

AGENDA - AGM

Monday 24 June 2019 at 5.30pm

Welcome and Introduction

Apologies -

Reports: Chairperson

Treasurer

Election of new Officers

Arrange next meeting to discuss specific items

Any other business (AOB)

Financial signatories

Fundraising



St Gwynan's Pre-school AGM Ysgol Capelulo (Early Years Unit) Treforris Road, Dwygyfylchi

Monday 24 June 2019, 5.30pm

Chairperson's Report 2019

Our playgroup is run by an elected committee who make the major decisions of the running of the Playgroup. The Committee is the Registered Body for the group. Since our last AGM, Lesley Thomson resigned from the playgroup, but agreed to work on a casual basis – covering staff absences etc. Sloane Gallimore is the Responsible Person/Leader, Laura Shackleton is Deputy Leader. Georgia Smith and Katy Broadbent are Playgroup Assistants, with Marie Packham, Kara Prior and Molly Gallimore being Bank members of staff.

We are members of the Early Years Wales (formerly WPPA) who give us guidance, act as an advisory service and through whom we obtain our Insurance. We are registered with the CIW and are also inspected by Estyn. Our registration allows us to take a maximum of 26 children per session.

As a registered Charity we rely heavily on fees, fundraising, grants and donations to pay for our running costs as we are neither government run or funded. For the financial year September 2017 to August 2018 we received the following grants/donations:

- 1. Grants for £4,300 from Penmaenmawr Town Council
- 2. Fundraising Sponsored walk, Christmas and Easter Raffle £702.50
- 3. Other donations £250 (from a former playgroup associate)
- 4. We also receive 3 year funding from the LEA which includes a small sustainability grant to help at the beginning of each academic year

The aim of this report is to give you a snap shot into the running of the group which is a business as well as a care provider. The running costs are primarily met by fees received as well as the above listed. Attached is the end of year account report which clearly shows income and expenditure. A recent/up-to-date account of income and expenditure is also available.

Living wage rose for all staff on minimum wage from April 2019

Over the last 12 - 18 months it has been necessary for the committee to make a few changes to the Playgroup. This has included the following:

- Change of name from St. Gwynan's Playgroup to St. Gwynan's Pre-school. It was felt that it is a much better description of the service we provide and it would help the community to understand that we are regulated by Estyn (the schools' inspectorate) and deliver Foundation Phase learning to all our children. This could continue to encourage more parents to use our service and it recognises the professionalism of our staff.
- Increase in fees from January 2019 we increased our fees to ensure we were able to continue running. There will be a slight increase per session again in September. This is necessary due to our own costs increasing. As a charity we do not make any profit, but we must cover our running costs to pass our inspections and to stay open.
- Holidays We now charge for sessions when children do not attend due to holidays taken during term-time (Morning and Lunch). Our staff and other overheads still apply even when children do not attend the session for which they are booked.

Currently, the cost of a session is ± 9.50 and the cost of Lunch Club is ± 6.70 (± 2.50 payable to the school for the lunch which is provided by the school's canteen staff).

<u>Charitable Incorporated Organisation (CIO)</u> - Last year we changed our Charity Status following guidance and advice from Early Year Wales (Wales PPA). St. Gwynan's Pre-school is now registered as a CIO. St. Gwynan's Playgroup (unincorporated association) has now been closed/dissolved. As part of the process, we re-registered with the Care Inspectorate Wales (CIW), which resulted in our most recent inspection. Our CIW Inspection was carried out on 23 May 2019, which went smoothly - with thanks to our very experienced and competent staff. We are waiting to receive our report and have received 'Good' gradings across all the 4 outcomes - 'Wellbeing', 'Care & Development', 'Leadership & Management' and the 'Environment'. We were given some positive feedback and comments, with some minor recommendations.

In 2017 we had 44 children on the register by the end of the academic year

In September 2018 we started with 27 children on the register, after losing 17 to full time school. This number has increased to 39 as of today's date with a healthy waiting list for September onwards (2019). Of these numbers 20 are projected to be leaving us for full time school.

Policies and Procedures were reviewed and passed in accordance with regulations from September 2018. These will be reviewed again July - September 2019

We continue to have strong bonds with school as well as other professional bodies ie Early Year Wales (Manager and Welsh Development Coordinator) and Local Authority's Early Years Team.

Membership with Toy Library (£30 annual fee). Useful service for having toys and educational resources on loan.

