



St. Joseph's Pre-School

122a Ladbroke Road
 Redhill, Surrey, RH1 1LF
 Telephone: 01737 772334 / 07847221367
 Email: admissions@stjosephspreschoolredhill.co.uk

**St Joseph's Pre-School
 ANNUAL GENERAL MEETING
 Minutes
 DATE: 16th July 2025 at 7.30pm**

Venue – Pre School and Online

Present: *In person*: Nicky Puttick/ Jenny Hobbs/ Daisy Morris/ Lucy Griffiths/Jennie Cutler/ Sandra Macdonald/ Sue Butcher

Online- Madga Was/ Ifeoluwa Taiwo / Maga Was / Nana Ama Dorkor / Zen Q. / Charisrae Gibbons

Item	Detail	Action
1	Welcome from Jenny Hobbs (Chair) Opening Prayer from Nicky Puttick (Manager)	
2	Apologies received from: Mary Seymour, Maggie Rashleigh, Celia Pereira, Heidi Griffth, Judy Tilling.	
3	Chair's Report given by Jenny Hobbs Previous AGM minutes signed off. Please see separate PDF	
4	Treasurer's Report written by Donna, read by Jenny Hobbs A note was made about the overall deficit, this may be due to a number of reasons for this. The committee will continue to investigate. Despite the deficit, Pre School is still in a financially strong position. Please see separate PDF	
5	Fundraising Report written by Lucy Griffiths St Joseph's Preschool AGM 2025 Fundraising Report	



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It has been a positive year for fundraising, with a successful Christmas Market and Spring Fayre, along with selling Christmas trees and the St Joseph's Day Games run by the staff.

There has been a great deal of difficulty getting volunteers at the events, with a lot of the work on the day being undertaken by the staff and trustee's families. With that in mind, we're planning a coffee morning in September as an opportunity to connect with families, let them find out more about the committee and the running of the preschool and encourage wider participation in future events. We are also looking at other fundraising events that may require fewer volunteers for similar pay outs as well as raising the profile of the preschool within the parish community, and providing fun and engaging events for members of the parish. Ideas include a wreath making workshop, perhaps paired with the Christmas Market which would have ticket sales in advance, and a pancake fundraiser.

We have met some resistance from the finance committee to book in fundraising events in advance which does make things more challenging, but I'm hopeful we can work together to resolve this.

We've also signed the preschool up to EasyFundraising, and an email will soon go out to families about this initiative, along with information on a bonus scheme for personalised clothing labels — both of which should generate some passive income for the preschool.

The preschool staff also facilitated homemade Christmas cards in 2024, which received great feedback from families. Unfortunately, the company running the scheme went into administration before paying out our bonus, but the new owners have agreed to honour the outstanding payments if we join again this year. I'll leave it to Nicky to decide based on how the card-making process went with the children.

Event Highlights:

- Spring Fayre: Raised £1,181.25 (final figure pending deduction of food costs).

Holding it over the bank holiday weekend may have impacted attendance, so we'll consider this when choosing next year's



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	<p>date.</p> <ul style="list-style-type: none"> • Christmas Fayre: A little over £500 after expenses. • Christmas Trees: Approx. £170 raised. • St Joseph's Day Sponsorship: £500 raised <p>We would like to thank the 17th Reigate Scouts for their continued support at the Fayre's running stalls, and promoting within the scouting community as it certainly helps drive footfall on the day! And although not strictly raising any funds, we had a brilliant time at the St Joseph's School Summer Fayre chatting with many families who have gone through the preschool already, and raising awareness with some who have older siblings at St Joseph's primary and could potentially send younger siblings to preschool. The feedback to their PTA was overwhelmingly positive, and they are hoping we will come again next year.</p>	
6	<p>Staff Report written and read by Nicky Puttick</p> <p>AGM - Staff Report 16 th July 2025</p> <p>We've come to the end of another busy year...and what a great time we've had! At our recent thanks giving service we reflected on all the 'fun' things the children enjoy during their time with us. From those tentative first strokes of paint on paper to a fully blown Picasso group painting experience on a shower curtain. I'm not sure who enjoyed it the most: the staff or the children! It was wonderful to see all the children participate and get really involved. They listened to each other, shared resources cooperatively, and used pretty much every muscle in their body to reach as high as they could.</p> <p>This year we introduced the children to Holi an Indian celebration of colour. We used coloured scarves to represent powdered paint thrown outside. Again, the children were using their whole bodies to throw and catch the scarves, they danced around and one helpful little friend who didn't want to throw did a great job in collecting the scarves in a wheelbarrow for them to be used again – a very joyful celebration!</p>	



