

St Osmund's Preschool and Sunshine Clubs Annual General
Meeting
Wednesday 13th October 2021 – 6pm at St. Osmund's
Preschool

Present

- Kate Renouard – Company Secretary
- Katie Maguire - Treasurer
- Helen Evans - Secretary
- Beth Simkin-Park
- Megan Buckerfield
- Siddika Begum – Deputy Manager

Apologies

- Trudy Surman

Agenda

- o Opening remarks/welcome
- o Attendees and apologies
- o Minutes of previous AGM (Secretary)
- o Matters arising from the Minutes
- o Presentation of Annual Report (Chair)
- o Adoption of Annual Report
- o Presentation of Accounts (Treasurer)
- o Adoption of Accounts (2020-2021)
- o Presentation of Manager's Report
- o Adoption of Manager's Report
- o Presentation of Administrator's Report
- o Adoption of Administrator's Report
- o Presentation of Fundraiser's Report
- o Adoption of Fundraiser's Report
- o Motions to be put to the AGM
- o Any Other Business
- o Closing remarks

Acting Chairperson's Welcome - Helen Evans

As the acting Chairperson, welcome to the St. Osmund's Preschool & Sunshine Clubs Annual General Meeting 2021, and thank you all for attending.

In order for this meeting to be quorate in line with our constitution, the following must be adhered to.

The minimum number of committee members shall be 3 and the maximum shall be 12, together with up to a further 3 co-opted members.

The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers") and
- (b) not less than 2 nor more than 9 other elected Member; and
- (c) if the Committee decides it can co-opt up to further Members on to the Committee at any time after the AGM

The constitution states; A quorum for committee meetings is not less than half the committee, including two of the officers.

With KR, KM and HE present we are quorate and subsequently the meeting can take place.

Matters arising from the Minutes of the 2020 AGM (copies of previous minutes emailed to those present on 11th October 2021)

No matters raised - proposer and seconder vote to adopt the 2020 AGM minutes as a true and accurate record.

Proposed by: _____

Seconded by: _____

Chairperson's Report: Written in the absence of the Chair, by Helen Evans

Staffing

Trudy Surman tendered her resignation to the Trustees on 27th August 2021. Her employment officially ends today (Wednesday 13th October 2021) Siddika Begum (Deputy Manager) and myself Helen Evans (Office Manager) have been overseeing the day to day running of the preschool in Trudy's absence since April 2021.

With this in mind after this term we will have 11 members of staff on roll.

Jessica Surman is due to leave at some point in the near future. The police force she wishes to join has contacted the Trustees requesting an employer reference. Preschool have yet to be approached to provide the second of the two employer references needed for Jessica's application to progress.

Shannon Glover successfully completed her apprenticeship and obtained her Level 3 Early Years Educator on 28th May 2021.

Theresa Fitz obtained her Level 2 Diploma as Early Years Practitioner on 1st June 2021.

Katie Maguire returned to work in November 2020 after concluding her Maternity leave. She was furloughed until the end of March. Since April 2021 Katie has been working 3 days a week.

The preschool has signed up the Health Assured Programme to support the staff's health and wellbeing at a cost of £75.00 a month

Trustees/Committee Restructure

Since the last AGM I (Helen Evans) am now officially recognised as nominated individual with Ofsted.

The following Trustees are to step down from their current positions: Chantel Rowe (Chair) Kate Renouard (Company Secretary, Trustee, Director and Data Protection Officer) and Trudy Surman (Director)

I'd like to take this opportunity to offer my sincere thanks on behalf of all the committee, management team, staff and parents alike for all your support.

In spite of many restrictions being eased, as we are not inviting parents in to the setting it is proving difficult to sign up new parents to the committee.

Finance and Budgeting

Parent Fees lost vs last year £27,750.94

No grants received from Wiltshire Council TY. Last Year we received £5,300 in incentive to stay open payments.

No parent contributions. LY parents donated a substantial amount (£1,910 to the preschool)

Summer Holiday Club: This year we kept the club in house generating £5,397.75 against £7436.54 last year.

Siddika Begum, Helen Evans & Katie Maguire met with Vicki Regan (Accountant) on 1st October 2021 to discuss the end of year accounts and financial position of the preschool.

Actions to discuss in relation to the above points:

Trustees: It is proposed that Megan Buckerfield stand as Chair of the Committee. Discuss appointment of other individuals to fill vacant positions. Time frame to action DBS checks/EY2 applications. At least one committee member will be required to undertake Safeguarding training. Any committee member who will be involved in recruitment will have to complete a "Safer Recruitment" online course.

Staff: Exit interview for Trudy Surman? Collection of belongings and delivery of preschool items to be finalised. Manager vacancy advertisement internally/externally and recruitment process.

List of people/organisations that require notification, who and how will they be notified (most notably Ofsted)

Remaining actions to take: update all relevant paperwork/displays/flow charts/website/central records, meeting with Mr Sanderson.

