

# **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

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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  
Period Trial Balance

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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>