



## Minutes of Winterslow Pre-School and Toddler Group Annual General Meeting

20<sup>th</sup> May 2024.

- o Opening remarks/Welcome
- o Apologies
- o Minutes of previous AGM
- o Matters arising from the Minutes
- o Presentation of Chair's Annual Report (Chair)
- o Adoption of Annual Report
- o Presentation of Accounts (Treasurer)
- o Adoption of Accounts
- o Presentation of Manager's Report (Manager)
- o Adoption of Manager's Report
- o Election of Management Committee
- o Motions to be put to the AGM
- o Any Other Competent Business
- o Closing remarks

After the opening remarks, welcome and apologies, reports from the Chair, Treasurer and Manager of the pre-school were presented, reflecting on the last year and goals for the coming one. These reports are detailed below:

1. **Apologies:** Steve Langdown, Kevin Bissell
2. **Present:** Andy Banks, Helen Bancroft, Sarah Cox, Ruth Staunton, Capri Kaynak (Manager – Helen Loveridge)
3. **Minutes of the previous AGM**

These Minutes were presented and agreed by Sarah Cox and Andy Banks

### 4. Presentation of Chair's Annual Report

Welcome and thank-you for joining us tonight.

Looking back over the previous year it has been a very busy and challenging time, and I hope we are proud of all that the staff have achieved, often under difficult circumstances. They have the children's best interests at the heart of everything they do. For much of the year staff have needed to work in an ever-changing environment making sure that the children experience a special time each day. Some staff have arrived during the year and some have left, but the team has shown much resilience. However, staff morale has been tested more than once with all these staff changes.

We all appreciate the extra effort that staff have put in this year, much of it in their own time.

I want to thank all the members of the Management Committee – the Trustees – and hope that you will agree to continue to support the pre-school by staying on the committee. I truly appreciate the time and input that you have given and hopefully you will continue to give your support. Winterslow is a great community, and we are a community pre-school that receives valuable support from fundraising activities undertaken by our parents and

volunteers. The committee is a good way to give back to this community and be part of your child's education before they grow up too quickly. No previous experience of being on a committee is needed, just a willingness to get involved! If you are interested, please let me know.

With the recent changes to government funding for Early Years children, we are now offering government funded places to children from the age of two years. Parents/Carers can top up these hours. Government Funding though, is still inadequate and this has created another challenge as we need to keep solvent. Fees have therefore been increased for the second year running to ensure the pre-school remains viable and sustainable.

We want to thank the parents/carers for completing a feedback questionnaire and skills audit. Staff found the replies very informative and encouraging making them reflect on what they are offering to the children in their formative years. We have taken on board any suggestions for changes where necessary and possible.

A thank you also goes to everyone who has offered time and support in raising funds for the pre-school. This has enabled us to continue the Robot Reg phonics sessions and increase the manager's budget so that extra educational supplies can be purchased. We have been discussing the possibility of building a cover for the outside area so that the children stay dry. This will enable them to go outside for more sessions during any inclement weather. The support for all the fundraising events is much appreciated.

#### Finances:

Luckily, our accounts have maintained a healthy budget with a surplus. Whilst we are a non-profit making charity, we are also a business so we need to keep a few months of running costs in accordance with the Charity Commission's guidelines. This has enabled us to cushion for our sustainability in the face of unforeseen difficulties.

We were successful in receiving a funding grant of £1000 from the Tesco scheme. This grant must be directed to the teaching of phonics and we have to report back on our success to Tesco's on a regular basis.

#### Training and qualifications:

Throughout this year staff have undertaken all the statutory training. Our apprentice is on target with his training modules and hopefully will be qualified by the end of this year. This will help with staff rotas as he will have obtained a Level 3 qualification.

#### Holiday Club:

The holiday club has continued to run, even though staff have been over-stretched to offer this extra provision. Staff need downtime in the holiday periods to give them time to relax and to re-charge their batteries. Any time that they do give to maintaining this holiday club provision is truly appreciated. Our thanks go to everyone who has been involved.

#### Future Plans:

We are looking forward to a good start to the next academic year with, hopefully, a fully staffed pre-school.

We continue to hire the pre-school room from the Village Hall committee and the staff have built up a good working relationship with staff at the village hall.

However, very recently we have become involved in discussions about a possible move to the primary school site, but these discussions are at an early stage and there is still much to consider before a decision can be made.

Finally, we hope that you and your children will look back upon their time with us with fond memories of the great care and support given. We want to provide the children with the best possible start on their educational journey and prepare them well for their move to primary provision.

