

Saxon Pre-School

19th October Minutes (AGM)

DATE OF MEETING	19 th October 2023 at The Silver Band Club, Earls Barton
CHAIR	Kirsten Fulton
MINUTE TAKER	Nicola Clark
ATTENDEES	Kirsten Fulton, Nicola Clark, Dan Bowes, Becca Weller, Lynne Harris, Becky Clark and Ruth Hewitt. STAFF: Lisa Ansell, Lisa Godwin, Michelle McCormack
APOLOGIES	Harriet Curby (potential new committee member)

PREVIOUS MINUTES OF MEETING		
Minutes from last meeting – all agreed.		
MINUTES	Time to be reviewed/ completed	Responsibility
<ul style="list-style-type: none"> - Lisa shared the manager’s report for the year. See appendix 1 for a copy of the report. - Ellie Hawker has stepped down as a committee member. Sarah Harvey is also planning to step down and the Chair will ask for this to be put into a resignation letter. - Discussed that committee members not on the update service should reapply for a DBS check and then ideally join the update service. (Nicola Clark and Ruth Hewitt) - Initial planning for an extension to the church hall has been rejected. New plans are being made but it is expected that this will be a long process and unlikely to affect the preschool this upcoming year. (See appendix 2) - Christmas fundraising opportunities discussed. A stall at All Saints Christmas Fayre has been booked by Becky Clark for 9th-10th December. It was suggested that the children help to make decorations that could be sold (these are planned to be made the WB 20th November) and that sweetie cones /hot chocolate cones could also be sold too. - Other fundraising ideas were discussed such as a Christmas raffle and Becca Weller offered to ask local businesses if they would be willing to make any donations. - The preschool have applied for funding from Tesco to cover the costs of snack. - A parish council grant will be applied for again in November for the intention of covering forest school costs. - Ruth will try to look into fundraising again at her place of work which could be used as a hardship fund. 		

- Treasurer gave his notes. (Please refer below and see Appendix 3). All committee members agreed to write off the fees of Eva Kingston and William Dack and the small amount of historic fees.
- A unanimous decision was also made by the committee to continue to invoice the parents of a child who has a large amount of unpaid fees, despite concerns that these invoices will continue to go unpaid. This child has deferred their school place but due to safeguarding concerns the Saxon staff feel it is important that this child remains within the preschool setting. It was agreed by all that the welfare of this child should come first and that this child will not be refused a place at Saxon. An EHA has already been applied for by the Saxon staff. Invoices will continue to be issued so the expectation of payment is still upheld but no late fees will be applied. The idea of trying to set up a payment plan was also discussed in the hope a small amount of money might be recouped.
- Formal letters to be sent out to Ameya and Willow's parents for outstanding fees. Lisa to also remind Rocky's parents of outstanding fees owing.
- As part of the AGM meeting Kirsten Fulton was nominated as the Chair, Dan Bowes was nominated as the Treasurer and Nicola Clark was nominated as the Secretary. All committee members fully agreed.
- Harriet Curby was unable to attend but would like to join the committee and this was approved.
- The committee formally approved the accounts for the year.

- **Notes from the Treasurer:** (see appendix 3)
- It's been a very stable year financially for the preschool. Fundraising and donations have been pivotal in allowing the preschool to continue without the need to significantly increase fees. Fundraising and Donations were up £1,800 year on year which was largely down to The Swan raffle, Sponsored Bounce and The Christmas Lights.
- Whilst funding was down £10,000 in 2022/2023 money received from Invoices increased by £15,000. All in all this meant an increase in income of £6,600. As you would expect costs also increased by nearly £4,000 year on year therefore meaning that we ran at a small loss of £233.
- As expected spending on toys and equipment decreased significantly year on year, due to the large spend in the previous year on the outdoor space etc.
- Fees have been raised during the year in line with inflation and this was put in place to ensure as small a deficit at the year end as possible. The large increase in costs this year c.£5,000 was due to the increase in National Living Wage that the was passed onto the amazing staff and also a £2,000 outstanding tax balance being paid.
- At the year end we have £637.91 of fees outstanding with some remaining outstanding for over a year. The staff at the preschool have tried to chase down these fees but with no luck - I would therefore like to propose that we write off the fees owing from:
 - Eva Kingston - £157.55
 - William Dack - £76.50
 - As well as some other small amounts:
 - Amira Cartwright - 25p
 - Jack Jenkins - 50p
 - Bowie Love - £1
 - Saskia Burrows - £1