As ever, we have attended numerous courses throughout the year to continue professional development, including those mandatory courses such as Child Protection, Food Safety, First Aid etc. A big thank you to all staff who attend evening courses, some of which are in their **own** time in order to further their knowledge and skills

All staff are DBS checked in line with legislation and are qualified to above statutory levels. Marie Packham and Kara Prior currently working towards their Level 3 NVQ in Childcare Learning & Development. Katy Broadbent completed a Level 3 July 2018 and attended an awards ceremony in December 2018, winning an 'Apprentice of the Year' award for her high level of work for her NVQ Level 3 Diploma, through Llandrillo Menai college.

Laura Shackleton also attended an Early Years Wales ceremony last month and was shortlisted for being nominated for 'Practitioner of the Year'.

The Foundation Phase Profile scheme which is mandatory for all schools and we at St. Gwynan's complete our baseline assessments from the scheme with our funded children and register our scores with the Advisory Teacher from the LEA during January 2019 and then again during the Summer term (prior to the Summer break). Baseline assessments and scores are also carried out with children turning 3 between January and March 2019. The scores are collected for all children on the scheme this gives a snapshot of a child's ability of where they are at developmentally on entering the Foundation Phase.

The Foundation Phase has 7 areas of learning which are delivered through practical activities and active learning experiences both indoors and outdoors. The areas of learning are:

- personal and social development, well-being and cultural diversity
- language, literacy and communication skills
- mathematical development
- Welsh language development
- knowledge and understanding of the world
- physical development
- creative development

30 Hour Childcare Funding - From January 2019, we were in a position to offer the new government funding for eligible parents of 3 and 4 year olds. We currently have 12 children attending our setting in receipt of the funding.

Co-op - We were very fortunate to have been chosen by the Co-op as a local cause to support last year and were presented with our cheque for £2722.72 On 24 November 2018. We have applied again this year and are awaiting an outcome.

Beech Developments (company responsible for building new properties in Dwygyfylchi). During July/August 2018 - the company sourced the paint for the exterior walls of the Early Years unit and organised a team of their own staff to paint the walls and some of our outdoor accessories (chalkboards, music and water attachments). They also supplied and fitted a water butt in the outdoor yard area. Our Playgroup Facebook page has been very popular with parents/family to the group, with the majority of parents/carers joining. It has proved to be a useful tool in notifying parents with any news and events regarding Playgroup and for keeping carers informed of the activities that the children are doing in Playgroup on a regular basis.

Finally, we would like to thank Neil Roberts for signing off our end of year accounts – Greatly appreciated!!

Many thanks to you all for coming to the AGM – your support as always, is very much appreciated.

Contents of the Financial Statements for the Year Ended 31 August 2019

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Balance Sheet	4
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Report of the Trustees for the Year Ended 31 August 2019

The trustees present their report with the financial statements of the charity for the year ended 31 August 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS **Registered Charity number** 1177411

Principal address Early Years Unit(Ysgol Capelulo) Treforris Road Dwygyfylchi Penmaenmawr CONWY LL34 6RA

Trustees S Gallimore J O'Leary(Chairperson)

Independent examiner Dunn & Ellis Cyf Chartered Accountants Adeilad St David's Building Stryd Lombard Street Porthmadog Gwynedd LL49 9AP

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is controlled by its governing document and a deed of trust. The Charity became a Charitable Incorporated Organization on 18th June, 2018.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the board of trustees on 29.11.19, and signed on its behalf by:

Trustee

Independent Examiner's Report to the Trustees of St Gwynan's Pre School

I report on the accounts for the year ended 31 August 2019, which are set out on pages three to seven.

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 have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

- that accounting records were not kept as required by section 130 of the Act; or 1.
- that the accounts do not accord with those records; or 2.
- that the accounts do not comply with the accounting requirements of the Act; or 3.
- that there is further information needed for a proper understanding of the accounts. 4.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Dunn & Ellis Cyf Chartered Accountants Adeilad St David's Building Stryd Lombard Street Porthmadog Gwynedd LL49 9AP

Date: 13/12/2019

Statement of Financial Activities for the Year Ended 31 August 2019

		31.8.19	31.8.18
		Unrestricted	Total
		fund	funds £
	Natas	£	L
	Notes		
INCOMING RESOURCES			200
Incoming resources from generated fun	ds	471	309
Voluntary income	2	57,091	42,320
Activities for generating funds	2 3	74	-
Investment income	3		
		57,636	42,629
Total incoming resources			
RESOURCES EXPENDED			
Charitable activities		45,807	37,302
Playgroup acitivities		43,807	
		11,829	5,327
NET INCOMING RESOURCES			
RECONCILIATION OF FUNDS			
		12,447	7,120
Total funds brought forward			
TOTAL FUNDS CARRIED FORWAR	RD.	24,276	12,447
TOTAL TOTAL OF CHILDE TOTAL			

