

# **Annual General Meeting for Frimley Green Pre-school**

**Wednesday 11th October 7.30pm 2023**

## **Community Centre**

### **Minutes**

**Attendees:** Sarah Sawyer, Debbie Franklin, Kirsty Barrett, Hermione Clark, Karly Herd, Rob Coates, Lucy Copley, Laura Weston, Emma Brittan, Lei Zhang, Stuart Black, Emily Hudson and Tracey Murphy

**Apologies :** None

### **Reports please see end of minutes:**

- Chairperson report (Kirsty Barrett)
- Admin report (Sarah Sawyer)
- Supervisor report (Debbie Franklin)

### **Secretary update:**

Hermione has been extremely busy this year, contacting and building relationships with local businesses.

Due to her hard work, Hermione secured £400 in donations from Luff and Wilkin.

Another fantastic achievement, is the relationship she has developed with Tesco Express, securing £30 a week, to spend on items in store; this can be anything from fruit to cleaning products.

Tesco Express will also be donating cakes for the Christmas fayre and food for the children's Christmas party.

Johnsons Wax is another company who Hermione has built a strong relationship with, donating products for Christmas hampers and offering to donate towards a new climbing frame - SS to complete form

In the next couple of weeks, Hermione will be contacting the businesses on her database requesting donations towards our Christmas raffle.

### **Committee**

We are a charity based, Committee led preschool, therefore it is crucial that we have a Committee in place to run the preschool and to raise much needed funds.

## **The Committee roles:**

Kirsty Sheehan /Barrett is happy to remain as Chairperson, as is Hermione Clark as Secretary and Sarah Sawyer as Treasurer.

Rob Coates was voted in as a new committee member.

1st Nomination Debbie Franklin 2nd Nomination Sarah Sawyer

## **The Committee is as follows:**

**Chairperson** - Kirsty Sheehan

**Treasurer** - Sarah Sawyer

**Secretary** - Hermione Clark

**Committee member** - Debbie Franklin

**Committee member** - Stuart Black

**Committee member** - Lei Zhang

**Committee member** - Lucy Copley

**Committee member** - Emily Hudson

**Committee member** - Emma Brittan

**Committee member** -Karly Herd

**Committee member** -Rob Coates

## **EY2 / EY3/Charity Commission return**

EY2 and DBS instructions to be sent to Rob Coates - SS

All Committee members EY2 and DBS checks have now been completed. Karly still waiting for suitability outcome, appears to be taking longer than usual due to moving from a different area. Call OFSTED and see if application has been successful - KH and SS

The Charity Commission to be updated and accounts submitted- SS

## **Staffing**

The pre school now has two SENCOS Paula Kelley and Tracey Murphy, this is required due to 8 potential additional needs children.

## **Safeguarding**

Debbie Franklin is the current Designated Safeguarding Lead and Paula Kelley is the Deputy Safeguarding lead, either of whom, must always be on site.

Karen Johnstone is being trained to become the Designated Safeguarding lead.

## **Christmas**

### **Christmas Craft Fayre - Sunday 26th November 2023**

All tables have been sold, which is great, as the pre school is donated these monies. In return, the Committee run a refreshments stall and raffle.

Hermione will approach businesses for a few more donations, in order to make the craft fayre raffle bigger - HC

Bauble stall to be held by Debbie Franklin. The cost was agreed at £2 per bauble.

The possibility of a simple Santas Grotto was raised. This will be discussed at our next meeting.

### **Frimley Green Christmas Market - Saturday 2nd December 2023**

All booked by SS

Unlike last year, the Frimley Green Christmas Market Committee is unable to provide a gazebo, therefore will be required to bring our own.

We will sell baubles, have a tombola and give away books.

Any help from the Committee with this event, will be much appreciated.

### **Date of next Committee Meeting:**

Wednesday 8th November 2023 - 7.30pm

Community Centre Bar

### **Supervisor's Report (Year 22/23)**

It has been another busy year. It is difficult to condense into a short report.

