

## **Stalbridge Pre-School Annual General Meeting**

### **Monday 25th September 2023 7.45pm - Minutes**

1. **Committee Present** – Jade Coley (Chairperson), Vikki Gallagher (Vice Chair), Claire Hatcher (Secretary), Gemma Vanstone (Safeguarding), Debbie Chant (DC) (staff), Gemma Hampton.
2. **Staff Present** - Debbie Chant, Jo Jeanes, Natalie Eastgate, Emma Castle, Megan Chase.
3. **Apologies** - Mary Simpson, Linda Gould, Tasha Clarke.
4. **Parents present** - Jenni Newell, Natasha Miller, Charlotte Coughlin, Steph Homewood, Ed Barclay, Rachael Trim, Amanda Goddard.
5. **Minutes from previous AGM** - Minutes agreed as correct. They were proposed by Vikki Gallagher and seconded by Gemma Hampton.
6. **Matters Arising** – None.
7. **Chairperson's Report** - Jade Coley thanked everyone for coming and the staff for preparing last year's cohort of children for school and for the outstanding Ofsted inspection.
8. **Treasurer's Report** - In the absence of a Treasurer DC has prepared a treasurer's report.

I hope you have had a chance to look at the annual accounts, sheets are available.

Our working balance remains healthy, with a higher than last year profit, this is mainly due the high school cohort last year and the income they generated, it is also in part due to staffing levels and the manager working in ratio.

It's been a good year for fundraising, this being approximately £1200 up from last year, the main fundraisers this year have been an online Xmas raffle, Easter Bingo, Coronation Crowns Treasure Hunt and the end of year summer raffle, we have also been fortunate with donations from the Community Charity shop on the High Street, our thanks go to them.

Our funding income was higher last year due to the high school cohort, this means less places for feeing paying children causing the drop in parent fees from the previous year, this is likely turn around the other way next year due to a lower school funded cohort and more fee paying younger children (we are not sure what the rate for funded 2 year olds will be next April).

Funding rates were increased in September to help with sustainability and staff retention, we have been informed by Dorset Funding that these rates may decrease again from April'24.

Premises costs were lower due to new fencing the previous year.

Utilities increased as expected, mainly due to the rising cost of electricity, we have now changed supplier to help with this.

Invoices are now being sent via Tapestry, hopefully all have found them easy to understand.

If anyone has any questions I will try to answer them.

## **9. Manager's Report** - Thanks to all attendees & a welcome to parents/new parents.

**CURRENT POSITION:** 27 children moved on to school, we currently have 29 children on register, this is lower than usual though with only 15 over 3's and 14 under 3's, we would usually expect to have a higher number of over 3's for the following school year, due to under 3's requiring a higher number of staff this is impacting on places we have available to children wanting to join, along with the new housing we are receiving a higher number of enquiries meaning we have a longer than usual waiting list, this is likely to impact extra session requests going forward. We also expect more enquiries for 2 year old places as the funding is rolled out to working families from April 2024.

We ended the school year with a sports morning and a leavers trip to Farmer Palmers.

**STAFFING:** My thanks to staff for their commitment to the Pre-School, their continued hard work and the support they give the children, Jo has taken over the role of Deputy Manager and Deputy Safeguarding Lead, we have welcomed Emma to the staff team this year, Meg has settled well into her role as an L3 practitioner and Nat continues with her L3 training, I have taken on the role of Special Educational Needs and Disabilities Co-ordinator following Lisa's resignation at the end of the year, we will likely need to recruit another member of staff in the near future to meet the request for sessions.

**OFSTED:** We were inspected by Ofsted in October'22, graded as outstanding.

**COMMITTEE:** Thanks to our Chairperson Jade and the other committee members for their fundraising efforts this year, sourcing prizes for raffles and bingos as well as helping to run the events, the monies raised help us to buy extra resources for the children. Unfortunately our Treasurer resigned the position before the end of the year, we do need a Treasurer and Secretary on the committee so if anyone is interested and would like to know a little more about what that entails please do ask me.

## **10. Any other business** – A parent asked if the ICO payment was for GDPR.

## **11. Election of new committee**

All committee stood down, Claire Hatcher, Linda Gould, Gemma Vanstone, Tasha Clarke resigned.

Jade Coley, Vikki Gallagher, Gemma Hampton, Mary Simpson and Debbie Chant stood for re-election and were voted back on, new members elected; Charlotte Coughlin, Rachael trim, Steph Homewood, Natasha Miller, Jenni Newell.

Chairperson – Jade Coley (proposed by Vikki Gallagher seconded by Gemma Hampton)

Vice Chair – Vikki Gallagher (proposed by Jade Coley seconded by Gemma Hampton)

Safeguarding – Natasha Miller (proposed by Jade Coley seconded by Vikki Gallagher)

Treasurer and Secretary and roles to be decided at next committee meeting.

Committee Members – Jade Coley, Vikki Gallagher, Gemma Hampton, Mary Simpson, Debbie Chant (staff), Natasha Miller, Steph Homewood, Rachael Trim, Jenni Newell, Charlotte Coughlin.

Friends of the Committee – None.

Meeting closed 8.08pm

**STALBRIDGE PRE SCHOOL**  
**PROFIT AND LOSS YEAR ENDING 31st AUG 23**

2022	INCOME	2023
£ 63,471.97	<b>Early Education Funding – DCC</b> Universal, 30hr, 2yr, EYPP, 1:1	£ 87,481.26
£ 34,890.16	<b>Parent Fees</b> Fees, Fairer Funding Charge (FFC), Booking deposits	£ 22,466.47
£ 1,579.70	<b>Fundraising</b>	£ 2,739.25
£ 14.08	<b>Interest on bank accounts</b>	£ 329.64
£ 150.05	<b>Donations/Commissions</b>	£ 3,575.27
£ 96.35	<b>Grants</b> JRS, Local Authority, Apprenticeships	£ -
£ 405.93	<b>Other</b> Hire, training places,	£ 7.49
<b>£ 100,608.24</b>		<b>£ 116,599.38</b>

2022	EXPENSES	2023
£ 85,800.80	<b>Employment</b> Wages (inc pension, holiday pay, PAYE), training, uniform	£ 88,879.50
£ 2,334.90	<b>Premises</b> Rent, Rates, Repairs, Maintenance, PAT testing	£ 890.42
£ 1,676.93	<b>Equipment</b> Furniture, resources, white goods, technology	£ 1,873.25
£ 1,784.30	<b>Consumables</b> Snacks, hygiene, cleaning, cooking, crafts, clothing	£ 1,964.99
£ 50.27	<b>Fundraising</b> Costs, refreshments, prizes,	£ 37.46
£ 1,281.66	<b>Insurance</b> Building, contents, public liability	£ 1,286.72
£ 2,506.96	<b>Utilities</b> Electric, water, broadband, phone	£ 2,937.42
£ 385.63	<b>Administration</b> Printing, stationery, postage, advertising	£ 196.05
£ 284.99	<b>Annual Subscriptions</b> Ofsted, Tapestry, ICO, Website, EYA, Anti-virus	£ 472.50
£ 651.81	<b>Professional fees</b> Payroll, Accounts, Professional support	£ 586.56
£ -	<b>Donations</b>	
£ 807.63	<b>Extras</b> Trips, entertainment, kit bags, educational visitors	£ 1,607.66
<b>£ 97,565.88</b>		<b>£ 100,732.53</b>
<b>£ 3,042.36</b>	<b>NET PROFIT FOR THE YEAR</b>	<b>£ 15,866.85</b>

I have prepared the books, papers and information supplied, the Accounts for the year ending 31st August 2023.  
Closing balance 31st August 2023

**£80,019.09**

Signed:   
H DOWNTON  
18th September 2023

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