

Agenda

Friday 01st Dec 2017

- A welcome by preschool manager and introductions
- Purpose of meeting
- 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.

Yet again another successful year at Blendon Preschool. The 3 hour funding from the local authority was managed well and although there is still a small short fall that does not cover the minimum wage in staffing, we managed to cover costs and have a small profit. The hall rental has increased and therefore we needed to evaluate the private fees once again, increasing this by a further 50p to £13 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 great, the kind donations from sponsors such as Morrison's, Tesco's, the chunky teapot and other small businesses in Sidcup and Blackfen helped us sell tickets and raise funds in excess of £2000.

We were able to buy a further tablet for preschool use, send staff on training autism and special educational needs, buy new toys and equipment for the pre-schoolers, fund their Christmas gifts and take the children on an outing to the animal days out farm in Welling.

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

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01/12/2017

Dear Parents and Committee Members

With much consideration and a very heavy heart I would like to notify you that I am resigning from my position as Preschool Manager at Blendon Preschool. My last day will be on the Christmas party day on the 13th December 2017.

The preschool has been the hub of my life for the last 8 Years. Starting out as a preschool practitioner in 2009 working my way through the levels of qualifications before finally landing the role as Manager in 2014. It has now come to that time in my career to move on.

The preschool is celebrating their 50th anniversary next year and that in itself shows the commitment and determination of all the staff that have been involved in the last 50 years. I do hope it will continue to go from strength to strength. Despite all the obstacles the government try and throw their way, I know that the Blendon Preschool staff have only one thing on their agenda and that is how to get the best outcomes for your wonderful children.

Congratulations to Lisa Foley and Angela Green who are the newly appointed management team. They will step into their new position in January on an interim basis. They have both been with the preschool for 3 years and have relevant management experience and are fully qualified for the position. I wish them all the best in their new role and know they will achieve amazing things for the preschool and children alike.

I've enjoyed the chance to share in the lives of early years children over the past eight years and I know I will miss seeing the children grow and learn. Thank you to all the parents for allowing me to share in your children's magical young years. I have seen many siblings in that time and you continue to support the preschool year in, year out. Without you we wouldn't have the reputation that we have and deserve.

If you have any questions or concerns, please feel free to approach myself or any staff members.

Yours faithfully

Georgia Wilds



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MINUTES OF AGM HELD ON FRIDAY 01ST DECEMBER 2018

1. Welcome

Georgia Wilds welcomes all parents and committee members and she thanks them all for their support this year so far. Georgia introduces parents to each other and the new preschool management team.

2. Apologies

Mark Green, Sarah Hawkins, Lisa Kalogiannopolous and Sharon and David Vousden, Jacki Hulls, Karen Okka, Kyla Howard and Sarah Johnson

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 a new Ofsted representative as Georgia Wilds is stepping down from being 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.

Lisa Kalogiannopolous and Sharon and David Vousden. Jacki Hulls is also resigning as she is now a full member of the preschool staff.

Claire Nicholson, Sarah Hawkins and Sarah Young will be staying on the committee for another year.

Georgia Wilds will be leaving Blendon Preschool at the end of the term. Lisa Foley and Angela Green will be stepping in as an interim management team in January.

New Committee Members

Natalie Freeman, Karen Okka, Kyla Howard, Sarah Johnson and Kelly Turner have all come forward as new trustees. We are therefore able to keep a named manager and Margaret Hodgson on the committee, who will be unable to vote in any monetary decisions.

It is proposed that a member of the management team Lisa Foley steps into Georgia Wilds position as the nominated representative for Ofsted.

This was agreed to unanimously by all members.

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. Claire Nicholson was last year's representative and will pass on the email address for parents, to contact the parent rep, by email if needed. Kelly Turner is willing to take this role.

A unanimous decision is reached that Kelly can take on the role as parent rep for the year of 2017/18.

Ofsted

As a preschool registered with Ofsted we are constantly being monitored by the regulators. We are currently in our second year of being overdue an inspection. The new management team are concerned that the departure of the current manager may trigger a version of events concluding in an Ofsted inspection. They have therefore asked if Georgia Wilds was willing to stay on the committee to allow a little consistency until they are confident in their new positions. Members were asked if there were any objections and it was decided on unanimously that Georgia will step into the committee Secretary position.

