

Minutes of Annual General Meeting

of the Little Acorns Herne Pre-school - charity number 1027456 ('The Charity')

held at Top Field, rear of 71 Norton Ave, Herne, Kent CT6 7TA on

Monday 9th February 2026 @ 6.30pm

Present:

Committee - Michael Rigen – Chair person, Hydie Roberts - Treasurer, Helen McNab - Secretary, Sam Addy - CM

New Committee members: Jane Morphett, Christie Head & Demi Moore

Parents: see attached Attendance sheet

Staff: Michelle Jones-Manager, Sarah Williams – Deputy, Beth Finn – RL,

Apologies:

[Names of those who sent apologies]

1) Welcome and Apologies

The meeting was opened by the Chair, welcoming those present and announcing the apologies. Quorum of the meeting was confirmed by the Chair as being more **than 10% of the members**

2) [Minutes of Previous Meeting]

Minutes of the previous meeting agreed as an accurate record. This was voted by a majority of the members.

Manager's Report – see attached

Treasurers Report – Year end accounts see attached

3) Specific Proposals

Proposal

It was proposed that the charity changes its legal structure to become a charitable incorporated organisation (CIO) ensuring that future trustees have a greater protection from liability. It was explained that in the proposed new constitution membership would no longer exist and if approved members would have no further role in the running of the charity or the appointment of trustees. This would mean that anyone who would like to be involved in decisions related to the Charity would need to become a trustee under the new constitution. Advantages and implications of the proposal for The Charity to become a charitable incorporated organisation (CIO) were discussed, voted on and approved by 15 who voted for the change, ensuring quorum was met of the members present. The Chair declared this passed.

1. *Changing to a CIO*

Members hereby agree that it is in the interests of 'The Charity' to change from an unincorporated association to a charitable incorporated organisation (CIO).

2. *Adoption of the Foundation Model CIO Constitution*

The Model CIO Foundation Constitution (as attached) be approved to become the charitable incorporated organisation's governing document.

3. Those persons who are currently trustees of 'The Charity' will appoint the first trustees of the charitable incorporated organisation.

Appointment of Trustees:

Michael Rigden – Chair Person (not employed)

Demi Moore – Treasurer (not employed)

Christie Head – Secretary (not employed)

Jane Morphett – CM (not employed)

Sam Addy – CM (not employed)

4. *Registration of the CIO*

The trustees are given the authority to register the charitable incorporated organisation using the Model CIO Foundation Constitution

5. *Calling an EGM to Dissolve the Charity and Transfer of Assets to the CIO*

Upon registration of the charitable incorporated organisation with Ofsted, the trustees have the authority to organise an Extraordinary General Meeting of 'The Charity'. The purpose of the EGM will be to dissolve and transfer all assets of The Charity into the new charitable incorporated organisation. Permissions will also be sought from the Charity Commission and the Early Years Alliance where applicable to transfer the assets.

Any Other Business

There being no further business the Chair declared the meeting concluded.

Chair signature:

Date

_____ : _____

Little Acorns (Herne) Pre-School

Charity Commission Number 1027456

Financial Statements for the year to 31st August 2025



Prepared by Zazie Business Services Ltd

Independent Examiners Unqualified Report for the year to 31st August 2025

This report relates to the accounts for the charity for the period ended 31st August 2024

Respective Responsibilities of Trustees and Examiner

The Charity's trustees are responsible for the accounts. This period the trustees have not required an audit under s144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- Examine the accounts (under s145 of the Act)
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (s145(5)(b) of the Act)
- State whether particular matters have come to my attention

Basis of Independent Examiners Report

The examination was carried out in accordance with the General Directions given by the Charity Commissioners. This includes a review of the Accounting Records and a comparison of the accounts with those records. In addition, consideration is given to any unusual items and explanations will be sought from the trustees if considered necessary. The procedures followed are not sufficient for audit purposes and there is no opinion given as to whether the accounts present a "true and fair" view and therefore the report is limited to those matters set out in the statement below.

Statement

In the course of my examination, no matter has come to my attention

1. Which gives me cause to believe that, in any material respect, the requirements:
 - To keep accounting records in accordance with s130 of the 2011 Act and
 - To prepare accounts which accord with accounting records and comply with requirements of the Acthave not been met or
2. To which my opinion, attention should be drawn in order to enable a proper undertaking of the accounts to be reached.



M E Hill BA(Hons) MSc
Zazie Business Services Ltd
Innovation Centre Medway
Maidstone Road
Chatham
Kent ME5 9FD

Date

05/11/2025

	Year to 31/8/25		Year to 31/8/24	
	£	£	£	£
Receipts				
Fees		254,403		233,924
Fundraising and Donations		3,250		3,611
Training Income		0		0
Commissions		1,808		0
Interest		68		53
Other KCC Grants		1,080		7,707
		<u>260,610</u>		<u>245,295</u>
Payments				
Wages	206,988		180,464	
Other Costs	<u>1,584</u>		<u>1,547</u>	
Total Staff Costs		208,572		182,011
Resources	752		1,510	
Child Sponsorship	380		360	
Fundraising	0		50	
Healthy Eating	844		787	
Uniforms	25		156	
Entertainment	<u>0</u>		<u>0</u>	
Total Cost of children's services		2,001		2,862
Premises Costs		16,770		12,810
Cleaning		2,055		2,327
Repairs		17,423		1,390
Administration		1,343		1,510
Professional Fees		1,554		965
Other Costs		0		0
Gifts	0		0	
Miscellaneous	2,437		2,126	
Insurance	2,752		2,444	
Advertising	0		640	
Depreciation	<u>19,953</u>		<u>19,953</u>	
		<u>25,143</u>		<u>25,163</u>
Total Payments		<u>274,861</u>		<u>229,039</u>
Net Receipts		<u>(14,251)</u>		<u>16,256</u>
Less Capital Expenditure				
Building Development		<u>21,380</u>		<u>38,661</u>
Excess Income		<u>(35,631)</u>		<u>(22,406)</u>

Statement of Assets

Fixed Assets	259,393	279,347
Cash at Bank	(746)	9,069
Other current liabilities	(8,610)	(2,747)
	<u>250,038</u>	<u>285,669</u>

Bank Balances

Current	1,009	12,734
Deposit	0	1,000
Advanced	(1,755)	(4,665)
	<u>(746)</u>	<u>9,069</u>

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Charity Commission Number 1027456

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