



St Mary's Osterley Playgroup

Minutes of 2018 AGM

Wednesday 16th January 2019 at
9:30am

Present: Elena Milova, Dimitrinka Petrova, Lucy Standish, Nancy Nestal, Nadia Noreen, Sheila Matthews, Liz Leonard (Supervisor), Kath Richardson (Finance).
Apologies from Ian Humphries

Previous minutes were approved.

Supervisor's Report

Last year we had the most children on a daily basis we have ever had. In the summer term it was at least 30 with some days 31 or 32.

It was the first year of 30 hours entitlement from the government and early years at Hounslow encouraged all their settings to try and implement it. The government were very late in letting us know how 30 hours should be put in place. At St Mary's I was determined to move forward and offer 30 hours but it was harder than expected! It wasn't until the summer term that a few guidelines were introduced by the government.

First playgroup had to secure the hall hire. We had to ask the hall committee (of which I am a member), then our request had to go to the PCC and standing committee and in the end Joanne and I had a meeting with former vicar Reverend Rosie and it was agreed I could pay them £600pw for six hours a day.

We then had to put in a staff rota, discussing what hours would work with everyone.

From September 2017 we extended our hours from 3 to 6 for parents. This was offered not just to those entitled to 30 hours but also to offer a lot more flexibility for parents. Children bring a packed lunch if staying over lunch time period between 1 and 1.30pm Parents can use extra hours when they like paying the £8 per hour.

We had a contract with the church for a year that has since been renewed for another year to cover 2018-2019.

Thanks to Joanne who worked hard to change every one of our policies and procedures to become GDPR compliant. Some had to be completely re-written. All are available to read on our website or in paper at playgroup.



St Mary's Osterley Playgroup

Thanks also to Angela and Sana who joined us last year to help with 2 children on our SEN register. One went on to a cluster school with our help and our early years SEN advisor and the other stayed on with us and has a diagnosis of autism. The children received 1:1 working and special activity time.

Some of our children last year received EYPP for disadvantaged children and we bought 3 new bikes with the money.

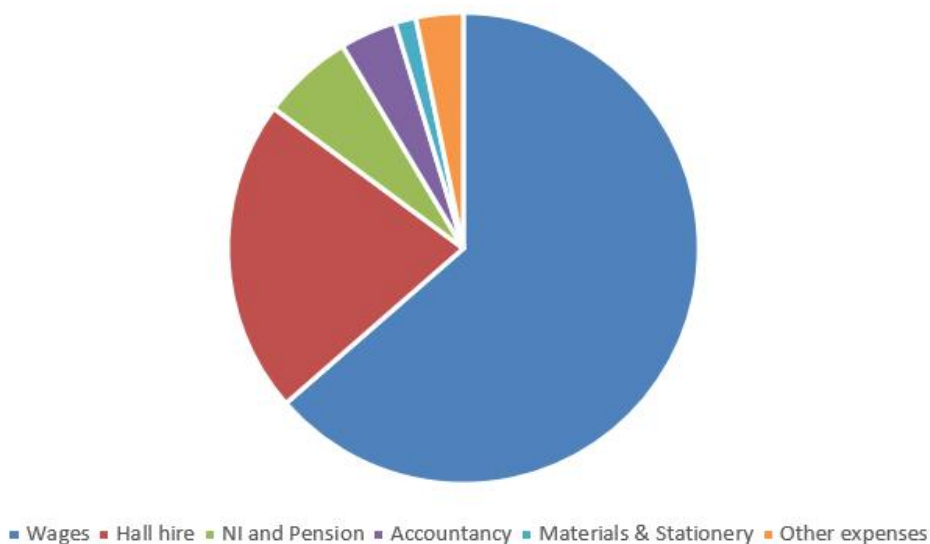
We visited the church at Christmas to see all the lovely decoration and at Easter time. We had a visit from the Tropical Zoo. We held a Christmas party and an end of year presentation. We also had regular visits from Early Years and SEN.

All staff went on training every term, keeping up to date with ever changing ideas for early years. I also attended Managers' meetings (3 hours in the evening) each term as well as welfare and Learning & Development clusters every term and SENCO cluster termly. We put on a New Parents' evening in August and a Parents' evening in June.

