

# UPLYME PRE-SCHOOL AGM

**Held on Monday 29<sup>th</sup> November, 7:00PM  
In the Village Hall**



## **1. Present**

Neil Pullinger, Rachel Wason, Ellie Saunders, Jenny Aplin, Kate Pitfield, Emily Ditchfield, Kayleigh Beddows, Janice Fowler, Alison Waters

## **2. Apologies**

Veronica Strawbridge, Sara Pearce, Jane Sole, Andrew Hooper

## **3. Minutes of last AGM**

The minutes were read and agreed as a true record of the meeting.

## **4. Matters Arising from last AGM**

No matters arising from the last meeting.

## **5. Treasurer's Report**

See the attached Income & Expenditure 20/21 Report. We made a loss of -£1228.57 in 20/21, due to Covid, lockdowns and a lack of fundraising the loss is understandable and the committee agreed it actually is a fairly acceptable result given the tough circumstances.

## **6. Manager's Report**

At the end of the 20/21 academic year we had 47 children on roll, which means we had between 25 and 28 children per session.

We haven't been able to fundraise through 20/21, the £388 in the income report is the government furlough payment. We are increasing fundraising activity this year - 21/22 - as things have started to return to normality.

We were open the entire year, and through the November and January lockdowns, with limited sessions and staff, to keyworker children. Our covid-19 procedures and risk assessments were updated and reviewed as the situation developed.

We have not been able to welcome our families as normal, there have been no visitors to the setting and parents couldn't even settle new starters. This was a hard decision to make for the staff, it goes against our usual, welcoming ethos.

It was a tough year for all of the staff but they all coped with the constant changes and new procedures admirably. We look forward to a more settled 21/22!

## **7. Play leader's Report**

This has been a strange year for all of us and we have had to change some of our practices at preschool – quarantining toys, wiping down everything, no soft furnishings and minimising adults in the setting. We have all got used to living in our coats outside and in as we have all the doors and windows open, so plenty of fresh air. The children have loved being outside so much - we are very lucky that the patio area means we have plenty of space.

Dropping off children at the door seems to work well for the children, though it is nice to allow parents back in at least at the end of the day – I know it must be difficult for some new parents who don't even know the setting, so thank you for your support in this.

Thank you also to Annie, who moved on to a full time position – she was our manager for many years and will have met most of you as first point of contact and throughout your time with us.

A big welcome to Alison, our new administrator, we were very lucky to find someone who is not only very efficient and friendly but also understands early years! Also welcome to Mya, who has joined us this term and is now an essential team member – especially with the amount of staff absences due to family concerns or Covid!

We are hoping to take on another member of staff soon, as the number of children is ever increasing and the waiting list just keeps growing!

We have not been able to have visitors or outings this year, and had to cancel public events, but we still held sports races for the children, and made an attempt to video the nativity – this year we will video the story of the Nativity through songs!

As always, a big thank you to Alison and the committee, without you the Pre-School cannot run, so your support is essential and much appreciated.

#### **8. Election of new Committee members**

Charlotte Daubney and Kate Pitfield volunteered to join the committee, welcome and thank you. Ofsted and DBS paperwork will be completed over the following weeks.

#### **9. A.O.B**

Ellie asked whether we could take on more children from the waiting list when we get a new member of staff. It was discussed that an extra person is needed to cover staff absence and illness but also that the EYFS stipulate a minimum square meterage per child in order to meet the needs of the children. Alison will double check the space ratio.

**ACTION A.Waters**

#### **10. Date of next Committee Meeting**

This will be arranged via email in the new year.

# UPLYME PRE SCHOOL - TREASURER'S REPORT

PERIOD: 1 SEPTEMBER 2020 - 31 AUGUST 2021

Income	£
External Government Funding	48,941
Parent Fees	8,456
Toddler Fees	0
Clothing Sales	58
Fundraising	0
Incoming Donations	500
Furlough Scheme	388
Other Income (Unassigned)	
<b>TOTAL INCOME</b>	<b>58,343</b>
Expenditure	£
Staff Wages	45,502
Training	304
Rent	7,618
Mobile Phone	293
Fundraising Expenses	83
Administration	504
Equipment	1,886
Consumables	556
Staff Uniform	398
PLA Insurance / Membership	854
OFSTED / Data Protection	0
Licence Fees	298
NEST Pension	337
DBS Checks	192
Advertising	144
Clothing	40
Building Maintenance	313
Gifts	249
Other Payments (Unassigned)	0
<b>TOTAL EXPENDITURE</b>	<b>59,571</b>
<b>Surplus/Deficit</b>	<b>-1,228</b>
Bank Balances	
NatWest - Current	£48,748.06
NatWest - Fund Raising	£5,450.09
<b>TOTAL ASSETS</b>	<b>£54,198.15</b>

# UPLYME PRE SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST AUGUST 2021

INCOME	£	2020/2021	£	2019/2020
Fees	48,659		6,934	
Toddler Group	8,456		1,019	
External Government Funding	282		49,652	
Pupil Premium + 1:1 Funding	0		37	
Job Retention Scheme	58		1,459	
		57,455		59,101
Other Income	500			
Fundraising	388		554	
Sweat Shirt Sales			64	
		888		618
<b>TOTAL INCOME</b>		<b>58,343</b>		<b>59,719</b>
<b>EXPENDITURE</b>	£			
Wages	45,502		41,768	
Pension Payments	337		171	
Rent	7,618		5,464	
Post			9	
Toys & Equipment	1,886		921	
Consumables	556		474	
OFSTED Registration + Data	35		105	
Insurance	854		782	
Training	304		0	
		57,092		49,694
DBS Check	192		128	
Mobile Phone Contract	293		165	
Administration	469		1,164	
Fundraising Activities	83		383	
Licenses	298		20	
Advertising	144		196	
Clothing	40		160	
COVID Expenses	398		176	
Miscellaneous	562		304	
		2,479		2,696
<b>TOTAL EXPENDITURE</b>		<b>59,571</b>		<b>52,390</b>
<b>Net Movement in Funds</b>		<b>-1,228</b>		<b>7,329</b>
<b>Balance Brought Forward</b>		<b>55,427</b>		<b>48,098</b>
<b>Balance Carried Forward</b>		<b>54,199</b>		<b>55,427</b>

### Cash Funds

NatWest - Current £48,748.06

NatWest - Fund Raising £5,450.09

**TOTAL ASSETS £54,198.15**

**There being no other assets or liabilities.**

Signed.....*[Signature]*.....

Trustee Name.....*NEAL FULLINGER*.....

Date of Approval.....*6-11-21*.....

Signed.....

Trustee Name.....

Date of Approval.....

### INDEPENDENT EXAMINER'S REPORT

I have examined the attached Income and Exeniture Account for the year ended 31st August 2021 and report that they are in accordance with the accounting records and have been properly drawn up in accordance with the reuirements of the Charities (Accounts and Reporting) Regulations.

Signed.....*[Signature]*.....

Name.....*L MORGAN*.....

Date.....*6-11-21*.....

*H/Bedden*

*29-11-21*