



Manor Field
PRIMARY SCHOOL
Respect Believe Achieve

Wendy Mileham <wmileham@oaktreprimary.co.uk>

(no subject)

Wendy Mileham <wmileham@oaktreprimary.co.uk>
To: Wendy Mileham <wmileham@oaktreprimary.co.uk>

18 October 2024 at 15:10

AGM Welcome

Housekeeping

Apologies

Appt cancelled Georgina Rust, Vicki Wanstall, Stacey Tutter, Clare Betteridge

Minutes from last meeting

Chairpersons annual address

Managers annual address

Financial Report

Trustees stepping down

Re-election of members

Election of new members

Talk about Committee

Senior positions

Vote in any new members wishing to join.

Any other Business

Close meeting

The academic year 23/24 started with some concerns regarding the changes to funding: from April 24 all 2 year olds would be entitled to the universal 15 hours funding and eventually leading to all children being entitled to 30 hours funding by September 2025. As we are only open for 30 hours that would mean eventually all our children and families would be fully government funded. With the funding per child per hour being set by Central and Local Government this will be testing times for all settings both charity run and business. Without the ability to set your own fees to cover your expenditure many settings rely on additional ways to increase income to stay viable. As a setting we committed to not introduce any additional charges to our families and keep the sessions Free as intend all the time we were financially viable. As a non profit charity run preschool staying viable for our members is a necessity however I can confirm that we are continuing to be financially strong and we won't be needing to add any 'consumable' charges or additional costs to families other than those for Breakfast Club and any additional hours taken other than ones covered by your government funding.

2024 was also going to bring another change for Platform 3, that of The Academy Trust taking over Manor Field school and the transfer of our lease from LA control to that of Durrington High Multi Academy Trust (DMAT) those of you that are part of the school will already know that there has been some delay and the transfer has not happened yet. I'm pleased to say this year we signed another 5 year lease with the school and the local authority so we are hoping for a smooth transition over once the DMAT do take over.

We sadly said goodbye to Hayley this school year who had been a valued member of platform 3 for many years, initially as parent and committee member then as a member of staff, not once but twice. We wish her well on her new career path in a specialist SEND school.

Manager's Report

AGM 18TH October 2024

Year Ending 31st August 2023

Children on register: 22

Events:

At the pre-school we like to Celebrate the children and staff's birthday.

We also do and will be doing memorable celebrations. Such as:

- Easter
- Mother's Day breakfast
- Pumpkins
- Christmas Party
- Leavers party

It is important to us that every child has good memories of their time at the pre-school.

We usually go on an Autumn Walk but due to the bad weather we are postponing it to the Spring Term.

This year we are introducing an evening story time. This is inviting children, parents and siblings to an evening of reading stories. This is to show an importance of reading to your child.

Fundraising we have done.

- Easter Fundraiser
- Manor Field School (Oak Tree Primary) School Fayre

Hope to be joining Oak Tree Primary School for the Christmas Fayre. Good to get Platform 3 name in the school community.

Practice:

We have updated board maker this helps provide visual cards to support for children. All staff carry visual cards on them.

To ensure the Safeguarding and Child Protection. Staff will go over to ensure they are kept up to date this is done twice a year, and policies are discussed in termly meetings.

Technology

Thank you to Marco for helping to look after are computers.

We are looking to invest in 3 new tablets preferably iPad. This is for children Learning Journals.

In the future looking into an interactive tv.

Toothbrushing

We are going to introduce toothbrushing into the pre-school. This is to promote and prevent and educate the importance of toothbrushing and preventing tooth decay.

At present to supporting Toothbrushing we do the following-

- Books
- Songs
- Props
- Roleplay Dentist

Jackie and Sam have done Oral Health Care training from NHS Oral Health Promoter. Staff will also go on training. We are looking to organise an evening for Clare Brown from the NHS to do a presentation on why we need to promote good oral health care. Staff will also go on Oral health care training to gain an understanding of why?

Uniform

Taking off Manor Field and just having pre-school logo. Buy staff outdoor coats and hats for the Winter months.