APPENDIX 1

Manager's Report October 2023

Prepared by Lisa Ansell and Lisa Godwin for the AGM meeting held on 19th October 2023

2023 began with a long awaited Ofsted visit to the setting, on 11th January 2023. All of the Saxon staff were amazing, using all their knowledge and skills to impress the 2 Ofsted Inspectors. We were awarded a 'Good', which everyone was extremely pleased with. As always, the staff work amazingly hard to offer great care and a nurturing environment for the Saxon children. We would like to take this opportunity to say thank you to all the staff.

At the end of March 2023 we were all very sad to see Lorraine Smart leave the setting. She had been with Saxon for 13 years.

Lorraine's key children were shared between the remaining staff members.

In November 2022 we applied to the Parish Council for some wet weather jackets and trousers and Forest School sessions totalling £1000. We were extremely happy to learn that the grant had been approved and received the monies, early in 2023. We will be applying for the grant again in November 2023, with the request for further funding, towards Forest School sessions.

Forest School Sessions began in May 2023. The sessions were run by local childminder and Forest School Leader, Becky Rice. 2 Members of Saxon staff also worked alongside Becky, so that ratios stayed in line with government guidelines. We ran 6 sessions {£345} in total, which along with the wetsuits (£149) came to just under £600. The remaining balance of £400, is currently being used to run Forest School sessions for the older cohort.

At the beginning of June we applied for the coop community funding grant, which we have received in previous years. We were thrilled to find out last week, that we have been successful in our application this year and coop members will soon be able to choose us, as their local cause, when they shop.

Saxon preschool staff and school leavers entered the Earls Barton Carnival on 17th June, with the theme being, 'The Circus'. The committee and parents were absolutely brilliant and rallied together to organise stall games and prizes and man the stall, during the day. The stall raised £357.90. The children looked amazing and Saxon Preschool was awarded 1st Prize (£25 cash prize)

On June 22nd we held a Parents Evening which was welcomed by parents and gave staff the opportunity to talk to parents whose children were due to start school, in September 2023.

In July, we were able to take on Amy and Chloe Gorton, twins from Wrenn Academy who worked on a placement with us. They also returned, along with Karen Macarthur's daughter, Maisie, to help with Graduation at the end of term. We applied to the coop for a one off donation to help towards the costs of the graduation party and we very gratefully received £150.

We were thrilled to be offered the church hall on Monday afternoons, meaning we would be able to increase our offer from 21 hours, to 23.5 hours per week. This commenced in September 2023 and initial take up has been good. We currently have 16 children in the afternoon on a Monday, with 3 members of staff.

The session fees increased with effect from September 2023 from £15.00 to £16.20 – with the hourly rate at Saxon, now standing at £5.40. Lunch time charges are £5.40 for Wednesdays (1hr lunch) and £3 for half an hour lunch on a Monday, Tuesday and Thursday.

Due to late payments, from a small amount of parents, it was decided, that a late payment fee should also be introduced in September. A £5 late payment fee was agreed by the Managers and the Committee, if payment was not been received by the end of the invoiced month and a further £5 added if payment had still not been received 14 days thereafter.

We are still receiving lots of new enquires from parents including new enquiries for children, not on our

waiting list.

We currently have 35 children on role, which will increase to 39 in the new year. Children that started in September have settled well and we are happy with their progress. At the moment we have 24 children leaving to go to school in September 2024.

Now that the September 2023 new starters have settled, staff will be re-introducing the targets for their key children which will be reviewed on a 6 weekly basis. This system ensures that the children's learning progresses and that there are no gaps in learning.

We have a busy term ahead with the Earls Barton Christmas Tree Festival, children's photographs in preparation for Christmas and our Christmas Party including a visit from Santa Claus.

