

Buckles and Bows Pre-School Nursery Annual General Meeting

Wednesday 4th September 2024 7:30 pm held at the Nursery

Agenda

- **Opening remarks (Chair)**
- **Apologies and list attendees – in person or via Zoom**
- **Presentation of Annual Report (Chair)**
- **Adoption of Annual Report**
- **Adoption of Audited Accounts (2022 -2023)**
- **Election of Trustees/Officers**
- **Any Other Business**
- **Closing remarks**

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

- Welcome to the 2024/25 AGM of Buckles and Bows Charitable Incorporated Organisation - and thank you for attending, either in person or via Zoom.
- 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 48 Family Memberships on role for this year with 19 of those new starters at sometime during this academic year.

- **Attendees**

- **Staff attendees**

Louise Gough (Admin / minutes)

Lisa Fuller (Manager)

- **Apologies**

- Minutes of the previous AGM were recorded and approved as a true and accurate record at the 1st general meeting of the now out-going trustees for 2023-24.

○ Presentation of Annual Report by Mike Quinlan (Chair)

This year we have adopted the Charity Commission standard format Annual report, which was distributed prior to the meeting to all current members and Trustees. I will read through, please save any questions for the end of the report.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2023 **To** 31st August 2024

Charity name: Buckles and Bows Pre-School (CIO)

Principal address: The grounds of Holy Family School, Ongar Hill, Addlestone KT15 1BP

Charity registration number: 1182528

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Development and education of pre-school aged children from 2 – 4 years old
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Plan and provide a wide range of fun and exciting learning opportunities following the EYFS guidance, to meet children's individual interests and needs, to enable them to build on skills and experiences whilst learning through their natural curiosity. Learning opportunities take place indoors and outdoors. Observe and record achievements and progress, share /exchange information with parent/carer.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	I confirm that the trustees have had regard to the guidance issued by the Charity Commission on public benefit and follow the Pre School learning alliance model constitution for child care providers

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	We thank all the trustees and volunteers for their contributions throughout the year, without whose input the nursery would cease to be
Other		We thank Lisa and all the staff for their fantastic work with the children throughout the academic year

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We have continued to prepare the children in our care to be in the best position they can be for starting school once they complete their time at Buckles and Bows.

Financial Review

Review of the charity's financial position at the end of the period 23-24	Para 1.21	As at 27/0/24 the main account bank balance held at HSBC Weybridge was £17,226.59. Outstanding payments of c£3,300.00. To leave a starting balance for the year 24-25 of c£13,900.00 in the main account. This gives us a surplus in the period 23-24 of c£5,700.00 (yet to be audited).
Audited accounts for the period Sept 22 – August 23		Our accounts are audited around 9 months after the end of each accounting period, in order to submit to the Charities Commission. Our 22-23 audited accounts (copy available for review) show turnover of £156,764 against expenditure of £151,202 giving a surplus in the year of £5,563.00. So, the year just finished, should conclude with a similar surplus to 22-23. Whenever possible, after expenditure on new resources, we transfer surplus to our reserve account.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held for three specific reasons; <ol style="list-style-type: none"> 1. Mandatory requirement to cover costs – mainly redundancies in the unlikely event of having to wind up the charity. These currently stand at c£20,000 2. General contingency for unknown circumstances – no specific amount 3. Sinking fund for replacement of our nursery building, which is effectively a large temporary portable office container that was repurposed c34 years ago. Replacement would cost in the region of £250k, so we are mindful of working towards a significant contribution towards that at some stage, along with researching potential options for 3rd party funding.
Amount of reserves held	Para 1.22	Current reserves stand at £76,301.60, so we do need to keep topping that up whenever we can, without distracting from ensuring we have good quality resources for the current cohort of children.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No known concerns about the continuity of the setting – we have recently signed a new lease with the parish for the grounds taking us to 2030, with earliest break 2027, so as long as Surrey CC rates keep pace with covering costs, we are in a strong position to continue providing our service.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	We operate under the Pre-school Learning Alliance Model CIO Constitution for Childcare providers
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	We are constituted as a Charitable Incorporated Organisation, which essentially means that the Trustees have no personal liability for any debts.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected from family members or affiliate membership volunteering and being voted on at this the AGM. For the year 23-24 now ending, we had 5 family member trustees, and 4 affiliate trustees as listed below.

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Family member (F) or Affiliate member (A)
1	Mike Quinlan	Chairperson		A
2	Chris Turvill	Treasurer		A
3	Anna King	Secretary	From January 2024	F
4	Lauren Cann	Vice-Treasurer		A
5	Anna Germany	General member / Fundraising		F
6	Rebecca Corrie	Ditto		F
7	Lauren Barnes	Ditto		F
8	Matt Dobson	Ditto		F
9	Zoe Hall	Ditto		A
10				
11				
12				

Staff Members attending management meetings	
Lisa Fuller	Manager
Louise Gough	Administrator


Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael Quinlan	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	29/08/2024	

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

Any questions?

○ Adoption of Annual Report

Proposer _____

Secunder_____

Vote – Show of hands from all

- **Adoption of Audited Accounts (2022 -2023)**

The accounts for the year ending 31 August 2023 were distributed prior to the meeting, if anyone would like a hard copy let me know.

