



Earleybird Pre-School

MINUTES OF THE 2024 ANNUAL GENERAL MEETING

Wednesday 6th November 2024
19:30 Virtual meeting – Microsoft Teams

Attendees:

Donna Sarney, Jen O'Brien, Ben Murphy, Jodie Whatley-Smith, Anna Clark, Sandra Warwick, Dani Warwick, Jade Whatley, Sara Jackson, Anne-Marie Singleton, Blayne Handiside, Curtis Mitchell, Jo Lanfear, Elaine Carr, Wendy Hillier, Emily Jupp, Hayaan Adama, Wing On Chan, Maya Tharane, Sarah Harvey, Zara Heram, Bea Buckley, Sarah Harvey, Oliver Kwok, Ricky Lai, Jenny Cavubati, Hannah McKenzie

Apologies:

Becci & Adam Warren, Hina & Shahbaz Hussain, Gloria Leung & Tommy Kwan, Ellie & Matthew Teagle, Louise Lunn, Jake Card, Julie Loosley, Yue (Merry) Wang, Shellie Litchfield, Dani Warwick

1. Welcome

Meeting commenced at 7.30pm chaired by Jen O'Brien (Chair)

Jen started the meeting by welcoming everyone and thanking them for attending

2. Accepting of Minutes from last AGM

Copies of the previous AGM minutes and agenda had been circulated to all parents and staff before the meeting. The minutes were accepted as a true and accurate record of last year's AGM held on 1st November 2023.

Proposed: Ruth West

Seconded: Donna Sarney

3. Manager's Report - presented by Donna Sarney (Manager 2021 to date)

Firstly, thank you for joining us. As you will all be aware, Earleybird pre-school is a charity registered, committee run pre-school therefore each year we hold this meeting to elect in our committee for the year. We have been very lucky to continue to operate with the kindness of our voluntary committee and we thank them wholeheartedly for the time and dedication they give to the continued operation of the pre-school.

This Year we see Jodie Whatley our current Secretary step down from her role, thank you for the time you have given us this past year. We are extremely lucky to have Jen our

Chair continue with us for another year and Ben our treasurer.

This past year Earleybird pre-school has continued to grow and develop with the committee's support and continued passion of our staff team thank you to the team who give their everything to everyday. I would like to take this moment to congratulate Dani Warwick who has successfully completed your Early years educator NVQ and at this point wish Rebeca Lovato and Merry wang every success with their newly enrolled NVQ's.

As a Preschool we focus our values on developing the children's confidence, independence, resilience, creative thinking and sustained attention to give them to foundations for their ongoing learning journey and transition to school. We have a learn through play ethos with our staff being the biggest the resource for the children.

We value ourselves as parents in being the children's first teachers and value your knowledge of your children's development, needs and interests and therefore work in partnership with you when planning the children's individual targets and milestones. As part of our parent partnership ethos, we welcome you to spend sessions in the pre-school with the children and will open up these parent rota sessions after Christmas.

We have are especially lucky to have lots planned for the year, we have monthly visits to Austen House to participate in tailored intergenerational sessions provided by butterfly buddies, this is funded by the pre-school from our fundraising, we have extra curricular sessions planned for every other half term which is partially funded by our fundraising, this will be reviewed to become termly if we receive enough parent contributions to fund the next half term. We have a visit in the diary for spring to have a visit from Feathers and Furred (Birds of Prey) and will also have Living eggs experience for the children in Spring.

We are extremely lucky to have local parks in which we visit frequently during the warmer months and natural spaces in which we can take nature walks and develop the children knowledge of Biodiversity.

We continue to develop our partnership with Hawkedon, especially their reception team and the past year has seen the opening of the outside space to become a shared space with the reception children, Hawkedon invested in the development of the outside space with the replacement of the old rubber matting with fresh looking astro turf which I am sure you will agree looks beautiful and the children are enjoying the grass feel of the outside area. The gates between the rooms will begin to open up this term to allow the shared spaces to become even larger for the children.

With the majority of our children transitioning through to Hawkedon for school we value the partnership we have with them for aiding the transition not only for the children but also yourself as parents. The shared spaces and collaboration between us allows for seamless change into school.

This Saturday we are joining with Hawkedon TLC day to spruce up the outside areas and give them the time we don't find in our normal day to day, if you are free to give a couple of hours this Saturday, please do let me know.

Mrs Lanfear head of Hawkedon school intake has kindly joined us this evening to give you an insight to Hawkedon and school application. I will pass you over...