Fundraising 2022/2023

£3144,56 – Dec 2022 from the Swan

£460 – Jan Kindly donated from Steve Jennings again.

£1080.50 - March/April – Sponsored Bounce

£1000 – April - Parish Council Grant

£383.90 – June Earls Barton Carnival **£357.90** plus **£25** as Saxon were awarded 1st prize in their category.

£150 – August – Co-op Money to pay for Graduation costs

£100 – August – Scott Bader – Rosie husband nominated Saxon

£100 – Sept Donated by Bethany Villiers-Clark raised by organised a Mufti day at her place of work.

£520 - Oct – Money donated from Parents (3 Peaks Challenge)

We continue to post a monthly article in the Barton Today, showing the children's activities for the past month.

Lastly, we would like to say a massive thank you to the committee, from all staff. The current committee have been extremely pro-active and forthcoming with fundraising and support for the Preschool. The input from the committee has helped to enhance the activities, resources and experiences we are able to offer the children.

Re: Saxon Preschool AGM 19th October 2023

helen winrow <helenwinrow@hotmail.co.uk>

Wed 18/10/2023 15:31

To: Saxon preschool <Saxonpreschool@hotmail.co.uk>

Dear Lisa and Lisa

To back track a little -

Our first design was to knock down the flat roof extension at the back, rebuild it larger, taking up your play area, with a first floor on top, which would have provided a separate, self contained meeting room with kitchenette and toilets. Your outdoor area would be relocated to the corner and front of the "old" hall.

The existing hall and new ground floor area could then be "remodelled" to give the Play Group more storage space and a flexible hall space where larger items could potentially be left out and screened off overnight.

At a Pre-planning meeting in the summer of 2022, the conservation officer did not approve of these plans on several points, mainly the external, visual impact of the proposals - which were quite "modern" in style.

Our architect then stepped down - not over the project, but he was of retirement age, and felt this was a good time to do so!

We appointed a new architect, who then had to "get to grips" with the project so far, and we had to relook at our "wish list" for compromises.

New designs have now been produced which have mainly focused on the first floor extension. This is now built of stone, with gable roofs, in keeping with the existing hall, and is slightly smaller than the original one.

We had another Pre-app meeting in the summer of 2023, and the planning officials were a lot more positive about our proposals.

We are now awaiting their official response, with a few further recommendations.

So the next step is for our new architect to now look at the project as a whole - focusing also on the ground floor, which he has not spent any time on previously, with the aim to compile the complete set of documents to submit for formal planning permission.

This will still take time, as he seems to be busy on other things as well, and you will be consulted once new plans are available. However I do not expect the ground floor to change hugely from the original plans, one of our main aims is still to give the Pre-School more and better facilities, plus hopefully more sessions, once the first floor space is available for other groups.

We are not able to apply for grants until we have planning approval, so we are having to fund all of this process ourselves at this stage. So if you know of anyone who might like to make a donation, it would be very gratefully received!

I tried to keep that short, but obviously failed! If you have any questions please do not hesitate to ask!

Hope that helps!

All the best

Helen

APPENDIX 3

Saxon Pre-School

Financial Summary - [31st August 2023]

Comparison of 1st September to 31st August 2023

	<u>Y/E August 2023</u>	<u>Y/E August 2022</u>	<u>Difference</u>
Total Deficit	-£ 870.84	-£ 3,596.77	£ 2,725.93
Income	£ 84,740.85	£ 78,101.50	£ 6,639.35
Funding	£ 47,267.99	£ 57,495.03	-£ 10,227.04
Fundraising	£ 7,754.67	£ 5,921.52	£ 1,833.15
Fees - Paid	£ 29,718.19	£ 14,684.95	£ 15,033.24
Outgoings	-£ 85,611.69	-£ 81,698.27	-£ 3,913.42
Wages	-£ 70,697.09	-£ 65,352.24	-£ 5,344.85
Hall Rental	-£ 6,152.00	-£ 5,672.01	-£ 479.99
Petty Cash	-£ 1,150.00	-£ 1,100.00	-£ 50.00
Phone and Internet	£ -	£ -	£ -
Stationary	£ -	-£ 278.61	£ 278.61
Payroll	-£ 721.50	-£ 526.50	-£ 195.00
Other	-£ 1,447.34	-£ 640.93	-£ 806.41
Toys and Equipment	-£ 2,558.36	-£ 5,724.56	£ 3,166.20
Tapestry	-£ 170.40	£ -	-£ 170.40
OFSTED	-£ 50.00	-£ 50.00	£ -
Staff Uniform	£ -	£ -	£ -
Pension	-£ 1,935.80	-£ 1,645.12	-£ 290.68
Insurance	-£ 729.20	-£ 708.30	-£ 20.90
Website	£ -	£ -	£ -

