

Meeting No:	46 – 2021/2022
Date:	Thursday, 05 May 2022
Time:	7.30pm
Location:	Little Learners

Attendees	Initials	Role	Attendees	Initials	Role
Hazel Adamson	HA	Manager	Lizzie Davey	LD	Parent
Becky Musson	BM	Chair	Rob Gale	RG	Parent/Fundraising
Stacey Aggrey	SA	Treasurer	Elna Griffiths	EG	Parent/Safeguarding
Claire Stowe	CS	Secretary	Imogen Bray	IB	Parent/Fundraising
Judy Hurt	JH	New Treasurer			

Item	Minute - AGM	Actions (these are repeated in the next section under 'New Actions')
1.	Welcome	
2.	Chair's Report [Chair read their report.]	
3.	Manager's Report [Manager read their report.]	
4.	Treasurer's Report [Treasurer read their report.]	

5.	<p>AOB</p> <p>Membership and role changes Becky is stepping down from Chair role, Claire is taking on the position. Becky will take on Secretary role until Christmas when she plans to leave altogether. Stacey is stepping down from Treasurer role, Judy is taking on the role. Lizzie is happy to stay on for another year. New member Elna has taken on Safeguarding. New members Rob and Imogen are sharing Fund-raising.</p> <p>Future committee meetings Going forward the committee agreed to meet once a term, online or in person, depending on what suits everyone at the time.</p> <p>Fees The committee agreed on increasing the fees from £4.70 to £5 per hour from September, which would help to cover the increases in staff pay. Hazel will communicate this to parents.</p> <p>Bank total Current account £1,103 Contingency fund £15,565 Active Saver £35,701 Total £52,369</p> <p>Chez has paid all outstanding fees.</p>	HA
	<p>Date of Next Meetings <u>Thurs 19th May 2022, 8pm (Jubilee fund-raising catch-up, online)</u> <u>Tuesday 5th July 2022, 7.30pm (online)</u></p>	

Carried Forward and New Actions for review next time					
No: [Meeting Number:Action Number]	Action	Status (Open/ Closed/ Carried forward)	Owner	Date Raised	Action Date

45.1	Garden/building refresh Claire has had one quote to lay bonded rubber mulch from Rhino Play (£16,411 + vat) and is waiting on a second quote from Bonded Surfacing. Will share with committee when asap. Still hoping to action over Summer hols, if not before. Andy's quote to paint the outside is £1-1.5k, depending on colour choice. Imogen to research a second quote from painter contract.	Open	CS, BM, IB	March 2022	July 2022
45.2	Spare key for gate Elna offered to take gate key to Carterton locksmith.	Open	EG	March 2022	July 2022
40.4	Fundraising <ul style="list-style-type: none"> - Hamper raffle: plan for end of summer term leavers party. - Virtual balloon race is live, starts 30th May - Kushi curry night agreed: £5 rebate per head, Rob to organise date and ticket sales. Contact number who Stacey has been dealing with at Kushi is 07702 829869. - Hungarian night – next winter? - Jubilee party in Lechlade (see separate action) 	Open	All	May 2021	Ongoing
42.7	Electricity Meter Hazel chasing rebate.	Cary forward	HA	Oct 2021	July 2022

44.2	<p>Jubilee Sunday 5th June (12pm onwards)</p> <p>Lucky book dip: Instead of a lucky dip giving away cheap plastic, committee decided to collect second hand books to wrap up instead. £1 entitles child to choose mystery book gift (and a few sweets?). Books wrapped in rainbow colours/age specific. Hazel to put out call for donations. Imogen to ask about sweets from Fab Partywear.</p> <p>Flags for kids: Instead of balloons, decided to do flags with Union Jack and LL logo printed on. Claire to research.</p> <p>Poster/old photos: Children to make big 50 poster for table. Hazel to sort a collage of old photos.</p> <p>'Guess the weight of the Magnum': for the grownups! Adding cheese and biscuits to the prize to make weight more tricky to guess! Claire to sort.</p>	Open	ALL	Feb 2022	May 2022
46.1	<p>Staff Uniform</p> <p>Propose to get new tops/coats for staff to wear to improve recognition when out and about with kids in Lechlade and also create a more professional and united look within the setting. Staff have mixed feelings about this, so Rob is going to put together some options of different tops/fleeces/coats which will hopefully appeal to all.</p> <p>Stacey recommended her friend Jenny's company: The logo Works.</p> <p>www.logo-works.co.uk Accounts@thelogoworks.co.uk</p>	Open	RG	May 2022	July 2022
46.2	<p>TAR</p> <p>Becky to submit TAR and inform relevant authorities about change in Committee structure</p>	Open	BM	May 2022	July 2022
46.3	<p>Bank signatories</p> <p>Need to remove Becky and Stacey and add Claire and Judy.</p>	Open	SA, BM, CS, JH		
46.4	<p>Gmail</p> <p>Look into reinstating old committee gmail account for future online meetings via Google instead of Teams, and also potentially moving all LL doc from Dropbox over to Google Docs.</p>	Open	BM	May 2022	July 2022