Ofsted visit/inspection preparation timeline.

Management structure in absence of Manager.

Siddika Begum and Helen Evans salary (Trudy Surman authorised an extra £1000 to be paid to Siddika Begum and £500 to Helen Evans per month from May 2021 to August 2021)

Replacement staff for upcoming vacancies

Staff DBS checks

Training provider

Any questions?

- **Adoption of Chairperson's Annual Report**

Proposed by:_____

Seconded by:_____

Treasurer's Report by Katie Maguire

All those present given a copy of the accounts for the year ending 31 August 2021. The accounts give an overview of payments and receipts across our three bank accounts:

- Main Account: for paying utility bills, salaries, cleaning, etc.
- Fundraising Account.
- Subsidiary Account: for unexpected expenses. We are required under Charities Commission rules to keep sufficient funds in this account to cover redundancies in the event of the preschool having to close due to circumstances beyond our control.
- The main account is healthy at approximately **£21,200.**
- Subsidiary account **£18,000.00**
- Sunshine Clubs Account **£2800.00**

On average, depending on how many weeks are in the term, fees for Preschool amount to **£3500** and on average **£1250** a week for Sunshine Clubs.

The fundraising account remains steady at **£610.00** with the money raised during the year being used to buy equipment and resources.

Please see below for the total expenditure, income and bank balances of the main account over the past three years;

	2018-19	2019-20	2020-21
Income	£275,507.54	£272,972.87	£237,563.64
Expenditure	£267,104.57	£259,591.07	£260,832.24
Closing balance	£8402.97	£13,381.80	-£23,268.60

Monies spent over the year include:

Marc Computers - Computer upgrade: £1830.00

McCoy Health - Covid-19 testing kits: £1698.00

Just Floors Ltd - New flooring in main preschool room: £7,565.66

Staff Bonus: £3,000.00

Argos - New cooker: £519.99

Trudy Surman - Hypnotherapy: £600.00

Sparklean Cleaning Services - Viral deep cleaning: £2,261.25

When we met with Vicki Regan we discussed the option of opening an online business account to enable us to have access to a credit/debit card for

expenses. The existing Unity Trust Bank does not have this facility and so Siddika and Helen have to pay monies out of their own accounts and be reimbursed by preschool.

- Any questions?

- **Adoption of Accounts (2020 -2021) and Treasurer's report**

Proposed by: _____

Seconded by: _____

Manager's Report : Written in the absence of the Manager, by Helen Evans

Policies and Procedures

Siddika Begum has worked tirelessly to ensure that all the policies and procedures have been updated in line with the new Early Years Foundation stage. These have been loaded onto the website for parents/carers reference. Paper copies can be found in the relevant folder in the office. All staff will be required to read these and be aware of all relevant changes. On completion staff will be required to sign confirmation of this. Hard copies of policies are available upon request from the office.

In light of recent events, it has become apparent that the policies and procedures around 'people' including contracts of employment need to be reviewed and rewritten. This also applies to staff wage structure/banding, holiday entitlement, sickness and absence.

Improvements/Repairs to the preschool

October 2020 saw the long awaited repairs to the ramp and back stairs completed. The preschool closed on 19th October 2021 (a week before the half term holiday) During the holiday the flooring was also laid in the main room. The ongoing problems with the sewerage saw several days of closure but was finally rectified in February 2021.

The main problem we are experiencing now lies with the outside classroom. The canopy has rips in and there are areas that are badly damaged, as a result when it rains some of the outside part of the area floods; presently the equipment is on pallets. This is obviously only a short term fix rather than a solution to the problem.

In July I approached Broxap, the company that erected the structure for us originally. I requested a quote for replacement side panels which came in at £5,991.00

Fees Increase/Sessions:

We implemented the fees increase previously signed off by the committee, with effect from 1st September 2021. Our hourly rate increased by 50 pence to £5.00 From the beginning of this term we are now only open on a Friday afternoon to those children who are in receipt of 30 hours government funding. This enables us to have a weekly staff meeting and discuss important matters as a team.

Covid-19:

We as a preschool stayed free of any Covid-19 cases until the penultimate day of the Summer Holiday Club (12th August 2021) when we received one confirmed case. We closed for the last day of clubs and followed all the necessary procedures.

- o **Any questions?**
- o **Adoption of Manager's report**

Proposed by: _____

Seconded by: _____

Administrator's Report by Helen Evans

Funding

	2021-2022	2020-2021
Total No: Children on Roll	51	49
3-4 year old Universal Funding	36	34
3-4 year old 30 hours funding	16	19
2 year old funded	7	6
Fee Paying	7	9

Admissions:

This year we held a "Welcome Day" on 3rd September 2021 (1:30pm-2:30pm) for all those families whose children were enrolled with us for September intake. This meet and greet session gave the children the opportunity to meet their key person and the parents submit paperwork and ask questions. Off the back of this approximately 80% of the children readily started their sessions the following week. The others required further stay and play sessions. All in all, this proved to be very successful.

