

Little Sunbeams Pre-school - AGM 16th November 2021

8pm- At Preschool

Attendees: Phil Clark, Jill Everdell, Lyn Donnelly, Marie Underwood, Penny Furnell, Ian Sellwood, Jo Fielder, Amanda Hart.

Apologies:

Minutes Sign-Off:

| | |
|-----------------|-----------------|
| Signatory One : | Signatory Two : |
| Date : | Date : |

Welcome from Chair

Phil welcomed everyone to the meeting. Again there had been a very low interest from parents to attend the AGM despite invitations and newsletters. Phil stated that he needed this to be his last year as Chairperson and that a replacement needed to be found. Full chairperson's report attached.

ACTION - Find a new chair - PC, JE, AH, LD

The Charity Commission Accounts for Little Sunbeams for the period 1st January 2020 to 31st December 2020 showed our total income and expenditure as:

Income: £69944

Expenditure: £72876

The following officers for the CIO stepped down and were re-elected for a third term. 24 families provided their vote.

Phil Clark - Chair
Jill Everdell - Treasurer
Amanda Hart - Secretary

Interest in filling these roles from current parents was still lacking. However we would continue to promote parental interest in the committee.

Supervisors Report

Lyn thanked Phil and Jill and all staff and bank staff for all their hard work and continued support. Keeping Little Sunbeams running smoothly is a real team effort and all their continued knowledge,

expertise and support were greatly appreciated.

Number of children on roll: 25

Number of children due in this academic term: 0.

Number of children due in next academic term: 3

Foreseeable change in staffing hours: Yes. Nicky is leaving us on Thursday 18th November. Her hours are being covered by bank staff until Christmas. We have had one member of bank staff express an interest in taking on this role.

Policies updated since last meeting
Curriculum, Food and Drink and Covid

Safeguarding Issues
None currently.

Health and Safety Issues
None

Since last AGM on 13th October 2020.....

Joiners: A total of 20 children have started with us.

Leavers: A total of 14 have left.

Number of Children in each Cohort:

2022 - 15

2023 - 10

2024 - 1

Staffing: Penny has joined us. Charli has returned after maternity leave. Louise and Sam left as bank staff and Sarah has joined Bank.

We are still awaiting our very overdue (due to Covid) Ofsted inspection. We are feeling more confident following the shared conversation meeting with Angie Potter (Services for Young Children). Lots of changes have been implemented in and out doors.

We have a fabulous new mud kitchen thanks to a donation from Taylor, Hill and Bond (Pennys Brother). This was made for us by a local handy man. We are currently arranging for the same man to make us a Shop counter and Table and chairs using some EYPP money.

There has been a change to the management structure. Amanda is now Deputy and Marie is the Lead Practitioner. Lyn took on the role of nominated person from Phil so now has overall responsibility.

Lyn said thanks to the main committee members: Phil, Jill and Amanda.

Treasurers Report (as of 16th November 2021)

Account totals are

Current Account £3744.98

Reserve Account £28429.40

Tapestry Instructions

Jo Fielder asked if a how to guide for Tapestry observations could be provided for parents. Amanda to include in next newsletter

ACTION – AH

New Laptop and Speakers

Jill to source new Laptop and speakers for use in setting

ACTION – JE

PAT testing

Lyn raised that PAT testing had not been carried out since moving into the new room. This had been carried out annually. Amanda to ask Rachel

ACTION – AH

Alarm Training

Marie still waiting for alarm training – Amanda to chase

ACTION AH

ALL OTHER ACTIONS FROM PREVIOUS MEETING COMPLETED

Next Committee meeting- Tuesday 18th January 2022

Chairpersons report

This report is to cover the period October 2020 to October 2021.

For a nice change, this period has been relatively stable in Little Sunbeams history. Despite the ongoing COVID pandemic, the pre-school has continued to operate well and the staff continue to perform excellently in sometimes challenging conditions.

The new setting continues to perform well and is increasingly a differentiator in the local childcare market. With new equipment, good access to outdoor play facilities,

within a safe and welcoming environment we continue to get consistently high enquiries from new parents looking to give their children a solid start on their Early Years journey. We thank the Church for their continuing support in the provision of the setting, which has been managed superbly during this period.

Largely down to the quality of both the staff and the setting, we continue to maintain a high number of children on roll without significant marketing spend or effort. Our “word of mouth” referrals continue to be our primary source of new parents, which is testament to the staff’s caring and inclusive approach. Since COVID started, we have only lost a handful of children (due to change in parental circumstances), and all of the rest of the children have successfully returned to setting with minimal disruption.

Financially we continue to maintain strong reserves and excellent control over cash and forecasting. Through 2022 we need to ensure we continue with this control, in the light of changing economic conditions (inflationary pressure, wage rises due to increase in National Minimum Wage), but as a committee we are already aware and planning for some of these changes which is reassuring. Jill’s role as treasurer is pivotal to this control, and we continue to be grateful for her excellent involvement in maintaining the finances so strongly.

We also effected a small, but important, restructuring of the team to bring our job descriptions, roles and responsibilities into clarity and to align to the broader job market – preparing us for any future hiring needs as a result of expansion if required. I would like to thank all of the staff for their support through this change.

2022 will hopefully be another stable and successful year. Many of our children are due to transition to mainstream education in September 2022, so we need to ensure we (as ever) effect that transition as best we can and identify new children to come into setting to maintain numbers. We have put in place controls to mitigate any risk to this change.

