**Easyfundraising** - £19373 received in Feb.  
**Learning** - This renewal is due end of March £534.00

### **Chair's Report (April - July)**

I would like to thank all the staff for their hard work and commitment again in this being another hard year. Always grateful for the support from Maxine and the team.

We started back after the half term 17<sup>th</sup> April 2023. I had already been in discussions with Jackie & Maxine due to the wage increase inline with national increase and the rent increase. I & Jackie had started to discuss the financial implications and that would need to be ready for redundancies because would not be able to carry on. Myself & Maxine did the staff appraisals 25<sup>th</sup> & 26<sup>th</sup> April. All staff were informed regarding redundancies might be an option and the notice period and implications to them. All staff were aware that this would be the case and said they were happy to carry on for the children. I had emailed the council to ask for a meeting due to the increase in the rent and ask for a rent freeze the meeting was planned. All staff were being spoken to daily regarding the situation and the planned meeting with the council.

Lorraine finished her temp cover 23<sup>rd</sup> June 2023.

Council meeting took place on 6<sup>th</sup> June at the centre. I had already called an EGM on the same day after this meeting so a decision could be made the same day due to timescales for the staff redundancy notices etc. The meeting mins are available.

Staff meeting was called to inform all staff of intention to close and redundancies for the staff. As you can imagine this is devastating for the staff and myself. Letters are available. Staff were advised regarding confidentiality of this information until parents had been advised. All the staff team have been supported and were giving time off if required to attend job interviews etc. I took advise from Acas etc with regards to redundancy and all was correct. Jackie worked out all the staff entitlement with regards to redundancies and another letter was sent to staff with final pay dates etc.

Maxine sent out all notifications to parents regarding closure and all parents were spoken to. This was devastating. We had some much support from our childrens families. We were asked to go on Notts TV for an interview this took place 12<sup>th</sup> July. We started to sell our provisions and called local schools and posted on social media of our intention to close and that were selling our provisions to raise money to help with the remaining costs. A local pub raised £132.16 in donations for us.

We decided that we would still have the graduation for the children on 13<sup>th</sup> July 23 and we had a raffle on 20<sup>th</sup> July 23. The total that was raised was £1781.66.

We were aware that we would not have enough money in the ringfence account to cover redundancies etc. I arranged to have the ringfence account closed down and all funds bac over to the current account which was £15,825.42 10/07/23.

Breakdown Costs:

Redundancy: £25,603.64

July Wages £7449.49

Fundraising £1781.66

Pension £1150.72

HMRC £2805.52

Rent £4092.50 This included a rent reduction as a goodwill gesture.

Mrs Esther Coleman-Smith £12,750.66 had to pay this amount into the preschool account to be able to pay all outstanding debts of the above so we had enough money in the account to cover everything as a trustee that fell to me to take this on. All bank statements are available. The final day was Fri 21<sup>st</sup> July 2023. The book keeper has all relevant information regarding this.

All HMRC and Pensions had been informed of the closure.

Date: 02/01/2024  
Time: 12:22:42

Carlton Pre School Playgroup Nottingham  
Balance Sheet

Page: 1

From: Month 1, August 2022  
To: Future

Chart of Accounts:

Default Layout of Accounts [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Office Equipment	349.00	1,571.99	
Furniture/Fittings	0.00	128.99	
		349.00	1,700.98
Current Assets			
Deposits & Cash	831.74	0.00	
		831.74	0.00
Current Liabilities			
Creditors Short Term	12,750.66	12,750.66	
Taxation	(16,503.68)	1,676.41	
Wages	(6,289.96)	(20,337.74)	
Bank Account	10,984.29	0.00	
		941.31	(5,910.67)
Current Assets less Current Liabilities:		(109.57)	5,910.67
Total Assets less Current Liabilities:		239.43	7,611.65
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		239.43	7,611.65
Capital & Reserves			
Reserves	0.00	7,372.22	
P & L Account	0.00	0.00	
		0.00	7,372.22

