



St James the Great, Bladindon Drive, Bexley, Kent, DA5 3BS

Agenda

Friday 25th Nov 2016

- A welcome by preschool manager and introductions
- Purpose of meeting
- Committee resignations
- Election of new committee members
- Election of a parent representative
- Confirmation of the roles of the committee
- Vision/Goal for the fundraising
- Evaluation of meeting
- Arrangements for next meeting

Every year we need to recruit new committee members. These can be parents or a parent's representative, you are able to remain on the committee for up to a year after your child has left. There have been a number of parents step down so to continue our work we need to adopt some new members. To be a member you need to be willing to supply the Charity Commission your names, addresses and dates of birth. DBS clearance checks must be performed for all Trustees.

Last year had been very successful for Blendon Preschool.

We I looked into the funding we received from the local authority and the change to 3 hour sessions has made a big difference in the settings claims. Unfortunately there is still a short fall on the funded fees as this does not cover the minimum wage in staffing, so we needed to evaluate the private fees once again, increasing this by a further 50p to £12.50 per session. I am pleased to say we are still one of the lowest charging like-for-like preschools in the area.

The fundraising last year was phenomenal, the kind donations from sponsors such as petty freeman estates, Morrison's, Tesco's, the chunky teapot and other small businesses in Sidcup and Blackfen see a fundraising total exceed £2000.

We were able to buy a tablet for preschool use, send staff on training for sign along and special educational needs, buy new toys and equipment for the pre-schoolers, fund their Christmas gifts and celebrate the queens 90th birthday by presenting each child with a coin.

The preschool relies on the fundraising for all these extras to make the children's experiences memorable ones.

For this I would like to express a real heartfelt 'Thank You' to all of you and to all the staff that have worked beyond the call of duty, to make us one of the most reputable preschools in the area.

Blendon Preschool Number: 0781 456 4259

blendonpreschool@gmail.com

www.blendonpreschool.com





St James the Great, Bladindon Drive, Bexley, Kent, DA5 3BS
MINUTES OF AGM HELD ON FRIDAY 25TH NOVEMBER 2016

1. Welcome

Georgia Wilds welcomes all parents and committee members and she thanks them all for their support this year so far. She passes on to the Chairperson Mark Green

2. Apologies

Sarah Hawkins, Lisa Kalogiannopolous and Mr Vousdon

3. Minutes of last meeting

N/A

4. Matters arising
Purpose of meeting

Blendon preschool has run as a committee run playgroup for over 30 years. In 2014 it was brought to our attention that we were not registered with the Charity Commission. In order to operate we need to have a number of parents on the committee to make decisions and take votes. To keep 2 staff members on the committee we need to have at least a parent:staff ratio of 4:1. Today we will be looking at how many parents are resigning and if any new parents are willing to join the committee. We need to look at electing a Parent representative and we already have an Ofsted representative in Georgia Wilds as Preschool manager. Finally we will discuss the visions and goals for fundraising and any future spending.

Resignations

The following committee members have decided to resign as their children are no longer attending the preschool. Sue Petty, Nikita Petty-Hart, Ellie Thompson and Rachel Carpenter. Therefore we are looking to replace those 4 members at least.

New Committee Members

Claire Nicholson, Sarah Young, Mr. and Mrs. Vousdon have all come forward as new trustees. We are therefore able to keep Georgia Wilds and Margaret Hodgson on the committee, who will be unable to vote in any monetary decisions.

Parent Representative

There needs to be a parent representative so that other preschool parents can contact them if they feel the need to. Most parents would speak directly to the staff however there may be something anonymous that they may wish to discuss. Georgia will create a new email address for parents to contact the parent rep by email if needed. Claire Nicholson is willing to take this role. A unanimous decision is reached that Claire will be the parent rep for the year of 2016/17.

Ofsted

As a preschool registered with Ofsted we are constantly being monitored by the regulators. We have recently had a small mock inspection by Bexley council and are doing very well there are just a few operational in house changes that need to be addressed and staff are already in the process of dealing with these matters. Our inspection is due anytime in the cycle of 2015-2020 however looking at the past we seem to be inspected roughly every 4 years. This would mean that Blendon Preschool will probably be inspected in the Spring of 2017.

