



Nutley Preschool Playgroup

Annual General Meeting 2025

Monday 17th November at 8pm

Easton Room, Nutley War Memorial Hall

Minutes

Attendees:

Rebecca Padgham
Mayann Venus
Laura Samuelsson
Polly Cosham
Emma Martin
Julia Mitchell
Maxine Phair
Amy Ferguson

Apologies:

Vicky Price
Alice Lindley
Sarah Deegan

Approval of previous AGM minutes from 21st October 2024: MP & PC

Chairperson's report including Trustees report:

As members of the Preschool Management Committee the following people were all Trustees of the Charity (1028830) as of today- 17th November 2025

- Chair – Amy Ferguson
- Secretary – Alice Lindley
- Treasurer – Polly Cosham
- Committee Member – Victoria Price

- Committee Member – Rebecca Padgham
- Committee Member – Maxine Phair

Unusually, we had a Committee restructure mid-year, in February 2025.

Maxine Phair stepped down as Chair and Amy Ferguson was voted in as Chair, via an AdHoc Committee Meeting. Alice Lindley was also voted in as Secretary.

Jade Cafferkey and Jessica Feakins stepped down and Maxine Phair and Rebecca Padgham were voted in as Trustees.

This formed the five Trustees of the Committee, as per our constitution, complying with the Charities Commission regulations.

The following people are stepping down from the Committee today:

- Maxine Phair
- Alice Lindley

Staff Details:

In the academic year of 2024/25 we have had the following staff members:

- Manager & SENCO – Jessica Wright
- Deputy Manager – Jenny Dyer
- Early Years Co-Ordinator – Georgia Waite
- Preschool Assistant - Lisa Bills
- Preschool Assistant- Emma Martin
- Preschool Assistant - Louise McLeary
- Bank Staff – Wendy Breeze
- Bank Staff – Pauline Reardon

At the start of the academic year 2025/26 we had the following staff:

- Manager & SENCO – Jessica Wright (Mat leave)
- Manager (Maternity Cover)- Emma Martin
- Deputy Manager – Jenny Dyer
- Early Years Co-Ordinator – Georgia Waite
- Preschool Assistant & SENCO - Lisa Bills
- Preschool Assistant – Louise Mcleary
- Bank Staff- Pauline Reardon
- Bank Staff – Wendy Breeze

Jessica Wright went on maternity leave in June 2025, when Emma Martin stepped into the role of Maternity Cover Preschool Manager.

Jenny Dyer, Deputy Preschool Manager resigned on Friday 14th November, providing 2 weeks notice.

Pauline Reardon has agreed to be acting Deputy until we break up for Christmas. She has the relevant qualifications and experience for this role.

The job is currently advertised. One interview has already been arranged.

Overview/Past Year Review:

We started the academic year 2024/25 with 21 children and finished with 27 children on the register, 12 of which were rising 5's.

The staff have worked tirelessly over the last year to continue to make sure that the Preschool has run smoothly and been accommodating for all the children.

We have continued to open for 30 hours per week, aligning our terms with East Sussex term dates, to all families, including all funding options including 2 year old funding and we are still a member of the tax-free childcare government scheme.

Tiny Tekkers continued last year. We stopped Music Bus, as we were encouraged by our East Sussex Sufficiency Officer to do more music and singing-based activities ourselves.

We had success with the events we have managed to run this year, the Christmas Market of 2024 was very successful, as always, and our stall at the Nutley Village Fete. We have stopped the Bunny Hunt at Babylon, after many years and joined forces with the Nutley CE Primary School to do an Easter Fun Day, which was fantastic and will become a regular event for us.

I would like to add a big thank you to everyone who came along and supported all events and also those who helped on the day.

We are excited for our upcoming events this year; our Christmas Market and the children's Christmas play and visit from Father Christmas.

For this academic year, we started with 16 children on the register, and we have already had a number of new enquiries for potential new starters. The on-going aim is to have 30 children on the register by the summer term with a minimum still of 6 hours each (2 sessions).

As mentioned, this year we say goodbye to Maxine Phair and Alice Lindley, who have both been instrumental in the running of the Preschool. We've faced a tough few years with recruitment and all involved have really given up their time and efforts to contribute and for that I am very thankful.