They say it takes a village to raise a child and we certainly are a busy community.

We have a wonderful, dedicated team of staff who work tirelessly to get the best outcomes for our children. We currently have 6 main staff members (5 x level 3 qualified, 1x level 6) and 1 admin staff member. Sadly, Julie retired in the summer. On the positive side, Julie joined our bank team, and we had Imogen in place. We are keeping one eye on our future, ensuring that our team are well trained in preparation for the future. The staff are all first aid trained. Staff constantly attend courses for their personal professional development. We have attended courses in a number of areas including Communication and Language, Subitising (Maths) so that we can support the needs of our children.

We have three bank members of staff. Debra (former supervisor) volunteers once per week doing a valuable job supporting the pre-school and organizing our craft fayres.

We have a very supportive committee who I would like to thank for their support over the last year. There have been a lot of new incentives and ideas that have benefited the children. This has included an Amazon Wish List which has replaced equipment and building on relationships with local businesses to improve the lives of our children. We currently receive extra supplies from Tesco, which increases the range of fruit that we can offer to children and hopefully will boost health benefits. We had a meeting with Michael Gove MP (this meeting had originally been arranged pre-Covid) to discuss the Early Years sector in Surrey Heath. At the time the hourly rate paid for 3-4 year old by Surrey for free funded entitlement was originally

£4.87. This recently increased to £5.14. We had support dealing with the Esso disruption which made it difficult for families to access the setting. (Going full circle, we now have children that attend pre-school due to traffic disruption in other areas).

With that part of the report out of the way, at the heart of our community/family are the children that attend pre-school. We follow 'In The Moment Planning' which is a child centered approach, focusing on the interests of the children in that particular moment. This approach leads to engaged focused children with an interest in learning. We have had lots of positive feedback from visiting professionals including Ofsted who comment on the calmness of the environment.

Our Ofsted inspection was good and very positive. It was very complementary and highlighted that the staff know the children extremely well.

We improved the cultural capital of our children with lots of events including nature walks, Tesco trips, recycling trips, Father Christmas, Christmas and Easter parties, World Book Day, Aspects of Dance, Sports Day, birthday celebrations, Little Street visit, Carnival (winning float) and Coronation celebrations. We recently had a letter from King Charles thanking the children for their cards and pictures. We also run a successful community book swap. We encourage families to share information about festivals that are important to them, and we were treated by a grandparent to a complete Jewish feast. Johnson's Wax provided books.

Pre-School is often the first place where children encounter their peers, must share resources and where potential additional needs become noticeable. Over the past year we have supported families to access additional support. This includes (but is not a comprehensive list), potential additional needs, parenting support (via Surrey Heath Family Centre), financial support.

At the start of the year the main areas of support needed by our cohort of children were in the areas of Personal Social and

Emotional Development (PSED) and Communication and Language (CL). A child that struggles emotionally will struggle to make good progress in education. Several children were preverbal and struggled with communication. This was compounded by the lack of educational support professionals, notably Audiologists, Speech and Language therapists and Educational Psychologists. Some children required some 1:1 support. To support this, we operated with an enhanced staffing ratio so that we could offer as much support to the children as possible.

Our SENCOs (Paula and Tracey) ran a very successful Early Talk Boost Program (9-week program) which made a significant difference to language development. We were able to acquire the program package (usually subsidized at £500) for no cost from a setting that had decided to close its doors. They also run coloured semantic sessions (works on sentence structure) with the support of the other staff members.

All the children in our setting made good levels of development from their baseline starting points. Several children were working above their age band of the Early Years Foundation Stage when they left for school.

Unfortunately, along with the highs of the year, we also have a few lows to report.

In conjunction and support from the Early Years Alliance (our affiliate body) and Surrey Early Years we brought out a new policy earlier in the year titled 'threats and abuse towards staff and volunteers' plus new comprehensive 'terms and conditions'. These are available on the policy section of our website. Previously we had a few rules and lots of policies. We attempt to help and support as many families as we can. Sadly, although instances of threat and intimidation are rare, they occur with instances rising across the whole sector. The main issue is around the word 'entitled.' Our Surrey Early Years Advisor has pointed out that children are entitled to a free

funding entitlement from the government, this is not an entitlement to attend or have additional hours at any setting.

