

Abertots AGM

Thursday 23rd November 2025

Abertots AGM meeting minutes

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Agenda

- **Committee roles explained**

- **Committee appointments**

- **Treasurer report**

- **Nursery manager's report**

- **Nursery building**

- **Nursery spaces**

- **Staffing**

- **Gardening partnership**

- **Other**

- **Ofsted**

- **Poplar HARCA merger update**

- **Any other business**

Abertots AGM meeting minutes

Thursday 23rd November 2025

Present: Jeanie Harrison, Stacey Allen, Rujina Ali, Christine Rollinson, Salma Hudo, Chelsea Harris, Saieha Akther, Maimoun Diallo and Victoria Croakley.

- **Committee roles explained**

Before beginning the AGM Jeanie Harrison introduced herself as the current chair of Abertots Play's management committee and then went around the room for everyone to introduce themselves to the group. She then went on to explain the role the management committee plays in the running of Abertots play. The chair also explained before we start the meeting the roles of chair, treasurer and secretary need to be nominated and voted on by everyone present and how this process takes place. The manager of the nursery Stacey Allen passed around information sheets about the different committee roles, and everyone was given a few minutes to read over the information, everyone was also the opportunity to ask any questions regarding the roles and responsibilities of the committee.

- **Committee appointments**

The nominations for the roles of chair, secretary and treasurer commence:

- Stacey Allen nominated Jeanie Harrison as chair, Salma Huda seconded it. **Jeanie Harrison is Chair of Abertots management committee.**
- Christine Rollinson nominated Rujina Ali as Treasurer; Chelsea Harris seconded it. **Rujina Ali is Treasurer of Abertots management committee.**
- Victoria Croakley nominated Christine Rollinson as secretary, Rujina Ali seconded it. **Christine Rollinson is secretary of Abertots management committee.**

- **Treasurer's Report**

The treasurer presented the accounts.

She explained that this year has seen an increase in the money coming in and that the accounts are looking healthy, plus we have had a few donations from a few other groups who have closed down recently.

- **Nursery manager's report**

- ***Nursery Building***

Everyone is still lovely the space and it works well and supports the children's individual learning needs, however, we are struggling with the heating as its an old building with wooden window and door frames which means there are lots of drafts in the winter. Conversations have been had with Poplar HARCA our landlord about the issue, and they have submitted an application to their capital works plan to have the windows and doors replaced with double glazing.

- ***Nursery spaces***

The take up of spaces since September has increased and we are currently full, we still have a lot of families coming over to us from the Aberfeldy and returning families, but we are also seeing an increase of children attending from our local area. We have also started an Abertots Facebook page which see a lot of interest.

- ***Staffing***

Unfortunately, Ruksana decided to resign in February as we could not fulfil her religious needs and maintain our ratio's, her last day was 23rd February. Lexie completed her level 3 apprenticeship with Best Practice in September, our experience with this apprenticeship has been fantastic and Lexie is looking to continue to her Level 5 hopefully in January 2026. Rukia is currently an unqualified member of staff as her level 3 course ceased mid-way through the course back in March 2020 due to Covid-19, we plan to place Rukia on a Level 3 apprenticeship in January.

- **Gardening Partnership**

The partnership with the gardening group is going well and Stacey meets up with them one to two times a time, this academic year Stacey has shared Abertots long term plan with the gardening group so that we can work on some projects together, this is likely to take place in the spring and summer. This year the gardening group donated some daffodil bulbs to us and the children planted and grew them for their mums for Mother's Day.

- **Other**

Poplar HARCA have approached Stacey regarding the opportunity for Abertots to take on a second site in Bow, this site will be for full daycare and is likely to become available from March 2026, Stacey will keep the committee updated on this opportunity.

- **Ofsted**

Stacey explained that Abertots were Ofsted in March and we were graded a 'GOOD' and the Ofsted inspector praised our ability to adapt our activities and learning objectives to the individual needs of all our children, ranging from non-verbal children to children who are forming sentences for 4-5 words. This Ofsted was our post registration inspection as we had to register when we moved site.

- **Poplar HARCA merger**

Jeanie explained that the merger between Abertots Play and Poplar HARCA, has been approved by Poplar HARCAs board and Abertots now need to find legal support to help us with the transfer of Assets to poplar HARCA.

- **Any other business**

There was no other business, so the meeting was brought to a close.

ABERTOTS PLAYGROUP
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2025

Registered charity No. 1113739

Independent Examiner:

C Zielinski AIPFM
50 Burnside Street
Carnoustie
Angus
DD7 7HL

ABERTOTS PLAYGROUP

TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 31st MARCH 2025

Chairperson: Jeanie Harrison

Treasurer: Rufina Ali

Secretary: Christine Rollinson

Independent Examiner: C Zielinski AIPFM

Bankers: Lloyds TSB Bank PLC
Harbour Island
24-27 Harbour Exchange Square
E14 9GQ

STATEMENT OF RESPONSIBILITIES OF THE COMMITTEE

As the charity's trustees, you are responsible for the preparation of financial statements for each financial year which gives a true and fair view of the charity's incoming resources and application of resources for the year then ended. In preparing those financial statements, you are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. You are also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Committee on: Thursday 14th November 2025

Chair: J Harrison Jeanie Harrison.

