

Old Felixstowe Nursery  
Minutes of AGM held by Zoom  
19<sup>th</sup> January 2022

Present: Lisa Cox (trustee & staff member)  
Julie Reid ( lead trustee)  
Amber Kuszewski (trustee)  
Lindsey Williamson ( trustee and staff member)

Apologies: Rebecca Woolgar (trustee)

The minutes of the previous AGM were agreed. This was held by Zoom on 21.10.20 and was our last AGM under our old constitution. This is our first AGM as a CIO and as such we no longer need to hold a formal meeting with parents.

There was no outstanding business from these minutes.

Managers report:

It has been another difficult year as we still navigate our way through Covid and everything that is associated with that. Since the start of Covid in March 2020 we have had nearly 800 separate bits of legislation aimed at Early Years settings. Unfortunately we are the bottom of the pile in Education and had to fight to get PPE, LFT and recognition that we are educators not just child care!

In January 2021, nurseries were expected to reopen as normal after the Christmas holidays whereas schools weren't. We experienced a drop in numbers as expected as parents kept children with school age siblings at home. Suffolk County Council have been very supportive throughout all of this, and have funded early years settings fully throughout the pandemic.

Numbers picked up again as schools returned and by Easter we running as normal and full capacity.

We managed to have a sponsored toddle around the field which helped with fund raising as we have obviously been unable to hold our summer fete for the last few years. We sent out home packs to all those children who didn't come back after Christmas and for those that were off again by Easter, a pack could be collected from us.

In June, we were registered with Ofsted for our CIO. I spent nearly 4 hours with the inspector in the office as she asked me everything and anything! We are now registered as a CIO, which hasn't been easy due to Covid but we got there in the end.

We did manage to have our Leavers Party, which was a great success, we could only invite parents in for the presentation due to the restrictions at the time but with the bouncy castle on the school field for the day, it was a great success!

We switched over in the summer to what is known as the Curiosity Approach, learning through play using natural resources and providing awe & wonder activities for the children. We put this in place over the summer holidays and the feedback we have had has been very positive. It is obviously still very early days with this. Laura Ali who runs the Little Leaders chain has been supporting us and has said it can take a couple of years to get everything as you would like it and to fully embrace the ethos. We know we have tweaks to make and we hope to get Laura back once things are a bit more settled.

We came back in September nearly full, which is amazing! We had about 25 new families join us in September, which is the most I have ever known in my 20 years here! It was a challenging term but we managed some trips to the park to collect conkers and leaves, which was a new experience for some of the children.

We managed to avoid Covid at all in the setting until October 2021. We have at the time of writing had 7 cases in total, but as the vaccination programme has rolled out and isolation rules have changed, this makes life easier for us all. When we have a case of Covid, I have to report to Ofsted and SCC, and I also notify parents and do a tick list just to make sure everything is covered!

We held our usual Christmas party just before we broke up where we had an amazing disco, party tea and a visit from Father Christmas. Unfortunately we were still not in a position to hold our craft afternoon but we made sure we did plenty with the children before we broke up.

As we now return and start a new year we are running at 99.15% capacity which obviously means that we are very healthy financially and will assure the continuation of the nursery. I already have at least 15 application forms for September 2022!

We are continuing to collect children at the gate in the morning as we have found this has worked so well and the children have settled much quicker. It especially gives those who will be heading off to school later this year that extra bit of independence. We are currently allowing parents in to pick up at the end of the day, but we change this when numbers of covid start to rise. We are allowing workmen in when the children are not in and professional visitors in but our covid rules need to be adhered too. Visits for potential parents have been temporarily suspended but this will be reviewed again at half term.

I would like to take this opportunity to thank the staff who have worked so hard to ensure that the nursery has been able to open safely. Their support to all the children and their families is second to none and they have gone over and beyond their remit with their support.

Also thank you to my fellow trustees for supporting, especially financially during covid. I know the ladies affected really appreciate this.

We obviously don't know how this pandemic is going to pan out over the coming months but hopefully we are now seeing the beginning of the end and would like to take this opportunity to thank all of the parents for their support. Keeping children at home with coughs and colds and not sending children in when there is a positive family member, has really helped us to keep our staff and children as safe as we can under the circumstances.

#### Trustees Report:

This is our first AGM as CIO (Charitable Incorporated Organisation). The changeover was June 23rd 2021. I would like to thank Lindsey for her work involved in the process, and all the trustees for their work and patience.

We are no longer required to have a chair, secretary or treasurer however they do advise to have a trustee who will lead as it makes everything easier and smoother. I am happy

to continue in this role if everyone is in agreement. I would like to thank all trustees for their continued input and support.

