



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 1st July 2025 at 7.30pm, at PG Village Hall

Attendees: Suzanne Pheasant (SP), Becky White (BW), Kelly Wright (KW), Tina Stratton (TS), Caroline Skinner (CS), Yvonne Greenwood (YG), Ruth Garman (RG), Serena Mephram (SM), Hazel Tickner, Annette Huntley, Charlene Moulds (CM), Hayley Tarry (HT), Olivia Gregg (OG), Aimee Weston (AW), Vicky Wellgreen (VW)

Apologies: Hayley Wood (HW), Sarah McLaren (SML), James McLaren (JM), Terri Genner (TG)

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 2024	SP asked for approval of the previous minutes of AGM held in 2024, all present agreed and no actions outstanding.	-
4) Chair's Report	<p>SP read aloud her report – A heartfelt report, reflecting on a rewarding but demanding year for the preschool. SP expressed deep gratitude to the entire team for their hard work, commitment, and care, particularly in supporting children with complex additional needs.</p> <p>Acknowledgements</p> <ul style="list-style-type: none"> • Staff: SP praised the professionalism and dedication of all staff, with special recognition for Becky White and Kelly Wright for their leadership and day-to-day commitment. • Committee & Fundraising Team: Thanks were extended to the committee members and fundraisers for their ongoing efforts, as well as to the Partridge Green School Association (JSA) for their contributions. • Special Mention: SP gave heartfelt thanks to Tina Stratton, who is stepping down after 2 years on the committee. Tina's calm and constructive approach has been invaluable. 	-

	<p>Fundraising Achievements</p> <ul style="list-style-type: none"> • Total raised: £4,953.63 over the year. • Key events: <i>Big Gig (Sept)</i> – £1,039 raised. <i>Bingo Nights</i> – £853 collectively. • Donations: A generous £1,500 gift from Mrs. Sandra Bankes, which was used to purchase new educational materials and learning resources. <p>SP emphasised that these funds had made a direct impact on the children’s daily learning and experiences. Closing Remarks concluded with heartfelt thanks to all involved for contributing to another successful year at preschool.</p>	
5) Manager’s Report	<p>BW read aloud the report –</p> <p>Enrolment & Projections</p> <ul style="list-style-type: none"> • Current roll: 32 children (steady across the year; target was 34). Leavers: 11 children transition to school in Sept 2025. Intake outlook: Waiting list suggests starting next year in the low 20s. • Risk flag: Sept 2026 could see the first dip in years (up to 15 leavers; projection ~11 starters). Active marketing in progress (open day invites, leaflets at Munchkins and village fete, online promotion). <p>Funding, Ratios & Staffing</p> <ul style="list-style-type: none"> • Two-year funding: Positive for access and numbers but raises staffing ratio requirements. • Recruitment: Recent attempts unsuccessful, which may cap roll next year given ratio constraints. • Operational impact: Staff have increased hours and provided cover to maintain quality and inclusion. <p>Curriculum & Learning Themes</p> <ul style="list-style-type: none"> • Autumn walk, Spring/Winter festivals, <i>The Gruffalo</i>, Chinese New Year, Pancake Day, Valentine’s, Springtime, People Who Help Us. <p>Enrichment, Visits & Community Links</p> <ul style="list-style-type: none"> • Trips: Local fire station and Washbrooks Farm. • Guest speakers: A Nurse, community support officer and dental nurse. • Transitions: Links with Henfield, Jolesfield, and Wisborough Green schools to support handovers. <p>Engagement & Pipeline</p> <ul style="list-style-type: none"> • Open morning: This Saturday—welcoming current and prospective families. • Toddler group: Run by Shala; a strong referral funnel with families moving from group to enquiries/enrolment. <p>Acknowledgements</p> <ul style="list-style-type: none"> • Toddler group: Thanks to Shala for another successful year and consistent signposting. Volunteers: Ella, Hazel, and Jen. Staff team: Stepped up with extra hours, flexibility, and new approaches to help all children thrive. Committee & fundraisers: Ongoing support and time are much appreciated. 	-

