

Annual Return Report – 2021-2022

Annual General Meeting

11th October 2022 – Nursery Setting

Attended: Denise Clayton, Helen Honeyball, Fiona Jones, Susan Cook, Anna Millgate, Steven Burgess, Parissa Farboud, Gemma Brown, Laura Taylor, Jade Taylor, Suzanne Griffin

Apologies: Louise Thacker, Vikki Bourne, Julie Buchanan, Emily Johnson

All reports have been provided to parents, carers and staff prior to the AGM meeting.

1.Welcome and Introductions

DC – Welcomed and thanked all for coming, made introductions

2.Matters Arising

DC – Went through what would be discussed

3.Chairpersons Report

DC – Read through 'Chairperson's Report' on behalf of EJ who was unable to attend (attached)

4.Nursery Manager's Report

DC – Read through 'Manager's Report' (attached)

5. Financial Report

FJ – Read through 'Financial Report' (attached). Lead to SB asking how the 30 hours we offer would impact and be sustainable down the line. DC – although we are working at a loss, it's getting additional children through the door, also it was matter that was considered for a long time and not one we were keen to do but also had to be competitive within the market place. Also possibly looking at lowering the application age to 18 months, we would make more money for this age but would also have less children. We have had a positive impact from our advertising on social media, open day and our banner (on The Severals)

6. Resignation of Current Committee

DC – Confirmed EJ would remain as Chairperson. LT will step down as secretary and SG will step down as Treasurer.

7. Nomination of Current Committee

GB and PF will come onto the committee and SB has said he will remain on the committee. HH and AM will also remain on the committee.

12/10/22 – FJ confirmed that SB will our Treasurer and GB will be Secretary.

8. Next meeting for AGM (after meeting)

DC – Clarified that there would be 4 committee meetings over the year, the next one being in November in order to discuss the Christmas Fayre. DC explained that whilst staff get involved in a lot of the preparation and organising of fundraising events it is better to share the load with the committee.

Chairperson Report (Trustees Report)

AGM October 2022

Last year was a positive year for the nursery, with COVID-19 still present, the staff at Ditton Lodge still managed to make last year a successful one. The staff kept up with the rules and regulations but also managed to make sure the children at the nursery felt safe and had fun.

At this point I'd like to truly thank all the staff at Ditton Lodge. I can say from the bottom of my heart what a fantastic team they really are. They work well together and create such a warm and happy environment in the setting. Thank you for all you have done and continue to do for the children.

Thank you to all members of the committee also for all their support from last year. We really hope to see more members join and I look forward to seeing what we can all do together in this upcoming year.

Last year was a great year in terms of events for the nursery. To list some of the many there was, the jubilee tea afternoon, the visit from the zoo which I have to say I thoroughly enjoyed myself! Also not forgetting the trip to Shepreth Wildlife Park. That was such a lovely day, all the staff, parents and children came together and we were able to watch the children play and explore whilst learning so much about the animals. I'm really looking forward to another year full of events and activities at the nursery. Of course we are always open to new fundraising ideas to help the nursery, as they are a charity run setting.

I have thoroughly enjoyed my year being head of committee at the nursery. I have built such a lovely relationship with all the staff and would like to hope that everyone is happy to have me stay on for another year. Florence has thrived being there this past year and I can't begin to explain the huge difference I have seen in her. She loves coming here and I am very pleased and happy for Florence to attend for the next year.

Thank you to all that have come tonight, I hope to see some new faces on the committee and I look forward to a great year ahead at Ditton Lodge Nursery.

Financial Report AGM 2021 - 2022

We have four bank accounts which consist of a 'Current/General' account, this is our working account. A 'Reserve' account (which is expected to have 3 months running costs in). A 'Redundancy' account and a 'Fundraising' account which is where all grants and fundraising are paid in. As you are

all aware we are now offering 30 hrs funding, this was put in place to ensure we were competitive in what we offer in comparison to other settings in the area and of course to encourage new placements.

We started the year in September 2021 with **£8,794.21** in our current account and finished in August 2022 with **£15,577.95**, this was higher than last year due to moving over **£10,000.00** from our reserves account to cover the August wages.