The second low was our lovely garden area was subject to vandalism. On the positive side, there was an outpouring of support from the local community and even the Bank of America contacted to 'wrap their arms around us'. We now have visible warning signs; the Centre no longer hosts teenage parties and party deposits were withheld. The carnival committee paid for the signage.

Moving forwards, there have been several improvements to our setting. The damaged astroturf was replaced and the patio relayed making the surface safer. Isg constructed a new wooden gazebo and sandpit which means that this valuable resource is available to the children in all weathers.

Our next fundraising project is to try to fund a new climbing frame and mats. The old one is serviceable but looks a bit tired. We are hoping that Johnson's Wax and various funding pots will provide the majority of the cost.

I would like to end my report by thanking everybody for their support over the last year.

## **Frimley Green Pre-School** **Profit and loss Commentary - Year ending August** **31<sup>st</sup> 2023**

Income     **£125,075.82**

Expenses   **£113,442.83**

Profit             +£11,632.99

### **Income**

The main source of income for the pre-school are our fees, these saw a large increase for the 2022- 23 accounting period, seeing funding and fees increase from £86,030 to £109,840 and total increase of £23,810. Parent /carer fees were down

£1,271, despite our hourly rate rising to £7.50 per hour, but there was an increase of £25,081 in the funded fees we receive from Surrey County Council. The amount per hour we now receive from the council has risen from £4.87 to £5.16, the pre school was full from early in the year, with a majority of our parents / carers accessing the free 30 hours, therefore we saw many children staying for the whole day. We also received money for a number of children, who require additional support.

The biggest contributor to our profit, in the 2022/23 period, was a huge donation of £8,365.25 from Bagshot pre school, which unfortunately, due to increasing pressures, made the decision to close and therefore had to disperse any money in their bank account.

If the amount received from Bagshot pre school is stripped from the figures, we still made a healthy profit of £3,267.74.

Fundraising is a large source of extra income for us and that's one of the reasons that the Committee play such a fundamental role in the pre school.

The Committee raised £4,640, an increase on last year of £1,555.

We applied for grants from the Carnival committee for £500 and the Surrey Heath show for £500, which we received. Luff and Wilkin increased their usual donation to £400, which was very generous of them. Costco also donated a cheque for £100.

Two craft fayres were held last year, from which we receive the money raised from the tables booked. This generated £553 for us, in turn we run a refreshment stand for the fayres, which also generated some extra funds on top of that.

Over the festive period, we had a stall at Frimley Green's first ever Christmas market, this raised £190 and also held a coffee morning, where refreshments and raffle tickets were sold, this raised £167. The total raised being, £357, which is down by £188 compared to the previous year, but still a great,

considering the economic climate and people not having as much, if any disposable income.

Various other fundraisers were held throughout the year, including the Smarties fundraiser, which raised £105 profit, a sponsored slide which raised £146.60, the previous year we held a sponsored bounce, which raised £425, so you can guess what we are going to be holding this year!

Commission based fundraising, is an easy way to raise funds for the pre school. This year we received commission from Easy fund raising, Bags 2 school, and a lottery based scheme. Bags 2 school, Easy fundraising and the lottery scheme all saw significant increases compared to last year.

Interest rates remained low for the first half of the year and then rose in the second half.

## **Expenses**

As expected, the pre-school's largest expense are the staff's wages, these saw an increase of £9,871 compared to the previous year. This is due to an increase in the staff's hourly rate, to hit the National Living wage target of £10.42, their annual 2% pay rise and also ensuring that we have a comfortable ratio of staff to children, especially as the pre school is held on a large site, that requires staff covering all areas and the increased number of children that require additional support.

The rent increased by 5%, which we were informed about in the previous year. We are still charged a favourable rate by the Community centre, the cost for last year was £14,549.