Closed Actions

No: [Meeting Number: Action Number]	Action	Status (Closed)	Owner	Date Raised	Closed date
17.7	Fundraising Policy and Strategy DONE	Closed	ALL	Feb 2022	May 2022
36.4	Building survey Hazel organised PATS test via school – DONE	Closed	BM	Sept 2020	May 2022
40.1	Committee recruitment Role changes all agreed and 3 new members recruited.	Closed	HA	May 2021	May 2022
40.3	New bifold door and decking These were installed over Easter hols and have been a huge success. Claire to chase invoice from The Cotswold Kiwi.	Closed	CS	May 2021	May 2022
42.6	BT refund Refunded to Hazel, Hazel to deposit in bank.	Closed	HA	Oct 2021	May 2022
44.1	Advertising for new children in September Hazel has done several show arounds recently so hopeful for some more new starters in Sep.	Closed	BM, CS, HA	Feb 2022	May 2022

Attendance at Previous Meetings

(To be completed as a tracker of people in attendance when key decisions made).

Name	Date	Date	Date	Date	Date	Date
Stacey Aggrey	Internet issues	14/10/21		10/02/22	10/03/22	05/005/22
Becky Musson	14/07/2021	14/10/21	02/12/21	10/02/22	10/03/22	26/05/21
Hazel Adamson	14/07/2021	14/10/21	02/12/21	10/02/22	10/03/22	05/005/22
Claire Stowe	14/07/2021	14/10/21	02/12/21	10/02/22	10/03/22	05/005/22
Lizzie Davey	Internet issues	14/10/21		10/02/22	10/03/22	05/005/22
Judy Hurt	14/07/2021	14/10/21	02/12/21	10/02/22	10/03/22	
Elna Griffiths						05/005/22
Rob Gale						05/005/22

Imogen Bray						05/005/22
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Lechlade Little Learners AGM – Chair Report 2022

5th May 2022

Summary

Little Learners have had another great year and it has been lovely to be able to visit the setting again and see first-hand how happy all the children are.

Team

Through another difficult year, all the staff have shown their true commitment to Little Learners keeping the doors fully open. Covid-19 has not made life easy for anyone and they have done an amazing job juggling their own personal challenges with the needs of Little Learners.

Apart from Emma Stallard leaving us early in the school year, we have had another stable year in terms of staffing.

Hazel has, as always, been a wonderful manager this year. There is so much she does in the background that we as a committee don't see. Now we are able to, we have started having monthly catch up's which provide me, as chair, much more insight to the setting and all the amazing work she and the team are doing. I really enjoy the meetings and have agreed with Hazel that these should continue. Hazel continues to have never-ending energy to keep improving Little Learners and supporting the staff. Thank you so much for every small and big thing you do for Little Learners – we would be lost without you.

Kimmi continues to be an invaluable deputy for Hazel and I know she brings and implements lots of ideas which help to keep Little Learners a setting that the children love.

Jo, Kim and Harriet as always bring their energy, knowledge and professionalism to Little Learners – they all provide a fun, friendly and comfortable space for the children.

It is so important that we continue to support our staff with their personal development. We welcomed the opportunity to pay for Harriett's level 3 qualification which she is close to completing and we wish her all the best for the final steps.

The committee was grateful to be in a position to offer all staff pay increases for the sixth year running, recognising all their hard work and hopefully going some way towards meeting increasing cost of living.

A big thank-you to you all on the staff team for your hard work, dedication, enthusiasm and ideas. You are all essential to the success of Little Learners and the committee appreciates your ongoing commitment and expertise.

