

Buckles and Bows Pre-School Nursery Annual General Meeting

Tuesday 6th September 2022 7:30 pm held at the Nursery

Agenda

- o **Welcome drinks and nibbles / meet the current Trustees**
- o **Opening remarks (Chair)**
- o **Apologies and list attendees**
- o **Presentation of Annual Report (Chair)**
- o **Adoption of Annual Report**
- o **Presentation of Accounts (Treasurer)**
- o **Adoption of Audited Accounts (2020 -2021)**
- o **Election of Management Committee/Officers**
- o **Any Other Business**
- o **Closing remarks**

- o **Opening remarks / Welcome (Chair)**

- o Welcome to the 2022/23 AGM of Buckles and Bows Charitable Incorporated Organisation - and thank you all for attending.
- o In order for this meeting to be constitutionally binding we must have a minimum of 3 members present – at the time of writing we had 42 Family Memberships on role for this year with 35 of those starting in September.

- o **Attendees**

Mike Quinlan
Zoe Hall
Chris Turvill
Lauren Cann
Russell Cann
Kirsty Newell
Dionne Lo Bue
Becca Corrie
Asli Ungan

- o **Staff attendees**

Louise Gough (Admin / minutes)
Lisa Fuller (Manager)

- o **Apologies**

Anna Germany

- o Minutes of the previous AGM were recorded and approved as a true and accurate record at the 1st general meeting of the out-going trustees for 2021-22.

No matters arising. Members voted to adopt the previous AGM minutes as a true and accurate record.

o **Chairperson's Report by Mike Quinlan**

Looking back over the academic year

Following the Covid years, we are pleased to report a fairly uneventful year, other than our Ofsted inspection in November 2021 where we received an overall rating of Good, with Outstanding for behaviour and attitudes. As anyone in education will tell you it is really difficult these days to receive an overall outstanding as general Ofsted policy is to reduce the number of settings with that status. We are very pleased with the report we received, including the feedback from parents praising the hard-working staff, and we have sought to address the couple of points of improvement that the inspector noted in the report, which is available for all to read on our website.

Investment, Maintenance Improvements and Safety:

We have spent approximately £4,000.00 this year on essential maintenance and improvements – the main outlay being a pumped drainage system to stop the rainwater from flooding the sensory room area when we get heavy downpours. We overhauled the plumbing internally replacing a lot of dripping taps, and over the summer we had some tree surgery work carried out following damage to the covered area roof during storms last winter.

New play equipment and supplies for the children have been purchased throughout the year, including replenishing the sand pit, thanks to the fundraising efforts of the trustees and parents. We will continue to ensure that we spend all monies raised through fundraising quickly and effectively on new equipment

and facilities for the children within the same academic year, as after all it is those parents / carers raising the funds.

We have left the possibility of the ambitious project of building an extension to the nursery to provide an office for staff, more internal floor play space, and better in / out free flow for the children on the back burner for now – to be discussed further by the new trustees.

Staff and Continued Development:

Lisa and her team continue to provide an outstanding early education for the children in our care. Sarah Feline returned to us in January as an outstanding SENCo and we are regarded by Surrey CC as one of the lead nurseries in the area for special educational needs provision. All the staff are keen to continue their professional development through various courses and in-house learning.

Louise Gough has smoothly taken over the administration role from Zoe Hall, who I am very pleased to say has swapped her admin role for a Trustee role as Secretary, and that has greatly helped the transition.

We will continue the successful use of Tapestry to keep parents / carers up to speed with their children's progress, and that has proved to be a very valuable tool for interaction and feedback now that there is less parental contact within the setting.

We decided to keep the drop off at the gate routine that was introduced during Covid in place permanently, however, we will be looking at ways of being able to invite parent / carers in to setting during the year to see their little ones in action!

General:

Finally, it has again been a pleasure working with the other trustees this year.

We have been very lucky these past few years to have a great set of trustees willing to give their time to ensure the smooth running of the setting.

I am confident that the new Committee of Trustees you vote in tonight will continue to assist Lisa and the staff to improve the setting and continue to make it an outstanding sought-after nursery.