4. Guest Speaker – Jo Lanfear, Head of Hawkedon School Intake

Jo Lanfear, Hawkedon School Teacher, Phase Lead for Reception and Head of Hawkedon School Intake, outlined how well the working partnership between Earleybird pre-school and Hawkedon School works. Ensuring good communication between them to help with the transition into school from the early years setting. She appreciated that pre-school works with the children to get them school ready.

She invited parents to book onto the school's open days, which will give them the opportunities come into the school to look around, get a feel for the school, and find out more about what their children will be doing if the parents decide on Hawkedon as their school of choice when applying for their primary school place. This year's application opens on 13 November and Hawkedon look forward to welcoming your children into the Reception class in September.

5. Chairs' Report - presented by Jen O'Brien (Chair 2020 – to date)

Evening all, I'm Jen and I'm chairperson for Earleybird Pre-school. This is the end of my fourth year of being chair and I hope to continue for another year. Both my children have been through Earleybirds with my son now in year 3 and daughter in year 5. I have really enjoyed being chair this year and watching the pre school thrive and develop. I try to pop into the pre school once a week to catch up with staff and see the children who are all happily engrossed in various activities. (which tend to be very loud and messy!!)

I also want to give massive thanks to ALL the wonderful staff. They create the most wonderful relationships with the children, which is shown by how much the children love coming in. I'm sure as parents you can all understand how hard the staff work in setting up activities that spur the children's curiosity and interests to keep them busy and entertained throughout the days. I have the highest admiration for the staff seeing how they interact with the students and all the activities they do and encouraging outdoor play which I'm a big fan of! Donna as always special mention as she makes my role as chair super easy. She is a fountain of knowledge and knows everything about all the children and really does focus on the best for them. Thank you Donna! Ruth – what we would do without her I don't know! She has all the answers to everything committee and Wokingham borough related and I cannot thank her enough for all she does and all the papers she gets me to sign!!! Thank you Ruth.

Secondly, I'd like to thank the committee for everything they do. Without their support and hard work the fundraising and day-to-day running would not be as smooth. This year we have held a Bingo, Colour run and a circus which were hugely successful. Thank you, committee, for all your hard work and the support you have given me and the preschool. This year we ran the circus which was an amazing event. It was magical seeing the

children's faces walking up to the top tent. The laughter that came out of it was brilliant. I don't intend to run the colour run this year as it takes a lot of time and with limited volunteers it is too tricky. Maybe with years break we can pick it up again once people miss it! As you have all seen the new grass in the garden for starling room what a difference that has made, a new mud kitchen in robin room we really are so lucky to have all this outdoor space!

As the national minimum wage, cost of living and our rent go up it is even more important that we raise as much money as possible so that the pre- school can remain open. If we do not get the volunteers that we need I cannot safely run events – which in turn means we cannot supply the preschool with the supplies that you as parents have become accustomed to. Please help us and volunteer some time.

We, as a committee, have had a few meetings with Mrs Hughes to continue building the partnership with Hawkedon. The school has always been very generous in allowing us to hold fundraising events in the hall and waived the rental fee. Donna and the team have created a fantastic working relationship with the foundation team to help those who go to Hawkedon school, and I feel this is just continuing to grow and has such a positive impact on those going to foundation. The open days that Hawkedon offer are an excellent opportunity for those going to Hawkedon to see the rest of the school and get a feel for the community within.

Staying on this year we have Anne Marie and Jade they are fundraisers and do an amazing job – thank you! I personally am very excited to see what's next for Earleybirds. I will finish on another thank you to all the staff for the hardwork and time you put into all the children. Thank you.

6. Treasurer's Report – Ben Murphy (Treasurer 2023-2024)

Hi, I'm Ben and I've been Committee Treasurer for the past 12 months. Three of the children in my life have attended Earleybird, the youngest left in July and I still miss Friday updates and photos on Family!

As Treasurer I get to give the slightly drier update this evening. I'll present figures onscreen for academic year 2023/24 but I hope you'll indulge me as I try to put these into the context of providing a safe, secure and stimulating environment for the children. So at a high level you'll see that our income is up £16,000 (7%) on last year while our expenditure was also 7% higher than in 2023/24. We ran a budgetary surplus again this year following one in 2022/23 which itself came after a deficit year in 2021/22.