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 reimburse this cost.



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Year to end

We have the figures here for the year ending August 2017. Our primary goal was to try and keep preschool funds up to a sensible reserve. This was achieved and we managed to cover costs and make a small profit. The hall rental did however rise in September and therefore we needed to evaluate the private fees once again, increasing this by a further 50p to £13 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 once again amazing. We managed to get some lovely donations from many sponsors including small businesses in Sidcup and Blackfen which benefited our Christmas raffle fundraiser. We also had a great set of parents raising monies sponsoring their children on different events throughout the year such as the Seek & Find event. Our total fundraising exceeded £2000.

We were able to buy another tablet for preschool use, send staff on training for autism and other special educational needs, buy new toys and equipment for the preschoolers, fund their Christmas gifts and take the children on a great day out at the farm.

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

If anyone wished to view the accounts they are available.

5. Any Other Business

Visions/Goals and Fundraising

- The Christmas raffle is fast approaching and we do not have as many prizes this year but hope that we still manage to raise some funds. The prizes include a festive Hamper, an amazon fire tablet, a meal for 2 at the 3 Blackbirds, a Carvery for 4 in Hoo, a month's free trial at Katz Eyes school for dance, some pamper gifts, chocolates and wine. If there are committee members willing to sell some tickets please let staff know.
- The Find & Seek event at Easter worked well and will be repeated this year.
- We have provisionally booked a weekend date for a fete to celebrate our 50th anniversary as a preschool, the idea is to invite all old members from as far back as we can go, however with the staffing changes this may not be able to go ahead. It will be discussed further at a later date.
- Someone suggested that we have a celebration for the royal wedding to continue with promoting our British Values.
- Our goal as a preschool is to continue helping the children develop and thrive by providing them with a safe nurturing environment.
- There is a vision that at some point we would like to buy a mud kitchen and provide children with a forest school area. Although we cannot be classed a forest school as we are in a shared environment the staff feel it would be nice for the children to experience some garden messy play.

6. Details of next meeting

To be confirmed.

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Accounts for Blendon Pre-School for the Year 1.09.16 to 31.08.17

Income	£	Expenditure	
Fees	13470.00	Rent	5087.25
Council Fees	35829.20	Staff exp	41430.00
Reg fees	300.00	New Eqp	1564.19
Donations	530.00	Resources	116.96
Fete Sidcup	130.00	LB Bexley courses	320.00
Raffle	288.00	Photo printing	111.00
Crackerjack Collection	310.00	Stationary	62.88
PJ Day	25.00	Post	7.68
Stopped chq	310.00	Tempest	351.81
Over payment 2015/16	1.99	P.L.A.	105.00
Tempest	490.50	Morton Michel Ins	190.02
Part payment for course	45.00	Ofsted	50.00
Little Urchins Commision	90.62	Web site	36.72
Grad Photo's "	65.00	Book bags	150.00
Photo Badges "	6.00	Record books	327.54
Find and seek	604.55	Pone	61.88
E Fufill Tesco's	62.52	Table legs Go pak	69.00
Easy funding	15.24	Staff badges	32.25
Clothing collection	19.00	Crackerjack	620.00
Barnardoes	473.00	Christmas party (toys etc)	106.37
		Refund	87.50
Total Income	53065.62	D.B.S.	182.30
B/F	24406.76	Zoo Lab	85.20
		Insect Lore	32.93
Final Balance	77472.38	Animal days out	234.00
		Meal dep	105.00
Less Expenditure	51711.68	Tissues & wipes	22.20
		Paper towels	34.00
Final Balance	25760.70	Donation for gift	40.00
		Ice cream	40.00
Balance at Bank	25681.52	Gifts	26.00
Cash in hand	79.18	Build a bear	22.00
Total	25760.70		
		Total	51711.68

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

Signed S. Guenigault

Name DIANE GUENIGAULT

Date 31 October 2017

Signed M.A. Hodgson

Name MARGARET HODGSON

Date 24 10 17

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EARLY YEARS FUNDING – FINANCE RETURN FOR THE 2016-17 FINANCIAL YEAR

You have the option to complete your finance return on either a financial (i.e. April - March) or academic (i.e. September - August) year basis.

Please only complete this form if you are submitting for the period April 2016 to March 2017.