We do need to find a way of engaging early with new parents to ensure we have some continuity and new blood coming through as Trustees, to maintain that smooth running for all the children and staff.

There are no major decisions as far as I am aware other than voting in the new committee of trustees tonight, so unless there are any questions, I would ask for a proposer and seconder to adopt the Chairs annual report?

Any questions?

o Adoption of Chairperson's Annual Report

Proposer _____ Chris
Turvill _____

Secunder _____ Louise
Gough _____

Vote – Show of hands from all

Treasurer's Report by Chris Turvill

We posted an audited deficit for the year to end of August 2021 of £6,329 (2020 +£10,161) as per the independent examiner's report on a turnover of £137,767.00 (2020 £135,825.00). (We had forecast a deficit of around £2,800.00 on a turnover of around £142,500.00.). However, the audited figure did not include transferring funds from the Fundraising account, so we actually ended up with a deficit of £2,930.00 pretty much as forecast. Leaving us at the beginning of the year commencing September 21 with £20,091.00 in the current account.

Based on our internal accounts to date for the year ending August 2022 we are expecting a further deficit in the year to August 2022 of c£2,200.00 on a turnover of c£150,000.00. Staffing costs have risen by c12% to £121,000 due in the main to a large increase in minimum wage and needing to keep qualified staff rates at a premium to unqualified. Energy costs have pretty much doubled (and expecting to go even higher

this year). However, we have controlled spending in other areas well to be able to achieve (subject to audit) this small deficit.

We retain a contingency fund of c £52,000.00, approximately 50% of which is statutory requirements to hold sufficient contingent fund to cover redundancy payments in the highly unlikely event of full closure of the setting. The rest we retain for possible large-scale expenditure such as the extension or possibly having to look for alternative premises if the Holy Family school ever expands to two form entry. So we are still very well placed, but as all other settings, we need the government to act on increasing the rates they pay for each child's "free" hours.

The main account is healthy and stood at c £18,600.00 prior to any September fees having been paid.

I set out below the total expenditure, income and bank balances of the main account over the past three years;

	2019-20 audited	2020-21 audited	2021-22 (as at end August '22)
Income	£135,825	£137,767	£149,364
Expenditure	£125,664	£144,096	£151,948
Surplus / (deficit)	+£10,161	-£6,329	-£2,197 (est)

Based on this trend towards a deficit after several years of surplus, and with continuing rising staff and energy costs, we have this coming year increased the hourly rate for non-government hours from £7.00 to £7.50 an hour, our 1st hourly rate increase since at least 2015.

We will continue to monitor and manage the budget throughout the coming financial year to ensure the setting stays in overall surplus and a strong position going forward.

Any ideas or suggestions that any members may have to improve the setting or provide much needed additional funds would be welcomed.

The accounts for the year ending 31 August 2021 are in the pack handed out this evening, and I put these forwards for adoption.

Any questions?

- **Adoption of Accounts (2020 -2021) and Treasurer's report**

Proposer _____ Mike
Quinlan _____

Seconder _____ Zoe Hall _____

Vote – Show of hands from all

- **Election of Management Committee/Officers**

Buckles and Bows is a charitable incorporated organisation (CIO), a trustee run setting and depends fully on the committee of trustees, who volunteer their time to assist in the decision making and management tasks outside of the day to day caring for the children that Lisa leads, and the administrative tasks of fee collection from both Surrey CC and parents, management of the register and regulatory administration of policies and the like, that Louise is responsible for.

The Trustee main tasks are – overall budgetary control, staff recruitment and setting of salaries, treasurer role of paying wages, bills etc. Maintaining the building and grounds, fundraising for new equipment and supplies for the children.

We hold a committee meeting every half term, other than that most communication is conducted by email. There are tasks to undertake through the year depending on the role, but we really try not to burden any individual with too much to do.

The parents and guardians of the children who will be attending Buckles and Bows this coming year are the Members of the Pre-School, and the likes of myself, Chris and Zoe, are Affiliate members who have decided to stay on as Trustees after our children (or in my case grandchildren) have moved on.

Our constitution states that the minimum number of Trustees shall be 3 and maximum 12. From those elected, we will then need to elect a Chair, Treasurer and Secretary – who are the Officers. That can be done and roles agreed at the 1st committee meeting after this AGM.

