

West street Preschool AGM, Tuesday 2nd July 2024
6.30pm, on WhatsApp

Present: Pat Trotter, Claire Curran, Sally Edwardes, Angie Trotter, Cheryl Smith, Kate Ogle, Karen Booth, Sarah Jubb, Megan Geeson, Leanne Prior, Sonia Woods.

Apologies: Kerry Waplinton, Jane Hewett, Hannah Musto, Rowan Musto.

All Committee members had read the reports sent to them via email before this meeting:

Chairs Report from Sarah Jubb,
Treasurers Report from Pat Trotter
Preschool Leaders report from Claire Curran,
Accounts for the year April 2023 to March 2024.

- The Trustee Annual Report (TAR) is to be sent into the Charities Commission before March 2025.
- Thanks were given to Patricia Everitt, who audited our accounts. (The AGM was held after the audit was completed).
- Thanks, were also given to Sarah Jubb for continuing to undertake the First Aid Audit.
- The Leasing Agreement was renewed for a further two years, signed by Pat Trotter.
- Last years AGM minutes were also signed as being a true record.

Pat thanked the outgoing committee members, Hannah Musto, Rowan Musto, Danielle Lane for their support.

Emails will continue to be used between meetings to obtain a quick voting method.

The Committee all resigned, then the new committee were elected as follows:

Committee	Proposer	Secunder
Chair: Sarah Jubb	Angie	Cheryl
Treasurer: Pat Trotter	Sally	Karen

(Pat would like someone to take over this role)

Minutes: Sally Edwardes	Pat	Claire/Angie
Preschool link: Claire Curran	Pat	Angie
Hannah Musto	Pat	Cheryl

New Committee Members:	Proposer	Seconder
Megan Geeson	Angie	Claire
Leanne Prior	Angie	Kate
Sonia Woods	Angie/Pat	Claire

The new members were welcomed on to the committee.

- The numbers of children attending have increased, and we are now full, allowing the staff to go back to their original working hours (some had reduced their sessions).
- Due to this, our funds have increased making our bank balance much healthier.
- The Government have increased their funding of children from April 2024: 2year olds £7.47 per hour, 3- to 4-year-olds £5.03 per hour.
- Parents have been informed about the Government initiative of funding for working parents of two-year-olds.
- It was decided that we would not be accepting babies of 9 months in age as our building is not suitable for this.
- We also decided against 'wrap around care'.
- We will keep our ratio of 1:4, and not go to 1:5 as the Government has suggested.
- Thank you to Angie for updating all our policies.
- We will continue to use Tapestry for observations to share with parents and Newschild to share important notices and news.
- We have cancelled the support for our Website as this was too expensive. However it can still be accessed to enquire about preschool places, costing us £14.74 per year, to keep our name.

- Facebook: Pat is still the administrator for this but would like Karen to also have access. They will get together to find out how to do this.
- An escape ladder has been purchased for the upstairs office room. It is located on the bench next to the window for emergency use.
- We have not requested access to any Capital Grant Funding from the Government.
- We have support from Notts County Council for our Preschool from:

Sally Henderson (Early Years Specialist Support Teacher), Ang Julian (PVI Setting Support), Una Daniels (Family Hub Support Group), and Alison Hill (Early Years Support for Bassetlaw).

Treasures Report

Opening Balance	£31,743.70
Income	£76,746.84
Expenditure	£76,553.06
Closing Balance	£31,937.48

Reserve Account £52,057.14

- A mural is to be painted on the outside of our building with a theme of 'climate change'. This is to be done during the summer holidays.
- The builder Dave Keep, is to sort out the damp behind the easels in the main room.
- We have some outings planned funded by the Pupil Premium money to benefit certain children. We have been on a bus ride and will visit the park and there will be some animals brought in to preschool.
- The new Committee members must be updated for Ofsted.
- Our Business Plan: To keep ratios 1:4, repair the damp wall, paint the mural.
- Staff wages increased in March 2024, to just above the Government minimum wage.

- Sleep policy: Pat had heard of a child dying due to the sleep policy not being followed. This turned out to be the trial of a case from some time ago. Staff will ensure to keep to our policy.

Any other Business

- Staff would like to purchase a new vacuum cleaner. Ours doesn't pick up and is heavy to use. Sally can ask her daughter to get one from Argos as she can use her staff discount to get it a bit cheaper. Claire and Karen suggested a Shark brand as they both have this and are happy with theirs.
- Treasurer: Pat is to hand this role over to someone else. The person needs to be on/join our committee, can't be a member of staff, but does not need to be a parent. Megan Geeson and Leanne Prior showed an interest and will talk to Pat to find out more about the role. To see if they could Job Share it.
- Pat to look into creating files of the treasurer's role with examples to discuss the process with them.
- Sarah Jubb is to visit Preschool to complete the First Aid audit.

