

Sywell and Overstone Pre-School AGM Meeting Minutes

Date: Wednesday 22nd October 2025

Location: Overstone Village Hall

Time: 7.30pm

Attendees: Nicola Egleton (NE) – Pre-School Manager
Hannah Wright (HW) – Deputy Pre-School Manager
Samantha Ling (SL) – Chairperson
Emily Petley (EP) – Treasurer
Hayley McGuire (HM) – Secretary
Sarah Day (SD)
Angela Grimaldi (AG)
Keith Moss (KM)
Chloe-Mae McGowen (CM)
Adrienne Haynes-Samuel (AHS)
Givens Chibisa (GCh)
Victoria Hamilton (VH)
Abi Edwards (AE) – Apologies
Gemma Carr (GCa) – Apologies

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

Chair's Annual Report by Samantha Ling:

SL: Thanked all staff for their continued professionalism and support throughout the year. Particular appreciation was expressed to **Nicola Egleton (NE)** for her leadership and commitment to the Pre-School, and to the staff team for supporting the setting during **Hannah Wright's (HW)** maternity leave.

SL noted that the Pre-School continues to provide a welcoming and supportive environment for families, helping to maintain a strong community around the setting.

Events and Community Engagement

Events held during the year included:

- Christmas Fete
- Summer Sports Day with parental participation
- Graduation celebration for the four-year-olds combined with the Summer Fete
- End-of-year Leavers Disco

The Summer Fete generated significant fundraising, and SL thanked all volunteers who contributed to organising and running the event.

Financial Environment

SL highlighted the ongoing financial challenges faced by the Pre-School, including:

- Changes to council funding
- The structure of government funded hours
- Rising minimum wage and inflation

Improvements to the Setting

Fundraising efforts over recent years enabled improvements to the outdoor area, including:

- Installation of new fencing to allow safe use of the outdoor space during lunch and collection times
- Installation of a new covered outdoor area
- A new roof scheduled for the larger covered space

Marketing and Outreach

The committee will continue to promote the Pre-School through:

- Increased use of social media
- Distribution of leaflets within the Overstone Gate Estate

Closing Remarks

SL thanked the management team, committee members and staff for their continued dedication and teamwork.

After six years as Chairperson, SL confirmed that she would be stepping down from the role at this AGM. **Hayley McGuire (HM)** also confirmed she would be stepping down from her role as Secretary.

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.

Nominations were received for the new committee:

Chairperson

HM: Nominated **Emily Petley (EP)** for the position of Chairperson.

Sarah Day (SD): Seconded the nomination.

EP was duly elected as **Chairperson**.

Secretary

SL: Nominated **SD** for the position of Secretary.

EP: Seconded the nomination.

SD was duly elected as **Secretary**

Treasurer

SD: Nominated **Chloe-Mae McGowen (CM)** for the position of Treasurer.

HM: Seconded the nomination.

CM was duly elected as **Treasurer**.

Additional Committee Members

The following individuals were confirmed as committee members:

- **Angela Grimaldi (AG)** – proposed by EP, seconded by SD
- **Keith Moss (KM)** – proposed by SL, seconded by EP
- **Adrienne Haynes-Samuel (AHS)** – proposed by SD, seconded by HM
- **Gemma Carr (GCa)** will be put forward for confirmation at the next meeting.

Action: NE: To circulate DBS and EY2 documentation to all newly appointed members.

Presentation of Financial Accounts by Nicola Egleton:

The Pre-School remained financially stable during the 2024–2025 financial year despite increased expenditure on wages and pension contributions.

Lower HMRC payments in the accounts reflected maternity pay credits and should not be relied upon for future financial planning. The management team should prepare for increased HMRC and employer National Insurance costs in the coming financial year.

Key Financial Considerations

- Continued investment in refurbishment and improvements originally planned in the previous financial year
- Increased costs for utilities, food and hygiene supplies due to cost-of-living pressures
- Increased staffing costs following rises in the national living wage

Income and Funding

Income during the year was supported by:

- Increased numbers of children attending the setting
- Higher levels of government funding
- Extended funding availability for younger children
- Increased fundraising activity
- A significant donation from a local Pre-School that closed

NE confirmed that finances continue to be closely monitored, particularly staffing costs and attendance levels.

Managers' Report by Nicola Egleton:

NE: Reported that the academic year began with the refurbishment of the Butterfly Room, introducing a calmer colour palette to create a more welcoming and tranquil learning environment.

