

## **Little Sunbeams Pre-school – AGM 9<sup>th</sup> November 8pm– At Preschool**

**Attendees:** Phil Clark, Jill Everdell, Lyn Donnelly, Marie Underwood, Robyn Cross, Charli Donnelly, Scott Turnbull, Amanda Hart.

**Apologies:** Katie Collins-Hardman, Sarah Ball

### **Minutes Sign-Off:**

Signatory One :	Signatory Two :
Date :	Date :

### **Welcome from Chair**

Phil welcomed everyone to the meeting. Two parents had come forward to join the committee and take over from Phil as chair and co-chair. Again there had been a very low interest from parents to attend the AGM despite invitations and newsletters. However proxy votes had been submitted. Full chairperson's report attached.

The Charity Commission Accounts for Little Sunbeams for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022 showed our total income and expenditure as:

Income: £85,647

Expenditure: £88,403

The following officers for the CIO stepped down

Phil Clark – Chair

Jill Everdell – Treasurer

Amanda Hart – Secretary

The following officers were elected/re-elected. 18 parents cast their vote

Scott Turnbull – Chair

Katie Collins-Hardman – Co-chair

Jill Everdell – Treasurer

Amanda Hart - Secretary

### **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: 28

Number of children due in this academic term: 0.

Number of children due in next academic term: 4

Foreseeable change in staffing hours: No. We currently have 5 main staff, 8 bank staff; including one staff member who provides additional support to one child on Special Education Needs Inclusion Funding (SENIF) and Jill the treasurer who steps in when needed.

Policies updated since last AGM

Absence, Behaviour management, mobile phone, admissions, student placement, tapestry, health and safety, code of conduct, collection and non-collection of children. Policies are reviewed and updated on a two year cycle, this review includes all staff and changes and update are made by Lyn (Manager)

Safeguarding Issues

None currently.

Health and Safety Issues

None. Ideally we want to increase security with a new fence/gate in the future

Tracking Cohort information

Lyn explained that the Ofsted focus was to move away from extensive tracking of children and to instead focus on Key persons knowledge of the child and those areas in which each child needs additional support in.

Since last AGM on 15<sup>th</sup> November 2022

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

Leavers: A total of 17 have left.

Number of Children in each Cohort:

2024 – 18 (Leaving us in September 2024)

2025 – 9

2026 – 1

Staffing: Robyn joined us. Sarah has completed her level 2 assignments and is awaiting verification.

Additional information

We have never been this busy/full at this time of year

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

### **Treasurers Report (as of 9<sup>th</sup> November 2023)**

Account totals are

Current Account £2382

Reserve Account £40538.

### **Dropbox**

Jill asked Phil about the dropbox and adding new members. Phil to sort

ACTION : PC

### **ALL OTHER ACTIONS FROM PREVIOUS MEETING COMPLETED**

### **Next Committee meeting– TBC**

### **Chairpersons report**

This report is to cover the period October 2022 to November 2023.

Another excellent year within the Little Sunbeams history, with stable ongoing provision and no major concerns or macro-economic situations to deal with. At a personal level, I have had very little involvement with the preschool which continues to be an indication of both the stability and robustness of the setting, and the quality of the management and staff who just overcome any hurdle presented with minimal fuss. This professionalism, with the excellent support of the Church in provision of the setting, is the reason why Little Sunbeams is the best preschool in the area.

This is my last year as Chair at Little Sunbeams, and I genuinely grateful for the opportunity to have been involved. I think it's been about 10 years since I got involved, that first committee meeting in someone's lounge where we were discussing numerous issues with the setting and finances. It feels like we have come a long way since that time, new setting, stable staffing, stable finances, excellent Ofsted reports and, most importantly, happy children. I just hope my successors have as much fun as I have, and are as brilliantly supported by Lyn, Amanda and the whole staffing team at LSB who are clearly awesome in every way.

Once again, on behalf of the committee, I would like to re-iterate our thanks to all of the staff in the setting who have been excellent through 2023, and wish everyone the best of luck with 2024 and beyond!

# **Jacky Gregory** ACA

CHARTERED ACCOUNTANTS

Church Lodge, Church Road,

Warsash, Southampton

SO31 9GF

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## **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 2023, 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  
9 April 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>LITTLE SUNBEAMS PRESCHOOL (FAREHAM)</b>	No (if any) <b>1173913</b>
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**CC16a**

## Receipts and payments accounts

For the period from	Period start date 1ST JANUARY 2023	To	Period end date 31ST DECEMBER 2023
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	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 £
<b>A1 Receipts</b>					
GRANTS	90,775	-	-	90,775	71,463
OTHER FEES AND INCOME	16,743	-	-	16,743	12,617
INTEREST	283	-	-	283	13
FUNDRAISING	212	-	-	212	1,555
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
trustees consider that an audit is not required for this period under section 43(2) of the Act	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>108,013</b>	<b>-</b>	<b>-</b>	<b>108,013</b>	<b>85,647</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>108,013</b>	<b>-</b>	<b>-</b>	<b>108,013</b>	<b>85,647</b>
<b>A3 Payments</b>					
WAGES/TAX & NI	75,836	-	-	75,836	66,349
PENSION	1,543	-	-	1,543	1,512
HALL HIRE	10,776	-	-	10,776	10,498
CONSUMABLES & GENERAL	6,238	-	-	6,238	7,834
MISCELLANEOUS	84	-	-	84	84
INSURANCE	831	-	-	831	636
ACCOUNTS	500	-	-	500	450
TRAINING	839	-	-	839	1,039
	-	-	-	-	-
	96,646	-	-	96,646	88,403
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>96,646</b>	<b>-</b>	<b>-</b>	<b>96,646</b>	<b>88,403</b>
<b>Net of receipts/(payments)</b>	<b>11,367</b>	<b>-</b>	<b>-</b>	<b>11,367</b>	<b>- 2,756</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,794</b>	<b>-</b>	<b>-</b>	<b>17,794</b>	<b>20,550</b>
<b>Cash funds this year end</b>	<b>29,161</b>	<b>-</b>	<b>-</b>	<b>29,161</b>	<b>17,794</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CIO CURRENT ACCOUNT	1,936	-	-
	CIO SAVINGS ACCOUNT	27,225	-	-
		-	-	-
	<b>Total cash funds</b>	<b>29,161</b>	<b>-</b>	<b>-</b>

Unrestricted funds  
Restricted funds  
Endowment funds

	Details	to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	2* SAMSUNG GALAXY TABLETS	UNRESTRICTED	358	-
	ASUS VIVOBOK LAPTOP	UNRESTRICTED	250	-
	GALA TENT	UNRESTRICTED	555	-
				-
				-
				-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
			-	

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

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