	<p>Key Actions Going Forward</p> <ul style="list-style-type: none"> • Marketing push for 2025/26 and especially 2026/27 to offset projected dip. • Staffing plan: Renewed recruitment and/or scheduling strategy to meet increased ratio demands. 																																
<p>6) Treasurer's Report</p>	<p>RG shared an updated financial summary up to 31.05.24 –</p> <ul style="list-style-type: none"> • Funded income: Increased by £35,587 following the government's expansion of 2-year-old funding. • Non-funded income: Decreased by £1,665, reflecting more children qualifying for free places. Overall, this balanced positively. • Munchkins: Operating at a £271 loss (bank charges and low attendance) but continues to provide value by supporting recruitment into preschool. • Fundraising costs: Rose slightly due to inflation but did not significantly impact overall net income. <p>Expenditure & Staffing</p> <ul style="list-style-type: none"> • Staff salaries: Increased by £10,103, in line with national living wage rises. • Major purchases: A new laptop recorded as a one-off IT expense. • Savings: £486 saved on internet services. <p>Systems & Efficiencies</p> <ul style="list-style-type: none"> • Transition to Xero cloud-based accounting has: Improved efficiency, reduced reliance on external accountants, lowered associated costs. <p>Overall Position</p> <ul style="list-style-type: none"> • Preschool ended the year with a profit increase of £5,737.60. Plans to increase reserve funds are in place to safeguard against redundancy or unexpected costs. Future plans include seeking local business sponsorship to support fundraising events, reduce costs, and increase profit margins. 	<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>Hayley Tarry</td> </tr> <tr> <td>Vice Chair</td> <td>Position unfilled</td> <td>n/a</td> <td></td> </tr> <tr> <td>Treasurer</td> <td>Ruth Garman</td> <td>Hazel Tickner</td> <td>Olivia Gregg</td> </tr> <tr> <td>Secretary</td> <td>Caroline Skinner</td> <td>Tina Stratton</td> <td>Becky White</td> </tr> <tr> <td>Fundraising Officer</td> <td>Hayley Wood</td> <td>Caroline Skinner</td> <td>Ruth Garman</td> </tr> <tr> <td>Ofsted responsible person</td> <td>Becky White</td> <td>Suzanne Peasant</td> <td>Yvonne Greenwood</td> </tr> <tr> <td>Committee Member</td> <td>Sarah or James McLaren</td> <td>Ruth Garman</td> <td>Suzanne Pheasant</td> </tr> </tbody> </table>	Position	Name	Proposed	Seconded	Chair	Suzanne Pheasant	Becky White	Hayley Tarry	Vice Chair	Position unfilled	n/a		Treasurer	Ruth Garman	Hazel Tickner	Olivia Gregg	Secretary	Caroline Skinner	Tina Stratton	Becky White	Fundraising Officer	Hayley Wood	Caroline Skinner	Ruth Garman	Ofsted responsible person	Becky White	Suzanne Peasant	Yvonne Greenwood	Committee Member	Sarah or James McLaren	Ruth Garman	Suzanne Pheasant
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	Committee Member	Aimee Weston	Kelly Wright	Tina Stratton	
	Committee Member	Vicky Wellgreen	Yvonne Greenwood	Kelly Wright	
	Committee Member	Sarah McLaren	Hayley Tarry	Annette Huntley	
	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	BW update on the new community facilities – <ul style="list-style-type: none"> • Village redevelopment: The current Village Hall is due to be replaced as part of a wider community project. A purpose-built centre will be constructed on the KGV Field, incorporating the preschool, a new sports hall, and a social club. The project is fully backed by the Parish Council, the Village Hall Committee, and the Sports and Social Club. Estimated completion is five years. • Continuity of provision: The preschool will not be displaced during the construction period. It will remain in the Village Hall until the new facility is completed. • Benefits of the new facility: Improved outdoor access, child-sized toilets, a modern, purpose-built learning space designed around the needs of children. • Further information: Ongoing updates can be found via the Parish Council website. 			-	
9) Date of next meeting	The date of the AGM has been scheduled for Tuesday 30th June 2026 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

Charity Accounts

31 May 2025

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.

