



Colden Common Pre-school AGM

Tuesday 29th September. 8pm. Via Zoom

In attendance

Committee members

Richard Izard – Chairperson
 Kate Boniface - Secretary
 Helen Brown – Ordinary member
 Damon Draisey – Ordinary member
 Helen Brown – Ordinary member
 Nikki Huggett – Ordinary member

Staff

Jacqui Hadley
 Amanda Pinney
 Sharon Stevens
 Lara Webster
 Marija O'Brien
 Charlotte White

Parents

Hannah Clarke
 Hannah Webb
 Victoria Streltsova
 Laura Sharland
 Graciela Moreno

Other

Wendy Williams (contractor / self-employed payroll assistant)

Welcome and apologies

Richard Izard welcomed all to the AGM

Apologies from Adam Dale – Treasurer

Sign off minutes of last AGM

Minutes from previous AGM were agreed

Chairpersons Report - Richard Izard

Colden Common Pre-School has charitable status that annually vote in a voluntary committee who are responsible for the overall governance of the pre-school. We work in partnership with the staff offering support and help to direct the on-going future of the pre-school. Up to three additional committee members can be co-opted during the year.

We started the year with seven committee members (2 husbands and wives sharing the positions), myself as Chair, Kate Boniface as Secretary, Gary Chaffey as Treasurer. After a short while Gary Chaffey and Zoe Meredith resigned from the committee however Adam Dale stepped into the role of Treasurer and Helen Brown was co-opted in January. Thank you so much to Kate, Adam, Nikki Huggett, Amanda and Damon Draisey and latterly Helen for carrying out such an active role on the committee. Whilst the committee constitution allowed for quorate meetings of four (including one officer and three members) we were able to meet the numbers without worrying about this issue.

In March 2020 there were 34 children on the register and whilst I might be touching into the forthcoming year the future children entries are showing an

increase in the numbers. A number of plans were included at last year's AGM which I would comment on further:

- Roll out Tapestry to all parents and carers – This has gone extremely well with lots of positive feedback from parents. Tapestry offers an opportunity for parents to give information/photos from home which helps build a better picture of the child's home life development and interests, allowing practitioners to build a better rapport with both the children and parents. Tapestry also regularly offers parents an individual picture of their child's day to day at preschool, providing comfort that children are involved with activities and their peers.
- Continue with the plans for a dedicated pre-school office space – This probably was the major success of the year. The Community Centre Management Team decided that the conversion of an existing changing room was not the solution as they wanted us to proceed with other plans which in fact suited pre-school. A Sanctum Garden Studio was purchased and erected in part of the garden area in December 2019. Including fitting out, the total cost was £11,784 but we were very fortunate to obtain grants of £4000 from the Parish Hall Trust and £3889.59 from the Parish Council, the balance of monies coming from the Pre-School reserves. The Mayor of Winchester kindly opened the office in February 2020.
- Introduce forest school activities - Lara Webster's training continued on this and whilst the COVID virus has hampered progress the pre-school allotment now shows the success this has achieved so far. Sharon Stevens has also started forest school training.
- Research and apply for more grants – this is ongoing – a further discretionary grant received from Winchester City Council for £2500 and £500 from Councillor Humby in the recent year.
- Increase fundraising income for resources – We held our popular community Scarecrow Festival in October and Raffle at the Nativity in December. Our community Easter Egg Hunt had to be cancelled because of the COVID virus.
- To be compliant with current legislation etc – this is continuing. Our staff, and committee where necessary, are constantly updating their training. We are registered for updates with the Department of Education and Government.
- Sponsorship – This was not as successful as previous years. Due to the downturn in the Market, Charters Estate Agents were unable to support our Scarecrow Festival but lots of others smaller local businesses stepped in to support us. We would like to thank Sparx Beauty, Aucott School of Dance, Griffin Rocks, Colden Common Tennis Club and General Estates Park Homes. Although we secured sponsorship from Charters for our Easter Egg Hunt, we are yet to receive the money.
- Focus on securing numbers for September 2020 – I am pleased to report that this is our second biggest intake for the Autumn term, partly because of our decision to accept children from 2 years old.

