

West Street Pre-school
Annual General Meeting

Date: Friday 28th November 2025

Time: 12.30pm

Location: West Street Pre-school

Present: Sarah Jubb (Secretary) Sonya Woods (Treasurer) Pat Trotter (Chair)
Alita Lyford, Angie Trotter (Staff) Jess Campion (Staff) Hayley Hobbs
(Staff)

Apologise: Karen Booth, Megan Geeson, Kayley Harrison

Agenda:

- Minutes of the last AGM agreed as a true record.
- Welcome new Committee Members with suitability letters:
Sarah Jubb, Sonya Woods, Alita Lyford, Kayley Harrison - All proposed & seconded; see list appendix 1.
- Matters arising from 2024AGM minutes.
- Numbers of children attending. We currently have a long waiting list as children already attending have extended their hours.
- Staffing Issues:
After 13 years of employment Pre-school Leader Claire Curran left on the 5th of Jan 2025.
The Leader role has since changed title to Pre-school Manager. The position was advertised 5 times, and no suitable candidates were appointed. Mrs Angie Trotter our Deputy Manager agreed to take on the role.
Administrator 16hours post:
Now that more paperwork is being required of the Pre-school, the Committee agreed via email to advertise for a Pre-school Administrator to work term time only. Mrs Sonya Woods was appointed and commenced

her employment at the Pre-school on the 1st of July 2025. Kerry Waplinton will continue with us for 5 hours a week until December 2025, when she wishes to retire. Kerry will support Sonya to learn all the practices of the Amin role, and we thank her for her 7 years of service & support.

Sally Edwardes will be retiring on the 17th of October 2025. She has been a valued member of the team and will be greatly missed. We would like to thank her for her dedication and commitment to her role.

Jess Champion was appointed Pre-school Assistant in Jan 2025. She was recently appointed Pre-school Deputy Manager in September 2025.

- Treasurers Report:

Current Account opening balance April 2024: £31,937.48

Incoming: £108,237.70

Outgoing: £92,197.30

Closing balance: £47,977.88

Reserve Account balance: £51,775.70.

- SEND

We have again received funding to our group of children with additional needs. This has enabled extra staff to provide 1:1 work with these children during each session, to support & offer resources to children from disadvantage families. Records of both these spending streams are maintained by the Pre-school Manager Angie Trotter each year.

- Fundraising:

Pre-school Assistant Karen Booth has once again taken on the role of collecting raffle prizes from local businesses.

- Staff Hours:

We have had enough funds this year to not ask staff to reduce their hours. We continue to pay above minimum wage for our staff.

- **Fee Changes:**
We have increased the children's fees to £18.00 per 3-hour session.
- **NCC Committee Support Meetings:**
These continue to run. Pat continues to attend & keeps the group up to date with any changes.
- **Publicity:**
We have promoted the Pre-school more this year via our community links which has enabled us to be full with a waiting list.
Staff continue to keep their knowledge skill base up to date. New staff have been enabled time to familiarise themselves with all our Policies & Procedures, plus attend the Mandatory Training Course via Noodle Now.
- **Policies & Procedures:**
Angie has updated our Policies & Procedures.
- **Fire Safety:**
We now have an escape ladder from the upstairs room.
- **Telephones:**
We now have updated our Phone system to now have 4 phones in the building.
- **Grants:**
We obtained a grant from Bassetlaw District Council to paint a mural on the side of the Pre-school to raise awareness of conserving wildlife free of charge.
We also obtained a shop frontage Level Up Grant to enable us to have the building painted and new wooden notice boards made and displayed on the

front of the Pre-school. This improves the appearance. The amount was £6134.40, the Pre-school paid £681.60.

