

**Puffin Community Nursery**

**AGM**

**Monday 11<sup>th</sup> December 2023**

**Chair's Report**

September 2022 saw the new year at Puffin get off to a challenging start.

An upcoming Ofsted inspection, the loss of two valued members of staff and a call to Jury service meant a lot to deal with. However, the staff team did an incredible job at working together to ensure the children attending Puffin all got the usual excellent standard of care and fun activities.

However, despite the poor Ofsted outcome, based purely on admin errors rather than on the welfare and learning of the children, and the subsequent loss of our 2 year funding, there has been many positive points to the year:

Michelle and Eleni between them successfully took on the role of Deputy Managers and showed a calm efficiency and positive outlook in everything they did. They worked really well as a team of 2 and it was visibly noticable to parents how their joint energy made Puffin an even more welcoming place to be.

We recruited Kirsty to take on the Early Years practitioners roll, her quiet, caring manner has made her popular with the children.

There has been the opportunity to catch up on some much needed training including: safeguarding lead and child protection training for all the staff, a two day, whole staff session for paediatric training, training on special educational needs and disabilities and the long awaited manual lifting and handling training.

There has also been lots of opportunities to take part in activities and events outside the Nursery, many provided by our partnership with South East Dance.

Some of the children and staff were lucky enough to go to the theatre and see dress rehearsal performances of The Stick Man and Zog before they were put on stage in London.

The whole Nursery took part in an experimental dance and movement workshop called "It's Me" which explored ideas around autonomy and

independence – an improvised dance session where the children were encouraged to explore and play alongside 3 professional dancers.

The children took part in a 10 week project led by Dot Dot Dance which involved a planting workshop with the author Michael Holland and focussed on how we care for the environment and each other.

Finally, another theatre trip to see a new dance show designed for children 3-5 called Skydiver, which was a beautifully display of dance and music that really caught the children's attention.

The year was rounded off with a bus ride and a picnic in the park, bringing together all the families and their children. It was a lovely event and the children really enjoyed the bus trip out!

#### **Into the future:**

This year has started on a more positive note with a re-visit from Ofsted with a 'Good' rating outcome, and the return of our 2 year funding.

A promising new recruit, who we are eagerly awaiting for her to start and the return of Mandy, who is helping out 2 days a week.

More training is in the pipeline including a Level 3 Senco training and some on going behaviour management training.

We also hope to round off the year with a return Washbrookes family farm for an end of year treat for all our families.

Tracy and the staff team have worked incredibly hard over the last year, always ensuring the care, safety and enjoyment the children experience at Puffin is of the usual high standard. I would like to say a huge thank you to all the staff, with special acknowledgement to Eleni and Michelle for taking on the Deputy Manager role through a challenging year; and as always a huge thank you to Tracy for working above and beyond. You are an incredible team.

Many thanks

Amy Walker

Chair

11th December 2023

# Puffin Community Nursery CIO

**Accounts from 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**

Registered charity: 1158143

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

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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  
30<sup>th</sup> November 2023

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

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

1. \_\_\_\_\_

2. \_\_\_\_\_

Date \_\_\_\_\_

# Puffin Community Nursery CIO Charity Registration number 1158143

## Receipts and Payments Account for the period 1st September 2022 to 31st August 2023

	2023 Restricted	2023 Unrestricted	2023 Total	2022 Restricted	2022 Unrestricted	2022 Total
<b>Receipts</b>						
<i>Incoming resources for charitable activities</i>						
<i>Brighton and Hove City Council</i>						
EYFE funding for 2 yr olds	-	9,335	9,335	-	24,986	24,986
EYFE funding for 3 and 4 yr olds	-	60,016	60,016	-	47,808	47,808
Pupil Premium	2,466	-	2,466	1,765	-	1,765
Presens/Additional Support	2,064	-	2,064	5,694	-	5,694
Disability Access Fund	-	-	-	800	-	800
Staff training	-	-	-	-	2,210	2,210
Covid Contain Outbreak Management Fund	-	-	-	-	210	210
Miscellaneous	-	-	-	-	691	691
<i>Other</i>						
Family fees	-	13,365	13,365	-	9,109	9,109
Family fees for hot meals	-	3,277	3,277	-	3,371	3,371
<i>Donations and grants</i>						
South East Dance	-	-	-	5,980	-	5,980
Other	-	11	11	-	77	77
<i>Other income</i>						
Interest	-	1,028	1,028	-	65	65
<b>Total Receipts</b>	<b>4,530</b>	<b>87,032</b>	<b>91,561</b>	<b>14,239</b>	<b>88,526</b>	<b>102,766</b>
<b>Payments</b>						
<i>Expenditure on charitable activities</i>						
Staff costs	8,858	76,930	85,788	5,695	77,553	83,247
Hot meals	147	2,740	2,887	-	3,276	3,276
Equipment, furniture and books	229	187	417	145	350	495
Activities and consumables	419	551	970	1,329	351	1,680
Training and supervision	230	1,973	2,203	-	361	361
Rent and room hire	30	3,174	3,204	-	3,159	3,159
Registration, subscriptions and insurance	-	1,359	1,359	-	894	894
Telephone, broadband and website	-	866	866	-	694	694
Admin and office costs	-	335	335	22	409	431
Bookkeeping/payroll	-	4,267	4,267	2,244	557	2,800
Contribution to fittings at Millwood Centre	-	1,754	1,754	-	-	-
Other	-	-	-	-	201	201
<b>Total Payments</b>	<b>9,913</b>	<b>94,137</b>	<b>104,050</b>	<b>9,435</b>	<b>87,804</b>	<b>97,239</b>
Net receipts (payments) for the period	(5,383)	(7,105)	(12,489)	4,804	722	5,527
Funds at 1st September 2022	8,554	130,479	139,034	3,750	129,757	133,507
<b>Balance of funds at 31st August 2023</b>	<b>3,171</b>	<b>123,374</b>	<b>126,545</b>	<b>8,554</b>	<b>130,479</b>	<b>139,034</b>

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

# **Puffin Community Nursery CIO** Charity Registration number 1158143

## **Statement of Assets and Liabilities at 31st August 2023**

### **Monetary Assets**

CAF Cash account	30,577
CAF Gold account	95,968
Cash in hand	-
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	126,545

### **Non-Monetary Assets**

The charity has no non-monetary assets

<b>Liabilities</b>	none
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### **Restricted funds held at 31st August 2023**

Pupil Premium	1,733
Disability Access Fund	1,438
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	3,171

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

**1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**

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: 19<sup>th</sup> June 2024

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