New Sign

New sign on wall and getting and to get a new entrance sign on green gate to show pre-school entrance.

Staff:

Welcome Catherine as bank staff and hope she will be starting early years training very soon. We also said goodbye to Hayley.

At present we are not looking for a new Early Years Practitioner to replace Hayley.

Welcome Reah who is doing a school placement until July 2025.

Gratitude:

I want to personally say thank you to all the staff for their hard work and dedication throughout the year and for going above and beyond to ensure every child feels safe, happy and secure whilst the attend Platform 3.

Finance Report

Year Ending 31st August 2023

We have just received the financial report for year ending 31st August 2023.

The finance for the pre-school is in a healthy position.

The income has significantly come from children funding fees and the Local authority funding rate rise in April 2024. Also, income from fundraising.

We have a contingency account with Lloyds that I recommend being topped up. We are in the process of changing the mandate form with Lloyds.

We have had the introduction of 2 years Local Authority issued childcare (income based) and 2-year-old childcare for working families.

The biggest outgoings are with staff wages. This is accommodating to the annual staff minimum wage rise and employers pension contributions. As well as the building rent.

The report from our independent account is available for you to view.

Kind Regards

Jackie Whistance

Manager

PLATFORM 3 PRE-SCHOOL PLAYGROUP

INCOME AND EXPENDITURE ACCOUNTS

YEAR ENDED 31ST AUGUST 2023

Charity Registration Number : 1032597

Platform 3 Pre-School Playgroup
Registered Charity Number 1032597

INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

	2023		2022	
	£	£	£	£
Fees				
Parents	25,236		27,909	
WSSC	100,178		50,681	
		125,414		78,590
Fundraising				
ICS	207			
Coronation	39			
Summer Fayre	71			
Other			143	
		317		143
Other Receipts				
Trips	528			
Photographs	160			
Uniform	263			
Commission			84	
Donations and legacy	150			
		1,101		84
Interest from bank and building society		143		3
TOTAL RECEIPTS		126,975		78,820
Pre-school running costs				
Running costs (food & drink, cleaning etc)	2,736			
Educational toys and equipment	914		1,930	
Outside area	54		290	
Party supplies	494			
Fundraising expenses	59			
Trips	275			
Uniforms for children	405			
Consumables			2,123	
Sundries			2,706	
		4,936		7,049
Staff Costs				
Staff wages	87,106		70,385	
NEST pension contributions	3,475		3,149	
Employers National Insurance	265		2,763	
Staff uniforms	213			
Staff training	461		399	
DBS checks	164		105	
		91,684		76,802
Office Costs				
Rent	9,266		18,334	
Computer hardware / software	1,179		2,157	
Insurance	753		752	
Advertising	232		226	
Subscriptions	27			
Printing, postage and stationery	1,416		987	
Telephones	69			
Gifts	40			
		12,983		22,456
Legal and Professional fees				
Accountancy	825		600	
Payroll	760			
ICO registration	40			
Ofsted fee	35			
Professional fees			3,931	
		1,660		4,531
Other				
Bank charges	60		93	
		60		93
Total Payments		111,323		110,931
Surplus / (deficit) in year		15,652		(32,111)
Balance brought forward		61,041		93,152
Balance carried forward		76,693		61,041

AS REPRESENTED BY:

	£	£
Cash in hand	18	18
Bank - current account	24,048	29,257
Building Society accounts	4,488	4,415
CAF Bank account	48,676	27,351
Debtors	273	
PAYE owing	(532)	
Pension owing	(277)	
Balance carried forward	<u>76,694</u>	<u>61,041</u>



Section A

Independent Examiner's Report

Report to the trustees

Platform 3 Pre-School Playgroup

On accounts for the year ended

31 Aug 2023

Charity no (if any)

1032597

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 08 2023

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 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.

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 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.

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.

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

Signed:

E Pryor

Date:

11.11.2024

Name:

EMMA PRYOR

Relevant professional qualification(s) or body

ACMA

(if any):

Address:

Section B Disclosure

Only complete if the examiner needs to highlight material 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.