- **Leaflets:**
Angie Trotter has made improvements to the Pre-school leaflets, which now include up to date information regarding the Government funding process.
- **Wrap Around Care:**
Wrap around care for children 9 months - 5 years, we decided not to do this as we felt our building was not suitable.
- **Ratios:**
Child Care Ratios the Governments wanted to increase from 1:4 to 1:5 for 2 year old's, but we felt that our building was not suitable for the higher ratio, so we will maintain our 1:4 staff/child ration.
- **Energy Charges:**
Baring Law are still pursuing if we have a claim for overcharged commissions by EON.
- **First Aid:**
Our First Aid Audit is to be undertaken again this year by Secretary Sarah Jubb. New systems to be implemented.
- **Toothpaste:**
We received a donation of children's toothpaste from a Colegate representative via Ice Dental Blyth, this was given to the Pre-school for the children 3 years old. We have purchased toothbrushes to raise awareness of oral hygiene for children.

- **Maintenance:**
The flaking wall in the garden area, Sonya mentioned that one of our children dads (Josh Wittiker) is a builder and may be willing to help us. The small room has been painted off white and damp was found. Alison Hill to be contacted re: Grant Support for this?
- **Cleaning:**
Staff deep cleaned resources during the holiday period ready for the next term inside & out.
5 Inset Days were organised to support staff meetings & training.

A.O.B

- Nominated Person for Ofsted contact to be changed from Pat Trotter to Sonya Woods. Pat to inform Ofsted of this change.
- All attendees informed of the following:
DBS Nominated Person (Registered Person) RP901968
Registered Charity No: 1036704
Early Year Association (EYA) PLA 15588

Signed as a true record:

Pat Trotter
Chairperson

Appendix 1

West Street Pre-school

Nominated Form

West Street Pre-school Committee 2025-2026

Role	Name	Proposed by	Seconded by
Chairperson	Pat Trotter	Alita Lyford	Sonya Woods
Treasurer	Sonya Woods	Alita Lyford	Angie Trotter
Secretary	Sarah Jubb	Pat Trotter	Angie Trotter
Link with Pre-school	Angie Trotter	Pat Trotter	Hayley Hobbs
Committee 1	Hannah Musto	Pat Trotter	Jess Champion
Committee 2	Kayley Harrison	Angie Trotter	Sonya Woods
Committee 3	Alita Lyford	Pat Trotter	Angie Trotter
Committee 4	Megan Geeson	Sonya Woods	Angie Trotter

West Street Pre-school

Current Account April 2024-March 2025

Date	Expenditure	Income	TOTAL	
opening balance			31,937.48	
April	7,168.01	9,566.77	34,336.24	2,398.76
May	6,824.55	10,053.53	37,565.22	5,627.74
June	7,848.53	10,048.42	39,765.11	7,827.63
July	8,218.26	9,638.91	41,185.76	9,248.28
August	6,538.60	0.00	34,647.16	2,709.68
September	11,183.06	19,700.21	43,164.31	11,226.83
October	7,159.74	1,753.33	37,757.90	5,820.42
November	7,622.24	10,778.25	40,913.91	8,976.43
December	8,154.84	11,922.99	44,682.06	12,744.58
January	5,706.04	9,110.06	48,086.08	16,148.60
February	8,542.82	8,614.84	48,158.10	16,220.62
March	7,230.61	7,050.39	47,977.88	16,040.40
Total	92,197.30	108,237.70	47,977.88	
<i>Pat's figures</i>				
opening balance	31,937.48			
Income	108,237.70			
Expenditure	92,197.30			
closing balance	47,977.88			
difference	47,977.88			
Income over Expenditure		16,040.40		

West Street Pre-School

Examination of accounts 01.04.2024 to 31.03.2025

Income

I have examined the blue book in relation to the paying in slips, the income folder, the bank statements and the spreadsheets and find no discrepancy during this year.

Expenditure

I have examined the expenditure folder in relation to the bank statements and the spreadsheets and found three very minor discrepancies, as follows:

June petty cash

Item 12 – should be £16.80, but was claimed as £16.60

August

Smartest Energy – the bill is £81.76; the bank statement shows a payment of £81.75

September

MoneySoft – the bill is £103.20; the bank statement shows a payment of £103.00

Generally, the system is working well, and I am happy to sign the Examiner's Report.

Patricia Everitt

13.07.2025