

Minutes of the AGM of the Holton le Clay Pre-school Board of Trustees
Wednesday 24th February 2021

PRESENT

Pam Farbrace (Chair)
Michala Speight (Secretary)
Heidi Dows (Treasurer)

Trustees Sam Akrell, Diane Boylan (Staff), Sue Goodhand (Staff), Lois Taylor, Caroline Wright (Manager)

Pre-school Staff Members: none

Parents: Paul Allen, Jemma Barber, Donna Broughton, Amy Makindale

1. APOLOGIES:

Martin Goodhand

2. WELCOME TO PARENTS:

The Chair welcomed the parents to the AGM. PF explained that we are a charity and as such need the support of our parents. PF also explained the need for an annual AGM.

3. MANAGER'S REPORT:

Trustees and parents were given an update by CW. The Manager's Report as at 24th February 2021 follows:

- *Over the last year I cannot put into words how hard it has been at times but would like to thank the staff, parents, and Committee for supporting us all. We didn't close on 23/03/20 when all around us were closing thanks to our passionate caring staff who took the view that we were 'at war' with the virus and we had to do our bit to support all the keyworkers on the frontline saving peoples' lives.*
- *We took great comfort in being outside for the majority of the day (as it was a safer environment) and have never looked back. We are now completely convinced that this has helped the wellbeing and mental health of the children and staff and has created a brilliantly resilient set of children who, when we reopened to all children in June 2020, had children running in without a wave to their parents, just so happy to be back.*
- *This continued with our new intake in September and once the children knew they would follow the new routines of handwashing and getting toggled up for outside we didn't have one child who took time to settle. The children just benefit so much from the freedom that being outside brings. We have observed more active children, it has given them an appreciation of nature and how the seasons change, developed their independence and communication, and helps children understand risk taking.*

- *Events over the last twelve months are virtually non-existent given the circumstances but we did do Christmas Jumper day and raised £20. We look forward to taking part in many more event days in the coming months.*
- *The mud kitchen area was greatly used and thanks to the grant we received from Tesco, (money paid to all charities who were doing their bit in the pandemic) we were able to buy a new one and given that we were outside all the time our vegetable plot had lots of care producing, carrots, tomatoes, potatoes, strawberries, Brussel sprouts and cabbages.*
- *All staff have been able to keep up to date with their core First Aid and Safeguarding training via Zoom and another good thing to come out of the pandemic is all the online training, staff meetings and Committee meetings that we've been able to do on this platform. There is so much online training now that we do much more than we ever did before and on the whole the Local Authority is paying for us to do all theirs so a cost saving too.*
- *Sue Goodhand has not only been an outstanding deputy through all these months but has gone above and beyond during the pandemic supporting parents and children who needed extra help. Whether it was with learning, parenting or mental health of parents. She is appreciated so much by the wider community whose lives she touches, and we are so grateful that she is part of our team. I would also like to thank the entire team who have supported us all through our ups and downs of which there has been quite a few with the risks we were under, but we have all pulled together and we are as always, a truly remarkable team.*
- *There have been no referrals to LCSB over the last year.*
- *And finally as always, I would also just like to thank all the Committee or as they are known now as Trustees for all their support over the last year as without our charitable incorporated Charity we would cease to function.*

4. TREASURER:

HD provided the Meeting with a copy of the year's accounts.

HD also explained to the parents about the redundancy fund which was in place for staff should the need arise and that there was also a contingency fund for half a term of running costs.

HD confirmed that some profits are to be used for updating the outside area.

5. NEW TRUSTEE ROLES:

- Chair – Lois Taylor
- Treasurer – Heidi Dows (agreed to continue)
- Secretary – Michala Speight (agreed to continue)

PF gave notice that she would stand down from the Board of Trustees at the end of this Meeting. CW expressed her gratitude personally and on behalf of the Trustees for the great support Pam has been during her time on the Committee.

6. AOB:

Donna Broughton confirmed that she would like to join the Board of Trustees.

The meeting closed at 9.00pm

Holton le Clay Pre School

Accounts for the period from 1st August 2019 to 31st October 2020 December .

Receipts

Fundraising	2255
Fees from parents	14754
EYE Funding	105412
Bank Interest	24
Course Refund	25
Coronavirus SSP rebate	192
Equipment Refund	123
Winter Covid Grant	140
Total Receipts	<u>122925</u>

Payments

Salaries and PAYE	101507
Rent	5874
Insurance	863
Snacks	486
Cleaning and PPE	420
Toys & Equipment	3341
Printing and Batteries	361
Stationery & Postage	104
Ofsted /Data Protection Subs	528
MPI Licence	241
Mobile Phone	130
Training	460
Magazine Subscription	20
Unpaid cheque/Parent Refund	522
Craft Materials	324
Uniform	321
Staff Gifts	150
Payroll / Tapestry costs	695
Parent Covid Winter Grant	140
Total Payments	<u>116487</u>

Net Profit / Loss

6438



Represented By

Transfer of assets from Charity No 1082545

Deposit Account	12000 ✓
Current Account	10816 ✓
Profit for the period to 31/12/20	6438 ✓
Net Increase	<u>29254</u>

Represented by

Current account	31.12.20	17253.7 ✓
Deposit account	31.12.20	12000 ✓
		<u>29253.7</u>

✓ Benson



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HOLTON LE CLAY PRE SCHOOL .

On accounts for the year
ended

31ST DEC 2020

Charity no
(if any)

Set out on pages

(remember to include 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 12 2020

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) 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.

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

Signed:

Joanne Barnsley

Date:

14/10/21

Name:

JOANNE BARNSELEY

Relevant professional
qualification(s) or body

FCCA

(if any):

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Address:

24 COTTESMORE ROAD

CLEETHORPES

DN35 0RY

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.

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