Committee

Most importantly in this section, I really wanted to take the time to say a massive thank you to Stacey for her unwavering commitment and all the time and ideas she has donated to Little Learners over the last 8 years. Stacey has kept us on track through some really difficult times, both financial, regulatory and the pandemic and she has been essential to bringing Little Learners to the stable and thriving setting that it is now. I have really enjoyed being on the committee with you and honestly I'm not sure there are enough words to convey the contribution you have made!

Stacey really wanted to leave the committee after so long and so it is with great pleasure that we welcome our new treasurer, Judy. It is lovely to have someone new onboard and we look forward to working with her.

Apart from Stacey moving on, it is great to be able to say that Claire, Lizzie and myself are staying for now. In addition to Judy, it is also wonderful to announce that we have 3 other new members joining us, Rob, Imogen and Elna. It has been a challenge over the last few years to get new members and so we are pleased to have recruited you and look forward to working with and getting to know you. I hope that we can continue the trend and see more parents coming on board this time next year, allowing people to roll off as their children move on to primary school.

I guess it is also now that I should confirm that I will step down from being the Committee Chair after 5 years and I am delighted to hand over the role to Claire who has already brought so much energy and drive for improvements to the committee.

I will remain on the committee for a little while and am happy to take on the secretary role until Christmas, when it would then be great to hand it over to someone else.

Projects

The biggest project this year has been the new garden doors and decking. Even though they have only just been installed, I can see that they are already a massive success. Claire has been working really hard to design the rest of the outdoor space and find a company to complete the work and I am really excited to see this come to reality during the summer holidays hopefully.

Following on from our new logo last year, as part of our ongoing marketing, we would also like to provide new staff uniform polo shirts and coats to the team. We hope this will enhance and advertise our presence in the community.

We seemed to do limited, although successful, fundraising this year as a committee due to Covid but next year we should make the most of the lifting restrictions to try and replenish some of the money we are investing.

Closing Remarks

As this is my last Chair report, I wanted to say how much I have really appreciated my time on the committee. It has given me unique opportunities to get to know other parents. I have also enjoyed working with and learning so much from Hazel and previously Sally as Managers – I am really in awe of what you achieve every day. Finally it is of course very much a team effort but I am proud to have been a small part of Little Learners 51 years contribution to the Lechlade community.

Lechlade Little Learners – Manager Report **AGM 5th May 2022**

This year has been another crazy year with us still navigating our way through the pandemic and the impacts that we continue to see from this. We have fared well with regards to covid and have been lucky that we have only had limited cases. Unfortunately it has impacted on the staff team and at

times it has been extremely stressful trying to balance the needs of the setting and ensuring the safety of all. The staff team have worked hard to keep the setting open and not let the staffing issues affect the children and the quality of education and care they have received.

Our numbers are a little lower than we would like this school year but with the issues relating to covid it has ensured we have been able to remain open for all children without any impact on their care. We are hoping that the future will bring more children in but we are seeing an impact from covid on the number of new children we are getting. There is a lot of anxiety and changes to people's circumstance which seems to be affecting our future numbers but we continue to advertise and make ourselves known in the community and in time I'm sure things will improve.

Last year we celebrated a big birthday but have postponed the celebrations to this year due to covid. Alongside the birthday we did a sponsored walk through the whole of October which saw us cover miles and miles. The children and staff loved getting out and about exploring different parts of Lechlade, and the local community seemed to enjoy seeing the children. We continue to take the children out and about for walks, visits to the park and going to different toddler groups. We also enjoy trips to the local coffee shops and the garden centre.

We continue to make improvements to the setting with our most recent one being the new doors and decking. It was a large expense but even within the last two weeks it's made such an impact on our daily running. All the families have commented on how lovely it is and how much of a difference it has made. The children were very excited when they first saw it telling us how big the room was now and that they like that they can see much more. It has really made the room and garden feel like one.

We have been very generously gifted items for the garden this year including the climbing frame and playhouse. These have given the children more opportunities for play and continue to be hugely popular.

Fundraising has been very successful this school year with the sponsored walk bringing in more than £500 and our most recent cake sale being very popular. We hope to continue raising funds so we can improve the garden more giving us an all year round surface that the children and staff can enjoy for years to come. We have the Queens Jubilee weekend to look forward to with all the celebrations and we hope we can organise various other fundraisers to both boost our funds and also showcase our setting.