For narrative purposes I'm going to defy convention and start with that expenditure. Staff costs, of course, make up the vast majority of our expenditure. And I'd like to take this opportunity to thank the incredibly capable and passionate education team who look after the children and enable the children to develop and grow during their time at preschool. We made the decision to peg staffing costs to our core funding stream from Wokingham BC. This increases confidence in our ongoing ability to meet core costs and the greater

certainty means we can continue to invest in staff and think more creatively about reward. You'll note spending on rent was double in 2023/24 compared to 2022/23. Just to explain, this is an accounting period anomaly where the third rent payment from 2022/23 was actually paid the first week of September 2023. I'd like to take this opportunity to thank colleagues at Hawkedon Primary for their continued support – reflected in the generosity of their approach to rent setting – and general appetite for cooperation.

The preschool is not immune to the impact of the cost of living crisis and you'll notice that spending on materials and fundraising events have increased from last year. You'll also see we continued to invest in materials and equipment for the children including the new mud kitchen which went into the Robin room site last year.

Moving onto receipts then. Our core income is made up of funding for statutory free entitlement, which we prioritise. Like most other early years settings, we supplement this income through a mix of private fees for hours over the free entitlement and fundraising. I want to take this opportunity to thank the amazing team of fundraisers that support Earleybird. They raised over £4,000 after costs in 23/24 (this figure doesn't include the circus as that event fell within current accounting year) but the events they run offer more than just an opportunity to raise money that goes back into delivering great care and support for the children by helping to foster community among the preschool family as well as the wider Lower Earley area.

Finally, a look at the state of our accounts. Each offers a different function – our current account is for day-to-day running, the instant account acts as a back up for that, and our charity bank account holds sufficient reserves for redundancies and emergencies. Last year, with a new Treasurer and off the back of a deficit in 2021/22, we took a relatively cautious approach to investment. This year offers more solid ground to explore how to continue to invest in our staff, our equipment and our surroundings for the benefit of the children here at Earleybird.

I'd like to finish by thanking my fellow committee members for their support throughout the year. And a massive thank you to Donna and Ruth, without whom I'd be lost at times (and I don't think I'm alone in that!) And thank you to our parents for their continued support. I look forward to seeing you all at Bingo on Friday!

SUMMARY OF ACCOUNT 2023-2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Earlebird Pre-School

1029326

Receipts and payments accounts

CC16a

For the period from 01/09/2023 To 31/08/2024

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					
Fees from Wokingham BC	206,561	-	-	206,561	202,902
Private Fees	27,303	-	-	27,303	14,476
Fundraising	8,785	-	-	8,785	10,948
Other	76	-	-	76	526
Interest Earned on Bank Accounts	2,629	-	-	2,629	463
Sub total (Gross income for AR)	245,353	-	-	245,353	229,314
A2 Asset and investment sales					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	245,353	-	-	245,353	229,314
A3 Payments					
Wages	158,302	-	-	158,302	154,305
PAYE	17,522	-	-	17,522	18,940
Pensions	6,721	-	-	6,721	6,267
Materials	1,898	-	-	1,898	1,401
Expenses	10,545	-	-	10,545	10,917
Food Shop	2,962	-	-	2,962	3,004
Fundraising Expenditure	4,769	-	-	4,769	3,706
Training	665	-	-	665	549
Rent	20,056	-	-	20,056	10,028
Phone	154	-	-	154	168
Garden	1,925	-	-	1,925	1,570
Miscellaneous	706	-	-	706	535
Sub total	226,224	-	-	226,224	211,390
A4 Asset and investment purchases					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	226,224	-	-	226,224	211,390
Net of receipts/(payments)	19,129	-	-	19,129	17,924
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	160,452	-	-	160,452	142,527
Cash funds this year end	179,581	-	-	179,581	160,452

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	Lloyds Current Account	78,511	-	-
	Lloyds Bus Bank Instant	24,524	-	-
	Petty cash	41	-	-
	Charity Bank saver	76,505	-	-
	Total cash funds	179,581	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details	-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptops	Unrestricted	-	-
	School Furniture	Unrestricted	-	-
	Toys	Unrestricted	-	-
	Digital Camera	Unrestricted	-	-
	Ipads	Unrestricted	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	August 2024 PAYE	Unrestricted	1,207	Sept 2024
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval

Note: Accounts have been prepared using the Payments and Receipts method.

7. Vote on Policy Document

No changes need to be made to the pre-school Policy Document. Therefore, it was agreed to re-adopt the document which was updated last year and adopted at last year's AGM.

The full Earleybird Pre-School Policy Document is available to download the pre-school website (www.earleybird.org.uk) and printed version will be supplied on request by contacting our Administrator.

Proposed: Jen O'Brien

Seconded: Ruth West

8. Resignation of Committee and Election of New Committee

Jen thanked all current committee members for their support this year and those stepping down this year. The Committee member stepping down is Jodie Whately-Smith (Secretary).