Date: 02/01/2024  
Time: 12:20:58

Carlton Pre School Playgroup Nottingham

Page: 1

Period Trial Balance

To Period: Future

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0030	Office Equipment	1,571.99	
0040	Furniture and Fixtures	128.99	
2102	Other Creditors		12,750.66
2211	National Insurance		1,676.41
2220	Net Wages	19,039.85	
2230	Pension Fund	1,297.89	
3200	Funds		7,372.22
4001	Donations Received -Non Gift Aid		45.00
4002	Childs Fees		12,353.57
4100	Grants		103,035.61
4500	Fund Generation - Fund Raising		115.54
4800	Other Income		104.66
4950	Sale of Assets		1,844.50
5000	Foods	1,091.24	
5005	Nusery- Toys, Games, Art & Crafts	581.17	
5006	Playgroup Activities	529.24	
5008	Misc Equipment	378.53	
5200	Training Projects	364.90	
5201	Outreach Work	49.17	
5202	Local Projects	35.42	
7000	Rent	16,954.50	
7007	Empolyers Pension Contributions	758.12	
7300	Printing	27.76	
7302	Office Stationery	331.66	
7350	Telephone and Fax	153.00	
7351	Internet	510.97	
7353	Mobile Charges	62.14	
7400	Room Hire	39.90	
7500	Repairs and Renewals	173.40	
7501	Cleaning	462.97	
7604	Insurance		239.43
7605	Refreshments	91.91	
7606	Sundry Expenses	168.27	
7607	Workwear	55.53	
7700	Bank Interest Paid		41.69
7800	Gross Wages	85,837.31	
7801	Redundancy Payments	25,603.64	
7806	Employers NI	366.97	
7807	Employers Pensions	469.73	
7902	Accountancy Fees	1,666.60	
7904	Professional Fees	1,338.97	
9998	Suspense Account		20,562.45
	Totals:	<u>160,141.74</u>	<u>160,141.74</u>

**CARLTON PRE SCHOOL PLAYGROUP (NOTTINGHAM)**

England & Wales - Charity number 1113582

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# Accounts

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# **CARLTON PRE SCHOOL PLAYGROUP**

Annual General Meeting

Held on Thursday 7th July 2022 at 9.30am in Richard Herrod Centre  
Meeting Number 30

## **Present:**

Esther Coleman-Smith – Chair Person

Secretary – Rosa Clarke

Maria Cranfield, Lorraine Pattie, Maxine Payne, Sarah Taylor

## **Apologies:**

## **Welcome**

Esther welcomed everyone to the AGM meeting and explained where the toilets and fire exits were.

## **Minutes**

Esther went through last year's agenda/minutes briefly and made sure everyone had seen this year's agenda. Esther then asked the group to propose that these minutes shown are a true record of what happened.

**1st Name: Maria**

**Seconded: Lorraine**

## **Chair's Report**

I am just going to go through what has been happening over the past year.

## **Sept 21 Meeting 26**

**New Hours** - As previously decided we wanted to start opening free flow through the day from 8.30am-3pm. This would offer our parents/carers more flexibility on choosing the hours for their child. All staff hours were confirmed with the staff & Maxine. Jackie (Accounts) was informed and all wages etc were updated as were contracts with temp hours changed if needed. We will monitor and amend etc if needed. This will impact our incoming money because we will no longer charge extra for lunch club for those children whose hours run through lunch club times. If parents/carers need to drop their child off early etc then we do charge for this and if they wish them to attend lunch club as a one off etc. I emailed Ofsted in Aug advising of our change of hours. All parents/carers discussed their child's new hours from Sept 21 with Maxine. We still have staggered start and finish times as before which continues to work well.

**Policies** - All parents/carers were sent out the updated Covid parent/carer agreement to sign before starting preschool.

**Fundraising** - Received a payment into the bank from easyfundraising for £44.28 which is great. Remember to do all your online shopping etc through here every little bit helps us.

**Staff** - Kirsty started back with us on a temp contract until Dec 21 to do all the deep cleaning for us. Kirsty will be working 16 hrs per week. This will continue to be reviewed.

**Website:** Website was renewed again for another year in Aug so until Aug 22.

**Accounts** - Our rent will increase due to our hours so this will have an impact on us. We fight every day to stay open and we will continue to monitor our money.

## **Nov 21 Meeting 27**

**YogaBeans & Super Star Sports** - We have started to have these two activities back in pre school for the children. It's always been a great session for the children, and they always enjoy these activities. Cost per session is £35 which we can afford at the moment.

**Training** - Maxine is booked on to do Physically Challenging Behaviour in Young Children, Michelle is booked on to do Safeguarding refresher training & Ruth is booked on to do Supporting Children with English As An Additional Language.