Please complete this short financial statement and return to Schools Finance by 31 May 2017. We do not require a copy of your latest audited accounts.

Name of Setting: Blendon Pre-School

Balance brought forward from 2015-16 (as at 31-Mar-16) (A) £ 24406.76

Income for the year to 31-Mar-17

Early Years Funding	£ 35829.20
Fees	£ 131170.00
Other	£ 3760.42
Total Income (B)	£ 53065.62

Expenditure for the year to 31-Mar-17

Staff	£ 41430.00
Premises	£ 5087.25
Resources	£ 1681.15
Other	£ 3513.28
Total Expenditure (C)	£ 51711.68

In-year Balance (B-C) £ 1353.94

Balance carried forward to 2017-18 (A+B-C) £ 25760.70

Completed by: MA Hodgeson
Signature: MA Hodgeson Date: 24-10-17
Position: Treasurer

Date of last financial audit: 21-10-17
Carried out by: Diane Goenigauk
Contact number: 0208 303 0401

Please attach a copy of the auditors stamp / certificate for the most recent audit, and return to:

Schools Finance, Civic Offices, 2 Watling Street, Bexleyheath, Kent DA6 7AT
scan and email to schools.finance@bexley.gov.uk

~~BY 31 MAY 2017~~

31-OCTOBER 2017

Blendon Preschool



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LLOYDS BANK



BLENDON PLAYGROUP

DA15 9JQ



J3178V00861MAA0000003651001002365000

TREASURERS ACCOUNT
BLENDON PLAYGROUP

Your account statement
Statement sheet number: 22
Issue date: 30 August 2017
Page: 1 of 2

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

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Account Summary

Balance On 28 July 2017	£27,750.03
Total Paid In	£7.41
Total Paid Out	£2,075.92
Balance On 21 August 2017	£25,681.52

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
28 Jul 17					27,750.03
3 Aug 17	Cheque		384.75		27,365.28
11 Aug 17	Bank Giro Credit			7.41	27,372.69
21 Aug 17	Bill Payment		521.17		26,851.52
21 Aug 17	Bill Payment		300.00		26,551.52
21 Aug 17	Bill Payment		180.00		26,371.52
21 Aug 17	Bill Payment		60.00		26,311.52
21 Aug 17	Bill Payment		120.00		26,191.52
21 Aug 17	Bill Payment		120.00		26,071.52
21 Aug 17	Bill Payment		180.00		25,891.52
21 Aug 17	Bill Payment		210.00		25,681.52
21 Aug 17					25,681.52

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: <http://www.lloydsbank.com/business/privacy.asp>

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustee eligibility declaration

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

BLENDON PRESCHOOL

Number of trustees**

12

TRUSTEE 1

Name MARGARET NICHOLSON

Signature [Signature]

Date 1/12/17

TRUSTEE 2

Name SARAH YOUNG

Signature [Signature]

Date 1/12/17

TRUSTEE 3

Name Kelly Turner

Signature [Signature]

Date 1/12/17

TRUSTEE 4

Name Natalie Freeman

Signature [Signature]

Date 1/12/17

TRUSTEE 5

Name LISA FOLEY

Signature [Signature]

Date 1/12/17

TRUSTEE 6

Name GEORGIA WILDS

Signature [Signature]

Date 1/12/17

TRUSTEE 7

Name MARGARET HODGSON

Signature [Signature]

Date 1-12-17

TRUSTEE 8

Name MARK GREEN

Signature [Signature]

Date 1/12/17

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)
 - are disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011

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)

v9 01/17

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustee eligibility declaration

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

BLENDON PRESCHOOL

Number of trustees**

12

TRUSTEE 1

Name SARAH JOHNSON

Signature

Date

8/12/15

TRUSTEE 2

Name KAREN OKKA

Signature

Date

6/12/17

TRUSTEE 3

Name KYLA HOWARD

Signature

Date

11/12/17

TRUSTEE 4

Name SARAH HAWKINS

Signature

Date

8/12/17

TRUSTEE 5

Name

Signature

Date

TRUSTEE 6

Name

Signature

Date

TRUSTEE 7

Name

Signature

Date

TRUSTEE 8

Name

Signature

Date

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- 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)

v9 01/17