Signature: *becky white*

Date: 23/03/2026

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2025**

	2025 £	2024 £
Sales	140,328	119,384
Cost of sales	1,654	939
Gross profit	<u>138,674</u>	<u>118,445</u>
Expenses		
Wages, salaries and other staff costs	92,839	81,951
Rent, rates, power and insurance costs	5,498	5,349
Repairs and renewals of property and equipment	248	-
Telephone, fax, stationery and other office costs	6,644	9,221
Advertising and business entertainment costs	96	-
Irrecoverable debts written off	145	-
Accountancy, legal and other professional fees	846	936
Depreciation and loss/(profit) on sale	880	931
Other business expenses	4,776	1,090
	<u>111,972</u>	<u>99,478</u>
Profit	<u>26,702</u>	<u>18,967</u>

**Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2025**

	Notes	2025 £	2024 £
Fixed assets			
Equipment	3	3,570	4,350
Current assets			
Trade debtors		5,563	1,683
Bank/building society balances		19,095	14,792
Other current assets and prepayments		53,561	34,236
		<u>78,219</u>	<u>50,711</u>
Current liabilities			
Trade creditors		<u>1,192</u>	<u>1,166</u>
Net current assets		77,027	49,545
Net assets		<u>80,597</u>	<u>53,895</u>
Capital account			
Balance at start of period		53,895	34,928
Net profit		26,702	18,967
		<u>80,597</u>	<u>53,895</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2025

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

	2025	2024
	£	£
Sales		
Fees received	17,941	29,769
Funding	112,825	78,267
Fundraising donations account	8,804	10,834
Stay & Play income	203	167
Other income	309	160
Bank deposit interest received	246	187
	<u>140,328</u>	<u>119,384</u>
Cost of sales		
Fundraising costs	<u>1,654</u>	<u>939</u>
Wages, salaries and other staff costs		
Wages and salaries	92,327	81,148
Staff training and welfare	512	803
	<u>92,839</u>	<u>81,951</u>
Rent, rates, power and insurance costs		
Rent	<u>5,498</u>	<u>5,349</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>248</u>	<u>-</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	575	1,062
Printing, postage and stationery	90	82
Fruit, biscuits	652	288
Material and equipment	1,244	4,711
Stay & Play expenses	1,722	1,451
Subscriptions	1,177	487
Insurance	1,184	1,140
	<u>6,644</u>	<u>9,221</u>
Advertising and business entertainment costs		
Advertising and PR	<u>96</u>	<u>-</u>
Irrecoverable debts written off		
Bad debts	<u>145</u>	<u>-</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>846</u>	<u>936</u>

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2025**

Depreciation and loss/(profit) on sale		
Depreciation	<u>880</u>	<u>931</u>
Other business expenses		
Software	1,501	1,090
Sundry expenses	<u>3,275</u>	<u>-</u>
	<u>4,776</u>	<u>1,090</u>

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2025**

3 Equipment

	Plant and machinery £
Cost	
At 1 June 2024	7,146
Additions	<u>100</u>
At 31 May 2025	<u>7,246</u>
Depreciation	
At 1 June 2024	2,796
Charge for the year	<u>880</u>
At 31 May 2025	<u>3,676</u>
Net book value	
At 31 May 2025	<u>3,570</u>
At 31 May 2024	<u>4,350</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP**

Accounts for the Year Ended 31 May 2025

I report on the accounts of the trust for the year ended 31 May 2025 which are set out on pages 2 to 6.

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the act) does not apply.

It is my responsibility to state, on the bases of procedures specified in the General Direction given by the Charity Commissioner under section 43(7)(b) of the act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanation from you as Trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examinations no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements set below have not been met:

- a) To keep accounting records in accordance with section 41 of the Act; and
- b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 18 March 2026

TO THE MEMBERS AND TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP COMMITTEE

ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2025

We have examined the financial statements in connection with the books, records and other information supplied.

The statement of income & expenditure stands at a strong surplus for the year following an increase in WSCC funding received by the Charity compared to the prior year.

Following the approval of the Accounts at the Annual General Meeting the Accounts will be represented in a format required by the Charity Commission together with a full report from our office.

The General Revenue Reserve Fund stands at £80,597 compared with £53,895 for the preceding year.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 18 March 2026