



Kings Sutton Preschool

The Annexe, Kings Sutton Primary School, Richmond St, Kings Sutton, OX17 3 RT
01295 816006

Registered Charity 1016990

Minutes of the AGM committee meeting held on Friday 14th October 2022 3.45pm at Preschool

Attended

Becky Herbert, Sarah Clayton, Emma Watts, Tania Wilde, Kelley Greenough, Carina Wyatt, Lucie Wellburn, Laura Boswell, Sam Finch, Amy Osenton, Sarah Gale, Emma Hyatt, Ed Jaspers, Caroline Horton

Apologies Received

Bryan Bellamy, Timea Marosan, Laura Knowles, Ros Pantrey,

Welcome by the Chair of the Committee, Emma Watts

Thank you for coming along today to share our achievements in the last year.

Current committee members are:

- Treasurer – Amy Osenton
- Secretary – Tania Wilde
- Laura Knowles, Bryan Bellamy, Ros Pantrey, Timea Marosan, Laura Boswell, Sarah Gale, Claire Watts

First, we'll begin by looking back at last year's targets:

- Our first target was to continue to fundraise as much as possible to ensure our Preschool continues to thrive and make improvements. Much of the funds raised has gone towards improving both gardens.
- Our second target, this is a target we always aim to improve each year and that is to continue to strengthen the communication between the committee, staff, parents and the school.

And lastly, the Preschool cannot stay open without voluntary support, and it doesn't just have to be parents. All that's involved is attending a meeting once every 6 weeks where we run through the agenda and share out some duties. These can be anything from helping to fundraise or simply visiting the Preschool after hours to meet work men like electricians. We always take into account the fact that everyone has very busy lives and children to look after so we share out bits where suitable but please don't be daunted as it's never too much! Your role can be as large as you like or as small as you like. Every member will help us to ensure that Preschool continues to serve the community and provide outstanding care for the children.



We have managed to maintain a healthy committee over the past year and completed 6-weekly meetings and this all goes towards the successful running of Preschool.

Manager's Report – Rebecca Herbert

At Kings Sutton Preschool I have been the Manager since 2018 and worked at the Preschool since 2013. Being a part of the Preschool as it grows and develops with every session is something I am very committed to. As a setting our staff team is our biggest asset, we are extremely lucky to have such a passionate and dedicated team that is always ready to learn, change and reflect on their practice.

As Emma has mentioned we are committee led setting and without the support of wonderful volunteers we wouldn't be able to operate. The AGM is fantastic opportunity for us to all look back at the year and plan for what's next.

Achievements

Since the last AGM we have run a very busy and successful summer playscheme, our first one since Covid and our flood. We have run two Christmas shopping session, unfortunately it was during a Covid outbreak at school, and we didn't have as many attend as we had booked in, but we already have two dates booked in to repeat it this year. We had another wonderful Christmas party with a very exciting visitor.... Covid was not stopping us! In the new year we were hit hard with 80% of our team off with Covid, we were forced to reduce session for the first time, but we still managed to operate with reduced hours.

We have also had face to face parents' evenings, new families visiting and a wonderful transition for the children moving on to school and a brilliant end of year party. As a staff team we welcomed Sarah back from maternity leave in January and Kelley took over managing the breakfast club and Carina started EYPDP training which she completed in June. Everyone had taken part in training; our team is always looking to learn more, and we all ensure that essential training is up to date. After six years of waiting, we finally had our Ofsted inspection, being award Outstanding again:

“The provision is outstanding Children thrive at this inspirational setting created by dedicated staff. Their welfare and happiness are at the heart of everything staff do. Children of all ages develop close friendships and are particularly caring towards each other. They cannot wait to greet staff with a smile as they arrive and enjoy sharing a cuddle throughout the day. Staff pair new children with a friend to help them learn what behaviour is expected from them from their very first day. Children use good manners consistently without being prompted and show complete respect for the environment. When they hear the tidy up music, they instantly know to put things back where they came from and join staff ready for the next part of the day. Children independently fetch their own sand timers to help them negotiate and share resources fairly with their friends.”

I would like to finish by sharing our Ethos:

Our ethos is that we provide a safe, secure, and stimulating learning environment where all children can thrive, gaining in self-confidence and learning to socialise through quality play in



our language rich environment. That all children are happy and settled and have a strong, warm attached to our team.

Our aim is to emphasise heavily on the prime areas set out in the early year's foundation stage. Once these are secure, they allow for the firmest foundation for learning and development. We aim to provide a child lead environment which enables each child to develop at their own pace with their independence and social skills. Through interactive and practical activities, to reinforce and challenge a child's existing skills, rather than to concentrate on formal learning.

