

AGM Minutes June 26th 2024

Charity Number 1187419

Ofsted URN 2614911

Old Felixstowe Nursery

Ferry Road

Felixstowe

Suffolk

IP11 9NY

Dan Williams

Williams and Co Accountancy Service Ltd

Riverside House

River Lawn Road

Tonbridge

Kent

TN9 1EP

England and Wales Co: 04832278

Managers Report

Rachel Cracknell has taken on the planning and we have gone back to using themes, currently this appears much better. Staff record their own next steps. There is a small amount of the curiosity approach still being used. We now use a theme each week. The children are responding really well to the planning and love knowing about themes. Areas of learning have been allocated to staff to support the planning. Rachel Cracknell will monitor the planning and review any changes needed.

We held our sports day and leavers party.

The children practiced for all the races on sports day.

Sports day was a wonderful day, the children thoroughly enjoyed all the races and participated in great spirits with an ice lolly to finish the afternoon of fun. The mum's and dad's race was great fun too.

The leavers party was enjoyed by all the children and staff. They bounced throughout their party.

There have been changes in staffing this year. We have a new manager starting in September Terri Churchill, she comes with a wealth of knowledge. In February we employed two new practitioners, one has undertaken an apprenticeship level 3 which means we are able to include her in our ratio as a level 2.

Coral McRae is currently on maternity leave.

I would like to thank all the staff for supporting me in my new role as deputy, I covered as manager until the end of summer term. Jade Goodwin has stepped into the deputy role until the end of summer term. Trustees have supported all the staff during these changes. Julie Reid retired manager from the nursery has been able to offer support through her previous role. Since retiring as manager in 2019 she has been the chairperson and then lead trustee.

Financial Report

The accounts for 2023 - 2024 are with the accountant being prepared. Once we have them back we will be able to upload them to the Charities Commission. Trustees have been informed they will be back with us by September

We have of course had to absorb a rise in the minimum wage, fees have needed to rise to absorb this. There was a small rise in funding but it is never quite enough to cover the wages increase. This year the minimum wage goes up by 9.8% which is a huge increase and again not backed up by Government funding.

The register is looking healthy for September and we hold a waiting list.

Emily Reid keeps a tight rein on the expenditure, and always shops around for best prices. We do receive Early Years Pupil Premium (EYPP) and we have to show to Ofsted how we spend this money on the individual children, and how this will benefit the setting as a whole so you will see clumps of spending on quick

Trustee Report

1. All trustees present. Julie Reid trustee, Karly Low trustee, Amber Kuszewski trustee, Chloe Ditcham staff trustee and Jade Goodwin staff trustee.
2. Previous minutes agreed and signed
3. No outstanding business
4. Managers report agreed
5. Trustee report
6. Financial report to be agreed once we have received the accounts from our accountant. These will require to be agreed, these have been agreed. Last years were approved and submitted to Charity Commission on time.
7. New trustees have been given a trustee welcome pack to support them and to understand their roles. We had a discussion about trying to recruit one more non staff trustee. To recruit we can put a request on our Facebook page and through Blossom which is another means to contact parents directly. We would reach out to the wider community if needed. We do not need to recruit often as we are a small setting of eight employees. We then follow the correct procedure to appoint new trustees. We must hold five trustees as a minimum, having six is more suitable incase someone finds themselves in exceptional circumstances and needs to leave with immediate effect. We can only have two staff trustees. Chloe Ditcham and Jade Goodwin were formally voted on the board of trustees. Chloe Ditcham and Jade Goodwin signed the trustee pledge and confidentiality form. They have both received a trustee welcome pack. All trustees are DBS checked and registered with Ofsted. Trustees keep in contact via messages and meetings as required.
8. Julie Reid has stepped down as the lead. Karly Low will take the lead as of now. We have a lead trustee to ensure continuity so all information is shared with all the trustees and votes made where required
9. Conflict of interest was discussed in light of two new trustees. No conflict of interests. Trustees will continue to monitor for any conflict of interest.
10. Decision making, this is made collectively unless it is about something that could be a conflict of interest with the staff trustees. The lead will hold the casting vote if needed. Trustees will refer to the document "it's your decision: charity trustees and decision making" [gov.uk](https://www.gov.uk/government/publications/its-your-decision-charity-trustees-and-decision-making)