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF ABERTOTS PLAYGROUP
FOR THE YEAR ENDED 31st MARCH 2025

I report on the accounts of the charity for the year ended 31st March 2025, which are set out on pages 3 to 5.

Respective Responsibilities of Trustees and Examiners

The charity's trustees consider that an audit is not required for this year -under section 144(2) of the Charities Act 2011 (the Act)- and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Act).
- To follow the procedures laid down in the General Directions given by the Charity Commission - under section 145(5)(b) of the Act, as amended- and
- To state whether matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

During my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that:
 - Proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
 - Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- To which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

C Zielinski AIPFM
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ABERTOTS PLAYGROUP

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2025

	2025 (£)	2024 (£)
Opening balances 31st March (note 4)	<u>98,748</u>	<u>124,935</u>
<u>Add: Receipts</u>		
LBTH - 2,3,4-year funding	109,948	64,099
- SEN	1,371	8,492
- Supplementary grant	2,512	3,589
Fees	-	2,775
HARCA staff cover	8,833	
Donations (note 9)	6,612	
TOTAL RECEIPTS	<u>129,276</u>	<u>78,955</u>
<u>Less: Payments</u>		
Wages and National Insurance (note 3)	96,249	76,045
Secondment	17,931	16,755
Ofsted/DBS	137	384
Insurance	343	460
Telephone	376	565
Equipment and materials	2,037	4,151
Refreshments	1,026	1,309
Postage and stationery	38	80
Independent examination fee	575	575
Rent	3,000	3,000
Parties and outings	562	154
Cleaning	93	164
Training	430	-
Recruitment	-	300
Payroll fee	1,400	1,200
Miscellaneous	21	-
TOTAL PAYMENTS	<u>124,218</u>	<u>105,142</u>
Closing balances 31st March (note 4)	<u>103,806</u>	<u>98,748</u>

ABERTOTS PLAYGROUP

STATEMENT OF ASSETS AND LIABILITIES

AT 31st MARCH 2025

	2025 (£)	2024 (£)
<u>MONETARY ASSETS</u>		
Cash at bank	100,302	98,219
Cash held by EYNTH	3,504	529
TOTAL CASH	<u>103,806</u>	<u>98,748</u>
<u>OTHER ASSETS</u>		
The charity owns numerous items of play equipment (note 2)	3,050	3,900
TOTAL ASSETS	<u>106,856</u>	<u>102,648</u>
<u>Less: LIABILITIES</u>		
Creditors (note 8)	625	575
TOTAL LIABILITIES	<u>625</u>	<u>575</u>
NET ASSETS	<u>106,231</u>	<u>102,073</u>
Represented by:		
Equipment funds (note 2)	3,050	3,900
Designated funds (note 5)	61,000	60,000
Unrestricted funds (note 7)	42,181	38,173
	<u>106,231</u>	<u>102,073</u>

Approved by Committee: _____

Date: _____

ABERTOTS PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2025

1. Accounting Policies

The accounts are prepared under the historical cost convention, using the receipts and payments basis to comply with the Charities Act smaller charity regulations.

2. Fixed Assets

Equipment purchases have been charged to the Receipts and Payments account in the year of acquisition. A register of equipment is maintained and an estimated value shown in the statement of Assets and Liabilities based on last year plus additions, less 25% depreciation.

3. Wages

Early Years Network Tower Hamlets administer playgroup salaries. The EYNTH records have been independently audited, and I have accepted assurances as to the accuracy of the salaries and grant statement provided to me.

4. Cash Balances

	2025 (£)	2024 (£)
Cash at bank and hand	100,302	98,219
Cash held by EYNTH	3,504	529
	<u>103,806</u>	<u>98,748</u>

5. Designated Funds

Sick pay and cover	20,000	20,000
Redundancy	36,000	35,000
Equipment	5,000	5,000
	<u>61,000</u>	<u>60,000</u>

6. Independent Examiner's Remuneration

Independent Examiner's remuneration included in accounts - £625 (£575 - 2024)

7. Reserves

The Management Committee have set aside funds to cover for sickness, as well as a redundancy fund. The unrestricted funds are necessary to cover for fluctuations in income and to ensure adequate cash flow.

8. Creditors

	2025 (£)	2024 (£)
Independent Examination	625	575
	<u>625</u>	<u>575</u>

9. Donations

Tower Hamlets Opportunity Group	5,000	-
Mile End Nursery	965	-
Miscellaneous	647	-
	<u>6,612</u>	-

ABERTOTS PLAYGROUP
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FOR THE YEAR ENDED 31st MARCH 2025

Registered charity No. 1113739

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