The headline figures are as described in the annual report above – turnover of £156,764 with a surplus in the year of £5,563.00.

If there are no questions, I put these forward for adoption.

Any questions?

- **Adoption of Accounts (2022 -2023)**

Proposer _____

Secunder_____

Vote – Show of hands from all

◦ Election of Trustees/Officers

Buckles and Bows is dependent 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 and the like, that Louise our administrator 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 and deciding on expenditure of funds for new equipment, supplies and activities for the children.

To be perfectly honest, Chris the current Treasurer who has been in the role for 9 years and I the current Chair who started a year later than Chris pretty much have the main tasks under control, and having had a successful on-line based single fundraiser for the year that we intend to continue with this year (other than bags to school etc) there is not much we ask of the family members, but we do appreciate and encourage family member participation in the decision making and to bring fresh ideas to the table.

We hold a Trustees committee meeting once every half term, other than that limited communication is needed and that is conducted by email or WhatsApp.

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 as a Trustee, 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 six / seven of the current nine trustees have indicated their willingness to continue this year, subject to being voted in this evening. and it would be great if we had one or two (up to max 12) new faces to join us.

I would like to take this opportunity to thank the current trustees for all their efforts throughout the year.

Lauren Cann and Lauren Barnes are standing down as their children have now left, and they leave with our thanks for their contributions. Zoe Hall who has been involved in the nursery in one capacity or another for the last 10 or 11 years, and brings a wealth of experience and enthusiasm, has kindly said that she will stay on as a Trustee if needed, thank you Zoe.

Those that are interested and willing to carry on are;

Myself (Chair)

Chris Turvill (Treasurer)

Zoe Hall

Anna Germany

Rebecca Corrie

Anna King

Matt Dobson

Staff members attending meetings;

Louise Gough

Lisa Fuller

Ok, so unless there are any objections, I propose that we vote en bloc to elect the seven existing trustees listed above who are willing to continue, and any new or continuing members either present this evening or not present but have expressed an interest, who would like to join the committee of trustees?

Is anyone else interested in joining our merry crew?

List any new names;

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

Vote – show of hands from all

- **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**

Anything raised?

Date for 1st Committee meeting at which various roles will be decided upon – suggesting **Wednesday 18th September.**

- **Closing remarks – thanks for coming, and welcome to all our new members and their children.**



Section A

Independent Examiner's Report

Report to the trustees

BUCKLES & BOWS PRE-SCHOOL NURSERY

**On accounts for the year
ended**

31 AUGUST 2024

**Charity no
(if any)**

1182528

Set out on pages

3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

**Responsibilities and
basis of report**

As the charity's trustees, 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 all 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 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 Charities 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 accounts set out in the Charities (Accounts and Reports) Regulations 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 report in order to enable a proper understanding of the accounts to be reached.

Signed:

Lesley Marshall

Date:

24/04/2025

Name:

LESLEY MARSHALL OF LE MARSHALL & CO

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

ACA

Address:

UNIT B1F

FAIROAKS AIRPORT

Section B**Disclosure**

Only complete if the examiner needs to highlight material 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 2024
CHARITY NUMBER 1182528

	2024 £	2023 £
RECEIPTS		
School fees	167,985	151,254
Fund raising	1,186	3,328
Uniform	298	254
Trips	580	954
Miscellaneous income	0	0
Deposits received	100	550
Bank interest received	1,416	424
Total Receipts	<u>171,565</u>	<u>156,764</u>
PAYMENTS		
Direct nursery expenditure		
Staff expenditure		
Wages	116,895	112,887
Employer's NI contributions	1,553	916
Pensions	6,989	7,376
Training & DBS checks	737	553
Travel & subsistence	39	0
Recruitment	0	0
Total Staff Expenditure	<u>126,214</u>	<u>121,732</u>
General		
Toys and books	1,259	1,390
Uniform	2,043	1,148
Trips	191	611
Milk and snacks	1,846	1,322
Presents	552	456
Subscriptions	795	512
Consumables	2,808	1,624
Donations	0	500
Total General Expenditure	<u>9,494</u>	<u>7,563</u>
Administration		
Salaries	8,760	7,753
Bookkeeping & accountancy	1,604	1,383
Post and telephone	557	823
Stationery	710	1,201
Computer expenses	2,222	1,109
Bank charges	126	98
	<u>13,979</u>	<u>12,367</u>
Establishment expenses		
Rent	5,250	4,350
Insurance	1,154	1,308
Electricity	1,291	1,255
Cleaning	174	906
Premises expenses	1,646	1,721
Repairs and maintenance	1,748	0
	<u>11,263</u>	<u>9,540</u>
Building furniture and equipment		
Miscellaneous	0	0
	<u>0</u>	<u>0</u>
Total Expenditure	<u>160,949</u>	<u>151,202</u>
EXCESS OF RECEIPTS OVER EXPENDITURE	<u>10,616</u>	<u>5,563</u>



Section A

Independent Examiner's Report

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Signed:

Date:

24/04/2025

Name:

LESLEY MARSHALL OF LE MARSHALL & CO

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

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Address:

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