All committee members shown below were unanimously voted in with 20 counts by all attendees of the AGM:-

<i>Committee Position</i>	<i>Name</i>	<i>Nominated by</i>	<i>Seconded by</i>
Chair	Jennifer O'Brien	Becks Edwards	Sara Jackson
Secretary	Sara Jackson	Becci Warren	Laura Richardson
Treasurer	Ben Murphy	Becks Edwards	Sara Jackson
Fundraiser	Jade Whatley	Sara Jackson	Becks Edwards
Fundraiser	Anne-Marie Singleton	Laura Richardson	Sara Jackson

And Donna Sarney, our Manager, was voted onto the committee as a co-opted member.

8. AOB

No other business was raised.

The first committee meeting for the new committed was arranged for 19th November at 7pm.

Jen O'Brien closed the meeting at 8.10pm



Receipts and payments accounts

CC16a

For the period
from

9/1/2023

To

8/31/2024

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					
Fees from Wokingham BC	206,561	-	-	206,561	202,902
Private Fees	26,763	-	-	26,763	14,476
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Interest Earned on Bank Accounts	2,629	-	-	2,629	463
Sub total(Gross income for AR)	245,353	-	-	245,353	229,314
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	Charity Bank saver	76,505	-	-
	Total cash funds	179,581	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
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			-	-
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	School Furniture	Unrestricted	-	-
	Toys	Unrestricted	-	-
	Digital Camera	Unrestricted	-	-
Ipads	Unrestricted	-	-	
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	August 2024 PAYE	Unrestricted	1,207	Sept 2024
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval

	Lloyds Current Account	Lloyds Bus Bank Instant Account	Charity Bank 40-Day Saver	Petty Cash
Opening balance 01/09/2023	62,014.14	24,217.13	74,183.55	36.75
Ext. receipts	242,720.94	0.00	0.00	683.00
Ext. payments	-226,223.84	0.00	0.00	679.20
Interest earned	0.00	306.97	2,321.58	0.00
Investment Transfers INCOME	0.00	0.00	0.00	0.00
Investment Transfers EXPEDITURE	0.00	0.00	0.00	0.00
Calculated closing balance 31/08/2024	78,511.24	24,524.10	76,505.13	40.55
Closing balance on bank statement 31/08/2024	78,511.24	24,524.10	76,505.13	40.55

Additional Information required for online submission of the annual return

	2022-23	2021-22	2020-19	2019-20	2018-19	2017-18
Fees from Wokingham BC	202902	173308	192515	163638	154,809	138636
Private Fees	14476	13221	13889	4379	13861	11157
Fundraising	10948	8271	3385	6942	10814	9259
Other	526	121	427	140	223	112
Interest Earned on Bank Accounts	279	9	7	37	37	37
Total receipts	229131	194931	210222	175134	179743	159201
Wages	154305	148015	141607	138009	122035	109959
PAYE	18940	19148	15013	12726	9954	5339
Pensions	6267	5264	5307	4614	2486	1289
Materials	1401	1036	3660	1403	2726	3240
Expenses	10917	10073	5156	11543	3765	4068
Food Shop	3004	2798	2116	1277	1949	598
Fundraising Expenditure	3706	3568	286	5473	7353	6444
Training	549	1516	365	1264	605	676
Rent	10028	16067	12000	8000	12000	9600
Phone	168	186	211	260	336	252
Garden	1570	364	1832	576	5048	3789
Miscellaneous	535	472	1884	1141	1422	1346
Total payments	211390	208506	189439	186285	169679	147601
Net of receipts/(payments)	17741	-13575	20784	11151	10065	11601
A6 Cash funds last year end	142527	156102	135319	14647	136405	124804
Cash funds this year end	160268	142527	156102	135319	146470	136405

142031.3 121315.8 134760.5 114546.6 108366.3 97045.2

0.884727 0.994915 0.841114 0.949346 0.868651 0.840958
179513 172427 161927 155349 134475 116587

147972.7 145954.5 132607.3 130399.5 118775.3 103320.7



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

EARLEY BIRD PRESCHOOL

**On accounts for the year
ended**

31st AUGUST 2024

**Charity no
(if any)**

1029326

Set out on pages

1 and 2

(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 31/08/2024.

**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:

Lindsay A Barkham

Date:

27th JUNE 2025

Name:

LINDSAY A. BARKHAM

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

NONE

Address:

32 LEDRAN CLOSE

LOWER EARLEY

BERKSHIRE RG6 4JF

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.

Nothing to note.