



Partridge Green Pre-School
Village Hall, Partridge Green, West Sussex, RH13 8HX
Reg. Charity no. 1035667
Pre School Mobile: 07880 744240

PGPS Annual General Meeting

Tuesday 2nd July 2024 at 7.30pm, at PG Village Hall

Attendees: Suzanne Pheasant (SP), Becky White (BW), Kirsty Barrell (KB), Kelly Wright (KW), Tina Stratton (TS), Terri Genner (TG), Clare Waller (CW), Caroline Skinner (CS), Yvonne Greenwood (YG), Hayley Wood (HW), Ruth Garman (RG), Serena Mephram (SM)

Apologies: Hazel Tickner, Annette Huntley, Kirsty Lowe

Minutes

<u>Item</u>	<u>Notes</u>	<u>Action</u>
1) Welcome and Introductions	SP opened the meeting by welcoming all and asking everyone to introduce themselves.	-
	Conflicts of interest – None noted for the contents of this meeting as per agenda.	-
2) Apologies	SP advised of the apologies received prior to the meeting.	-
3) Review of AGM Minutes from 2023	SP asked for approval of the previous minutes of AGM held in 2023, all present agreed and no actions outstanding.	-
4) Chair's Report	SP read aloud her report – copy attached. SP felt it had been a positive year at the Preschool, starting out with a more satisfying experience with OFSTED, who finally gave a "Good" rating. She also thanked Becky and Kelly for everything they do, often unpaid, and the team who were rewarded with vouchers for their hard work. SP confirmed that we would be saying goodbye to Kirsty L and wished her all the best. We had 2 committee members stepping down this year, Kirsty and Clare who were thanked for their time and knowledge over the last few years. A new member of staff was welcomed, Serena Mephram, we hope to recruit more members soon. Fundraising efforts so far this year have been very successful at around £1718 with many events including our Summer Concert, Big Gig, Halloween, Bingo and Christmas events still to come! A massive thank you to everyone involved.	-

<p>5) Manager's Report</p>	<p>BW read aloud the report – copy attached. BW confirmed 32 children on roll with a steady number throughout the year. 13 children start school in September, with a list in the low twenties ready to start. (final numbers and prospective children continuing to register). A further 10 children are waiting to turn two throughout the year, so BW estimated 34 on roll by Summer 25.</p> <p>BW discussed the GOOD Ofsted visit and felt the experience was a more collaborative experience compared to last year. Serena joined the team in spring and was a welcome addition to the Pre School. The team are saddened to lose Kirsty but are currently looking for new staff. BW thanked the team for picking up a lot of extra hours this term. The recent garden tidy up day was very successful and was a big hit during our open morning.</p> <p>BW thanked Shala for all her hard work at toddler group this year, many parents who have sent enquiries in this year have been a result of attending the group. Her last thanks were to the committee and fundraising team for all their support this year.</p>	<p>-</p>																													
<p>6) Treasurer's Report</p>	<p>KB shared an updated financial summary up to 31.05.24 – KB shared that it had been a positive end to the year, with accounts still in credit. Fund raising profit of £1693.33, bingo had been very popular with still more events to come.</p> <p>The reserve account had just under £15000, but £21000 was needed in case of redundancies. With a profit of £8000, KB advised moving £4000 into the reserve fund bringing it closer to the £21000. The rest of the funds could be used to purchase more equipment once the new academic year had begun, and child numbers and wages can be confirmed.</p>	<p>-</p>																													
<p>7) Election of new committee and fundraising teams</p>	<table border="1"> <thead> <tr> <th>Position</th> <th>Name</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Suzanne Pheasant</td> <td>Becky White</td> <td>Yvonne Greenwood</td> </tr> <tr> <td>Vice Chair</td> <td>Position unfilled</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Treasurer</td> <td>Ruth Garman</td> <td>Suzanne Pheasant</td> <td>Tina Stratton</td> </tr> <tr> <td>Secretary</td> <td>Caroline Skinner</td> <td>Clare Waller</td> <td>Terri Genner</td> </tr> <tr> <td>Fundraising Officer</td> <td>Hayley Wood</td> <td>Tina Stratton</td> <td>Suzanne Pheasant</td> </tr> <tr> <td>Ofsted responsible person</td> <td>Becky White</td> <td>Ruth Garman</td> <td>Caroline Skinner</td> </tr> </tbody> </table>			Position	Name	Proposed	Seconded	Chair	Suzanne Pheasant	Becky White	Yvonne Greenwood	Vice Chair	Position unfilled	n/a	n/a	Treasurer	Ruth Garman	Suzanne Pheasant	Tina Stratton	Secretary	Caroline Skinner	Clare Waller	Terri Genner	Fundraising Officer	Hayley Wood	Tina Stratton	Suzanne Pheasant	Ofsted responsible person	Becky White	Ruth Garman	Caroline Skinner
Position	Name	Proposed	Seconded																												
Chair	Suzanne Pheasant	Becky White	Yvonne Greenwood																												
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Treasurer	Ruth Garman	Suzanne Pheasant	Tina Stratton																												
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	Committee Member	Terri Genner	Kelly Wright	Kirsty Barrell
	Committee Member	Tina Stratton	Hayley Wood	Serena Mepham
	Committee Member			
	Committee is satisfied that the threshold of 60% of elected members being current parents/carers of enrolled children has now been met. All members updated their contact details and signed copies of Trustee Code of Conduct.			SP to send documents to new members ASAP.
8) Any other business	None raised.			-
9) Date of next meeting	The date of the AGM has been scheduled for Tuesday 1st July 2025 at 7.30pm. Please advise if this date is not possible for anyone.			SP to confirm with village hall booking secretary.