Plans for next year include:

- Having Forest School qualified members of staff
- Regularly running allotment school programmes for all the children in pre-school
- To be compliant with current legislation etc
- To secure sponsorship and match funding
- Research and apply for more grants
- Focus on securing numbers for September 2021

Whilst I am sure Jacqui will give you a much more detailed staff report I would like to take this opportunity to thank all of them on behalf of myself and the

	<p>committee for the dedication and continued hard work during the year which has surely been reflected by the popularity of the pre-school. Although touching again into the current year the 'backroom' staff of Wendy Williams and Lindsey Diaper in helping to sort out the COVID furloughing situation was invaluable. Well done to Jacqui and the staff for also coping with these difficult times.</p>
<p>Supervisor Report - <i>Jacqui Hadley</i></p>	<p>I would like to start of my report thanking my staffing team for all their hard work and support over the past year. We continue to go from strength to strength as we constantly reflect and improve on our practice. I would also like to thank all of our wonderful committee members devoting their precious time without which pre-school would not be able to run. The staffing team has had minimal change this academic year. Miss Webster has now joined the management team being promoted to a deputy position. Mrs. Hewitt left the staffing team in April to undertake a new venture outside early years teaching. Mrs. Stevens has taken on the additional role of the setting SENco. We have had a recent addition to the staffing team and welcomed Miss Carter at the start of the new academic year.</p> <p>The main operating change this year for the staffing team is the full implementation of an online learning journal, known as Tapestry. This new way of recording our observations has been embraced by the staffing team, albeit not without its challenges. It has enabled all staff to complete daily learning assessments that can be viewed by parents on a regular basis. In addition to this, parents are invited to add to their child's learning journal; which can help with the planning of activities within the setting and provide staff with an opportunity to encourage talking about key events.</p> <p>Parents now receive reports each term and meet with their child's key person to discuss their child's next steps and the progress their child is making. It is also a way of recording reflections and modifications we make to the setting to prove how we are making IMPACT within our learning environment. This platform also provides the setting with a central area for storing important documents, such as committee & staff minutes from meetings, risk assessments and all our policies and procedures for the setting, some of which are not visible to parents.</p> <p>The staffing team undertake continuous professional development and commit to as an early years professionals to renew Safeguard training, first aid and these are on a rolling programme of renewal within the setting.</p> <p>Additional training within the team this year has covered areas of well-being, GDPR, managing children's behaviour and Prevent a full list will be attached to this report. Miss Webster continues with her level 3 forest school training, the finish date has been delayed due to COVID restrictions. Mrs. Stevens has also enrolled on a level 1 forest school qualification and this will take place in half term. Mrs. Hadley has enrolled on an IMPACT members club in preparation for the staffing team taking part in an Early Years accreditation scheme.</p> <p>We have all welcomed the new dedicated pre-school office and it now holds all the settings documentation in a central space that is GDPR compliant. It has given the pre-school a central space to store documentation, have meetings and indeed a space to have lunch in. It allows the setting operate in a more professional manner having our own administrator/book keeper and a desk for the setting supervisor to complete daily reporting tasks and other managerial duties.</p> <p>Throughout the year we have welcomed a few visitors from the Air Ambulance & Eastleigh Food bank and we held our first McMillan Coffee Morning attended by one parent. We managed to raise small amounts of money and provide several crates of food so everyone benefited.</p> <p>In addition to these visits we took part in Road safety week, where we took the children out and about looking at road signs and the different shapes they were. We talked through how we knew it was safe to cross the road.</p> <p>We also held our first ever Plastic Free Day, which was a wonderful day and very much made us all aware of how much plastic we use on a day-to-day basis. We</p>