Accounts – as presented. **These may be amended once the audit has been completed:**

Account	Year 2019 to 2020	Year 2020 to 2021	2021 to 2022	2022 to 2023
Lloyds instant a/c	4310.06	4310.10	4310.87	4340.53
Supervisor a/c	331.44	269.99	248.89	531.95
Toddler's a/c	179.41	179.41	179.41	179.41
Treasurer's a/c	24,626.66	16,768.43	18,553.38	11645.51
	<b>£29,447.57</b>	<b>£21,527.93</b>	<b>£23,292.55</b>	<b>16697.40</b>

The accounts show an overall loss during the financial year 2022 to 2023.

This was discussed and the pre-school has recouped some of this loss during the 2023 to 2024 period.

Proposer: Sarah Cox

Secunder: Helen Bancroft

### **1. Manager's Account – Helen Loveridge**

The number of children on roll has steadily increased during the year. There are more children aged 2+. This has meant the need for a higher staff ratio. These children have settled into the daily routines and appear to be happy. However, at this younger age many children require nappy changing and this takes up much staff time.

The Deputy Manager has settled in well and has taken on many admin roles as well as being in charge of running the holiday club.

It has been another challenging year for the pre-school with continuing staff shortages. This does have an impact on the development of the children, especially those who need to be given more one-to-one time to get them ready for the move to primary education. There has also been limited admin time possible for much of the year and this impacts on staff who are having to work at home on occasions.

There has been good support from the 'Bank' staff and Helen J has now joined this team. Nic has also returned and is taking two after-school club sessions.

Several topics from the EYFS curriculum have been re-visited during the year and the children's progress is being regularly posted on Tapestry for parents to see.

Staff will be glad when the temporary toilets are removed and children can use the new internal toilets.

The Holiday Clubs are still happening, using both the Village Hall and the mobile at the primary school as locations. Helen J and Lesley S are planning themed days that involve a variety of activities involving numerous art and craft sessions as well as cooking and games..

With the current shortage of staff, the pre-school will close on Fridays for Term 6. This is a worrying situation, but without adequate staff there is little alternative.

Overall, it has been a challenging year, but hopefully the pre-school will be fully staffed in September and open again on Fridays.

Adoption of Manager's Report

Proposer: Andy Banks

Seconder: Ruth Staunton

## **2. Election of Management Committee**

The following members were elected:

Chair: Mrs Trish Briggs

Treasurer: Mr Andy Banks

Secretary: Currently vacant

Members: Ruth Staunton, Sarah Cox, Helen Bancroft, Kevin Bissell and Capri Kaynak

Ex-officio – co-opted: Steve Langdown

Safeguarding Lead – Trish Briggs

Human resources/Safer Recruitment - Steve Langdown/Trish Briggs

## **3. Motions presented to the Committee**

No motions were presented

## **4. AOB:**

Possible move to the primary school location. This was discussed after the AGM closed.

## **Closing remarks**

Thanks were given to those who attended the meeting. Meeting closed at 8.15pm.

NET CURRENT ASSETS		2022/23		2021/22	
Bank Accounts	£	4,977.91	£	4,948.25	
Loyds Instant Access		564.85		248.89	
Loyds Supervisor		179.41		179.41	
Loyds Toddlers		12,483.00		20,096.93	
Loyds Treasurer's		£18,205.17		£25,473.48	
Accounts receivable (Fees billed not yet paid)		2,154.50		109.00	
Less:					
Current Liabilities		-1,863.14		-1,663.91	
Represented by:		£18,496.53		£23,918.57	
CAPITAL ACCOUNTS		2022/23		2021/22	
General Funds	£	£	£		
Brought Forward		23,918.57		22,243.44	
Excess Income/(expenditure) for the year		-5,422.04		1,675.13	
		£18,496.53		£23,918.57	

Independent Accountant's Report to the Members of  
Winterslow Pre-school & Toddler Group

I have carried out an independent examination without audit of the Income and Expenditure Account and Balance Sheet

In my opinion the accounts have been properly prepared from the books and records of the Pre-school and accurately reflects its Income and Expenditure for the year ended 30 September 2023 and its Balance Sheet at that date.

Judith Mathiae  
Judith Mathiae ACA  
J Mathiae & Co Ltd

Travisner - A. Banks

CHAIR - PHBYGJ

MRS P.H. BRIGGS

28<sup>th</sup> May 2024  
Date

13 June 2024

13<sup>th</sup> June 2024

Relevant professional qualification(s) or body: ACA

Name: JOINT MATTERS

Signed: Julia Koutina Date: 28/5/24

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

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

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

**Independent examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Responsibilities and basis of report**

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

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

Report to the trustees: WINTERSON RE-SCHOOL AND TOOLER GROUP

On accounts for the year ended: 30 SEPTEMBER 2023 Charity no (if any): 1030393

Set out on pages: 1 and 2 (remember to include the page numbers of additional sheets)