At Kings Sutton Preschool we are passionate about safeguarding everyone and inclusion. We have created an environment that suits every child's needs. Where communication aids are used by all, and sensory resources are part of our continuous provision. Differences are celebrated and embraced within the culture of our Preschool.

We offer our own premises, situated within the grounds of Kings Sutton Primary Academy School, with excellent resources, a range of equipment, large indoor and outdoor play areas, supervised by our fully trained, experienced, and dedicated staff team. We also have an additional sensory garden that we share access to with the primary school. Our team is constantly reflecting on their practice and striving to provide the best care. We are run by a wonderful voluntary committee that all work closely with the Preschool team.

Targets for the Year Ahead:

Our first target and one that we have as a rolling target, due to our reliance on funding. Is to fundraise to ensure our Preschool continues to thrive and make improvements.

We will be using the money from the Tesco grant to support our sensory garden and continue the success of our new Nature Detectives sessions. Nature Detective's is a nature inspired session run twice a week with Lucie, that provides hands on experiences and wow moments.

And lastly, the Preschool cannot stay open without voluntary support. It doesn't just have to be parents...all that is involved is attending a meeting once every 6 weeks where we run through the agenda and share out some duties.

Duties can include fundraising or simply visiting the Preschool after hours to meet outside agencies eg. Plumbers, electricians

We always take into account that everyone has very busy lives and children to after so we share out bits where suitable but please don't be daunted it's never too much!

Your role can be as large as you like or as small as you like – every member will help us to ensure that Preschool continues to serve the community outstanding care for children.

I will now pass you over to Amy for the Treasurer's report.

Treasurer's Report – Amy Osenton



- 2021- 22- Numbers are healthy meaning, the summer play scheme started up again which is a good source of income for the preschool, however the uptake was not as good as previous years.
- The accounts for this year include the cost of several improvements for the building. These include: the sensory garden and the final payments for the roof and cladding. Plus a jump in the national minimum wage, and there for pay rises across the board.
- The bounce back loan, repayments will continue for a further 4 years. We believe there will not be an issue meeting the current repayments and the decision has been made to make an early repayment.
- Due to these improvements, the accounts are showing a deficit of £37931, The preschool has some remaining funds available due to a combination of fundraising, surplus from previous years and loan. So the Bank Balance remains healthy.
- For this year, we hope to see the numbers continue to increase where capacity allows and hopefully also see a large intake into summer play scheme. Hopefully all major works and improvements have been completed and no further large expenditure forecasted. Aim for this year is to reduce any large spending to minimum, look for opportunity to raise funds and increase numbers.

Estimated targets for 2022-23

Income

- Fundraising £2000.
- Direct Income and fee's £96100

Expenditure

- £109,618
- Predicated Deficit -£ 11512, but please note that this does not take into account Early Years Funding and any SENCO funding

Admin's Report – Sarah Clayton

2021/2022 was another tough year for Preschool with the effects of the pandemic still impacting on the number of children on role.

We ended the year with 29 children on role – 14 of these children have left us to go onto school and 4 new families joined us in September, starting the year with 19 children on role. This is less than previous years but like last year the number of younger children joining us has increased meaning they are spending more time with us before heading off to school. We are also forecasting for the next couple of years but this is always a near impossible task.

We have many families looking to increase sessions after October half term and January.

We have:

6 children on our waiting list for January 2023

4 children on our waiting list for April 2023

0 children on our waiting list for September 2024

0 children on our waiting list for January 2024



2 children on our waiting list for April 2024

Fees

Fees have increased across the board this year

Funding

Where the full funding entitlement is not being used 'lunch club' can now be included to be in line with our government contract.

30 hours

5 Children qualify for 30 hours - 3 use their full entitlement with us

2 Year Funding

2 Children are using 2year funding

Election of Office Bearers – Emma Watts

Each year we need to confirm with our current committee members who would like to remain and appoint Management Committee members.

So, firstly, I wish to stay as the chair and will need votes from the committee that they are happy for me to remain.

Voting was undertaken and appointments made as below:

Chair – Emma Watts stepped down from position and stepped back up, 2nd by Tania Wilde, Amy Osenton and Laura Boswell

Treasurer – Amy Osenton stepped down from the position and stepped back up. 2nd by Emma Watts, Sarah Gale and Tania Wilde

N.B. Even though Claire Watts has stepped down from the role of Treasurer she will remain on the committee in a silent capacity as she is a trustee and named on the bank account.