Child numbers were strong at the start of the year due to returning children and places offered from the waiting list. Numbers continued to increase throughout the autumn and spring terms, which limited session availability for new children during the summer term.

To support increased demand:

- Temporary staff members were recruited
- An existing member of staff increased her working hours

The setting operated at or near full capacity throughout the summer term. An increase in two-year-old children attending the setting was also observed, potentially linked to the rollout of extended government funding.

Towards the end of the academic year:

- The Deputy Manager requested flexible working upon returning from maternity leave
- Another staff member confirmed she would not be returning following maternity leave

As a result, the Pre-School was able to offer two permanent contracts to staff previously employed on temporary contracts and extend another fixed-term contract for an additional 12 months.

Activities and Events

Children participated in several events and celebrations throughout the year, including:

- Christmas Concert
- World Book Day book-sharing event with parents
- Summer Sports Day
- End-of-year Leavers Disco
- Summer Concert

The World Book Day and Summer Sports events were particularly well attended by parents and will be repeated next year with minor improvements.

Due to rising costs, the Pre-School did not organise a coach trip this year and instead held a Summer Leavers Disco.

Communication and Systems

The Pre-School increased its use of the Tapestry online management system, including:

- Sharing more observations with parents
- Increasing communication with families through the platform
- Introducing online registers
- Moving to online invoicing

Acknowledgements

NE thanked the staff team for their continued dedication and commitment.

Thanks were also extended to committee members for their work in supporting the management of the Pre-School and fundraising efforts.

Special thanks were given to HM for her support during her time as Secretary.

NE also expressed sincere thanks to SL for her six years of service as Chairperson, recognising her leadership through significant challenges including COVID, Ofsted inspections, financial pressures and changes to funding structures.

AOB

NE: Confirmed that the Pre-School Constitution requires signing and will bring the document to the next meeting.

Meeting Adjourned



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

Statement of Accounts 2024 - 2025

EXPENDITURE	INCOME
WAGES £108,210.54	FEES £35,423.76
RENT £7700.00	FUNDING £105,450.86
GAS / ELECTRICITY £4745.06	FUNDRAISING £2909.00
SNACK AND HYGIENE £1704.47	DONATION £2101.96
RESOURCES £3476.33	
PENSION £5636.58	TOTAL INCOME £145,885.55
TELEPHONE AND BROADBAND £827.86	
ADMIN £315.78	
WASTE £1084.92	
HMRC £2769.98	
SERVICING AND MAINTENANCE £7275.40	
STAFFING/TRAINING £804.80	
SUBSCRIPTIONS £1026.84	
INSURANCE £2633.15	
GIFTS £678.12	
FUNDRAISING £640.13	
TOTAL EXPENDITURE £149,529.96	

Opening Balance = £39,939.33

Income = £145,885.55

Expenditure = £149,529.96

Adjustment = +0.21

Closing balance = £36,295.13

Name..... CAROLE NESTER.....
Signed..... [Signature]..... Date..... 14/10/25.....

Independent examiner's report on the accounts of Sywell and Overstone Pre-School Voluntary Managed Committee for the year ended 31st August 2025.

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 presents with those recorded. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning such matters. The processes taken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts presented represent a "true or fair" view and the report is limited those matters set out in the statement below.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause for concern 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.

Finance Report 2024 – 2025

The Pre-School remained in a financially secure position throughout 2024/2025 despite an increase in spending on wages and pension contributions. However, the Pre-School management should also consider that the accounts do not show an increase to HMRC payments as this was offset by credits from maternity pay claims. The Pre-School management should budget for this in the next financial year as well as an increase to National Insurance Employers Contribution as the Employment Allowance for small business is likely to leave a short fall of contributions to be paid before the next tax year.

The Pre-School committed to spending in 2023/2024 to update and redecorate areas of the Pre-School and a large amount of this has been either purchased or paid for in the year 2024/2025. Other areas of increased spending can be observed in utilities, food and hygiene, this is in line with cost of living.

Increase to living wage and other employment costs were factored into the financial planning throughout the year and are offset by an increase in numbers of children as well as a rise in government funding and the inclusion of 30-hour funding for children aged 2-years.

The Pre-School also benefited from an increase in fundraising as well as a large financial donation from a closing local Pre-School.

In conclusion the Pre-School has had an uncertain year when planning has been difficult. Staff costs have increase and budgeting has had to be adjusted to allow for fluctuations in children's attendance that has not followed the normal intake pattern. Generally, this has been managed well, however the management team must keep abreast of a staff cost and monitor income from children attending the setting.