Our total income into the Current Account was **£140,263.51** (last year's total was **£135,288.91**), an increase of **£4,974.60**. Our Current Account consists mainly of Early Years Funding, consumable costs and session fees invoiced for hours not covered by funding. Our total expenditure was **£133,479.77** (last year it was **£134,846.41**). Our main outgoings are wages, including HMRC, rent, telephone and broadband, equipment, supplies, and insurance. We have taken on payroll inhouse from April this year which will save us a total £480.00 p/year.

Grant income is always for a specific purpose so this cannot be used on everyday expenditure. Last year we received **£1,900.00** from the Graduate Leader Programme as Denise has her B A Hons in Early Years childhood studies and holds early years professional status. We are in the process of applying for this again. This was spent on staff Initiatives, training and resources to implement the Early Years Foundation Stage Framework.

The fundraising total for the year was **£1,200.00**. We looked at new ways of how we could go about fundraising as we were unable to carry out our Christmas fair. This year we had our pancake toddle, sponsored find and Easter and Christmas hampers raffle. All fundraising money is vitally important to our Nursery as there are always things that need improving and updating, Children's Christmas party and summer trip are heavily subsidised from fundraising events throughout the year.

In our Reserves account we have a total of **£11,854.40** (this would ideally total approximately 3 months running costs in reserve should we ever get in to difficulty but as mentioned we had to dip into this to cover wages in August).

In our Redundancy account we have a total of **£16,874.91**, this will cover all redundancy costs should there be a need ever in the future.

We keep a very close eye on all of the spending. Each year budgets are set and we monitor these closely. We also regularly forecast where we are with the income v expenditure for the year and all of this information is reported at each Committee meeting to keep everyone up to date. Our accounts are sent to the Charity Commission who publishes them on their website.

Nursery Manager Report AGM 2022

1. Thank you!!

Thank you to everyone on the committee for their support throughout the year. We raised £1200 throughout the year, this was nearly £300 more than the previous year. It was once again a year

when we still have not returned to our usual methods of fundraising and limited face to face fundraising events.

2.Staffing

I would like to thank the staff for all their hard work over the past year. This culminated in our Outstanding outcome from OFSTED. I couldn't be prouder of how hard the staff all work, always putting the needs of the children first and striving to ensure that the children reach their full potential.

3.Training

All staff attend training, this includes paediatric first aid, basic food hygiene and child protection which we all renew every 3 years. In addition to this some members of staff have a designated role for which they are responsible, and they therefore need training to fulfil their responsibilities, this includes child protection, Special needs, equalities, behaviour management.

4.Website

Fi continues to maintain our website, keeping this up to date. It is an area that I have not ventured into and Im quite happy to leave it to Fi to continue doing such a great job. Steven Burgess continues to support us if we get into any difficulty not only with our website but with technology in general, so I would also like to give big thank to him.

5.The past year –

To summarise...

- o We gained our Outstanding grade from OFSTED.
- o Children and parents started to attend visits within the nursery rather than staying in the garden.
- o Monday raised helped us purchase new resources and paid towards the nursery summer trip and our end of year party.
- o We agreed to accept 30 hour funding.

So, The year to come...

- o Will see us continuing to strive to enable your children to reach their full potential while with us, maintaining the standards that gave us our outstanding grade.
- o Will hold our first open day for many years.
- o Continue to advertise for new children to enable us to remain sustainable.
- o Introduce stay and play sessions
- o We recognise that finances are a struggle for all and understand that fundraising may not be as affective as it might have been in other years.

As always, the children will remain top of our priority list, and we will continue to support their early education and care, providing a variety of activities and resources to gain their interest.

We cannot do it all by ourselves and do need you to help us and be a part of what goes on for us to continue to achieve our goals. Therefore, I cannot highlight enough how important it is that we have a committee who are willing to give up a little time a few times a year to support your children's nursery and its ability to move forward.

Both myself and Helen will support new members in completing the appropriate paperwork to enable you to be part of the committee.

Financial Review

