



St Mary's Osterley Playgroup

Minutes of 2015 AGM

Held on Monday 22nd February 2016 at
7pm

Supervisor's Report

We had 3 staff on Wednesday afternoons which was never full until summer so this has been cancelled as part of cost cutting exercise.

Clair started her foundation degree this year and we matched Early Years' contribution of £1,000 (with total cost of £5,000). In previous years Early Years have contributed 50% and fees were cheaper.

Last year Ofsted were expected as it had been 5 years since their last visit. Thanks go to all the staff, especially Joanne, for implementing every new initiative suggested by Ofsted and Early Years. Restrictions of a "pack-away playgroup" add to the difficulties. Joanne thoroughly reviewed all policies and procedures which are all on our website as well as at playgroup. Liz completed self-evaluation. Ofsted finally came this February (2016) and gave us a verdict of Outstanding (since published) <http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY272624>

We've had many more two year olds this year who need a 1:4 adult to child ratio as opposed to 1:8 for three year olds. We have enough staff for 30 children. As the year progresses and children age we will be able to offer a few more sessions to existing children.

The firemen and police came to visit playgroup. Children had a look at the church at Easter and Christmas time.

We got a statement for a child and have had one progress to a special needs school and another to a mainstream school with special needs unit.

For this year we have had to stop staff training during sessions due to ratios. We have asked Alison Perkins (parent with CRB) to fill in on these odd sessions. Asia is currently renewing her first aid qualification as it has expired.

Thanks go to Savitha for carrying on her duties as Treasurer up to this delayed AGM and to Kath for her financial responsibilities.



St Mary's Osterley Playgroup

We have today secured permission to lay artificial grass down outside, funded by Liz's brother. This will be done in the Easter holidays and make a huge difference on muddy days.

Financial Report

We have not had a good year financially, having made a loss of just over £5,000. The last time we made a similar loss was 3 years ago (2012). This meant we held a year-end balance of £33,000 (as opposed to £39,000 the previous year).

Although our income has steadily increased the proportion of funded places has also increased. However funding does not cover the costs of the funded places and is further being cut by 1.5% from April 2016. Fees will have to be raised from this September for the fee paying children to cover the funding gap. Fees were raised last year to £16 from £15 for the first time in several years.

Funding has become more complicated and we need to be more assiduous in monitoring correct calculations and receipt.

Staff got a significant pay rise in July 2015. We hoped to be able to bring all pay in line with the London Living Wage which is currently £9.40 as opposed to the national minimum wage of £6.70. Unfortunately our financial circumstances do not permit this so our lowest rate of £9.15 is the London Living Wage set in November 2014.

In previous years we have maintained a high staff to child ratio, having an "extra" member of staff for sessions which enabled cover in case of staff training or sickness. This is no longer possible.

We are currently forecast to make a loss of £1,000 this year. We are also pre-registered for automatic pension enrolment but it only becomes applicable in April 2017.

Previous minutes were voted a correct recording of last year's AGM.

Election of New Committee:

*Liz Leonard

*Alison Perkins - Treasurer

*Blagovesta Bogomilova



St Mary's Osterley Playgroup

- *Velimisa Gyomduzova
- *Georgevana Dinova
- *Monika Marszalek-Gorska
- *V Vindya Rani

Mesbah Khan who was Chair last year was to be asked to continue

Present:

Those above marked *
Kath Richardson

Any Other Business

Alison Perkins and Kath Richardson to be signatories, replacing all current signatories.

Minutes will be distributed along with accounts and constitution. It was also noted that the committee must hold and minute 2 meetings a year in addition to the AGM.

Next Meeting to be advised.

ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2015

	£	£	2014
INCOME			
Funding	74,990.70		48,048
Fees and Registration	26,478.40		44,901
Interest	38.81		41
	<hr/>	101,507.91	92,989
EXPENDITURE			
Wages	75,403.17		62,141
Hall hire	15,170.00		15,260
National Insurance	5,555.58		4,385
Materials & Stationery	3,741.73		4,021
Accountancy	3,300.00		2,400
Petty cash payments	600.00		1,185
Professional Subscriptions	1,062.00		821
Parties and Visits	485.00		771
Depreciation	705.35		677
Insurance	384.20		360
Other expenses	176.25		181
		106,583.28	<hr/> 92,202
EXCESS OF INCOME		<hr/> - 5,075.37	<hr/> 787

ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

ASSETS & LIABILITIES FOR THE YEAR ENDED 31 JULY 2015

	£	£	2014
ASSETS			
Cash			
In Hand	0.00		0
At Bank - CafCash	11,048.34		15,651
At Bank - Caf Gold	<u>14,118.48</u>	25,166.82	24,080
			<u>39,730</u>
Equipment			
Value at 31st July 2014	7,053.47		6,774
add Purchases during year	817.44		957
less Depreciation	<u>705.35</u>	7,165.56	677
			<u>7,053</u>
Other Assets			
Debtor (payment expected within year)		8,329.50	
Payments made in Advance		<u>-</u>	0
TOTAL ASSETS		<u>40,661.88</u>	<u>46,784</u>
 LIABILITIES			
Income and Expenditure Account			
Balance at 31st July 2014	38,832.75		38,045
deduct Excess of Expenditure over Inco -	<u>5,075.37</u>	33,757.38	787
			<u>38,833</u>
			0
Accruals			
Wages & NI	5,804.50		
Accountancy	1,100.00	6,904.50	7,951
TOTAL LIABILITIES		<u>40,661.88</u>	<u>46,784</u>

Independent Examiner's Report on the Accounts

Receipts and Payments Accounts

Report to the trustees/members of

Charity Name St Mary's Cateley Preschool Playgroup

On accounts for the year ended

310715

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention ~~(other than that disclosed overleaf *)~~

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act
 have not been met; or
 - (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
- * Please delete the words in the brackets if they do not apply.

Signed

F J Taylor

Date

16.11.15

Name

F J TAYLOR

Relevant professional qualification or body (if any)

ACMA CGMA

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