**Policies** - Maxine has sent out the new updated staff policy for covid for all staff to sign.

**Morrisons** - Good to Grow Scheme is back so this has been emailed out to all parents/carers and posted on our social media pages. This is the email that was sent out.

Good morning,

As part of our teaching and learning we have over the past year started to plant more and watch the progress with the children, earlier on in the year we planted rosemary, lavender and mint which are thriving, and we use these in sensory activities like letting the children smell their different scents and taste them.

We also planted tomatoes and peas, which the children have looked at closely and again tasted them.

We hope to extend this further by growing more vegetables and salad items which we can use at snack time and collect water to water the plants and to use in play.

You can help us achieve this by collecting the vouchers for Morrisons 'It's good to grow' scheme for us to use to buy products like seeds, planters and possibly a water butt.

We are being ambitious and have a month to collect 2500 vouchers so please help us. If you download the My Morrisons app and you get a voucher for every £10 you spend in store or online.

Follow our progress on <https://itsgoodtogrow.co.uk/school/304222741>

**Curriculum** - This was sent out to all our parents/carers & committee.

**Xmas** - The children's Christmas party will take place on Tues 14<sup>th</sup> Dec from 1-3pm so if any committee members can help then please come along. All children are welcome a letter will be going out to parents/carers about this.

## **Jan 22 Meeting 28**

**Covid 19** - Thank you all again for taking my calls and emails in Nov 21 regarding covid outbreak. Just to cover again what happened. We had a confirmed positive case of covid from a staff member and then a child tested positive. So, emails sent out to everyone. Then the following day a further 3 members of staff tested positive so we had to close on the Mon so we could look at staff cover and our contingency plans. All agencies were informed. We managed to open to a few keyworker children within ratio with Esther helping out. All went well re opened again with all children on 6<sup>th</sup> Dec. Did advise all that we would cancel the Christmas concert and yoga etc. Again, emails sent to everyone regarding wearing of masks etc. Whilst closed we got packs of work ready, and it was posted on foot to all the children.

**Rent** - I emailed the centre to advise of our closure and Colleen said that she would amend the bill for us.

**Reference Request** - I have received a ref request for Maria Cranfield. I have responded to the request.

**Staff** - Kirsty has had her temp contract extended as previously agreed due to Covid.

**Xmas** - This was a great event, and everyone had a great time. The children got a gift each from all the ladies at preschool. Great idea on doing the Christmas party different this year. In previous years we have asked parents for a monetary contribution to the party for the food which we would then buy, we have found though that lots of the food gets wasted, so we are proposing that parents send their child with party food for their own child, and then we will buy the children a present as usual. The alternative is for us to ask every parent for a contribution as usual, and we buy the food as normal, but as I have said we are really conscious of the amount of food waste there is. All parents/carers were asked to confirm what they would prefer to do, and then we will go with the majority vote. The vote was to go with the children being sent in with a packed lunch and we would provide cakes, fruit etc for them to enjoy and not forgetting the all important gift. All parents/carers were sent a list of all children's first names and staff members for Christmas cards if they wanted to send them.

**Raffle** - We had some great prizes here are a few:

A 3-course meal for 2 at the World Service Restaurant

Chocolate Hamper

£25 voucher for Hazy Graze

Bottle of Gin

Bottles of wine

Due to the outbreak we decided to sell more tickets a £1 a strip then we will do this next wk everyone was informed and given a list of prizes etc.

**Fundraising** - Bikes were ordered, and I collected them from Halfords. The children are enjoying them outside.

## **March 22 Meeting 29**

**Our Mrs H** - As you can imagine this has been such a devastating time for us all at the sudden loss of our Lynne on 22<sup>nd</sup> Feb 22. We have no words, and this has left us with a massive piece missing from our life. We agreed to close on the day of the funeral out of respect and for all the staff to be able to pay their respects.

**Easter** - All easter eggs will be brought so please keep me informed of any offers you see on your shopping trips. We will be doing our normal Easter activities and parade for the children.

**Website** - This was due for renewal and inv was for £160 this is until March 23.

**Staff** - Kirsty's last day with us will be on Fri 25<sup>th</sup> March. Jackie has been made aware and will do all the relevant paperwork. We can't thank Kirsty enough for helping us out. We wished her well in her new role.