11. We are a small early years setting with 8 members of staff, we have a manager, deputy and an administration manager who are all reportable to the trustees. Staff are reportable to the managers and trustees, the manager and deputy are reportable to trustees. Trustees work with all the staff to ensure nursery runs efficiently and smoothly. All staff and trustees live in the local area. Our supporters are the parents, families and local community. Trustees view all aspects of nursery together and work alongside staff in the nursery's best interest to give outstanding service to our parents and children.
12. Our objective is to continue to support and give families and children quality childcare. Our nursery supports families in being able to go to work and the start of their children's education. We include all children from age 2 to starting school within the local and wider community. We endeavour to enable children to realise their full potential in every aspect of learning and development through stimulating play. We promote children's care, safety, education, health and well being. We promote parental and families involvement and embrace parents to stay and play. We follow the Early Years Statutory Framework and undertake assessments on all the children. We are open 5 days a week, 38 weeks of the year (term time only) we operate from 9am-12pm our am session, 12pm-12.25 pm we run a lunch club and our pm session 12.25pm-3.25pm. We are registered for 24 children. We connect with parents and their families through our daily opening at drop off and pick up, e mail, facebook and blossom.
13. We receive our funds from 2 and 3 year old funding, and fees from those families that do not qualify for funding or need extra sessions. We charge for consumables. The funds pay staff wages, resources for the children, food, utility bills, our lease for the building, cleaner, relevant subscriptions and for any other incidentals.
14. Our garden has been resurfaced with safety matting as it was getting very water logged and not safe in very wet weather. We were required to use our reserves to be able to pay for the safety matting. This was completed August 2024
15. We received "good" in our last Ofsted report July 13th 2023, published August 18th 2023. This can be viewed on our website.
16. We hold a reserve policy. This is to ensure we have available funds for any up keep to the building that is our responsibility. We endeavour to hold a term's worth of reserve for such events and other purposes. This depends on our incoming and outgoings.
17. The rising costs due to inflation and the minimum wage are the greatest risk to our charity. We view our quick books monthly to check finances and spending.
18. Unfortunately this year we were unable to host any events to raise funds. It has been a difficult year to get parents involved. Previously we have held, summer fetes, fun days, quiz nights, obstacle courses and cake stalls. We endeavour to hold fundraising events once a year to help supplement our finances.

I (Julie Reid) would like to thank the trustees and staff for all their dedication, hard work and support over the past year.

There were no other matters arising.

Trustees, Karly Low Amber Kuszewski Julie Reid Jade Goodwin Chloe Ditcham



CHARITY COMMISSION
FOR ENGLAND AND WALES

Old Felixstowe Nursery			Charity No. 1187419	CC16a
Receipts and payments accounts				
For the period from	01-Sep-23	To	31-Aug-24	

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 year to the nearest £
A1 Receipts					
EYFS Funds	133,196	-	-	133,196	77,747
Fees & Lunch Club	30,657	-	-	30,657	76,085
Fundraising Income	961	-	-	961	3,057
Interest Income	153	-	-	153	104
	-	-	-	-	-
Sub total (Gross income for AR)	164,967	-	-	164,967	156,993
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	164,967	-	-	164,967	156,993
A3 Payments					
Purchases	4,552	-	-	4,552	2,528
Groceries & sanitary	2,384	-	-	2,384	-
Utilities	5,117	-	-	5,117	4,655
Premises Expenses	6,214	-	-	6,214	4,337
Repairs & Maintenance	686	-	-	686	1,842
Insurance & Membership	1,494	-	-	1,494	1,416
Uniform	428	-	-	428	391
Office Expenses	5,020	-	-	5,020	13,882
Cleaning Expenses	4,027	-	-	4,027	7,152
Toys & Development	4,405	-	-	4,405	1,079
Wages & Salaries	123,347	-	-	123,347	109,579
Subscriptions	1,989	-	-	1,989	1,879
Professional Fees	4,513	-	-	4,513	8,847
Staff Pension	4,514	-	-	4,514	55
Training	387	-	-	387	-
Accountancy Fees	600	-	-	600	600
Waste Disposal	540	-	-	540	-
Sub total	170,216	-	-	170,216	158,242
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	170,216	-	-	170,216	158,242
Net of receipts/(payments)	- 5,250	-	-	- 5,250	- 1,249
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	26,948	-	-	26,948	28,197
Cash funds this year end	21,698	-	-	21,698	26,948

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 £
B1 Cash funds	Current Account	6,365	-	-
	Wages Account	45	-	-
	CAF Account	15,288	-	-
	Total cash funds	21,698	-	-
	payments account(s)	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixtures & Fittings		3,111	1
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Accounting Accrual		600	30 October 2024
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Old Felixstowe Nursery

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1187419

Set out on pages

1 & 2

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 (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.

Signed:

D Williams

Date:

23/10/2024

Name:

Mr Daniel Williams

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

ICPA

Address:

Williams & Co Accountancy Services Ltd, White House
Main Road, Little Glemham

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.