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The children themselves are great teachers – they have been organising themselves into made up games and working collaboratively to achieve a goal. A recent game was making 'A Beautiful Path' across the outside area, which all of the children helped to set up using pretty much anything they could find – crates, hoops, tyres etc. Rules were made up. (When you get to the tyre you must stand in it before moving off!)

We make the most of our outside area, but it was lovely to be invited to St. Matthews Forest School in the Autumn term. The children had a great time and even toasted marshmallows before we left. We also took some of the children to feed the duck at Frenches Pond. Before, leaving we cut up some fruit and vegetables to give to them BLURB

In all the business of preschool, it's important that the children can have a quiet space to relax. We therefore created a semi-permanent Den area which has been set up as a dark den, a Spring Garden and an underwater cave. We were able to buy the resources thanks to our amazing Fundraising Team and all the events they have organised.

We also have also bought:
Potion bottles
Variety of tin pans, pouring jugs
Giant tea pots!!!
Small Solar water fountain
Small world decorations

We LOVE water play, and this year we took it to St. Josphe's primary school for their summer fayre! And also the Parish Mass last weekend, where everyone had a great time and one of our Caterpillars found out that she was the best at making some brilliant bubbles using hoops dipped in washing up detergent.

We continue to offer Early Talk Boost (Tizzy Time) a targeted intervention, helping to boost children's language skills. They really enjoy participating and are very excited when it's their turn for Tizzy Time and when they receive their new book.

Training:



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During our Butterflies outing to Nower Wood Educational Nature Reserve the children join pond dipping, minibeast hunts and creatively exploring the concept of life cycles, camouflage and symmetry. The children love the hands- on experience and were thrilled to find the different creatures under logs and in the water, but I think they were particularly amazed to watch the potion change colour.

Unfortunately this year our numbers were lower, and we had to hire a taxi to transport the children as there were not enough parents who were able to car share, but all who went had a great time and it was educationally very valuable.

Last week we held our sports day. The children were fantastic, joining in enthusiastically, showing resilience and cheering each other on. This is always such a lovely event, which we all enjoy and they looked fantastic in their tie dyed t-shirts.

We have the BEST staff and I'd like to say a huge thank you to our team - Mary, Maggie, Sue, Sandra, Chow, Celia, Judy and Heidi and Jennie who work so hard to make preschool a fun, caring, interesting and loving place to be. It's a privilege to work with you.

On a personal note I'd like to thank Mary for 27 years and 2 terms of support and dedication to preschool. Always with a level head when we've worked together to embrace the changes that the Early Years sector has encountered over the years. We really appreciate it and hope you enjoy your retirement.

I'd also like to thank our committee, for all your time and generosity in supporting preschool. We really do appreciate all your help.

Fr Tony couldn't join us tonight but I'd like to thank him for his support, thoughtfulness and understanding of our preschool and our families, and the role it plays in the Parish and local community.