**Wage Increase** - This is due to go up again in April. So, the min wage will increase for the staff as normal. Jackie will make the changes to the staff wages once the announcement has been made.

## **Chair's Report**

I would like to thank all the staff for their hard work and commitment again in this being another hard year. Always grateful for the support from Maxine and the team.

**Accounts** - Charity Commission accounts are due by 31<sup>st</sup> May 23 for yr ending 31<sup>st</sup> July 22 so Jackie will be sorting that for us.

**Lynne's Legacy** - The family requested donations not flowers at Lynne's funeral. The donations were to be split between ourselves and Air Ambulance. The money that we got we donated directly to Air Ambulance. In memory of Lynne and her love of reading her favourite book *Were going on a bear hunt* we brought each child this book and put a little note inside for the children so they could each enjoy this book forever and to promote reading at home. The money that we receive from the family we are going to save it and look for a bench for our outside area with something for our lasting memories of Lynne.

**Graduation** - We will do our graduation day on the 14<sup>th</sup> July. We have taken photos of our children that are leaving us in the cap & gown. These will be on sale for £2 each on the day. We can't believe another year has passed and I'm sure we will have tears on the day we always do. We wanted this year for each child to have a little speech made about them from their keyworker. We thought we would give it a try.

**Diary** - I've already ordered the new academic diaries for when we return in Sept we use these every day to log visits, who is staying for lunch and every day messages.

**Fun Day** - This will take place on Fri 22<sup>nd</sup> July our last day of term. We will be doing a picnic day with cakes, ice creams etc and will invite all our families to come along and stay and enjoy the time with the children. We will be running a bottle bag stall so any donations of water wine etc that can be used on this stall this will be great. The committee's support at this event will be much appreciated.

### **Election of New Committee Members & Officers**

As this was not done in a full meeting open to parents, we have not got any new committee members. We just confirmed the current set up.

#### **Chair**

I am willing to continue as Chair. Do the Committee & staff wish me to do so?

**Agreed By: Maxine Payne**

**Seconded By: Rosa Clarke**

#### **Secretary**

Rosa has confirmed with me that she is willing to stay on in this role.

**Agreed By: Sarah Taylor**

**Seconded By: Maria Cranfield**

#### **Treasurer**

Maria Cranfield is willing to stay on as treasurer.

**Agreed By: Lorraine Pattie**

**Seconded: Esther Coleman-Smith**

I appreciate you all taking the time to make this meeting today. Have a wonderful Summer and look forward to seeing you all again in September. Meeting closed at 11.30am. The next meeting back in September TBC.

Date: 25/09/2023  
Time: 13:20:53

Carlton Pre School Playgroup Nottingham  
Balance Sheet

Page: 1

From: Month 1, August 2021  
To: Month 12, July 2022

Chart of Accounts:

Default Layout of Accounts [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Office Equipment	0.00	1,222.99	
Furniture/Fittings	0.00	128.99	
		0.00	1,351.98
Current Assets			
Deposits & Cash	(410.00)	(831.74)	
Bank Account	0.00	10,984.29	
		(410.00)	10,152.55
Current Liabilities			
Creditors Short Term	(3,745.00)	0.00	
Taxation	4,927.87	18,180.09	
Wages	(2,777.58)	(14,047.78)	
Bank Account	6,180.67	0.00	
		4,585.96	4,132.31
Current Assets less Current Liabilities:	(4,995.96)		6,020.24
Total Assets less Current Liabilities:	(4,995.96)		7,372.22
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:	(4,995.96)		7,372.22
Capital & Reserves			
Reserves	0.00	12,368.18	
P & L Account	(4,995.96)	(4,995.96)	
		(4,995.96)	7,372.22

