



Sywell and Overstone Pre-School
 Sywell Aerodrome, Bellman Gate, Holcot Lane, Sywell, Northampton. NN60BL
 Ofsted Number EY440798 Charity Number 1026325

Statement of Accounts 2023 - 2024

EXPENDITURE	INCOME
WAGES £80909.17	FEES £39,723.64
RENT £8,400.00	FUNDING £72,754.96
GAS / ELECTRICITY £8200.94	FUNDRAISING £2080.49
SNACK AND HYGIENE £1091.67	TRIP £989.00
RESOURCES £5771.36	GAS £3310.65
PENSION £3,391.00	
TELEPHONE AND BROADBAND £755.39	TOTAL INCOME £118,858.74
ADMIN £555.74	
WASTE £1077.50	
HMRC £2712.45	
SERVICING AND MAINTENANCE £1727.88	
TRAINING £	
SUBSCRIPTIONS £260.00	
INSURANCE £2691.72	
UNIFORM £257.04	
GIFTS £164.94	
TRIP £981.31	
TOTAL EXPENDITURE £118,948.11	

Opening Balance = £40,028.70
 Income = £118,858.74
 Expenditure = £118,948.11
 Closing balance = 39,939.33

Name..... Fiona Moran

Signed.....  Date..... 22/11/24

Independent examiner's report on the accounts of Sywell and Overstone Pre-School Voluntary Managed Committee for the year ended 31st August 2024.

My examination was carried out in accordance with 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.

Sywell and Overstone Pre-School AGM Meeting Minutes

Date: Monday 25th November 2024

Location: Overstone Village Hall

Time: 7.30pm

Attendees: Nicola Eggleton, Pre-School Manager (NE)
Samantha Ling, Chairperson (SL)
Hayley McGuire, Secretary (HM)
Emily Petley, Treasurer – Apologies (EP)
Ollie Earby – Apologies (OE)
Sarah Day (SD)
Victoria Hamilton (VH)

SL: Welcome and apologies. Confirmed there were no matters arising from the previous AGM.

Chair's Annual Report by SL:

1. Opening Remarks

- Thanks extended to all staff for their continued support and professionalism.
- Special acknowledgment of Nicola for her dedication and leadership and to Hannah for her support in daily operations.
- Recognition of staff team efforts in supporting Nicola during Hannah's maternity leave.

2. Highlights from the Year

- *Community and Events:*
 - Warm and friendly environment continues to attract families.
 - Successful events included:
 - *Christmas Fete:* Children enjoyed festive activities, cards, and gift packs.
 - *Sponsored Welly Throw:* Fun and engaging for all.
 - *Graduation & Summer Fete:* Combined event saw excellent fundraising results, thanks to volunteers.
- *Fundraising Achievements:*
 - Proceeds used for redecorating the preschool, creating a much-improved environment.
 - Energy Store revamped the outside area; parents volunteered to paint fences and contributed a new shed.

3. Financial Updates

- Challenges faced due to:
 - Council funding cuts.
 - Rising minimum wage and inflation.
- Actions taken:

- One permanent, qualified staff member who started in September.
- Two qualified staff members on fixed-term contracts to cover Maternity Leave.

3. Acknowledgments:

- Thanks extended to Sam and Hayley for assistance during recruitment process.
- Special recognition given to Deputy, Hannah Wright, for her contributions.
- Appreciation for committee members' fundraising efforts and management responsibilities.

4. Activities and Events:

- Outdoor play during the autumn term due to favourable weather.
- Christmas celebrations included a concert, fete, party, and Father Christmas visit.
- Children participated in celebrating England's football team during the Euros.
- End-of-year activities featured a family trip to Hammerton Zoo and a school-leavers concert.

Election of Committee Members:

SL: Extends an open invitation for new members to join the Committee. Explained new ideas and contributions are always welcome and more members lighten the workload for everyone.

SL: Clarified that there are 4–5 meetings per year, with support needed at two main events (Christmas and Summer fetes). Attendance at every meeting is not mandatory; a minimum of 5 members per meeting is required.

SL: Confirms current committee roles:

Chairperson: Samantha Ling

Secretary: Hayley McGuire

Treasurer: Emily Petley

Committee Member: Ollie Earby

SD: Formally requests to join the committee, and is seconded by HM.

SD is confirmed as new committee member, subject to DBS documentation.

Next steps and actions:

NE: To send DBS information to SD

All: Closing remarks, no AOB.

Meeting Adjourned

- Fee increases implemented.
- Voluntary contributions for snacks and consumables requested.

4. *Marketing & Outreach*

- Increased use of social media for promotion.
- Distributed leaflets to Overstone Gate Estate to attract new families.
- Ongoing tours for prospective families to showcase facilities.

5. *Gratitude and Acknowledgements*

- Appreciation expressed to the Management Team, Committee, and Staff for their hard work and unity.
- Emphasis on the children being at the heart of all efforts, with a commitment to providing the best experiences possible.

Presentation of Financial Accounts by NE:

- Provided Statement of Accounts 2023 – 2024 (attached)
- The Pre-School continues to operate in a challenging financial economy:
 - Higher costs for food, cleaning supplies, and everyday resources (e.g., paper, paint, art materials).
 - Increase in the living wage has resulted in increased fees for parents.
- Financial priorities include:
 - Spending on resources that enhance play and learning opportunities, such as new roleplay equipment.
 - Redecoration and upgrades to the main playroom at the end of the financial year.
- Financial outcomes:
 - Small overspend noted, directly linked to improvement spending.
 - Lower payment to HMRC due to maternity pay credits from last year.
- Ongoing financial management:
 - Regular committee meetings include discussions on income, expenditure, and cashflow.
 - Continued focus on maintaining a financially sustainable model.

Managers' Report by NE:

1. *Child Attendance:*

- Steady increase in child attendance throughout the year.
- Fewer children leaving for school, resulting in higher enrolment for the 2024-2025 academic year.

2. *Staffing Updates:*

- One staff member left in April; recruitment challenges due to a lack of qualified Level 3 staff.
- Temporary cover staff ensured a full team during the interim.
- Deputy Manager commenced maternity leave in August; decision made not to directly cover this position. Stand-in staff supported management.
- Successful recruitment of: