



MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

CHARITY REGISTRATION NUMBER 900034

MINUTES OF MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB ANNUAL GENERAL MEETING

Wednesday 25th October 2023

Present:		
Angela Walker (AW)	Rosanne Perry-Boulton (RPB)	Ali Jones (AJ)
Louise Thomas	Mel Hill (MH)	Georgina Packer (GP)
Kathy McVicker	Kim Lewis (KL)	Hannah Willis
Kirsty Roberts (KR)	Chris Williams	Kate Spade
Pam Redfern	Gemma Munro	Sarah Earnshaw
Vicky Hughes	Sarah Wales	
Jess Middlecote	Bel Hampton	
Apologies:	Louise Bowers	Lisa Westhorpe
Mary Butcher	Rachael Daly	Laura Wynne
	Sally Allanson	Sophie Hughes
Points of Agreement / Action		Action
<ol style="list-style-type: none"> 1. Introduction – AW welcomed everyone 2. Minutes of last year’s meeting were agreed. <div style="padding-left: 40px;">Proposed – Kirsty Roberts; Seconded – Chris Williams</div> 3. There were no matters arising. 4. Chair’s Report – KL <div style="padding-left: 40px;">KL thanked the committee members who had helped with fundraising, getting raffle prizes, helping at events, setting up and running stalls. She talked through the various events we have held this year, including bingo nights, Christmas shopping evening, sports day and the concerts.</div> 5. Treasurer’s Report AJ 		

Attached separately below

Accounts were agreed – Proposed by Kirsty Roberts Seconded by Chris Williams

6. Manager's Report - AW

Well, we started another year at Mitton Manor Preschool – and what another fun packed year it was. It's actually my 34 years.....and I still love it as much today. I would love to make it here till 35 years – I have worked with the most amazing staff and committee which has made my job such a joy, I truly love this place – what we stand for – what we are able to provide for our little friends and their families.

I would like to do my thankyou – our jet set flying high chairperson – she is amazing – she has organized some fab fundraising ideas this year, and with her team or committee and friends has enabled us to keep our costs for our families as low as we can, so Thankyou Kim - I don't think people understand how important raising money for our charity group is, we are able to provide extra support for children that need that extra help to settle their child into preschool, I believe if we get it right now- then we are setting the foundation for the rest of their school education road. The raised money also provides cover for staff when we have to go to Team Around the Child meetings, also Team around the Family, and sadly to support children where there are safeguarding concerns – over the years our job roles have changed, from including health visitor's roles, speech and language roles. Sometimes it feels that we are drowning in paperwork, trying to help the children get the best for them, one thing for sure we as a team will do our best for all of our children.

But we continue to rely on fundraising to help us, many people think we get extra funding from Gloucestershire County Council/ early years team, but honesty we do not get any extra financially, we also ensure that are children each year get the extras to help them, new games, new areas, new resources to help them develop.

We are so grateful Kim for your continuing support, I would like to thank all the friends, committee, and supporters we have.

Mary and Geoff Butcher – for recording our shows / for supporting the Bingo Sessions, and of course Mary for taking over the 100 club, I would like to guess how many years that you have run the 100 club Mary.

This year after an accident our handy man has retired this term – he has been such a benefit to our group, he started helping out when his grandchildren were here the eldest was 3 years at the time – he is now 22 – we also have had help over the past months

from Edward's Dad and of course Steve, Kim's husband - so I would like to thank them both as well.

I would also like to thank past parents -that still come along and support us, they say more hands make the work lighter, and it really does. When we have events that have things that need taking and bringing back to preschool, it's just so helpful to stop and help staff put away the items, ready for the next day at preschool.

We have seen several staff move on this year - Angela Worrell and Rachel Perks. I'd like to thank Angela for working a couple of days each week, to give her children support they needed to the end of the year – Angela moved on to return to childminding to look after her grandson.

We also had a changed in the apprenticeships, Jess is nearing the end of this course, and I am very pleased with how Jess has developed through this course. We also had Helen working towards her level 2, but another opportunity arose in the beauty side that Helen is involved with, so after a lot of thought she decide to choose the nail technician side. We have been lucky to have Helen in a few sessions to support the staff.

They say every cloud has a silver lining and I feel the two staff we employed – Bel and Beth - are great with the children, and we are so so lucky to have them as part of this team – each of the ladies offer something different.

I don't like to single people out, but this year I am – as many of you are aware I am poorly. I've managed to get into preschool, at least 4/5 sessions most weeks and I continue to work from home. But I must say a special shout out to Ali and Mel, my right arm ladies, I thank you both, for supporting me, enabling me to continue.

And then my other special ladies Georgie, Rosanne, Jess
And then the past term Beth and Bel, whose heads are completely overloaded.

So, this year's Team:

Ali Jones Business Manager

Mel Room Lead

Georgie, Rosanne, Beth and Bel – level 3

Jess - working towards level 2 – which hopefully will be finished soon, I must say the tutors are slow at setting and marking assignments

Of course, as long as I feel that I am helpful and impacting the group I will continue.

The building

We have had several bigger items this year – Rosanne asked if she could develop the back garden, which still has to have a few items added, but we are so pleased with this extra area. We decided to have a doorway and step put in leading to the garden and it's a real treat to use the area.

We also had new large balance scales, and new mud kitchen; we bought a small rocket tent – and then purchased sensory balls that light up and flash, etc.

We have had the usual upkeep, e.g. fire equipment – we sent Georgie and Rosanne on a fire marshal course, thank you ladies.

We had a lot of problems with the doors this year – Steve sorted one, but the front gate had several issues – not opening, not connecting – so we had the company that supplied door out, they changed the code but after a few months it's started playing up again, which he said would/might happen.

We had to have the alarm system looked at, new batteries were needed.

We had the fences and cupboards painted this year – and have noted a few wooden panels need replacement, the guttering need lifting so it ran away better.

We continue to complete safety risks, inside and outside – trying to make sure the areas are fine for the children to be in

The children

Well last year's children moved on to their chosen Primary school, and this year we worked with the 5 receiving schools - to ensure their transition went as smoothly as possible.

The children last year took part in many activities and celebrations, and were a delight to take anywhere.

Our Minors are now our Majors- all growing up far too fast, and we are now looking at all the lovely things that we can do with them - time goes by so quickly its frightening.

Well, I am not going to sit here and talk about all that happens in these four walls – but could I ask that you look at newsletters and emails – it's part of the EYFS that we follow our learning curriculum and we do ask children to bring items in – for display, through this we also cover personal and social skills – standing up in front of their class, having the confidence to talk, answer questions and so much more.

Thank you for listening to me this evening.

7. ANY OTHER ITEMS FOR DISCUSSION

None were raised.

8. A.O.B.

Fundraising Committee members who are stepping down:
Lisa Westhorpe, Sally Allanson

We would like to thank last year's committee for all their hard work for pre-school, and also those who have agreed to remain on the committee for the coming academic year.

Joining the committee:

- Sarah Hawkins
- Gemma Munro
- Vicki Hughes
- Sarah Wales
- Rebecca Allcoat
- Sam Outhwaite
- Sarah Earnshaw

DATE OF NEXT ANNUAL GENERAL MEETING
Wednesday 25th September 2024, 6.00pm
in the PRE-SCHOOL BUILDING

Signed

Dated

Charity name:

Milton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period start 01/08/2022 Period end
 date..... 2 date..... 31/07/2023

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	126,615.26		114,078.28	
Nursery Education Funding (New for 2)			-	
Children's fees	33,342.13		47165.39	
Milk refund			-	
COVID	173.43			
Grants (specify) Deprivation	1,391.49		3,504.42	
Grant CAF	1,000.00			
Grant Tesco Groundwork			500	
Grant.....TBC			1000	
Grant...One Stop			608.96	
Fundraising	9,467.19		9154.24	
Donations	1,000.00		955.86	
Interest	23.68		869.5	
Other receipts	674.71		147.29	
Sub total	173,687.89		177,983.94	
Income from the sale of equipment				
TOTAL RECEIPTS (A)	£173,687.89		£177,983.94	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	169,151.09		161,123.66	
Training costs	228.00		581.5	
Premises (rent, heat etc)	6,822.58		7,348.67	
Subscriptions	726.88		715.53	
Insurance	702.90		790.40	
Administration	1,214.72		2,338.64	
Refreshments	329.13		430.16	
Consumables (paint, paper etc)	1,027.31		964.13	
Fundraising costs	3,689.70		4,743.35	
Other	195.70		250.53	
Sub total	184,088.01		179,286.57	
Purchases of of equipment and other assets	598.41		2,406.62	
TOTAL PAYMENTS (B)	£184,686.42		£181,693.19	

NET OF RECEIPTS AND PAYMENTS	(A- B=C)	-£10,998.53	-£3,709.25
Cash funds* incl. deposit a/c last year end	(D)	133,936.92	122,938.39
Cash funds* incl. deposit a/c this year end	(C+D)	£122,938.39	£119,229.14

STATEMENT OF ASSETS AND LIABILITIES

		Current value	
		£	p
*Note: cash funds include reserve/contingency/deposit accounts.			
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	119,229.14	
Debtors (money owed to the charity on the period end date)	(F)	-	
Value of buildings and equipment (current or depreciated value)	(G)	-	
Liabilities (loans and any other money owed on the period end date)	(H)	-	
Net assets	(E-F+G-H)	£119,229.14	4

Signed on behalf of the trustees (committee):
 Signed.....Name.....
Role.....

Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year - 31st July 2023, compared to the closing balance at the end of last year. Our financial year runs from 1st August to 31st July.

Bank and account name	Closing balance 31/7/22 (LAST YEAR)	Closing balance 31/7/23 (THIS YEAR)
HSBC Current	31,383.86	24,897.11
HSBC Contingency	62,082.04	63,268.71
HSBC Maintenance	14,453.69	15,797.06
HSBC 100 Club	2,581.26	2,714.43
HSBC New Build	12,387.54	12,501.83
ASC Petty Cash	50	50

This gives total cash funds across all our accounts of **£119,229.14**, as of 31.7.23. Last year's cash funds figure was **£122,938.39**, which means this year we made a loss of **£3709.25**.

We have several different accounts:

Our **HSBC current account** is used for our day to day income and expenditure.

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it.

The **maintenance account** is used to save for any significant maintenance work on the building needs to be carried out, and we pay £100 a month into it.

The **100 Club account** contains funds raised by the 100 Club.

The **New Build Account** contains funds that were in the Lloyds ASC account and were moved here after the ASC account was closed.

We have made a loss this year of **£3709.25**

Income and Expenditure

This section refers to the spreadsheet that we use to prepare the accounts before they are sent to PATA.

The spreadsheet shows figures for last year and this year side-by-side. The top section is for receipts (money received) and the bottom section is for payments (money spent).

Receipts (income)

1. Nursery Education Funding – down by £12,536.98
This year our Majors group was smaller compared to last year. We also didn't have any funded 2-year-olds, whereas last year we had 3-4 who were entitled to 2-year-old funding. Therefore we had less funding income this year.
2. Children's fees – up by £13,823.26
In this year's Minors group approximately half the children had summer term birthdays, which means they receive no funding in their Minors year and so parents paid for their sessions in full. We also had 3 "minor-minor" children, who weren't funded and parents paid for their sessions in full. Therefore fees income is significantly up.

Taken together overall funding and fees income is fairly similar last year - up by £1286.28.

Mainly due to smaller numbers of funded children and more fee-paying children paying our hourly rate.

3. COVID grants: £0
No Covid grants this year.
4. Deprivation grant – up by £2112.93
This is paid to us by the Local Authority based upon the postcodes of our children – we get more money if children live in what is judged to be a more deprived area. So this figure varies each year. We receive 3 payments a year but the final payment is not always in the same month in the summer – it alternates between being paid in either July or August. This year we received 4 payments, in August, December, April and July; the previous year we received 2 payments, in December and April.
5. Tesco Groundwork – £500
Tesco blue token scheme – used to develop the side garden area – spent on chalk paint, a play kitchen, pots and pans, buckets, a flower arch and flowers.
6. Tewkesbury Borough Council – £1000
Used to purchase outdoor learning equipment such as water channels and stands, and outdoor construction toys.
7. Groundwork grant – One Stop £608.96
Used to purchase a wooden mud kitchen, large balance scales, and bug-collecting equipment.

8. Fundraising income – down by £312.95
Perhaps people spending less – cost of living increases. Seemed to struggle to sell tickets for the summer raffle.
9. Donations – down by £44.14
Very slight decrease on last year. We received donations from parents/families or their businesses towards both concert costs and sports day. We also received a couple of payments from the Amazon Smile scheme, which we had only fairly recently joined, but this has now stopped.
10. Interest – up by £845.82
Due to big increases in the bank interest rates through the year.
11. Other receipts – £147.29 – this was a payment made in error to us that should have been to another childcare provider. We paid it back so it is included in other expenditure below.
12. Income from sale of equipment = £0

Overall, income was up by £4296.05

Mainly due to the 4 deprivation payments this year compared to 2 last year, and the increase in fees income due to a larger number of non-funded children.

Payments (outgoings)

1. Employment costs – down by £8027.43 – Jill retired at the end of the last academic year and we did not replace her. We used Jess and Helen more in order to meet the requirements of their apprenticeships and they are paid at a lower rate than a qualified staff member.
2. Training Costs – up by £353.50 – two members of staff needed paediatric first aid in Sept 22, and three more staff members did paediatric first aid in May 23.
3. Premises costs – increased by £526.09 – mainly due to increased cost of utilities over the winter (utilities up by £361.97).
4. Subscriptions down by £11.35
5. Insurance – up by £87.50
Yearly increase.
6. Administration – up by £1123.92
Due to buying Microsoft Office for new laptops, big increase in costs of printer inks (and high usage of these due to new phonics scheme requiring a lot of one-off printing). Also an increase in the cost of paper.

7. Refreshments - up by £101.03 - due to increased food costs
8. Consumables - down by £63.18
9. Fundraising costs - up by £1053.65 - we did a trip this year to All Things Wild for which there was a large outgoing cost - £250 for the coach and £614.95 for ATW itself (although this was offset by parents paying for these)
10. Other expenditure - up by £54.83 - had to pay back a parent who had paid us in error
11. Purchases of equipment - up by £1808.21 - buying items using grant money received - new equipment for back garden area, new outdoor equipment (balance scales, mud kitchen, water channels and stands). We also replaced a long floor-to-ceiling window with a new door to allow us to access the side garden area more easily. We spent £980.71 on this. (Also had new steps put in from the door but these were paid for in the current financial year).

Overall, expenditure was down by £2993.23 - mainly due to a fairly large decrease in our employment costs compared to the previous year (even though other costs were up - utilities, admin etc - this was offset by the decrease in employment costs).

This year we have made a loss of **£3709.25**

This year we had lower employment costs and increased fee income compared to last year, meaning we had higher income and lower spending compared to last year. However, the rising cost of living has impacted us with increases in premises costs (for utilities and insurance) as well as refreshments, consumables and administration costs (for example printer inks and paper). Overall this has led to us making a loss of £3709.25. This is in comparison to a loss of £10,998.53 last year. These losses follow several years of making small to significant profits. We do keep a close eye on the finances and hope to break even again in this financial year.

Charity name:

Mitton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period start date

8/1/2022

Period end date.....

7/31/2023

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Liabilities (loans and any other money owed on the period end)	(H)	-	
Net assets	(E-F+G-H)	£119,229.14	

Signed.....Name.....
.....Role.....



Report to the trustees/
members of

Charity Name

Milton Manor Pre-school and after school club

On accounts for the year
ended

31/7/23

Charity no
(if any)

900034

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

J. M. James

Date:

31/5/24

Name:

JOANNE JAMES

Relevant professional
qualification(s) or body
(if any):

AATQB - No 20063337

Address:

37 High Street

Tewkesbury

Glos

Holberton & Co Ltd
Nortonbury House
37 High Street
Tewkesbury
Glos GL20 5BB

Tel: 01684 296875

Email: lee@holbertonandco.co.uk

JOANNE

October 2018

Only complete if the examiner needs to highlight 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.