Date: 25/09/2023  
Time: 13:20:09

Carlton Pre School Playgroup Nottingham

Page: 1

Period Trial Balance

To Period: Month 12, July 2022

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0030	Office Equipment	1,222.99	
0040	Furniture and Fixtures	128.99	
1200	Lloyds Bank	10,984.29	
1230	Petty Cash		831.74
2210	P.A.Y.E.		4,378.37
2211	National Insurance		13,801.72
2220	Net Wages	13,701.66	
2230	Pension Fund	346.12	
3200	Funds		12,368.18
4001	Donations Received -Non Gift Aid		155.00
4002	Childs Fees		14,367.87
4100	Grants		90,996.79
4500	Fund Generation - Fund Raising		157.66
4800	Other Income		61.00
5000	Foods	1,134.82	
5005	Nusery- Toys, Games, Art & Crafts	866.86	
5006	Playgroup Activities	912.64	
5008	Misc Equipment	297.61	
5200	Training Projects	190.60	
7000	Rent	8,779.50	
7007	Empolyers Pension Contributions	1,368.43	
7300	Printing	38.09	
7302	Office Stationery	888.88	
7350	Telephone and Fax	114.41	
7351	Internet	485.00	
7352	Computer and Software	79.99	
7353	Mobile Charges	152.01	
7400	Room Hire	32.40	
7500	Repairs and Renewals	32.60	
7501	Cleaning	2,034.29	
7605	Refreshments	37.24	
7606	Sundry Expenses	485.55	
7607	Workwear	153.90	
7800	Gross Wages	89,111.86	
7806	Employers NI	1,248.71	
7902	Accountancy Fees	1,587.64	
7904	Professional Fees	701.25	
	Totals:	<u>137,118.33</u>	<u>137,118.33</u>

**CARLTON PRE SCHOOL PLAYGROUP (NOTTINGHAM)**

England & Wales - Charity number 1113582

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# Accounts

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# CARLTON PRE SCHOOL PLAYGROUP

Annual General Meeting

Held on Tuesday 7th July 2020 On Webnair/Whatsapp Chat  
Meeting Number 19

## **Present:**

Esther Coleman-Smith - Chair Person

Maria Cranfield, Kelly Pringle, Lorraine Pattie, Maxine Payne, Laura Read & Lynne Hammond

**Apologies:** Rosa Clarke

## **Welcome**

Esther welcomed everyone to the meeting and explained that this is first of its kind via webnair. Esther explained that she will be taking the minutes today and making notes.

## **Minutes**

Esther went through last year's agenda briefly and made sure everyone had seen this year's agenda. Esther then asked the group to propose that these minutes shown are a true record of what happened.

**1st Name:** Kelly

**Seconded:** Maria

## **Chair's Report**

I am just going to go through what has been happening over the past year and previous meetings with you all.

### **Oct 19 Meeting 16**

- **DBS** - Suitability letters been received for Sarah & Laura
- **Outdoor** - Dion replaced the fencing and gates over the summer for us
- **Tesco** - We received the £2000 in the bank 18/09/19 so we can start the playground
- **Fundraising** - Sports Day raised £270 so thank you to everyone on the day
- **Finances** - Jackie has set up the Peoples Pension Account to take the funds via DD. All accounts sent off to the Charity Commission. We are in a great position in the bank

### **Nov 19 Meeting 17**

- **Outdoor** - We asked the children to design what they would like to see in the playground and so far, we have had lots of fantastic ideas back
- **Fundraising** - We need to start getting all the donations ready for Christmas events
- **New Computer & Printer** - This was brought through easyfundraising which also raised money for playgroup. The total was £798.98 and is set up ready in the office
- **Makaton** - We are still looking at the best ways to get copies for each staff member and look at the best cost effect way

### **Feb 20 Meeting 18**

- **Wage Increase** - This is being discussed with Jackie in March. All staff members & committee will be informed of this wage increase will start from April
- **Training** - Kirsty has been on the full days training for safeguarding
- **Outdoor** - This is taking shape and will be finished in July ready to send the details off to Tesco
- **Makaton** - This is still ongoing

I will now go into more details of any changes etc.

**Accounts** - Since Oct 19 last year we have been in a great position with the accounts. All funding is coming through fine and the lunch club is working well. We can have up to 10 plus children some days and this raises extra money for pre school. Jackie sends out the wage slips each month and all the pension details has now been done through the covid 19 via a meeting I had with Paul from Cowens via Zoom to do the 3 year Pension review. We are all compliant and Jackie has re set all the details again for the staff that are in the pension. The staff wages were increased to tier level and all advised by letter. We have received payments in from Easyfundrasing when we have raised more than £15 each quarter so we ned to keep advertising this. The website has just been renewed again for another year and once we get back in Oct then I will ask Stuart to come for another visit and take some more photos of the new playground and make any changes to the website as needed. We have had some great fundraising events and every little bit helps.