Staff training costs fell this year, as expected as a high number of essential courses were attended in the previous year, meaning less were required in the 2022/23 period.

We have been really careful with the purse strings this year, in terms of our controllable outgoings, therefore we saw decreases in consumables, stationary, equipment, despite the purchase of a new laptop and marketing.

Pre-school bank balances continue to look healthy, with a balance in the reserve account for redundancies and contingencies.

Balances as of 31<sup>st</sup> August 2023:

Current account: £52,270.96

Reserve account: £30,918.03

**Chairperson report**

**2022 -2023**

Last academic year was my first year as chairperson of the committee. I would like to thank all of the committee members Hermonie, Laura, Stuart and Leigh plus Debbie and Sarah for their hard work and dedication to the committee and pre-school. I am sad to say goodbye to Laura who will be leaving us this year and I would like to say a big warm welcome to Emily, Emma, Karly, Lucy and Lucy C to our committee.

We have had a great year and raised £4477.82 after expenses over various events and from support local business and initiatives. Sports day was our biggest fundraiser raising over £400, £266.27 at our carnival stall and £199 at the Christmas market. We have wonderful support from the community; Luff and Wilkin donated £400, we also received £500 from the carnival award and £500 from Surrey Heath show award. I would like to thank Hermonie for the fantastic job in sourcing some wonderful prizes for the raffles over the last year and thank you to Laura for setting up the Amazon wishlist which has been well received by our children and the pre-school with new toys and crafts arriving.

Thank you to all the staff, committee and families for your hard work making this happen, it is a wonderful being on the committee and we are always looking for new members. If you are unable to join we always appreciate people helping out at events and supporting the pre-school. A special thank you to the staff for making the pre-school such a wonderful place for our children we would like to acknowledge all the work that goes on behind the scenes to running pre-school and you are all amazing!

	2022-2023
<b>INCOME</b>	
FEES PARENTS	£16,586.50
FEES SCC	£93,253.68
ADMIN FEE / SHIRTS	£518.00
FUNDRAISING	£4,640.20
OTHER	£9,717.75
	£0.00
	£0.00
REFUNDS	£83.00
INTEREST	£276.69
	<b>£125,075.82</b>
<b>EXPENSES</b>	
WAGES	£90,734.08
RENT	£14,549.02
MARKETING	£462.25
TRAINING AND EXPENCES	£406.50
EQUIPMENT	£868.71
OTHER	£2,057.88
CONSUMABLES	£892.27
STATIONARY	£576.79
ANNUAL / REGULAR COSTS	£1,687.78
TELEPHONE	£1,083.37
FUNDRAISING EXPENCES	£112.58
PETTY CASH	
OVERPAYMENTS	£0.00
POST	£11.60
	<b>£113,442.83</b>
<b>PROFIT/(LOSS) FOR THE YEAR</b>	<b>£11,632.99</b>
<b>OPENING BALANCE</b>	
Current & Reserve	£71,556.00
Plus profit/loss for year	<b>£11,632.99</b>
Petty cash opening balance	
Adjustment	
Outstanding chqs	
Chqs not presented	
	<b>£83,188.99</b>

REPRESENTED BY	
CLOSING BALANCE	
PETTY CASH CLOSING BALANCE	£0.00
NAT WEST CURRENT ACCOUNT	£52,270.96
NATWEST RESERVE ACCOUNT	£30,918.03
	<b>£83,188.99</b>