Trustees view all aspects of the nursery and work together with staff in the nursery's best interests. Our vision is to ensure the stability and future of the nursery, and for the nursery to continue to give outstanding service to all families.

Our accounts are with the accountant for the change to CIO and Lindsey ensures these are completed each year and all information required is sent to be updated at the Charities Commission

It has been an unsettling and challenging time over the past 2 years with COVID and I would like to take this opportunity to thank all the staff once again for their dedication and hard work. I would also like to thank all the families for their support and understanding during this time

We have been unable to hold family fundraising events due to COVID, however we are planning a Funday on June 25th 11am-1pm. We have a fundraising group and we are always looking for new members - please feel free to join us - but we really do need some extra help on the actual day. If you can help please let Lindsey know. Staff have organised some great fundraising events within nursery, these have been very successful and a great benefit to the nursery. Thank you for your support.

#### Financial Report:

As a registered charity we have to submit our accounts to the Charities Commission each year. The accounts for September 2020-June 2021 (up until we became a CIO) and June 2021-August 2021 are currently with the accountant being prepared for submission. Our financial year runs from 1<sup>st</sup> September to 31<sup>st</sup> August in line with the academic year.

We have had to absorb a rise in the minimum wage, the one in 2021 being smaller than the one in 2020. There is another big rise again this year so we have to had to put fees up to cover this. Parents have been notified this by a news broadcast on the Blossom App. We will hopefully get a small rise in our funding rate from April 2022 but we haven't been informed of this at time of writing. As mentioned in the managers report we are full and this will stand us in good stead financially when we are traditionally quieter in September...although we have quite a full waiting list already!

Our accountant is linked to our Quickbooks account so he is able to see what goes in and out of our bank account. This has made life a lot easier.

Once we have received the accounts bank, we will add a copy to Blossom news for your information.

#### Other points:

1. Julie will continue as lead trustee (chair) for the sake of continuity.
2. A list of trustees has been updated and will be available should Ofsted wish to see it. This includes contact information and DBS information.
3. A fundraising group is in place. We are a registered charity and rely on fundraising to buy additional resources for the children. If you would like to join the group please speak to a member of staff.

4. The Fun day will be the 25<sup>th</sup> June 2022. We are looking for volunteers to help on the day. If you can help on this day, please speak to a member of staff.
5. All trustees have signed the confidentiality register and have received an updated constitution.

There was no other business to discuss.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Old Felixstowe Nursery

Charity No.  
1187419

## Receipts and payments accounts

CC16a

For the period from	23-Jun-21	To	31-Aug-21
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last period to the nearest £
<b>A1 Receipts</b>					
EYFS Funds	33,438	-	-	33,438	53,976
Feel & Lunch Club	3,915	-	-	3,915	29,950
Grants Received	-	-	-	-	13,033
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>37,353</b>	<b>-</b>	<b>-</b>	<b>37,353</b>	<b>96,959</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>37,353</b>	<b>-</b>	<b>-</b>	<b>37,353</b>	<b>96,959</b>
<b>A3 Payments</b>					
Groceries & sanitary	148	-	-	148	1,629
Utilities	1,478	-	-	1,478	6,957
Repairs & Maintenance	610	-	-	610	768
Insurance & membership	266	-	-	266	985
Uniform	-	-	-	-	290
Office expenses	2,284	-	-	2,284	4,615
Cleaning expenses	855	-	-	855	5,252
Toys & development	1,246	-	-	1,246	4,823
Wages & salaries	31,702	-	-	31,702	67,603
Accountancy fees	600	-	-	600	600
<b>Sub total</b>	<b>39,189</b>	<b>-</b>	<b>-</b>	<b>39,189</b>	<b>93,522</b>
<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>39,189</b>	<b>-</b>	<b>-</b>	<b>39,189</b>	<b>93,522</b>
<b>Net of receipts/(payments)</b>	<b>- 1,836</b>	<b>-</b>	<b>-</b>	<b>- 1,836</b>	<b>3,437</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>52,212</b>	<b>-</b>	<b>-</b>	<b>52,212</b>	<b>48,775</b>
<b>Cash funds this year end</b>	<b>50,376</b>	<b>-</b>	<b>-</b>	<b>50,376</b>	<b>52,212</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	31,795	-	-
	Wages Account	2,271	-	-
	CAF Account	16,310	-	-
	<b>Total cash funds</b>	<b>50,376</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixtures & Fittings		3,111	291
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Accounting Accrual		600	30 June 2022
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



CHARITY COMMISSION  
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		-	-	-
		-	-	-
		-	-	-
		-	-	-
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			-	
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