The quality of the preschool continues to be built on the quality of the staff and committee members to whom the setting owes a significant gratitude. Without exception, the staff go above and beyond to stay focused on the quality of experience for the children, and during COVID times where we experienced slight staff disruption due to illness, the team pulled together brilliantly to maintain the excellent standard of care that we probably take for granted but should be celebrated. Lyn and Amanda continue to drive this quality of care, and on behalf of the committee I would like to thank them for their ongoing professionalism.

2022 will be my last year as Chair of the pre-school, having to step down due to a number of other personal commitments I have. I will ensure a full and safe transition to the next Chair once identified, and am happy that the pre-school is stable, safe and well positioned for future success. At a personal level, I have thoroughly enjoyed my time with Little Sunbeams, having gained significant experience as a result of the role, and look forward to welcoming the next Chair into the role through 2022.

Most importantly, and on behalf of the whole committee, I again thank all of

the staff who have delivered a truly outstanding service in 2021. Here's to many future years of continuing success.

Jacky Gregory ACA

CHARTERED ACCOUNTANTS

Church Lodge, Church Road,

Warsash, Southampton

SO31 9GF

Telephone: 01489 885491

E-mail: jagregory@talk21.com

Independent examiner's report to the trustees of Little Sunbeams Preschool (Fareham)

I report to the trustees on my examination of the of tha above charity ("the Trust") for the year ended 31 December 2021, which are set out on pages 2 to 3.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's account carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulation 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this respect in order to enable a proper understanding of the accounts to be reached.

Jacky Gregory
Chartered Accountant
14 July 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|--|-------------------------------|
| Charity Name LITTLE SUNBEAMS PRESCHOOL (FAREHAM) | No (if any) 1173913 |
|--|-------------------------------|

CC16a

Receipts and payments accounts

| | | | |
|---------------------|---------------------------------------|----|---------------------------------------|
| For the period from | Period start date 1ST JANUARY 2021 | To | Period end date 31ST DECEMBER 2021 |
|---------------------|---------------------------------------|----|---------------------------------------|

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|--|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| GRANTS | 66,008 | - | - | 66,008 | 61,690 |
| OTHER FEES AND INCOME | 8,065 | - | - | 8,065 | 8,244 |
| INTEREST | 5 | - | - | 5 | 10 |
| FUNDRAISING | 228 | - | - | 228 | 228 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| trustees consider that an audit is not required for this period under section 43(2) of the Act | - | - | - | - | - |
| Sub total (Gross income for AR) | 74,306 | - | - | 74,306 | 70,172 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 74,306 | - | - | 74,306 | 70,172 |
| A3 Payments | | | | | |
| WAGES/TAX & NI | 57,699 | - | - | 57,699 | 59,929 |
| PENSION | 1,686 | - | - | 1,686 | 1,729 |
| HALL HIRE | 9,353 | - | - | 9,353 | 6,087 |
| CONSUMABLES & GENERAL | 6,488 | - | - | 6,488 | 3,770 |
| MISCELLANEOUS | 84 | - | - | 84 | 85 |
| INSURANCE | 504 | - | - | 504 | 440 |
| ACCOUNTS | 450 | - | - | 450 | 450 |
| PORTACABIN | - | - | - | - | 386 |
| | - | - | - | - | - |
| | 76,264 | - | - | 76,264 | 72,876 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 76,264 | - | - | 76,264 | 72,876 |
| Net of receipts/(payments) | - 1,958 | - | - | - 1,958 | - 2,932 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 22,508 | - | - | 22,508 | 25,440 |
| Cash funds this year end | 20,550 | - | - | 20,550 | 22,508 |

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | CIO CURRENT ACCOUNT | 3,820 | - | - |
| | CIO SAVINGS ACCOUNT | 16,730 | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 20,550 | - | - |

Unrestricted funds
Restricted funds
Endowment funds

| | Details | to nearest £ | to nearest £ | to nearest £ |
|--------------------------|---------|--------------|--------------|--------------|
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|---------------------------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | | | | - |
| | 2* HP LAPTOPS | UNRESTRICTED | 878 | - |
| | 2* HUDL TABLETS | UNRESTRICTED | 318 | - |
| | 2* SAMSUNG GALAXY TABLETS | UNRESTRICTED | 358 | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

| | | | |
|--|-----------|------------|------------------|
| Signed by two trustees on behalf of all the trustees | Signature | Print Name | Date of approval |
| | | | |
| | | | |

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| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
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| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
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| | - | - | - | - | - |
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| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 76,264 | - | - | 76,264 | 72,876 |
| Net of receipts/(payments) | - 1,958 | - | - | - 1,958 | - 2,932 |
| A5 Transfers between funds | - | - | - | - | - |
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|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | CIO CURRENT ACCOUNT | 3,820 | - | - |
| | CIO SAVINGS ACCOUNT | 16,730 | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 20,550 | - | - |

Unrestricted funds

Restricted funds

Endowment funds

| | Details | to nearest £ | to nearest £ | to nearest £ |
|--------------------------|---------|--------------|--------------|--------------|
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|---------------------------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | | | | - |
| | 2* HP LAPTOPS | UNRESTRICTED | 878 | - |
| | 2* HUDL TABLETS | UNRESTRICTED | 318 | - |
| | 2* SAMSUNG GALAXY TABLETS | UNRESTRICTED | 358 | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

| | | | |
|--|-----------|------------|------------------|
| Signed by two trustees on behalf of all the trustees | Signature | Print Name | Date of approval |
| | | | |
| | | | |