

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 & autism 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 25th 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 27th 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 1st Sept to get everything set up and ready for the full return on Mon 7th September. The staff are aware that they will be expected to work from Tuesday 1st 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

| | <u>Period</u> | <u>Year to Date</u> | |
|---|----------------------|----------------------------|-----------|
| Fixed Assets | | | |
| Office Equipment | 793.99 | 793.99 | |
| Furniture and Fixtures | 128.99 | 128.99 | |
| | | 922.98 | 922.98 |
| Current Assets | | | |
| 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 |
| Current Liabilities | | | |
| Payroll Taxation | 6,234.07 | 6,234.07 | |
| Wages | (6,435.14) | (6,435.14) | |
| | | (201.07) | (201.07) |
| Current Assets less Current Liabilities: | | 36,845.87 | 36,845.87 |
| Total Assets less Current Liabilities: | | 37,768.85 | 37,768.85 |
| Long Term Liabilities | | | |
| | | 0.00 | 0.00 |
| Total Assets less Total Liabilities: | | 37,768.85 | 37,768.85 |
| Capital & Reserves | | | |
| P & L Account | 37,768.85 | 37,768.85 | |
| | | 37,768.85 | 37,768.85 |

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

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Period Trial Balance

To Period: Month 12, July 2020

| <u>N/C</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> |
|-------------------|-----------------------------------|--------------------------|--------------------------|
| 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 |
| Totals: | | <u>154,893.61</u> | <u>154,893.61</u> |