We continue to receive regular enquiries for places. Generally speaking, we are contacted due to word of mouth, we have also picked up a number of children whose siblings have started at St Osmund's Primary School this September. We have 8 children on the waiting list for January 2022 intake, 2 for April and 2 for September 2022 already.

Sunshine Clubs numbers are at a sustainable level, meaning we are full to capacity.

Wiltshire Council Establishment Portal:

This online system which is now fully operational, is an extremely efficient way of capturing and submitting data about our cohort for funding purposes. We have just submitted our headcount for the Autumn term.

Advertising:

We have renewed our quarter page advertisement in the Local IQ publication. We didn't print any flyers for the Summer Holiday Clubs to save costs.

General:

This year I want to focus my attention on improving systems we have place to become more thorough and increase our accuracy and efficiency.

Any questions?

o Adoption of Administrator's report

Proposed by: _____

Seconded by: _____

Fundraisers Report by Helen Evans

The last two years have sadly seen many of our usual preschool fundraising activities and events cancelled due to the pandemic, but that hasn't prevented us from raising money where we can:

The total we raised this fundraising year (2020-2021) was approximately **£768.16**

So how was this money raised?

IQ Christmas Cards – December 2020: **£71.50**

Christmas Jumper Week and Christmas Photographs –December 2020: **£178.00**

World Book Week Gruffalo Dress Up – March 2021: **£43.00**

Easter Bonnet Parade – April 2021: **£70.00**

Easy Fundraising (Amazon) –May 2021: **£15.66**

Wessex Community Contact Centre Donation – May 2021: **£195.00**

Sunflower Growing Competition – June 2021: **£30.00**

Graduation Photographs – July 2021: **£165.00**

We are currently fundraising for children's Christmas IQ cards.

Like last year, we will take photographs to sell in replacement of the Children's Nativity play if we are not able to go ahead.

We rely heavily on the generosity and support of the families involved. It also depends on donations from local companies and businesses which have been very limited this year. We are continually looking for support to raise funds for the preschool, which will benefit both the setting and the children who attend.

o Adoption of Fundraiser's report

Proposed by: _____

Seconded by: _____

Motions to be put to the AGM

The following members were proposed and seconded to step down from their roles as Trustees:

Chair - Chantel Rowe

Proposed by: _____

Seconded by: _____

Company Secretary, Trustee, Director & Data Protection Officer - Kate Renouard

Proposed by: _____

Seconded by: _____

Director - Trudy Surman

Proposed by: _____

Seconded by: _____

Any Other Business

Closing remarks

Combined profit and loss account year end 2020-21

	2020-21	2020-21	2019-20	2019-20	diff
Income	£	£	£	£	
Wiltshire Council		176332.80		173355.60	2977.20
Parent Fees		60169.73		87920.67	-27750.94
Grants		0.00		2458.60	2458.60
Other		435.00		4479.19	4044.19
Fund raising		626.11		4758.81	4132.70
Interest		0.00		0.00	
		<u>237563.64</u>		<u>272972.87</u>	<u>-35409.23</u>

Expenditure

Wages	150201.30		174607.48		24406.18
Snack	2122.37		3508.95		1386.58
PAYE	34920.28		26818.12		-8102.16
Telephone	3033.03		2013.44		-1019.59
electricity/water	2624.13		1603.86		-1020.27
Stationary	1016.33		3033.48		2017.15
Uniform	1368.89		1945.99		577.10
Lunches	4098.43		7845.06		3746.63
Equipment	40057.89		27456.39		-12601.50
Cleaning	2261.25		0.00		-2261.25
Activities	2013.37		2817.31		803.94
bank charges	1176.00		546.83		-629.17
Training	286.00		2056.68		1770.68
Advertising	180.00		417.60		237.60
Accountancy	1800.00		1825.00		25.00
Council Tax	363.00		1782.50		1419.50
Repairs and renewals	<u>13309.97</u>		<u>1312.38</u>		<u>-11997.59</u>
	<u>260832.24</u>		<u>259591.07</u>		<u>-1241.17</u>

Total income retained for year	<u>-23268.60</u>	<u>13381.80</u>
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CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

St Osmunds Pre-School

On accounts for the year
ended

Charity
no
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the
above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the
preparation of the accounts in accordance with the requirements of the
Charities Act 2011 ("the Act").

Independent
examiner's statement

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 the applicable Directions given by the
Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters
have come to my attention (other than that disclosed below *) in
connection with the examination which gives me cause to believe that
in, any material respect:

- accounting records were not kept in accordance with section
130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in
connection with the examination to which attention should be drawn 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:

Date:

9/5/22

Name:

CHERRY GOODARD

Relevant professional
qualification(s) or body
(if any):

MAAT

Address:

6 Glyn Place, East Melbury,

Shaftesbury, Dorset, SP7 0DP