The AGM was followed by a committee meeting including the newly elected members – minutes recorded separately.

Partridge Green Pre-School Playgroup

Accounts

31 May 2024

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

B White

Becky White

Signature:

24/03/2025

Date:

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2024**

	2024	2023
	£	£
Sales	119,384	92,946
Cost of sales	939	575
Gross profit	<u>118,445</u>	<u>92,371</u>
Expenses		
Wages, salaries and other staff costs	81,951	68,407
Car, van and travel expenses	-	29
Rent, rates, power and insurance costs	5,349	5,846
Telephone, fax, stationery and other office costs	9,221	6,037
Advertising and business entertainment costs	-	707
Accountancy, legal and other professional fees	936	2,450
Depreciation and loss/(profit) on sale	931	841
Other business expenses	1,090	971
	<u>99,478</u>	<u>85,288</u>
Profit	<u>18,967</u>	<u>7,083</u>

Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2024

	Notes	2024 £	2023 £
Fixed assets			
Equipment, machinery and motor vehicles	3	4,350	3,363
Current assets			
Trade debtors		1,683	-
Bank/building society balances		14,792	10,663
Other current assets and prepayments		34,236	22,070
		<u>50,711</u>	<u>32,733</u>
Current liabilities			
Trade creditors		<u>1,166</u>	<u>1,168</u>
Net current assets		49,545	31,565
Net assets		<u>53,895</u>	<u>34,928</u>
Capital account			
Balance at start of period		34,928	27,845
Net profit		18,967	7,083
		<u>53,895</u>	<u>34,928</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2024

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2024	2023
	£	£
Sales		
Fees received	29,769	28,408
Funding	78,267	55,214
Fundraising donations account	10,834	9,061
Stay & Play income	167	40
Other income	160	149
Bank deposit interest received	187	74
	<u>119,384</u>	<u>92,946</u>
Cost of sales		
Fundraising costs	<u>939</u>	<u>575</u>
Wages, salaries and other staff costs		
Wages and salaries	81,148	68,375
Staff training and welfare	803	32
	<u>81,951</u>	<u>68,407</u>
Car, van and travel expenses		
Travel and subsistence	<u>-</u>	<u>29</u>
Rent, rates, power and insurance costs		
Rent	<u>5,349</u>	<u>5,846</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	1,062	907
Printing, postage and stationery	82	573
Fruit, biscuits	288	909
Childrens entertainment	-	750
Material and equipment	4,711	1,433
Stay & Play expenses	1,451	-
Subscriptions	487	480
Insurance	1,140	985
	<u>9,221</u>	<u>6,037</u>
Advertising and business entertainment costs		
Advertising and PR	<u>-</u>	<u>707</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>936</u>	<u>2,450</u>
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Partridge Green Pre-School Playgroup
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Other business expenses

Software

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**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2024**

3 Plant, machinery and motor vehicles

	Plant and machinery £
Cost	
At 1 June 2023	5,228
Additions	1,918
At 31 May 2024	<u>7,146</u>
Depreciation	
At 1 June 2023	1,865
Charge for the year	931
At 31 May 2024	<u>2,796</u>
Net book value	
At 31 May 2024	<u>4,350</u>
At 31 May 2023	<u>3,363</u>



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Name [Becky White](#)

Email treasurer.pgpreschool14@gmail.com

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