	<p>completely changed our environment using natural and recycled resources, this was thoroughly enjoyed by all.</p> <p>We ended our year through the COVID 19 lockdown, uncertain and troubling times indeed. We have adapted and continue to adapt our working practices to keep us all as safe as possible and look forward to an end to our current restrictions.</p> <p>Plans for this year</p> <ul style="list-style-type: none"> • Continue to develop Allotment school so that we visit more regularly • Replace worn out equipment. • To fully embrace and integrate “In the moment planning” • Preparation for the team to undertake an accreditation scheme. • Implement the revised EYFS September 2021 <p>Completed Training by the staffing team</p> <ul style="list-style-type: none"> • DSL Safeguarding • Prevent COVID 19 • Understanding self-harm • Understanding low mood, depression. • Child neglect • Understanding anxiety • Understanding behaviour • The importance of self-evaluation • Supporting staff well being • Characteristics of effective leaders • Health and safety in the work place • The role of the trustees • Implementing GDPR • Managing your early years inspection • Prevent • Exploring the power of play • First aid • Effective safeguarding • SENco training • Getting to grips with EYFS • Learning through play • Speech and language and communication • Being a key person • Forest school first aid
<p>Treasurers Report - Adam Dale – read on the evening by Charlotte White</p>	<p>This is the Treasurer’s report for Colden Common Preschool for the 2019/20 financial year (1st April 2019 – 31st March 2020)</p> <p>The Preschool accounts, which are prepared by our bookkeeper Lindsey Diaper have been independently audited and verified by Debbie Harding.</p> <p>Copies of the accounts are available upon request.</p> <p>Summary</p> <p>As per the Preschool accounts, the total income for the 2019/20 financial year was £97,232 and expenditure was £111,248. Therefore, we operated at a loss of £14,015.</p>

However, we finished the financial year with £18,871 in the savings account as reserves, which is down dramatically from last year, £42,927 financial year 2018/19 (For info £45,095 2017/18). This puts us below the six months running costs, which is the amount recommended by the Charity Commission. This equates to approximately 3 months running costs. We are very happy to have maintained this amount in reserves, considering the amount of extra expenditure we have had this year. Going forward a plan will need to be devised to return the savings to the recommended 6 months.

Income

The main sources of income during the year have been:

1. Vouchers: We have received £67,084 in voucher payments from Hampshire County Council this year. This compares to £78,433 in the previous year.

2. Preschool Fees: Session fees amounted to £20,295 an increase from £19,013 for 2018/19. The increase in fees is a result of increased rates from Jan 2020 as well as having more children that are not eligible for HCC vouchers.

3. Fundraising, Grants and Donations: The total received from Fundraising and Donations was £1,689 this year. A reduction from the value achieved in 2018/19 which was £1813. The 2 most successfully fundraising event held by the committee have historically been the scarecrow trail and easter egg hunt however due to COVID19 lockdown the easter egg hunt did not go ahead. The event normally achieves similar revenue as the scarecrow trail so all considered a good result when one of our most successful events could not take place. Grants wise we received £4000 from the Parish Hall Trust and £3889.59 from the Parish Council towards the cost of the garden office space.

Expenditure

The main sources of expenditure during the year have been:

1. Staff costs: As to be expected, our main expense continues to be staff costs. However, we know that the staff are our greatest asset. During the year we have spent £83,846 on staff costs including salaries, agency staff, DBS checks, pension contributions and staff training. This compares to £76,650 in the previous year. The increase in costs can be partly attributed to increased hourly rates effective as a result in the increased national minimum wage.

2. General Running Costs: Rent, Office/general admin, postage and stationary costs £18451.60. It is worth noting that the report for 2020/21 will show a dramatic reduction due to COVID19 lockdown and the Community Centre Committee kindly agreeing a rent free period for a substantial period.

3. Professional fees including bookkeeping and payroll: We have spent £3,163 on professional fees, which remains consistent with previous years costs.

4. Equipment and Educational Supplies: We spent £2,384 on equipment and educational supplies which is a reduction from 2018/20 which was £3,598. It is worth noting that 2018/19 reported Equipment and Educational Supplies separately however this year's accounts was presented as Equipment and Ed supplies as a single value. The "iPads" expenditure has been included in the value above.

5. Marketing and Advertising. This year saw a dramatic increase in marketing and advertising from £118 during 2018/19 to £614 during 2019/20.

6. Events: This year we saw a reduction on our events spend to £588 from £679 on events this year. A reduction is to be anticipated as the easter egg hunt could not go ahead.