Secretary – Tania Wilde stepped down from position and stepped back up. 2nd by Emma Watts, Sam Finch and Amy Osenton

Committee Members – Emma Watts, Amy Osenton, Laura Knowles, Bryan Bellamy, Timea Marosan, Tania Wilde, Ros Pantrey, Sarah Gale, Laura Boswell, Sam Finch

No new members joined the committee

And finally thank you all for giving up your time to be with us this afternoon and support the Preschool and all the work that they do.

Next committee meeting – Thursday 3rd November, 8pm on Zoom

**KING SUTTON PLAYGROUP
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2022**

King Sutton Playgroup
Contents of the Unaudited Accounts
For The Year Ended 31 August 2022

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**King Sutton Playgroup
Business Details
For The Year Ended 31 August 2022**

Business The Annexe, Kings Sutton Primary Academy
Richmond Street
King Sutton
Banbury
OX17 3RT

Accountants Charlton Baker Limited
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

**King Sutton Playgroup
Accounts Approval Statement
For The Year Ended 31 August 2022**

I approve these un-audited accounts which comprise a Profit and Loss Account, Balance Sheet and related notes.
I acknowledge my responsibility for the accounts including the provision of all the information and explanations necessary for the completion.

Ms A Rosenton - Treasurer

Date

**King Sutton Playgroup
Accountant's Report
For The Year Ended 31 August 2022**

Chartered Accountant's Report to King Sutton Playgroup on the Unaudited Financial Information of King Sutton Playgroup

In accordance with the engagement letter dated we have prepared for your approval the financial information of King Sutton Playgroup for the year ended 31 August 2022 which comprises the Profit and Loss account, the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to you in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial information of King Sutton Playgroup and state those matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at ICAEW Technical Release 08/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than King Sutton Playgroup for our work or for this report.

You have approved the financial information of King Sutton Playgroup for the year ended 31 August 2022 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

Signed

.....
Charlton Baker Limited
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

King Sutton Playgroup
Profit and Loss Account
For The Year Ended 31 August 2022

	2022		2021	
	£	£	£	£
Turnover				
Government vouchers		64,678		65,130
Fees receivable		26,078		27,843
EYPP		1,295		225
Fundraising income		6,059		3,110
Donations		4,076		6,350
Training		340		-
Grants and subsidies received		-		674
		102,526		103,332
Other Income				
Bank interest receivable		-		216
		102,526		103,548
Expenditure				
Wages and salaries	93,623		86,803	
Light and heat	2,533		1,728	
Maintenance and Cleaning	30,314		34,921	
Computer software, consumables and maintenance	929		536	
Resources	10,217		9,022	
Sundry expenses	562		189	
		138,178		133,199
		(35,652)		(29,651)
Finance Costs				
Bank interest payable	602		-	
		602		-
NET LOSS		(36,254)		(29,651)

**King Sutton Playgroup
Balance Sheet
As at 31 August 2022**

		2022		2021	
	Notes	£	£	£	£
CURRENT ASSETS					
Cash at bank and in hand		22,336		63,933	
NET CURRENT ASSETS			22,336		63,933
TOTAL ASSETS LESS CURRENT LIABILITIES			22,336		63,933
LIABILITIES DUE AFTER 1 YEAR					
Bank loan		21,150		26,493	
			21,150		26,493
NET ASSETS			1,186		37,440
CAPITAL ACCOUNT					
Balance at 1 September 2021			37,440		67,091
Profit/(Loss) for the period/year			(36,254)		(29,651)
Balance Carried Forward			1,186		37,440

Signed By

AMY OSENTON

Date Signed	2023-06-13 14:38:43
Email	amyrosenton@outlook.com
Printed Name	amy osenton
IP Address	80.42.135.167
Browser User Agent	Mozilla/5.0 (iPhone; CPU iPhone OS 16_5 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/16.5 Mobile/15E148 Safari/604.1
Name of signatory	Amy Osenton



Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name KINGS SUTTON PLAYGROUP		
On accounts for the year ended	31 AUGUST 2022	Charity no (if any)	1016990
Set out on pages	1-2 (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 31 / 08 / 2022.

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Squire

Date:

16/06/2023

Name:

STACEY SQUIRE

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

ACCA

Address:

CHARLTON BAKER LIMITED

7-7c SNUFF STREET, DEVIZES, WILTSHIRE, SN10 1EH

Section B

Disclosure

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 details of any items that the examiner wishes to disclose.