West Street Preschool
Analysis Breakdown
April 2023 to March 2024

Opening Balance				£ 31,743.70
Income				
Fees		£ 11,504.00		
Refunds	Contra	£ 69.99		
NCC		£ 64,936.18		
Milk Returns		£ 161.80		
Fund Raising		£ 74.87		
Transfer from Reserve A/c				
Total Income		£ 76,746.84		
Expenditure				
<i>Staffing Costs</i>				
wages		£ 61,337.83		
NEST		£ 1,776.50		
HMRC		£ 2,706.21		
Refund from HMRC	Contra			
Other Costs		£ 492.44		
Total Staffing		£ 66,312.98		
<i>Running costs</i>				
Overheads		£ 2,607.37		
Electricity		£ 2,127.78		
Water		£ 414.43		
Subscriptions/Insurances		£ 1,749.91		
Misc.		£ 8.10		
Equip/Resources		£ 745.07		
Stationery/Printing		£ 318.01		
Maintenance		£ 1,130.00		
Fundraising		£ 59.41		
Pettycash		£ 1,080.00		
Transfer to a/c				
Total Running Costs		£ 10,240.08		
Transfer to Reserve Account		0.00		0.00
Total Outgoings		£ 76,553.06		0

Reserve Account 2023/2024

Date		Deposit	Withdrawal	Balance
	Brought Forward			50337.45
31.03.2023	Interest	42.75		50380.20
30.04.2023	Interest	39.34		50419.54
30.05.2023	Interest	48.97		50468.51
30.06.2023	Interest	47.7		50516.21
30.07.2023	Interest	56.81		50573.02
30.08.2023	Interest	60.2		50633.22
30.09.2023	Interest	58.33		50691.55
30.10.2023	Interest	64.44		50755.99
30.11.2023	Interest	60.49		50816.48
30.12.2023	Interest	58.54		50875.02
30.01.2024	Interest	66.7		50941.72
30.02.2024	Interest	58.69		51000.41
30.03.2024	Interest	56.73		51057.14

West Street Preschool
Income and Expenditure April 2023 to March 2024

Date	Expenditure	Income	TOTAL		
opening balance			31,743.70		
April	6,218.39	3,922.82	29,448.13	-2,295.57	
May	5,633.27	6,447.89	30,262.75	-1,480.95	
June	6,888.33	4,915.30	28,289.72	-3,453.98	
July	6,403.94	8,762.86	30,648.64	-1,095.06	
August	4,972.61	0.00	25,676.03	-6,067.67	
September	7,856.47	5,489.27	23,308.83	-8,434.87	
October	5,312.70	5,936.85	23,932.98	-7,810.72	
November	5,610.35	6,250.82	24,573.45	-7,170.25	
December	5,644.74	6,466.09	25,394.80	-6,348.90	
January	6,818.57	9,740.83	28,317.06	-3,426.64	
February	6,361.23	9,949.82	31,905.65	161.95	
March	8,832.46	8,864.29	31,937.48	193.78	
Total	76,553.06	76,746.84	31,937.48		
<i>Pat's figures</i>					
opening balance	31,743.70				
Income	76,746.84				
Expenditure	76,553.06				
closing balance	31,937.48				
difference	31,937.48				
Income over Expenditure		193.78			

Weststreet Preschool
Wages Breakdown April 2023 - March 2024

Pettycash Repayments			
Date	Amount	Date out of Bank	Amount
01.05.2023	60	09.05.2023	60
18.05.2023	60	19.05.2023	60
15.06.2023	60	16.06.2023	120
01.07.2023	60	14.07.2023	60
17.07.2023	60	21.07.2023	60
11.08.2023	60	01.09.2023	60
05.09.2023	60	12.09.2023	60
01.10.2023	60	29.06.2023	60
19.10.2023	60	30.10.2023	60
16.11.2023	60	17.11.2023	60
23.11.2023	60	24.11.2023	60
19.12.2023	60	20.12.2023	60
11.01.2024	60	12.01.2024	60
08.02.2024	60	09.02.2024	60
26.02.2024	60	01.03.2024	60
07.03.2024	60	18.03.2024	60
22.03.2024	60	21.03.2024	60
	1020		1080

Treasurer's report AGM 2024

Tuesday 02 July 2024 via What's App

Attendance

Our number of children attending Pre-school has slowly increased during this last year. This has enabled some staff, to come back to their contracted hours.