Summary of fees

Fees Outstanding	£ 637.61
Invoiced Fees	£ 30,355.80
Paid Fees	£ 29,718.19

Date for next meeting:	30th November 2023
Meeting closed at 8:49pm	

Saxon Pre-School

Financial Summary - [31st August 2023]

Comparison of 1st September to 31st Au

Y/E August 2023

<u>Total Deficit</u>	<u>(£870.84)</u>
<u>Income</u>	<u>£84,740.85</u>
Funding	£47,267.99
Fundraising	£7,754.67
Fees - Paid	£29,718.19
<u>Outgoings</u>	<u>(£85,611.69)</u>
Wages	(£70,697.09)
Hall Rental	(£6,152.00)
Petty Cash	(£1,150.00)
Phone and Intern	£-
Stationary	£-
Payroll	(£721.50)
Other	(£1,447.34)
Toys and Equipme	(£2,558.36)
Tapestry	(£170.40)
OFSTED	(£50.00)
Staff Uniform	£-
Pension	(£1,935.80)
Insurance	(£729.20)
Website	£-

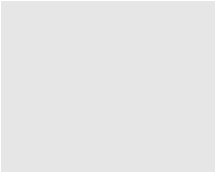
Summary of fees

Fees Outstanding

Invoiced Fees

Paid Fees

Balance as at 31st Aug
Current Account Balance



Balance of Rec'd Transactions
Check

Y/E August 2022**Difference****(£3,596.77)****£2,725.93****£78,101.50****£6,639.35**

£57,495.03

(£10,227.04)

£5,921.52

£1,833.15

£14,684.95

£15,033.24

(£81,698.27)**(£3,913.42)****(£65,352.24)****(£5,344.85)****(£5,672.01)****(£479.99)****(£1,100.00)****(£50.00)**

£-

£-

(£278.61)

£278.61

(£526.50)**(£195.00)****(£640.93)****(£806.41)****(£5,724.56)**

£3,166.20

£-

(£170.40)**(£50.00)**

£-

£-

£-

(£1,645.12)**(£290.68)****(£708.30)****(£20.90)**

£-

£-

£637.61

£30,355.80

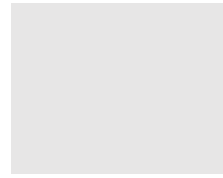
£29,718.19

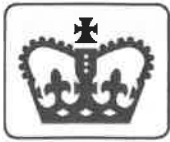
£61,326.91

£60,456.07

£60,456.07

£-





Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Saxon Pre School

**On accounts for the year
ended**

31 August 2023

**Charity no
(if any)**

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2022.

**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").

**Independent
examiner's statement**

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.

I have completed my examination. I confirm that no material matters have come to my attention 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.

Signed: 

Date: 26/6/2024

Name: Miss Frances Louise Tock

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

Fellow Member of Association of Chartered Certified Accountants.

Address:

26 Carey Way
Olney
MK46 4DR

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.

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Website	£ -	£ -

Summary of fees

<u>Fees Outstanding</u>	£	637.61
Invoiced Fees	£	30,355.80
Paid Fees	£	29,718.19

Balance as at 31st Aug	£	61,326.91
Current Account Balance	£	60,456.07
Balance of Rec'd Transactions	£	60,456.07
Check	£	-