**Staff** - Kirsty has been with us helping us out extra she is covering to be able to free up Maxine & Kelly more. Kirsty is with us until June 2020 temp. Kirsty has fitted in well with the children and team. We thanked Kirsty for all her help over the past few months and her DBS is still valid so if we need any extra help then we will be contacting her in the future. All staff appraisals have been done and the staff and managers have a clear plan and focus on their next steps. We have a great staff team and work fantastic together. Michelle has been promoted to deputy for the PM sessions from April. Michelle has taken to this role and will get the support from Ruth, Maxine & Kelly for her to progress with confidence.

**Training** - Maxine has attended the new Ofsted training and has passed this on to all staff team. Michelle, Ruth & Kelly have been on the Makaton training and Kelly & Michelle have been on the full one day lev 1 training. They would like to carry on and do the lev 2 when this becomes available. They have been doing sessions with the staff which has been great, and this will continue. Ruth has taken on the language lead role and has started to go to the network meetings with the support from Kelly on the speech referral forms and is supporting her in her role. Maxine & Kelly have started their 3rd year in their degree. Maxine & Kelly are working extremely hard on the new Ofsted inspection and working on developing the team. All staff have access to the free training on the Pre School Learning Alliance site Educare. So are doing courses whilst on furlough. All staff have done the safeguarding refresher & food hygiene/allergy course. Michelle has done 2 full days senco & autisium training. Maxine & Kelly have done the domestic violence training.

## **Election of New Committee Members & Officers**

As this was not done in a full meeting open to parents, we have not got any new committee members. We just confirmed the current set up.

### **Chair**

I am willing to continue as Chair. Do the Committee & staff wish me to do so?

**Agreed By: Maxine Payne**

**Seconded By: Laura Read**

### **Secretary**

Rosa has confirmed with me that she is willing to stay on in this role until we have got through the Covid situation then we will have another meeting.

**Agreed By: Lynne Hammond**

**Seconded By: Maria Cranfield**

### **Treasurer**

Maria Cranfield is willing to stay on as treasurer.

**Agreed By: Esther Coleman-Smith**

**Seconded: Lorraine Pattie**

## **Corona Virus (Covid 19)**

Thank you to Maxine for her report that has been emailed out to you all. I hope that you have all looked through this and I will read through it again now. **Report Attached**

I will also go read through my report that was emailed out to you all regarding the accounts and staff furlough.

## **Chairs Report**

Due to us being closed I did not want any of the children and families missing out so myself and husband drove to each child's house and delivered them an Easter egg. Thank you to Maxine Payne for being my guide on the children's addresses. It was so wonderful to see the children's faces from a distance and the parents were so appreciated that we had taken the time and effort for the children. We received some great feedback from them. For those families that paid upfront for fee's I have sent the refund to them via the bank. We had a few children that paid for Lunch Club on the day of the Easter parade and this will be saved for them once we start the Lunch Club again in Nov. Once we had decided that we were not going to re open before September we had a plan in place for our phase return so the Managers contacted all parents and it was agreed that we would have an AM & PM session with the same set of staff teams for each session for the first term back. This would give the children, parents/carers and staff to be able to offer the best solution for us to be able to manage. Everything has been risked assessed.

## **Staff Furlough**

I intended to furlough the staff from May all letters were done and sent out to the staff as per HMRC template letters and discussion with our accountant Jackie Brown. As the furlough was to begin the following week the government decided to change the rules to that if you had already received your funding quota for your children up to July then you were not allowed to furlough

your staff you had to use your funding money to pay them full wages. I informed the staff of this and the staff continued to get paid full pay until we broke up 25<sup>th</sup> July 2020. I re did all the letters again with the correct dates and advising them that they would be on furlough from W/C 27<sup>th</sup> July 2020. My aim is to keep them on furlough until we return in Sept. The staff team are all due to return on Tuesday 1<sup>st</sup> Sept to get everything set up and ready for the full return on Mon 7<sup>th</sup> September. The staff are aware that they will be expected to work from Tuesday 1<sup>st</sup> Sept. I aim to get the return to work furlough letters done and sent out to them in the next 3 wks unless the situation changes. The staff will not be returning on their full hours, however they will still be getting paid the full hours and are aware that I expect them to be working their hrs at home planning and doing observations training etc whilst they can do the non-contact from home.