From our little mock we were asked to adjust the snacks so the children are buttering or cutting their own bread or fruit, Georgia asks the committee how they feel about this and it was agreed that it's a good way of teaching them about utensils and their uses.

We were also told that the small hall is not provision tested by Ofsted so in the event of us having to move the setting to the small hall due to lack of heating or anything similar we need to advise Ofsted and let them make the decision if we should operate from there or not. Committee suggests perhaps having the hall provision tested for every eventuality, Georgia will look into this and report back in due course.

DBS

Disclosure Barring Service (DBS). Members of the committee must hold a DBS certificate, an email will be sent out with the details. This allows you to work with the preschool at a volunteer status. The cost is around £9 and the preschool will

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re-imburse this cost.

Year to end

We have the figures here for the year ending August 2016. Our primary goal was to try and keep preschool funds up to a sensible reserve. This was achieved in a number of ways. We looked into the funding we received from the local authority and the change to 3 hour sessions has made a big difference in the settings claims. Unfortunately there is still a short fall on the funded fees as this does not cover the minimum wage in staffing, so we needed to evaluate the private fees once again, increasing this by a further 50p to £12.50 per session. I am pleased to say we are still one of the lowest charging like-for-like preschools in the area.

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If anyone wished to view the accounts they are available.

5. Any Other Business

Visions and Goals

Georgia advised that the preschool needs to raise funds to purchase further tablets for use by the children and replace some old and worn toys. We also want to get a new smartphone that enables us to read and download emails and attachment files and/or a modem for accessing the internet at the setting. Mrs Vousdon kindly said she would ask her husband how this worked and get back to us. The preschool relies heavily on fundraising to purchase new resources for the children as income raised from session fees is used for staff wages and hall rental. Georgia advised the committee that we are having a small stall at Sidcup Towns fete and any proceeds will be going to the preschool and that we also have a prize for a Christmas card competition that we entered. The Christmas raffle is fast approaching and we have already got many prizes such as gift vouchers. Jacki has kindly offered to try and get a Christmas Hamper from Lidl. Tickets go on sale next week.

Georgia has also set up the uniform shop with Tesco direct as this will enable the preschool to collect any cashback from purchases made.

Some of the following ideas were also put forward:

RAISING ADDITIONAL FUNDS

- Voluntary donation box at school
- Asking for arts and crafts supplies
- Increasing ticket face value for the raffle from £5 to £10 for each child (voluntary and parents can return unused tickets)
- Graduation teddy bear/ gift
- Xmas cards/personalised plates or mugs

SCHOOL DAY OUT

- Farm
 - Library
 - Theatre
- Parents to drop off and/or pickup plus volunteer
- See when the school is 50 years old for a summer fete

Georgia would like more male involvement from families and asked for any ideas, some sort of Dads/Grandads day. Committee members suggested perhaps we have a friend and family days and job and profession talks.

Georgia is currently investigating whether we need to register the charity to the pensions charter for the staff.

6. Details of next meeting

To be confirmed.

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Accounts for Blendon Pre-School for the year 1.09.15 to 31.08.16

Income	£	Expenditure	£
Fees	14248.00	Rent	4770.00
Council Fees	31908.24	Staff Expenses	32434.00
Cracker Jack Collection	279.00	New Equipment	1426.17
Donations	50.07	Ofsted	50.00
Raffle & Name the Bear	667.00	M & M Insurance	185.01
Tempest (com 114.84)	612.50	PLA Mem	98.00
Stall at Sidcup	245.00	Resources	132.82
Christmas Tree Comp	250.00	Stationary	57.27
Photo Com	17.50	Phone	55.20
Little Urchins Com	108.75	Asda Wipes & Tissues	37.00
Fete	275.90	Paper Towels	39.00
Coins	45.00	DBS	24.30
Photos	45.00	BQ	35.57
Graduation Photos Com	62.00	Meal Deposit	105.00
Returned Float	50.00	Boots Photo Printing	54.10
Miscellaneous	4.00	Crackerjack	279.00
<u>Total Income</u>	<u>48867.96</u>	Counterfeit Note	20.00
Balance B/F	17230.57	Christmas Party	21.42
<u>Final Total</u>	<u>66098.53</u>	Gopak Table legs	65.40
		PTS Stickers	51.87
Less Expenditure	41691.77	Tempest	497.66
		Refund PJ Day	24.00
<u>Final Balance</u>	<u>24406.76</u>	Garden Party	68.69
		Gift Voucher	31.00
Balance at Bank	24393.89	Gifts to Impress Coins	279.00
Cash in Hand	12.87	Bexley Council	155.00
<u>Total</u>	<u>24406.76</u>	Signalong course	394.00
		Zoo Lab	85.20
		Wix.Com (2 years)	110.64
		Float for Fete	50.00
		Float	55.45
		<u>Total Expenditure</u>	<u>41691.77</u>