	<p>7. Snack: Our snack spend has increased to £588 from previous year, an increase of 18%. This should reduce as a voluntary contribution is now requested.</p> <p>The year ahead</p> <p>The year ahead is one of uncertainty due to COVID19 pandemic, the associated enforced closure and related impact on expenditure and income. There needs to be a focus to increase the savings and reserves to meet the recommended 6 months set out by the Charity Commission which has reduced dramatically during this financial year.</p> <p>It will also require some 'out of the box' thinking by the committee to generate fundraising ideas whilst restrictions are continuing to social gatherings and events.</p>
Stand down of Present Committee	All committee members for the academic year 2019/20 stood down from their positions
Election of Officers <ul style="list-style-type: none"> • Ordinary Committee Members • Secretary • Treasurer • Chair • Safeguarding 	<p>Ordinary committee members:</p> <ul style="list-style-type: none"> • Helen Brown – Proposed by Richard Izard / Seconded by Damon Draisey • Nikki Huggett – Proposed by Richard Izard / Seconded by Damon Draisey • Damon and Amanda Draisey – Proposed by Richard Izard / Seconded by Wendy Williams <p>Secretary – Kate Boniface - Proposed: Proposed by Richard Izard / Seconded by Damon Draisey</p> <p>Treasurer – Position not yet filled</p> <p>Chair – Richard Izard – Proposed by Nikki Huggett / Seconded by Lara Webster</p> <p>Safeguarding Lead – Hannah Clarke – Proposed by Richard Izard / Seconded by Damon Draisey</p>
Adopt the Constitution	In principle the attendees agree to adopt the constitution
AOB	<p>Enquiry about the Pre-school's position on parent volunteers – Jacqui responded that Pre-school would welcome help but not permissible in current climate due to covid-19 restrictions.</p> <p>A suggestion was made that parents could volunteer to help with allotment upkeep – weeding and tidying</p> <p>ACTION: Administration will send an email out with ways parents could offer support in addition to joining the committee.</p> <p>Parents also encouraged to come up with any Covid friendly fundraising ideas and pass on to committee</p>
Date of next meeting	TBC at next committee meeting - 13 th October 2020

Debbie Harding
The Barn, Vears Lane
Colden Common
Winchester
SO21 1GN
28th August 2020

Colden Common Pre-School Playgroup

Registered Charity 1018451

Limited independent examination of accounts

Year ending 31st March 2020

I confirm that I have completed an independent examination on the charity accounts and confirm that the accounting statement attached is a true and fair view of the charity's accounts for the year ending 31st March 2020. I have charged no fee for this examination.

Due to Covid restrictions, I have been unable to question or test any internal controls of the charity in relation to fraud prevention and revenue control. I would recommend that the charity complete a financial risk assessment ensure property practices are in place to protect charitable funds against fraud, and ensure all income is charged and received. I would recommend that cash transactions are avoided and all payments for fees are made via BACS transactions.

Regards

Debbie Harding

**Income and Expenditure Account for the year ending
31.03.2020 Colden Common Pre-School Playgroup**

Income	£	Expenditure	£
Fees	20,295.40	Wages	80,970.78
HCC	67,084.41	Training	
Fundraising	1,689.89	Rent	16,710.45
Donations	8,054.09	Administration	
Interest	58.83	Postage, Stationery and	
Deposits	50.00	Printing	831.60
		Insurance	480.39
		Equipment and Ed supplies	1,053.56
		Sundries	168.00
		Events	588.53
		Uniform	244.38
		Subscriptions	285.20
		Snacks and refreshments	569.74
		Presents and gifts	262.29
		Bookkeeping and payroll	3,163.30
		Marketing and Advertising	614.10
		Office/general admin	909.55
		Pension	747.02
		DBS Checks	745.00
		Ipads	1,331.40
Deficit		Bank charges	60.00
	14,015.77	Training	1,383.50
		Online learning	129.60
	111,248.39		111,248.39

Balance sheet as at 31.03.2020

Current and Savings accs	18,633.63
Petty cash	237.58
Fixtures and Fittings	10,670.96
Trade Debtors	732.25
Trade Creditors	-509.46
Error from last year	-26.69
	29,738.27
	0.00

Accumulated fund

Brought Forward	43,754.04
Surplus for year	-14,015.77
	29,738.27

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