I am happy to announce we will be officially electing 4 members onto the committee today, all of which have agreed to be Trustees also.

Finally, on behalf of the preschool and personally, I would like to thank all the committee, the staff and parents for their continued hard work to ensure Nutley Preschool is a wonderful setting to be a part of and a growing asset to our community.

Manager's report

On behalf of the staff and myself I would like to start by thanking the Committee, old and new for their ongoing support.

At the end of the last academic year we finished with 27 children, 12 of which were school starters.

We have started back with 17 children. 3 new starters since September. We have 1 new starter confirmed for January and another for April, both 2 year olds. We have created an advert, which has been shared to social media, feeder schools and within the local committee. Hopefully this will make Little Deers more known in the local area.

Since September we have focused on outings to the forest, to engage in outside learning and to expand the children's knowledge and understanding of the world around them. We are also creating more opportunities for the children to become involved with their local community, visiting the bakers for bread, joining the school for their Harvest service and inviting Rev Ben into Pre School. Our last Ofsted inspection suggested that Little Deers should get more involved in our local community, so we will continue to look for opportunities to do this.

Each term we are basing our learning around a book. We are also following children's interests and creating activities and opportunities relating to these.

The children are still enjoying Tiny Tekkers every other week.

I am currently Designated Safeguarding Lead having completed my training in July, with Lisa as Deputy Safeguarding Lead. Lisa has taken on the SENCO roll, with both her and I completing our training. I have undertaken training this month to increase my understanding of the 2 year old lead role. Myself and Georgia have recently renewed our First Aid training. Louise is continuing on the experience based route, this will enable her to be counted in level 3 ratios. All staff have completed the necessary safeguarding training.

I would like to finish by thanking Amy, Polly and the rest of the committee for everything they have done for the Preschool and the support they have shown me. Thank You.

Treasurer's report

NUTLEY PRE SCHOOL
PLAYGROUP

RECEIPTS &
PAYMENTS ACCOUNT

PERIOD ENDED
31/08/25

<u>Notes</u>	<u>Period</u> <u>Ended</u> <u>31st</u> <u>Aug 25</u>	<u>Year</u> <u>Ended</u> <u>31st Aug</u> <u>2024</u>	<u>Year</u> <u>Ended</u> <u>31 Aug</u> <u>2023</u>
<u>Average Child Numbers</u>	24.06	24.21	23.22
<u>Daily Funded hours</u>	62	49	40
<u>Daily Non Funded Hours</u>	9	18	18
	72	67	58
<u>RECEIPTS</u>			
EDUCATION GRANT	75,103	56,156	41,017
FEES	19,599	26,409	22,712
FUND RAISING	1,572	1,350	865
DONATIONS	0	42	1,203
OTHER INCOME	1,566	0	5,000
	97,839	83,956	70,796
<u>PAYMENTS</u>			
STAFF COSTS	71,442	62,523	57,771
HALL RENTAL	9,308	9,520	8,952
SOFTWARE	2,076	1,296	890
EQUIPMENT	2,460	465	366
TUTORS/ENTERTAINMENT	1,200	2,450	1,140
MISCELLANEOUS	117	769	599
TRAINING/DBS/VETTING	756	188	941
GARDEN MAINT	318	817	978
REFRESHMENTS	396	425	957
INSURANCE	693	796	760
ADVERTISING	402	351	295

Gifts	962	0	0
CRAFT	270	115	189
STATIONERY	544	171	247
Rising 5's	117	0	
TOTAL EXPENDITURE	91,063	79,886	74,084
<u>SURPLUS/(DEFICIT) TO DATE</u>	6,776	4,070	(3,288)
FUNDS BROUGHT FORWARD	24,281	20,210	23,498
SURPLUS/(DEFICIT) ABOVE	6,776	4,070	(3,288)
FUNDS CARRIED FORWARD	31,057	24,281	20,210