Lastly, thanks to the children in Pre-School who each have their own unique gifts that they bring to our group. They are a credit to



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	you.	
7	<p>Election of Officers, Trustees and New Committee:</p> <p>Chair: Jenny Hobbs has agreed to stay on.</p> <p>Vice Chair: Daisy Morris has agreed to stay on.</p> <p>Treasurer: Donna Hutchingson has agreed to stay on.</p> <p>Secretary: Debs Watson has agreed to stay on.</p> <p>Fundraising: Lucy Griffths has agreed to stay on..</p> <p>Jenny: All of the committee wish to step down, but have agreed to stay on until replacements have been found. The committee is seeking more volunteers and encouraged those interested to contact Nicky or Jenny for more information.</p>	
8	AOB: None	
9	<p>Meeting Close</p> <p>Jenny thanked everyone for coming and their continued support.</p>	

Treasurer's Report 2025

Charity Number: 1020613

Financial Accounts – Year ending 30-Apr-2025

- The accounts have been prepared on a 'receipts and payments' (cash) basis, and all funds as at 30th April 2025 are designated unrestricted
- Note the accounts are yet to be reviewed by an independent examiner and are therefore subject to change.
- Pre-School Finances are largely dependent on Funding from Local Authority – Surrey County Council (SCC)
- 3 Main Sources of Income:
 1. SCC Funding for Childcare –
 - a) 15/30 Hours Early Years Free Entitlements (EYFE) – 3/ 4 Year Olds
 - b) Working Parents' Entitlement (WPE) & Free Early Education for 2 Year Olds (FEET) – currently 2 Year Olds
 - c) Discretionary Funding – Early Intervention Funding (EIF), Grants, etc.
 2. Parent Fees
 3. Other Income
- Expenditure – Majority accounted for by Pre-School Payroll
- Other Expenditure (~19%) – Day to Day Running of the Pre-School
- Pre-School Does not Aim to make a Profit
- Any surplus at Financial Year End:
 - Utilised to build Pre-School Financial Reserves or
 - Reinvested into the Pre-School

Overview of Pre-School Accounts – Financial Year 2024/25

Financial year from 01 May 2024 - 30 April 2025

Accumulated Unrestricted Funds as at 30 April 2025

- Current Account Balance = £63,103
- Reserve Account Balance = £30,783
- **Total = £93,886**

Actual Reserves During 2024/25 = £72,272

Total Income of £142.8k, down £6.8k (5%) on prior year

- Other income of **£4.9k**, up £2.8 (+132%) on prior year due to
 - fundraising events of Spring Fayre May 2024, Coronation Games and St Joseph's Day Games.
- Council Fees of **£128k**, no change on prior year

- Parents Fees of **£9.6k**, down £9.6k (49.8%) on prior year

- **Total Expenditure of £148.8k**, up £16k (12.1%) on prior year
 - Payroll costs of **£120k**, up £14k (13.5%) on prior year due to
 - Staff pay rise £1.02/ hour Applied to all Pay Bands in April 2024
 - Additional staff member joined March 2024
 - Property costs **£10k**, up £3k (43.6%) on prior year due to
 - Extremely low costs for Gas and Electric during 2023/24
 - Supplies costs **£4.8k**, up £1k (25.8%) on prior year due to
 - Purchase of laptop £1k
 - Equipment, Arts & Crafts **£2.7k**, down £1k (28%) on prior year
 - One off building block purchase in 2023/24
 - Staff Training costs **£120**, down £2k (94.4%) on prior year
 - First Aid Training (required every 3 years), Surrey Council EAL Training and GLP Workshop undertaken in 2023/24
 - Fixtures and Fittings costs **£1k**, up from zero spend on prior year
 - One off purchase of window blinds

2024/25 Net deficit of £6,053 compared to a net surplus of £16,967 realised in 2024.

Independent Examiner's Report

To the Trustees of St. Joseph's Pre-School, Redhill (Charity No: 1020613)

I report on the accounts for the **year ended 30th April 2025** which are set out in the Financial Statements attached.

Respective responsibilities of the Trustees and Independent Examiner

The Charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners Section 145 (5) of the 2011 Act;
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 management committee concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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



Julia Sired ACMA (Independent Examiner)

Double Diamond Accountancy Services Ltd, Old Chestnut, 12 Station Approach West, Redhill, Surrey RH1 6HP