The notes form part of these financial statements

Balance Sheet At 31 August 2019

AT 31 August 2012		31.8.19 Unrestricted fund £	31.8.18 Total funds £
	Notes		
CURRENT ASSETS Cash at bank and in hand		24,276	12,446
CREDITORS Amounts falling due within one year	6		1
NET CURRENT ASSETS		24,276	12,447
TOTAL ASSETS LESS CURRENT LIABILITIES		24,276	12,447
NET ASSETS		24,276	12,447
FUNDS Unrestricted funds	7	24,276	12,447
TOTAL FUNDS		24,276	12,447

The financial statements were approved by the Board of Trustees on 22.11, 12 and were signed on its behalf by:

Trustee

The notes form part of these financial statements

Page 4

Notes to the Financial Statements for the Year Ended 31 August 2019

ACCOUNTING POLICIES 1.

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

ACTIVITIES FOR GENERATING FUNDS 2.

	31.8.19	31.8.18
	£	£
	2,361	1,083
Fundraising events	47,680	31,165
Fees received	-	4,650
Grants	7,050	5,200
3 year funding	-	222
Other		
	57,091	42,320
INVESTMENT INCOME		
	31.8.19	31.8.18
	£	£
	74	-
Interest income		

TRUSTEES' REMUNERATION AND BENEFITS 4.

There were no trustees' remuneration or other benefits for the year ended 31 August 2019 nor for the year ended 31 August 2018.

Trustees' expenses

3.

There were no trustees' expenses paid for the year ended 31 August 2019 nor for the year ended 31 August 2018.

Notes to the Financial Statements - continued for the Year Ended 31 August 2019

5. STAFF COSTS

6.

Wages and salaries	31.8.19 £ 36,966	31.8.18 £ 28,815
The average monthly number of employees during the year was as follows:		
Teaching and supervision	31.8.19 7	31.8.18 7
No employees received emoluments in excess of £60,000.		
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	21.9.10	21 8 18

	31.8.19	51.0.10 f
Trade creditors	÷ -	~ (1)

7. MOVEMENT IN FUNDS

	Net movement in		
	At 1.9.18 £	funds £	At 31.8.19 £
Unrestricted funds General fund	12,447	11,829	24,276
TOTAL FUNDS	12,447	11,829	24,276

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	57,636	(45,807)	11,829
TOTAL FUNDS	57,636	(45,807)	11,829

Comparatives for movement in funds

	m	Net ovement in	
	At 1.9.17 £	funds £	At 31.8.18 £
Unrestricted Funds General fund	7,120	5,327	12,447
TOTAL FUNDS	7,120	5,327	12,447

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Notes to the Financial Statements - continued for the Year Ended 31 August 2019

7. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	42,629	(37,302)	5,327
TOTAL FUNDS	42,629	(37,302)	5,327

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.17 £	Net movement in funds £	At 31.8.19 £
Unrestricted funds General fund	7,120	17,156	24,276
TOTAL FUNDS	7,120	17,156	24,276

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	*	~	~
General fund	100,265	(83,109)	17,156
TOTAL FUNDS	100,265	(83,109)	17,156

St Gwynan's Pre School		
Detailed Statement of Financial Activities for the Year Ended 31 August 2019	31.8.19 £	31.8.18 £
INCOMING RESOURCES		
Voluntary income Gifts and donations	471	309
Activities for generating funds	2,361 47,680	1,083 31,165
Fundraising events Fees received Grants	7,050	4,650 5,200 222
3 year funding Other	57,091	42,320
	74	
Investment income	57,636	42,629
Total incoming resources		
RESOURCES EXPENDED		
Charitable activities Wages	36,966 1,200	28,815 1,000
Other operating leases Insurance Sundries	592 3,836 3,213	511 4,444 2,532
Equipment	45,807	37,302
Total resources expended	45,807	37,302

Net income

This page does not form part of the statutory financial statements

5,327

11,829

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	2,361	1,083
Activities for generating funds Fundraising events	47,680	31,165 4,650
Fees received Grants	7,050	5,200 222
3 year funding Other	57,091	42,320
Investment income	74	-
Interest income	57,636	42,629
Total incoming resources		
RESOURCES EXPENDED		
Charitable activities	36,966	28,815 1,000
Wages Other operating leases	1,200 592	511
Insurance	3,836	4,444
Sundries	3,213	2,532
Equipment	45,807	37,302
Total resources expended	45,807	37,302

Net income

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