**NUTLEY
PRE
SCHOOL
PLAYGRO
UP
RECEIPTS
&
PAYMEN
TS
ACCOUN
T FOR
THE
YEAR
ENDED
31st
August
2025**

Notes

**1.
Education
Grant and
Fees**

Total
Funded
and Non
Funded
Fees

94,702

- Total Income increased by £12,137 14.7% from 2023/2024
- Education grant increased by £18,947 33.7% from 2023/2024
- Fees reduced by £6810
- Total funded hours 12165hrs, if these hours were charged at the fee rate of £6/hr £72,2990 which is £2113.46 less than the educational grant received for funded hours.
- The increase in education grant is due to the number of 2 year olds as the rate per hour is higher for 2 years olds.
- Other income received £1566 is made up from;
 1. £816 - Chelwood gate preschool closure donation
 2. £250 - Maresfield Parish council grant
 3. £500 - Nutley Summer Fate grant
- Overall Income increased by £13,883 16.5% from 2023/2024
- Staff costs Increased by £8919 due to Jess being on Maternity leave and paying bank staff to cover her hours, also the national minimum wage increased by 6.7% this increase was given to all staff.
- Hall costs have decreased due to not having the cost of the Maresfield hall for Nutley Nutkins.
- Tutors also decreased due to Music Bus stopping at the end of the previous year.
- The staff have had training at the end of the year and also training paid in advance for the September 2025/2026
- Miscellaneous costs have reduced as these costs have been split into Gifts, Rising 5's and Miscellaneous costs.
- Total expenditure up by £11,177 13.99% from 2023/2024
- At the end of the year there was a surplus of £6,776 which is an increase of £2,706 66.48% from 2023/2024
- Accounts to be reviewed before submission by an independent reviewer before March 2026.

Resignation and Election of Committee Members

Resignation of members

Following my mention of each of the subsequent people, please raise your hand to acknowledge the resignation of each member.

- Alice Lindley- Secretary and Trustee (All)
- Maxine Phair- Committee member and Trustee (All)

Election of new members

Following my mention of each of the subsequent people, please raise your hand if you approve of the election of each member.

- Julia Mitchell- Secretary and Trustee (All, except JM)
- Mayann Venus- Committee member and Trustee (All, except MV)
- Sarah Deegan- Committee member and Trustee (All)
- Laura Samuelsson- Committee member and Trustee (All, except LS)

AOB: None

AGM concluded: 21:00



CHARITY COMMISSION
FOR ENGLAND AND WALES

NUTLEY PRE SCHOOL PLAYGROUP

1028830

CC16a

Receipts and payments accounts

For the period from	1st Sept 2024	To	31st Aug 2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Education Grant	75,103	-	-	75,103	55,906
Fees	19,599	-	-	19,599	26,409
Fund Raising	2,027	-	-	2,027	1,789
Donations	-	-	-	-	-
Other Income	1,566	-	-	1,566	250
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	98,295	-	-	98,295	84,354
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	98,295	-	-	98,295	84,354
A3 Payments					
Staff Costs	71,442	-	-	71,442	62,523
Fund Raising	455	-	-	455	397
Hall Rental	9,308	-	-	9,308	9,520
Software	2,076	-	-	2,076	1,296
Equipment	2,460	-	-	2,460	465
Tutors	1,200	-	-	1,200	2,450
Misc	1,197	-	-	1,197	769
Training	756	-	-	756	188
Garden Maintenance	318	-	-	318	817
Refreshments	396	-	-	396	425
Insurance	693	-	-	693	796
Advertising	402	-	-	402	351
Craft	270	-	-	270	115
Stationary	544	-	-	544	171
	-	-	-	-	-
	-	-	-	-	-
Sub total	91,517	-	-	91,517	80,283
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	91,517	-	-	91,517	80,283
Net of receipts/(payments)	6,778	-	-	6,778	4,071
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	24,281	-	-	24,281	20,210
Cash funds this year end	31,059	-	-	31,059	24,281

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	31,059	-	-
		-	-	-
		-	-	-
	Total cash funds	31,059	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Polly Cosham	17/11/2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
NUTLEY PRE SCHOOL PLAYGROUP

**On accounts for the year
ended**

31 AUGUST 2025

**Charity no
(if any)**

1028830

Set out on pages

3 AND 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **DD / MM / YYYY**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

17/02/26

Name:

Mrs Karen Johson

**Relevant professional
qualification(s) or body
(if any):**

MAAT

Address:

14 Churchfields, Nutley, East Sussex, TN223NA

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.