DIFF ACTUAL BANK A/C VS FGPS FIGURES

**£0.00**

2022-2023 2021-2022

INCOME	Diff on previous year	AUTUMN	WINTER	SPRING A	SPRING B	SUMMER A	SUMMER B		Dr.
FEES PARENTS	-£1,271.50	£1,603.00	£2,809.00	£2,572.00	£2,878.00	£2,738.25	£3,986.25	£16,586.50	£17,858.00
FEES SCC	£25,081.32	£23,271.14	£12,654.54	£14,517.34	£15,868.30	£26,114.36	£828.00	£93,253.68	£68,172.36
ADMIN FEE / SHIRTS	£13.00	£145.00	£92.00	£40.00	£55.00	£127.00	£59.00	£518.00	£505.00
FUNDRAISING	£1,554.56	£1,175.02	£1,056.98	£195.00	£454.60	£480.22	£1,278.38	£4,640.20	£3,085.64
OTHER	£7,308.00			£105.00	£8,365.25		£1,247.50	£9,717.75	£2,409.75
	£0.00							£0.00	£0.00
	£0.00							£0.00	£0.00
REFUNDS	-£865.57	£21.00	£30.00			£32.00		£83.00	£948.57
INTEREST	£262.38	£15.53	£37.81	£21.53	£47.32	£53.92	£100.58	£276.69	£14.31
	£32,082.19	£26,230.69	£16,680.33	£17,450.87	£27,668.47	£29,545.75	£7,499.71	£125,075.82	£92,993.63

EXPENSES

WAGES	£9,870.62	£14,656.53	£14,451.74	£5,835.28	£14,571.65	£16,307.97	£24,910.91	£90,734.08	£80,863.46
RENT	£1,517.24		£5,346.81		£4,414.15		£4,788.06	£14,549.02	£13,031.78
MARKETING	-£234.85		£183.00		£25.00		£254.25	£462.25	£697.10
TRAINING AND EXPENCES	-£924.70	£120.00				£25.80	£260.70	£406.50	£1,331.20
EQUIPMENT	-£804.46	£30.99		£10.48	£28.50	£33.25	£765.49	£868.71	£1,673.17
OTHER	£119.85	£169.00	£180.00	£162.75	£218.93	£139.00	£1,188.20	£2,057.88	£1,938.03
CONSUMABLES	-£341.88	£136.01	£194.98	£121.72	£159.12	£125.72	£154.72	£892.27	£1,234.15
STATIONARY	-£1,112.88	£199.52	£112.56	£83.69	£22.96	£126.73	£31.33	£576.79	£1,689.67
ANNUAL / REGULAR COSTS	-£1,293.62	£64.79	£131.29	£174.80	£1,110.77	£87.74	£118.39	£1,687.78	£2,981.40
TELEPHONE	£195.03	£227.92	£274.26		£257.99		£323.20	£1,083.37	£888.34
FUNDRAISING EXPENCES	£14.93		£31.22	£11.25	£8.25		£61.86	£112.58	£97.65
PETTY CASH	£0.00								
OVERPAYMENTS	-£86.87							£0.00	£86.87
POST	£11.60						£11.60	£11.60	
	£16,948.48	£15,604.76	£20,905.86	£6,399.97	£20,817.32	£16,846.21	£32,868.71	£113,442.83	£106,512.82

PROFIT/(LOSS) FOR THE YEAR

### ###

OPENING BALANCE

Current & Reserve								£71,556.00	£85,075.19
Plus profit/loss for year								£11,632.99	-£13,519.19
Petty cash opening balance									
Adjustment									
Outstanding chqs									
Chqs not presented									
								£83,188.99	£71,556.00

REPRESENTED BY

CLOSING BALANCE

PETTY CASH CLOSING BALANCE

£0.00 £0.00

NAT WEST CURRENT ACCOUNT

£52,270.96 £40,914.66

NATWEST RESERVE ACCOUNT

£30,918.03 £30,641.34

£83,188.99 £71,556.00

DIFF ACTUAL BANK A/C VS FGPS FIGURES

£0.00 £0.00

**TO WHOM IT MAY CONCERN**

I have inspected the accounts of Frimley Green Pre-School, Registered Charity Number 1016581, and agree that they are a true record of the financial transactions carried out during the year ended 31<sup>st</sup> August 2023.



12<sup>th</sup> October 2023

Brian Theobald ACA 7933514  
13 Timber Bank  
Frimley Green  
Camberley  
Surrey  
GU16 6PL