Thanks to all the staff, Kath and Ian for dealing with all money problems!

Financial Report

Expenditure





St Mary's Osterley Playgroup

We have reduced wages from over $\frac{3}{4}$ of our expenditure to about 64%. Having to pay rent for afternoon as well as morning has roughly doubled that expense. $\frac{3}{4}$ of our income is through funding and the remainder comes out of fees.

Thanks to Ian Humphries, a former parent at playgroup, for being an excellent treasurer and being willing to continue.

After much anticipation we've implemented the thirty hours offer and have made a healthy profit of just under £15,000. The new pension costs have soared from £400 to over £2,000 and will go up again next year.

Our lowest paid wage (£9.15) continues to be at the rate of the London Living Wage set in November 2014. It's currently £10.55 which we cannot afford but well over the national minimum wage of £8.21.

We currently have two signatories, myself and Ian Humphries.

Election of New Committee

Liz Leonard – Chair
Ian Humphries – Treasurer
Elena Milova
Lucy Standish
Sheila Matthews

Compliant with PLA constitution of 3 family members and 2 affiliate members. Details have been added to Charity Register with Charities Commission (as of 17/01/2019)

Any Other Business

It was agreed that a reminder should be sent out to parents informing them of the possibility to just bring a packed lunch and extend their child's hours on an ad hoc basis.

We discussed the ebb and flow of profit and loss according to the number of children we have each year and how, despite last year's success, this year is currently looking more precarious.

Those parents present decided to focus on fundraising with a social aspect and agree to start a regular tea and cake morning to fundraise and connect socially. This could be promoted via other groups at St Mary's and through schools. Other ideas included a table top sale.



St Mary's Osterley Playgroup

Next Meeting to be arranged.

ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2018

	£	£	2017
INCOME			
Funding	88,410.45		76,508
Fees and Registration	31,711.98		23,128
Interest	7.08		14
Fund-raising (general)	0.00		
	<hr/>	120,129.51	99,649
EXPENDITURE			
Wages	66,993.19		72,885
Hall hire	22,700.00		13,145
National Insurance	4,612.16		2,450
Accountancy	4,100.00		3,100
Pension Contribution	2,029.54		359
Materials & Stationery	1,511.07		1,733
Food	763.72		466
Professional Subscriptions	662.00		1,229
Depreciation	580.41		645
Insurance	424.55		395
Parties and Visits	400.00		400
Other expenses	241.05		169
Petty cash payments	352.00		589
		105,369.69	<hr/> 97,565
EXCESS OF INCOME		<hr/> 14,759.82	<hr/> 2,084

ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

ASSETS & LIABILITIES FOR THE YEAR ENDED 31 JULY 2018

	£	£	2017
ASSETS			
Cash			
In Hand	0.00		0
At Bank - CafCash	25,359.28		13,074
At Bank - Caf Gold	<u>14,170.36</u>	39,529.64	<u>14,163</u>
			<u>27,237</u>
Equipment			
Value at 31st July 2017	5,804.10		6,449
add Purchases during year	323.45		0
less Depreciation	<u>580.41</u>	5,547.14	<u>645</u>
			5,804
Other Assets			
Debtor (payment expected within year)		0.00	3,561
Payments made in Advance		<u>-</u>	0
			<u>36,602</u>
TOTAL ASSETS		<u>45,076.78</u>	<u>36,602</u>
LIABILITIES			
Income and Expenditure Account			
Balance at 31st July 2017	30,071.53		27,987
add Excess of Income over Expenditure	<u>14,759.82</u>	44,831.35	<u>2,084</u>
			<u>30,072</u>
Accruals			
Pension	245.43	245.43	5,530
			<u>1,000</u>
			6,530
TOTAL LIABILITIES		<u>45,076.78</u>	<u>36,602</u>

Independent Examiner's Report on the Accounts

Preparation and Payment of Accounts

Report to the trustees/members of

Charity Name

St Mary's Osterley Pre-School Playgroup

On accounts for the year ended

3 1 0 7 1 8

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 Acthave 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

25.11.18

Name

F J TAYLOR

Relevant professional qualification or body (if any)

ACMA CGMA

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