I/We the undersigned certify that the above is a true and accurate record of the above Accounts of Blendon Pre-School

Signed D. Guenigault

Name DIANE GUENIGAULT

Date 17-10-16

Signed M.A. Hodgson

Name MARGARET HODGSON

Date 20-10-16

Bler

com



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LLOYDS BANK



BLENDON PLAYGROUP
129 SHERWOOD PARK AVENUE
SIDCUP
KENT
DA15 9JQ



J3166V00AB5MAA000003638001002365000



TREASURERS ACCOUNT
BLENDON PLAYGROUP

Your account statement
Statement sheet number: **88**
Issue date: **30 August 2016**
Page: **1 of 2**

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0345 072 5555** (from UK)
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Sort code: **30-90-76**
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IBAN: **GB75 LOYD 3090 7601 6216 82**

Account Summary

Balance On 29 July 2016	£24,321.89
Total Paid In	£72.00
Total Paid Out	£0.00
Balance On 10 August 2016	£24,393.89

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
29 Jul 16		BALANCE BROUGHT FORWARD			24,321.89
10 Aug 16	Bank Giro Credit	COMP VOUCHER SERV PREYAKEMP <i>James</i>		✓72.00	24,393.89
10 Aug 16		BALANCE CARRIED FORWARD			24,393.89

M3ZBRV02BK1

D3ZBRV027D9

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
For our data privacy notice, please see: www.lloydsbank.com/legal/mypersonaldata.asp

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Trustee eligibility declaration

Organisation name* (as it appears in your governing document)

Blendon Preschool

Number of trustees**

10

TRUSTEE 1

Name **MARK GREEN**

Signature

Date **25/11/16**

TRUSTEE 2

Name **JACK HULLS**

Signature

Date **25/11/16**

TRUSTEE 3

Name **S. VOUSDEN**

Signature

Date **25/11/16**

TRUSTEE 4

Name **SARAH YOUNG**

Signature

Date **25/11/16**

TRUSTEE 5

Name **CLAIRE NICHOLSON**

Signature

Date **25/11/16**

TRUSTEE 6

Name **Sarah Hawkins**

Signature

Date **27/11/16**

TRUSTEE 7

Name **Lisa Kalogampou**

Signature

Date **2/12/16**

TRUSTEE 8

Name **DAVID VOUSDEN**

Signature

Date **2/12/16**

Working with vulnerable groups

☒ Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- read and understood the Charity Commission's safeguarding guidance
- carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

Corporate trusteeship

☐ This organisation has a corporate trustee (another organisation which acts as trustee, such as a local authority) and its directors are making this declaration

*Mandatory

**Complete additional forms if you have more than 8 trustees

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for an offence involving dishonesty or deception
 - are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
 - have an individual voluntary arrangement (IVA) to pay off debts with creditors
 - are disqualified from being a company director
 - are subject to an order made under section 429(2) of the Insolvency Act 1986
 - have previously been removed as a trustee by us, the Scottish charity regulator or the High Court due to misconduct or mismanagement
 - have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)

You also declare that:

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)



v8 01/16

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BLENDON PRESCHOOL

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Name G. WILDS

Signature G. WILDS

Date 25.11.16

TRUSTEE 2

Name M. HODGSON

Signature M. Hodgson

Date 25-11-16

TRUSTEE 3

Name

Signature

Date

TRUSTEE 4

Name

Signature

Date

TRUSTEE 5

Name

Signature

Date

TRUSTEE 6

Name

Signature

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TRUSTEE 7

Name

Signature

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TRUSTEE 8

Name

Signature

Date

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