We have been incredibly lucky that we have not had to pay any rent whilst being closed. If the centre would have charged us rent whilst being closed, then all staff would have been made redundant and pre school would have had to close. I have read so many pre schools are having to close due to funds etc which is such a shame. The staff are aware how lucky they are considering the current climate and appreciate everything that I am doing. I would just like to say thank you to the Managers and staff team for their full support and understanding at this crazy time. We have a great team and our focus is to maintain this on our report. We appreciate that our parents/carers fully support all our risk assessments and policies that we have put in place for the safety of the children, staff & families. It has been a very unsettling time for everyone, and it's effected each and everyone of us in some way. My focus for the staff on our return is their mental wellbeing and those of all our children to make them feel safe back in our preschool family.

Once it is safe to do so I will arrange a socially distanced Committee Meeting at Ricard Herrod Centre so we can plan and make any changes moving forward in September. I appreciate you all taking the time to make this meeting today and I will continue to update you with any changes via group message.

Date: 21/06/2021  
Time: 10:53:18

**Carlton Pre School Palygroup Nottingham**  
**Balance Sheet**

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From: Month 1, August 2019  
To: Month 12, July 2020

**Chart of Accounts:**

Default Layout of Accounts

	<b><u>Period</u></b>	<b><u>Year to Date</u></b>	
<b>Fixed Assets</b>			
Office Equipment	793.99	793.99	
Furniture and Fixtures	128.99	128.99	
		922.98	922.98
<b>Current Assets</b>			
Debtors	(7,850.99)	(7,850.99)	
Deposits and Cash	(661.03)	(661.03)	
Bank Account	45,156.82	45,156.82	
		36,644.80	36,644.80
<b>Current Liabilities</b>			
Payroll Taxation	6,234.07	6,234.07	
Wages	(6,435.14)	(6,435.14)	
		(201.07)	(201.07)
<b>Current Assets less Current Liabilities:</b>		36,845.87	36,845.87
<b>Total Assets less Current Liabilities:</b>		37,768.85	37,768.85
<b>Long Term Liabilities</b>			
		0.00	0.00
<b>Total Assets less Total Liabilities:</b>		37,768.85	37,768.85
<b>Capital &amp; Reserves</b>			
P & L Account	37,768.85	37,768.85	
		37,768.85	37,768.85

Date: 21/06/2021  
Time: 10:50:52

**Carlton Pre School Palygroup Nottingham**

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**Period Trial Balance**

To Period: Month 12, July 2020

<b><u>N/C</u></b>	<b><u>Name</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>
0030	Office Equipment	793.99	
0040	Furniture and Fixtures	128.99	
1150	Job Retention Accured income		7,850.99
1200	Lloyds Bank	45,156.82	
1230	Petty Cash		661.03
2210	P.A.Y.E.		955.80
2211	National Insurance		5,278.27
2220	Net Wages	6,484.69	
2230	Pension Fund		49.55
4000	Donations Received		2,965.00
4001	Donations Received -Non Gift Aid		15.00
4002	Childs Fees		10,319.00
4100	Grants		103,046.12
4500	Fund Generation - Fund Raising		79.06
4800	Other Income		5,636.23
5000	Foods	1,441.05	
5005	Nusery- Toys, Games, Art & Crafts	1,188.31	
5006	Playgroup Activities	1,673.18	
5008	Misc Equipment	223.18	
5200	Training Projects	1,362.56	
5201	Outreach Work	210.00	
5202	Local Projects	5.00	
7000	Rent	9,257.50	
7300	Printing	152.19	
7302	Office Stationery	479.89	
7303	Books etc	505.95	
7350	Telephone and Fax	199.25	
7351	Internet	189.98	
7352	Computer and Software	349.98	
7353	Mobile Charges	78.62	
7500	Repairs and Renewals	93.29	
7501	Cleaning	1,537.81	
7503	Premises Expenses	424.55	
7605	Refreshments	81.69	
7606	Sundry Expenses	324.56	
7607	Workwear	189.36	
7800	Gross Wages	76,182.44	
7806	Employers NI	2,922.18	
7807	Employers Pensions	968.60	
7902	Accountancy Fees	1,452.00	
7904	Professional Fees	836.00	
9998	Suspense Account		18,037.56
	<b>Totals:</b>	<b><u>154,893.61</u></b>	<b><u>154,893.61</u></b>