Wages

We have increased the staff wages rate per hour in line with Government guidance re the minimum wage. We agreed as a committee like last year we would start this in March 2024 instead of April, as a small thank you for all the staff support in trying to reduce the overspend on wages this last year.

Committee meetings.

Tuesday 18th July 2023 in Pre-school.

October 16th 2023 in Pre-school.

January 22nd 2024 in Pre-school.

Work undertaken.

We had the Pre-school building re rendered and painted this year during the October half term 2023.

The toilet for people with disabilities mended.

The roof assessed, but no problems identified that needed addressing.

Guttering on the building straightened.

During September 2023 a big publicity campaign was undertaken to see if we could get more children attending Pre-school. Publicity events posters in shops, leaflets to the nearby Children's Centre and

Toddler groups in The Well church. Posters in ASDA; Costa; Bacon's shop; the local sweet shop.

Fundraising

Christmas Raffle raised £139.00. ASDA very kindly donated a wooden shop and chocolates. Staff committee members and families also donated prizes.

Christmas family Calendars were created and sold at £2.00 each and raised £64.00.

We raised £59.41 for BBC Children in Need appeal.

Fees increased

In April 2024 fees were increased from £15.00 a three-hour session to be £16.00 a three-hour session.

Government funding for 2's is £7.47 per hour.

Government funding for 3- and 4-year-olds is £5.03 per hour.

PAT Testing

Was undertaken and a certified report on the electricity board system in Pre-school obtained.

Training for committee.

Pat attended N.C.C. committee network support group on Teams on 9th November also on Monday 25th March 2024 to enable our committee to Keep up to date with changes.

Training for staff

Staff also have access to Noodle Now training; Educare training; N.C.C. courses; NHPB courses; Plus First Aid and safeguarding plus Food Hygiene which are updated every 3 years.

Christmas parties.

These were held in the Pre-school building via two sessions. A present was given to each child and party games undertaken during the session.

Staff Christmas meal.

Staff went to their Christmas meal after the last children's party to exchange their Secret Santa presents. This took part in the Bay Tree.

Charity Annual Return form 2024.

This TAR was sent into the Charity Commission after we held the AGM and the accounts were audited.

Energy prices.

We changed suppliers from EON to Smartest Energy as our contract ended, but the costs still arose each month by a significant amount.

Inset Days

We continue to provide 5 Inset days for staff's Continual Professional Development. Funding for these 5 days comes out of Pre-school funds.

Reserve Account

We have a reserve account and a policy which explains what this can be used for- Redundancies if necessary and any unexpected expenditure required by West Street Pre-school.

Online Banking

The online banking systems continue to work well, and all of our standard invoices are paid for this way. Families are encouraged to pay the fees by BACS. We continue to have two signatures on our online account. Thanks to Kerry who undertakes most of this work.

Appreciation

Thank you to the staff team for all your support during this last year. They have undertaken organizing the Petty Cash sheets each month and buying all the food and items needed for Pre-school weekly. Plus, the Admin role re the accounts and wages, undertaken by Kerry our Admin person.

Audit of Accounts.

Our accounts were audited by Patricia Everitt this year who passed them as being correct. We thanked her for her continued support of our Pre-school for doing this once again.

Charity Annual Return form 2024

This was sent in on Sunday 8th August 2024.

Treasurers' reports.

A treasurers' report was given at each committee meeting and via emails to enable the committee to be aware of our financial status. We are monitoring the rising running costs of the Pre-school to maintain our suitability.

The final figure of the accounts from April 2023 to March 2024.

Is: -£31743.70

Brought forward balance is :- £31743.70

Incoming £76746.84

Outgoing £76553.06

Carried forward figure _____

31937.48

Reserve account £51057.14

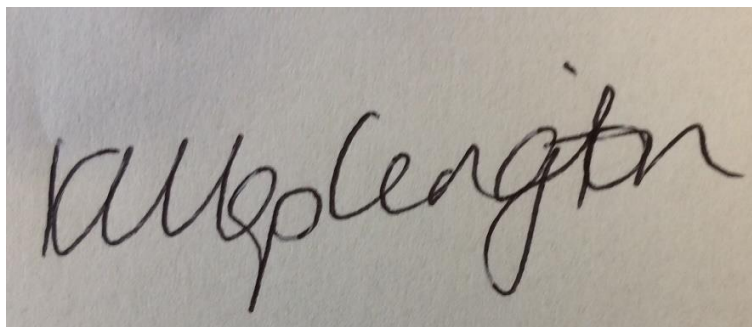
Signed by



Date

Print name Pat Trotter

Signed by



Date

Print name Kerry Waplinton