

Minus Five Preschool
Minutes of meeting on 28th July 2021
AGM financial Year 2019-2020

Present:

Hannah Furse – Deputy Chair
Jennie Cheung – Trustee
Michael O'Connor – Parent

Caroline Venner – Preschool Manager
Gill Parry – Admin Manager
Lindsay Applegate – Parent

Apologies:

Lisa Firth

Matters arising from previous meeting – Caroline Venner proposed the minutes and Hannah Furse seconded them.

Caroline chaired the meeting at Hannah's request.

Caroline reported that she has received confirmation from the Early Years Alliance that the new constitution is now registered with the charities commission.

Ofsted have confirmed the changes of the manager/nominated individual.

Caroline has had ongoing support from early years with her role as manager in the last year.

Chair's Report

Hannah will be stepping down formally as chair. Caroline thanked Hannah for her assistance.

Managers Report

Caroline reported that it has been a very interesting year since her return as manager. We have had 29 children on role by the end of the summer term 2021. The staff has worked tirelessly to support the children and families of the preschool. We have had a number of SEN children and this has involved a lot of paperwork which has at times been stressful.

Shiobon took on the role of SENCO in Sept 2020 and has risen to the challenge and with lots of support and training is now feeling confident in her role.

Debbie took on the role of DSL in Sept 2020 and again with lots of training and support has a great understanding of her role. Debbie has also started her Level 3 training. We have secured an apprenticeship for her with Brooklands College which is supported 95% by the government; there will be a small cost to the preschool.

All Staff have completed successful supervision for the year and have undertaken lots of CPD training in various areas.

In September 2021 the new Statutory Framework will be implemented. Caroline reported that she has attended several training forums in preparation for these changes and that they staff have all received in house training in readiness for the changes. Parents have also been informed of the changes, the biggest being the amount of paperwork that staff produce. The focus is now more on being with the children and only recording what is significant.

The statutory framework needs to be read by all new trustees so they have an understanding of how their roles and responsibilities are affected by these changes. We will also be working with the new Development Matters to inform our curriculum and planning for the learning of all the children.

Caroline reported that now COVID restrictions have lifted we will return to a somewhat normal state of business. We will continue to manage the risks, and regularly monitor local levels and act accordingly.

We have about 9 families staying with us for September and currently it is estimated about 14 families will be joining us, which are really good numbers for the new academic year.

We are receiving enquiries through the holidays and are actioning them accordingly. We have been advised that Ofsted are working on a 6 year cycle and we can expect to not receive an inspection until possibly 2023, however, Caroline reported that she will be working with the staff to ensure we are ready in case they come any earlier which is always a possibility.

Treasurer's report

Caroline would like to thank CSL, our accountant for their continued support with payroll and for auditing the annual accounts.

Please check and sign the annual accounts for 2019-2020, these will be submitted to the Charities Commission with the annual return

Income: £55,266

Outgoing: £66,461

Gill Parry proposed and accepted the accounts, Lindsay Applegate seconded.

The accounts show a significant deficit of £11k due to the COVID pandemic. Both Gill and Caroline have worked incredibly hard with the support of the staff to keep the setting open and viable for another year

Fundraising: for this financial year 2019 -2020 due to COVID we were unable to raise any funds for the preschool

Election of trustees:

Chair – Hannah Furze nominated Michael O'Connor to position of Chair; this was seconded by Jennie Cheung

Treasurer – Caroline Venner nominated Lisa Firth in her absence to the position of treasurer; this was seconded by Gill Parry.

Secretary – Gill Parry nominated Lindsay Applegate to position of secretary; this was seconded by Caroline Venner

Other Trustees

Jennie Cheung will be stepping down as a trustee.

Caroline Venner is happy to stay as a trustee/nominated individual.

All trustees to have Enhanced DBS checks and to start the EY2 process with Ofsted. Gill will assist with getting all the checks done that are necessary upon returning in September. All information will be updating and submitted with the Charities Commission when Caroline and Michael complete the annual return for 2019-2020

Any other business

Preschool fees – general fees which are £7.00 per hour will currently stay the same. It was felt with the current COVID situation families would appreciate no increases. There was a discussion about the provisions costs; Michael is really keen to look to other sources to provide revenue for the preschool. The provisions will stay the same and will be review at the next AGM. This was agreed by all members.

Building lease – Michael will work with Gill and liaise with Runnymede Borough Council to start open dialogue with regards to renewing the lease. Caroline will pass on Early Years Business Advisors contact information, they are happy to assist in any negotiations.

Recruitment of trustees – Lindsay will work with Gill to compose a letter to go in the new starter pack and start on ideas for future fundraising and recruitment of new members.

Fundraising events – These will be decided at a future date once all the new families have settled.

Trustees training – Caroline advised that there is training available with the Early Years Alliance. She will pass on the information. Caroline has also been talking with early years who can also assist our new trustees with understanding their roles and responsibilities.

Date of next meeting – to be decided once the new term has started and all families are settled.

Meeting finished 8pm

Financial Statements for the Year Ended 31 August 2020

for

Minus 5 Pre-School

Minus 5 Pre-School

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for the Year Ended 31 August 2020**

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Minus 5 Pre-School**Detailed Profit and Loss Account
for the Year Ended 31 August 2020**

	31.8.20		31.8.19	
	£	£	£	£
Turnover				
Fees	48,995		68,651	
Grants received	<u>5,955</u>		<u>13,216</u>	
		54,950		81,867
 Other income				
Fund raising		<u>316</u>		<u>732</u>
		55,266		82,599
 Expenditure				
Rent and electricity	2,600		2,771	
Wages and NIC	59,163		70,442	
Pensions	701		771	
Telephone	839		1,012	
Provision costs	1,574		2,997	
Insurance	726		425	
Fund raising	-		1,652	
Staff courses	338		538	
Uniform	100		175	
Sundry expenses	<u>420</u>		<u>349</u>	
		<u>66,461</u>		<u>81,132</u>
 NET (LOSS)/PROFIT		<u>(11,195)</u>		<u>1,467</u>

Minus 5 Pre-School

Balance Sheet
31 August 2020

	31.8.20 £	31.8.19 £
CURRENT ASSETS		
Inventories	249	267
Cash at bank and in hand	<u>8,117</u>	<u>19,550</u>
	8,366	19,817
CREDITORS		
Amounts falling due within one year	<u>(94)</u>	<u>(350)</u>
NET CURRENT ASSETS	<u>8,272</u>	<u>19,467</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>8,272</u>	<u>19,467</u>
 RESERVES		
Other reserves	4,000	4,000
Retained earnings	<u>4,272</u>	<u>15,467</u>
	<u>8,272</u>	<u>19,467</u>

Minus 5 Pre-School

Report of the Accountants to the Committee of Minus 5 Pre-School

We have examined the books, records, balance sheet and income and expenditure account for Minus 5 Pre-School for the year ended 31 August 2020.

In our opinion and to the best of our knowledge and belief, proper accounting records have been kept and the balance sheet and income and expenditure account are:

1. Properly prepared and are in agreement with the accounting records of the playgroup.
2. Consistent with information and explanations we have received.



CSL Partnership Limited
Chartered Certified Accountants
238 Station Road
Addlestone
Surrey
KT15 2PS

Date: 06 April 2021

Financial Statements for the Year Ended 31 August 2020

for

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