

Puffin Community Nursery AGM - December 2021

Chair's Report - Amy Walker

1. COVID - Despite the on-going covid situation last year, the Nursery remained open for most of the school year, only succumbing to the virus in the last week of term, forcing all the staff and many of the children into self-isolation. I feel that it is more than luck that the Nursery was not affected before this - it was down to the staff all taking the relevant measures seriously to ensure that the children were able to safely attend.
2. End of year trip - We were, unfortunately, unable to do an end of year trip in July, which would have been to the Sealife centre, but were out of isolation in time to enjoy a picnic in the park and say goodbye to our school leavers. It was a lovely event to attend given the restrictions the children had had over the previous year and gave those children moving up to school a great send off.
3. Christmas Party 2020 - Likewise the Christmas entertainer had to be cancelled but staff did a valiant job of providing a range of entertaining activities including a disco, an obstacle course, face painting and cookie decorating - as well as the traditional visit to see Santa (however, they are quite relieved that the entertainer is back on this year!). The children didn't notice any difference from the previous year and still had a wonderful time and loved coming back with a bag full of treats!
4. Hot Lunches - In January 2021, we were joined by Coral as Nursery cook after trials with outside caterers proved unpopular and unsuccessful. This has meant freshly cooked food on the premises, which we can provide more cheaply than outside caterers. 90% of our children now regularly have a nutritious, hot cooked meal with us.
5. Fareshare - We also restarted our involvement with Fareshare, receiving food deliveries to the Nursery once a week. The food is used for our meals and snacks for the children with any surplus going to families who need it. At one point we were supporting up to 15 families with food donations. Offering this to families is a great opportunity to help top up their weekly shop, and can also introduce new foods to the children's diets that they may not have otherwise tried.
6. Staff Training - Tracy and Michelle undertook a 3-month course on language and literacy development for 2- to 4-year-olds sponsored by the department of education. This has been extended this year with Michelle and Tracy cascading the training to the rest of the staff through a combination of 60 minute training sessions and a range of challenges for the staff to complete after each training session. If successful, this will lead to a "Communication Friendly Setting" accreditation for the Nursery.
7. Early Years Foundation Stage - The staff have also undertaken training to prepare them for the new requirements of the "Early Years Foundation Stage" which rolled out to all nurseries in September 2021. This also has a strong emphasis of developing language and literacy skills for early years. To support these changes, the nursery has brought in a regular book and nursery rhyme of the week with accompanying home learning ideas for the families. As a parent of a child at the nursery, I feel this new structure has been a great asset. My son is excited to tell me what the new book is and what new song/rhyme they are doing. Having the regular emails also helps me to prompt him when he's telling me what they have done at Puffin, and it has made him really engage with the work the staff are putting in. He absolutely loved the Bear hunt and the letter from the bear!
8. Partnerships - This year has also seen the return of our regular visits to the Tarner Children's centre for soft play sessions every Friday

morning and in person dance sessions with South East Dance every Wednesday which the children are thoroughly enjoying! Given the last 18 months, it is amazing to have these additional sessions that children can be involved in to help bring normality back. The soft play is a highlight and huge thank you to the staff for facilitating this as there are additional cleaning tasks with this that take up time!

For the coming year:

1. South East Dance - We hope during this coming year our work with South East Dance will continue and we look forward to the prospect of the dedicated dance space being opened in the Circus Street development, (after nearly 2 years delay) This will be made available for the children of Puffin to use on a regular basis.

2. Belltree Music Foundation - We also hope to reconnect with the Belltree Music Foundation with whom we were in talks with about regular music therapy sessions with our children, but was put on hold by the pandemic. Offering this would be a fantastic addition to the partnerships we already have, and the children would benefit hugely from this.

3. Millwood Center - We are also looking forward to a more positive and fruitful relationship with the Millwood Management Committee now they have 3 new committee members in charge, all with good links with the Nursery. We hope that the centre can be used in more positive and imaginative ways by our families, residents and local community.

It has been yet another tough year with the implications of a pandemic with a lot of unpredictability - but the staff have all done a fantastic job at making sure the children are still able to access the Nursery and have provided a caring space to have fun and play. With the continued low cost childcare and the additional sessions of soft play and dance, Puffin is continuing to prove that it is a community focussed childcare setting with the children's needs at the centre of it all.

Puffin Community Nursery CIO

Accounts from 1st September 2020 to 31st August 2021

Registered charity: 1158143

Charity correspondent: Ms Tracy Fernley-Jones
57 Slinfold Close
Brighton
BN2 0YS


These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY
26th November 2021

These accounts have been approved by the Trustees of the charity.

Signed by one or two Trustees on behalf of all the Trustees

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Date 8/12/21

Puffin Community Nursery CIO Charity Registration number 1158143

Receipts and Payments Account for the period 1st September 2020 to 31st August 2021

	2021 Restricted	2021 Unrestricted	2021 Total	2020 Restricted	2020 Unrestricted	2020 Total
Receipts						
<i>Incoming resources for charitable activities</i>						
<i>Brighton and Hove City Council</i>						
EYFE funding for 2 yr olds	-	27,589	27,589	-	33,695	33,695
EYFE funding for 3 and 4yr olds	-	59,465	59,465	-	56,345	56,345
Pupil Premium	-	-	-	1,391	-	1,391
Presens/Additional Support	3,938	-	3,938	15,855	-	15,855
Disability Access Fund	615	-	615	1,230	-	1,230
Staff Supplement	-	-	-	-	3,000	3,000
Covid Contain Outbreak Management Fund	-	750	750	-	-	-
Early Years Development Programme	-	1,560	1,560	-	-	-
<i>Other</i>						
Family fees	-	3,326	3,326	-	5,091	5,091
Family fees for hot meals	-	1,897	1,897	-	1,614	1,614
Fundraising	-	-	-	-	90	90
<i>Donations and grants</i>						
South East Dance	-	-	-	1,960	-	1,960
Other	-	48	48	-	186	186
<i>Other income</i>						
Interest	-	9	9	-	143	143
Total Receipts	4,553	94,644	99,197	20,436	100,164	120,600
Payments						
<i>Expenditure on charitable activities</i>						
Staff costs	3,938	83,975	87,913	16,924	70,030	86,954
Hot meals	-	1,314	1,314	380	1,522	1,902
Equipment, furniture and books	222	510	732	240	509	749
Activities and consumables	30	1,559	1,589	166	617	783
Training	35	741	776	-	730	730
Rent and room hire	-	3,159	3,159	-	3,274	3,274
Registration, subscriptions and insurance	-	1,101	1,101	-	843	843
Telephone, broadband and website	-	778	778	-	523	523
Admin and office costs	-	1,032	1,032	-	362	362
Bookkeeping	-	590	590	-	274	274
Other	-	70	70	490	49	539
Total Payments	4,225	94,829	99,054	18,200	78,733	96,933
Net receipts (payments) for the period	328	(185)	143	2,236	21,431	23,667
Funds at 1st September 2020	3,422	129,942	133,364	1,186	108,511	109,697
Balance of funds at 31st August 2021	3,750	129,757	133,507	3,422	129,942	133,364

additions may vary by +/- £1 due to rounding

Puffin Community Nursery CIO Charity Registration number 1158143

Statement of Assets and Liabilities at 31st August 2021

Monetary Assets

CAF Cash account	38,541
CAF Gold account	94,961
Cash in hand	5
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	133,507

Non-Monetary Assets

The charity has no non-monetary assets

Liabilities	none
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Restricted funds held at 31st August 2021

Pupil Premium	1,152
Disability Access Fund	638
South East Dance	1,960
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	3,750



Reserves and Investments Statement 2020-21

Reserves

We start the year with Free Reserves of **£129,757**

We have restricted funding of **£1,152** in Early Years Pupil Premium to provide enhanced provision for identified children, **£638** from our disability access fund and **£1,960** from South East Dance as part of Brighton & Hove City Council Third Sector Commissioning grant.

The remainder of the nursery's funds are designated as follows:

- We have agreed a policy for holding a designated reserve to the value of one month's regular revenue expenditure. Assuming inflation at 3.5% we have set reserves for this purpose to **£8,313.78** in 2020-21.
- We have also designated a fund for redundancies in case the nursery was to fail. This cost was worked out using the tool provided at:
<http://www.statutory-redundancy.co.uk/redundancy-calculator>.
The total estimated cost of redundancy for the team is: **£24,275.97**
- We have also agreed to put **£500** a year into a designated fund for large equipment, bulk training purchases and updating IT. This fund now stands at **£1,401.91**.
- The total allocated for the contingencies listed above is **£33,991.66**
- Undesignated free reserves **£95,765.34**
- Restricted Funds **£3,750**

The nursery starts the year holding net assets of **£133,507**

Investment

Puffin Community Nursery invests its reserves in a savings account (CAF Gold). We have selected an account that gives instant access for withdrawal of our funds should we need them. We use forecasting tools to monitor the funds we have available to ensure we have sufficient funds in our current account to meet our liabilities.

Amy Walker, Chair of the Management Committee, December 2020

Independent Examiner's report on the accounts
Report to the trustees of *Puffin Community Nursery CIO*
Registered Charity number 1158143

1st September 2020 to 31st August 2021

The accounts have been prepared on the Receipts and Payments basis.

Respective responsibilities of trustees and independent examiner

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to: examine the accounts under section 145 of the Charities Act, to follow the procedures specified in the General Directions of the Charity Commissioners (under section 145 (5)(b) of the Act) and to state whether particular 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters laid out in the statement below.

Independent Examiner's Report

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 130 of the Act: and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY
Date: 22nd June 2022