All members are eligible to stand for election to the committee, and whilst I am really pleased that we have long standing Affiliate members currently holding the officer roles, it is vital that we have current family members on board too.

As a CIO there is no possibility of personal liability for the trustees in the unlikely event of the nursery folding.

I am really pleased to say that four of the current trustees have indicated their willingness to continue this year, and I hope that is testament to how rewarding this voluntary role can be. Continuity and previous experience is a great asset to the setting in general and the new committee members in particular.

I would like to take this opportunity to thank the current trustees for all their hard work and dedication.

Committee members who are now resigning their posts as their children move on up to primary school are;

- Michelle Loake

Those that are interested and willing to carry on are;

Myself (Chair)

Chris Turvill (Treasurer)

Zoe Hall (Secretary)

Lauren Cann

Staff members attending meetings;

Louise Gough

Lisa Fuller

Are there any of our new or continuing from last year members either present this evening or not present but have expressed an interest in joining the committee of trustees?

Anna Germany

Becca Corrie

Dionne Lo Bue

If we can have a show of hands **to vote in the new committee of trustees.**

Vote – show of hands from all – carried unanimously

- **Motions to be put to the AGM – anything raised by the members prior to the AGM that would have a significant effect on the setting.**

Nothing raised prior to the meeting.

- **Any Other Business – none**

Nothing raised

Date for 1st Committee meeting – **Wednesday 21st September @ 7:30pm.**

- **Closing remarks – thanks for coming, look forward to seeing all the children next week.**



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
BUCKLES & BOWS PRE-SCHOOL NURSERY

On accounts for the year
ended

31 AUGUST 2022

Charity no
(if any)

1182528

Set out on pages

3

(delete where not applicable the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Lesley Marshall

Date:

11/4/2023

Name:

LESLEY MARSHALL OF LE MARSHALL & CO

Relevant professional
qualification(s) or body
(if any):

ACA

Address:

UNIT B1F

FAIROAKS AIRPORT

CHOBHAM GU24 8HU

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

BUCKLES AND BOWS PRE-SCHOOL NURSERY
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022
CHARITY NUMBER 1182528

	2022 £	2021 £
RECEIPTS		
School fees	146,638	134,727
Fund raising	2,973	2,003
Uniform	235	303
Trips	951	292
Government grants -CJRS	424	0
Miscellaneous income	1,537	0
Deposits received	375	437
Bank interest received	12	5
Refund of bank charges	0	0
Total Receipts	<u>153,143</u>	<u>137,767</u>
PAYMENTS		
Direct nursery expenditure		
Staff expenditure		
Wages	105,956	91,357
Tax & NI contributions	1,436	2,188
Pensions	5,771	3,933
Training & DBS checks	695	1,172
Travel & subsistence	0	0
Recruitment	162	430
Total Staff Expenditure	<u>114,021</u>	<u>99,081</u>
General		
Toys and books	1,212	1,373
Uniform	426	1,619
Trips	843	165
Milk and snacks	1,314	1,274
Presents	700	1,119
Subscriptions	2,797	1,554
Consumables	1,801	4,169
Donations	0	0
Total General Expenditure	<u>9,093</u>	<u>11,272</u>
Administration		
Salaries	8,323	9,632
Bookkeeping & accountancy	1,648	1,427
Post and telephone	1,133	720
Stationery	1,229	1,888
Computer expenses	1,952	2,379
Bank charges	114	32
	<u>14,398</u>	<u>16,077</u>
Establishment expenses		
Rent	4,350	4,350
Insurance	1,378	1,489
Electricity	2,332	1,081
Cleaning	1,421	2,389
Premises expenses	2,545	8,147
Repairs and maintenance	0	210
	<u>12,025</u>	<u>17,666</u>
Building furniture and equipment		
Miscellaneous	0	0
	<u>0</u>	<u>0</u>
Total Expenditure	<u>149,537</u>	<u>144,096</u>
EXCESS OF RECEIPTS OVER EXPENDITURE	<u>3,606</u>	<u>-6,329</u>



Section A

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LESLEY MARSHALL OF LE MARSHALL & CO

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