I want to thank you committee for their constant support and for all the time and effort they have and continue to put into the setting. I know that as a volunteer it can be difficult to dedicate so much time to things but your hard work and commitment really doesn't go unnoticed and is appreciated by all.

Treasurers Report for 31/03/2022 AGM – 05/05/22

The set of accounts before you have been are yet to be accredited by our independent but will be sent off in due course. They are due to be filed by 31 January 2023.

The result for the year was a profit of £394 which given the continuing impact of COVID 19 and the challenges this has brought with staff shortages and reduction in children is a brilliant achievement! Our total income for the year was down £4,498 compared to the previous year, however the 2020/21 included the £10,000 grant from the council. We are hopeful our 2022/23 numbers will be slightly higher than the last which are still suffering slightly due to anxious parents with covid

Included in the income for the year was a donation of £250 from Lechlade & Fairford Lions for the food bank which we are very grateful for.

Following no fundraising at all in the 2020/21 year due COVID, we are pleased to report £1,324 of fundraising income this year. This was predominantly the sponsored walk. We are very grateful for the generous donation of £500 from RWE. We hope the fundraising for 2022/23 will continue to grow further.

Please see below for a summary of the fundraising income for the year:

Love kids photography	114.55
RWE	500
Cake sale	161
Sponsored walk	548.53
	1324.08

The aim of the Charity is to not make a profit and to re-invest all monies received into the building, equipment and staff. We have ensured that was actioned again this year and were able to pay £900 deposit towards the new doors and decking project which was completed in April 2022.

Our staff costs have increased due to no furlough income this year which was offset last year, as well as being able to award our hard working staff a healthy pay rise each. A further pay rise has just been announced in April 2022 which will result in a rise in our children fees in September 2022 which I'm sure all parents will agree is very worthwhile, we are still competitively priced against our competitors.

Premises expenses have more than halved this year, this is primarily due to nearly £3,000 spent on new fencing last year as well as the large charges we have paid BT which have now ceased.

Administration fees have doubled, however this includes the new Family App which I understand is very worth the money in terms of ease of administration from the manager's point of view, as well as the benefits for the parents.

We are quietly confident for the next year and all hope Lechlade Little Learners will continue to grow and go from strength to strength.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

LECHLADE LITTLE LEARNERS

On accounts for the year
ended

31st MARCH 2022

Charity no
(if any)

275208

Set out on pages

1 - 2

(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

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:

SK Hatcher

Date:

13/1/2022

Name:

SR HATCHER

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

F.C.A.

Address: NORTH COTTAGE BUSCOT
NR FARINGDON OXON SN7 8DP

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lechlade Little Learners

275208

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1/4/2021		31/3/2022

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					
Nursery grants	54,529	-	-	54,529	55,346
Children's fees	15,818	-	-	15,818	7,537
Milk refund	-	-	-	-	-
Grant	4,386	-	-	4,386	16,134
Fundraising	1,324	-	-	1,324	-
Donations	354	-	-	354	2,000
Interest	5	-	-	5	32
Other receipts	135	-	-	135	-
Sub total (Gross income for AR)	76,551	-	-	76,551	81,049
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	76,551	-	-	76,551	81,049
A3 Payments					
Employment costs	63,013	-	-	63,013	60,749
Training & Travel costs	150	-	-	150	1,495
Premises	4,293	-	-	4,293	9,003
Subscriptions	158	-	-	158	50
Insurance	1,393	-	-	1,393	1,295
Administration	1,493	-	-	1,493	773
Refreshments	16	-	-	16	42
Consumables	3,960	-	-	3,960	3,479
Payroll fees	385	-	-	385	420
Fundraising costs	20	-	-	20	20
Other	472	-	-	472	446
	75,353	-	-	75,353	77,772
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	804	-	-	804	2,774
Sub total	804	-	-	804	2,774
Total payments	76,157	-	-	76,157	80,546
Net of receipts/(payments)	394	-	-	394	503
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	51,975	-	-	51,975	51,472
Cash funds this year end	52,369	-	-	52,369	51,975

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	Barclays Current Account	1,103	-	-
	Barclays Active Saver	35,701	-	-

Barclays contingency fund	15,565	-	-
Total cash funds	52,369	-	-

(agree balances with receipts and payments account(s))

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)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval