



## **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 13<sup>th</sup> October 2023 4.15p.m. at Preschool**

#### **Attended**

Becky Herbert, Sarah Clayton, Emma Watts, Tania Wilde, Carina Wyatt, Lucie Wellburn, Sam Finch, Amy Osenton, Sarah Gale, Kelley Greenough, Marian Long

#### **Apologies Received**

Laura Boswell, Laura Knowles, Bryan Bellamy, Claire Watts

#### **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
- Emma Watts, Amy Osenton, Tania Wilde, Laura Knowles, Bryan Bellamy, Laura Boswell, Sarah Gale, Claire Watts

I am the Preschool chair and have been with the preschool for the last 6 years as chair and 2 years on the committee before that. We would like to thank you for coming along today to share our achievements in the last year.

Every year at our AGM we set ourselves positive targets:

- Our first target is longer opening hours. We have recently been trialling staying open until 4pm to offer more flexibility and we are also soon changing our enrolment age from 2-year-olds to 18-month-olds to help increase our profitability. In order to do this, we will be looking at possible grant options and fundraising as we will require a quiet sleep area.
- Our second target is to continue to strengthen the communication between the committee, staff, parents, and the Primary Academy. We have started to join forces at some events with the Primary Academy's PTFA and hope to continue to do so at more events in the future.



- Our third and most important target is to continue to fundraise as much as possible! The government funding we receive does not match the costs of running the preschool and our preschool, much like other early years settings in the country are facing considerable financial pressure. The local government funding only covers about 65% of outgoings and we believe the current funding is not sufficient or reflective of the level of personal care required to look after young children.
- The preschool has received an outstanding grade by Ofsted for the past three inspections, but due to our financial challenges we rely upon our committee members, the community, and local businesses for support in fundraising and sponsorship.
- We urgently need more help from the local community and from parents and carers to ensure Preschool continues to thrive.
- We need help from anyone who can lend time to fundraise or join our wonderful committee team. It's a lovely way to meet other parents and carers and support the Preschool.
- We are also currently looking to replace our secretary role, which we need to be filled for the preschool to legally run. 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 e.g. plumbers, electricians.
- We always consider 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.

### **Manager's Report – Rebecca Herbert**

At Kings Sutton Preschool I have been in place as the manager since 2018 and I worked previously as the deputy manager from 2013. In this time, I have supported the growth of the Preschool to what it is today. Things have not always been easy; we have seen our fair share of challenges. But what has always remained the same is the passion and dedication from the staff team, to always provide an environment in which children feel safe and secure, that they can grow and develop within. We are always adapting, reflecting and ready to make positive changes if and when is needed. As a registered charity, which is run by a voluntary committee, we are dependent on voluntary support, which fortunately we have in this wonderful community.

### **Achievements**



Over the last year we have seen financial challenges far like any we have seen before. As a staff team and committee, we have worked tirelessly to keep the Preschool open. As I am sure many of you may be aware, the early years sector is underfunded and currently not receiving the support it needs. With the government putting in place new childcare initiatives we are hoping that the sector will soon receive the support and recognition it so deserves.

**This year we have:**

- Introduced consumable donations
- Increased our fundraising
- Increased our fees (which is something we haven't taken lightly)
- As a team and committee, we have looked closely at our outgoing costs, reducing wherever we can
- Introduced later pick up sessions
- Running another successful playscheme

We are incredibly proud of our Ofsted inspection and despite all the financial concerns and unsettling feelings, we absolutely feel this still truly reflects our Preschool:

**“Staff have an exceptional understanding of how to support children's care and development. They work together as a close-knit team to monitor children's learning. Staff continually identify any gaps and put strategies in place that help children to develop. They share this information with parents and carers promptly so they can further support children's progress at home. Staff support all children to make rapid progress in all areas of development. They ensure children, regardless of their starting abilities, are fully ready for school. Staff demonstrate particular dedication and compassion when supporting children with special educational needs and/or disabilities. They carefully adapt the curriculum to ensure that every child can access the high-quality learning opportunities. Staff plan exhilarating learning opportunities that keep children highly engaged. They use children's interests to discreetly teach them new skills and knowledge”.**

**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 is longer opening hours. We have recently been trialling staying open until 4pm to offer more flexibility and we are also soon changing our enrolment age from 2-year-olds to 18-month-olds to help increase our profitability. In order to do this, we will be looking at possible grant options and fundraising as we will require a quiet sleep area.
- Our second target is to continue to strengthen the communication between the committee, staff, parents, and the Primary Academy. We have started to join forces at some events with the Primary Academy's PTFA and hope to continue to do so at more events in the future
- Our third and most important target is to continue to fundraise as much as possible!
- The government funding we receive, does not match the costs of running the preschool and our preschool, much like other early years settings in the country are facing considerable financial pressure.
- The local government funding only covers about 65% of outgoings and we believe the current funding is not sufficient or reflective of the level of personal care required to look after young children.
- The preschool has received an outstanding grade by Ofsted for the past three inspections, but due to our financial challenges we rely upon our committee



members, the community, and local businesses for support in fundraising and sponsorship.

- We urgently need more help from the local community and from parents and carers to ensure Preschool continues to thrive. We need help from anyone who can lend time to fundraise or join our wonderful committee team. It's a lovely way to meet other parents and carers and support the Preschool.
- We are also currently looking to replace our secretary role, which we need to be filled for the preschool to legally run.
- The Preschool cannot stay open without voluntary support.

### **Treasurer's Report – Amy Osenton**

- 2022-23 Numbers are healthy meaning, the summer play scheme was very successful and a good source of income for the preschool. Our income from direct fees is up by 52% on last year, as breakfast club proves a reliable source of income with waiting lists for certain days and of course the increase in session fee's.
- The biggest challenge this year has been the increase of NMW by 9% and our direct funding only increasing by 4%. This has had significant impact on the wage cost. As such we have had to dip into our savings to remain open.
- The bounce back loan repayments will continue for a further 3 years. We may need to look at the loan term to relieve some financial pressure, but currently we are meeting our payments.
- Our overall our income is 20% down on last year, with fundraising down by 34% compared to last year.
- For this year, we hope to see the numbers continue to increase where capacity allows, and we open our doors to 18-month-olds from January. We have moved our book-keeping in house, and our payroll remains outsourced. Although finishing off the end of year accounts, has challenged myself and Sarah. We strongly feel moving forward it will give us more autonomy over the book-keeping and allow us to more effectively managed our income and expenditure.
- The estimated loss of preschool was £11,512 the actual loss was £14,856.27

#### **Estimated targets for 2022–23**

##### Income

- Fundraising £5,000
- Direct income and fee's £110,400 – 20% up lift on last year

##### Expenditure

- £128,130 – 9% on last year (NMW to raise again in April 2024)
- Predicted Deficit – £12,730



Turnover			
		2022-23	2021-22
Govt		£51,999.74	£64,678.00
EYPP/HN		£5,983.78	£1,295.00
Fees		£39,814.36	£26,078.00
donations		£563.70	£4,076.00
Fundraising		£2,114.12	£6,059.00
Other		£1,032.49	£340.00
<b>total</b>		<b>£101,508.19</b>	<b>£102,526.00</b>

Expenditure					
wages	£97,574.66			£93,623.00	
EYPP/HN	£3,976.00				
Admin	£859.40				
bank loan	£5,508.92			£5,996.00	
fees	£859.37				
light and heat, insurance	£911.75			£2,533.00	
Premises	£2,527.37			£30,314.00	roof
Cleaning	£0.00				
Copier	£617.88				
P&S	£35.94				
Phone	£465.54				
Computer	£362.19			£929.00	
Resources	£2,104.90			£10,217.00	
Groceries	£1,363.99			£0.00	
Fundraising	£19.00				
Pupil sunds	£76.00				
Staff sunds	£287.55			£562.00	
<b>total</b>	<b>117550.46</b>			<b>£144,174.00</b>	

<b>NET loss</b>		-		
		£16,042.27		
Current assests bank		£4,390.59		£22,335.00
cash		£87.32		
Savings		£2,000.00		
		<b>£6,477.91</b>		<b>£22,335.00</b>



Capital account				
balance at 1st september 2022		£1,186.00		
profit /loss for		- £16,042.27		
Balance		- £14,856.27		- £15,596.00

### **Admin's Report – Sarah Clayton**

- This year we ended the year with 35 children on role – 14 of these children have left us to go onto school and 6 new families joined us in September, starting the year with 27 children on role. This is 8 more than last year.
- Over the past year we have seen an increase in the number of younger children joining us, which means they are spending more time with us before heading off to school.
- As always, we are trying to forecast for the next couple of years, but this is always a near impossible task.
- We have already taken enquires from families looking to increase sessions after October half term and January.
- We have:
  - 1 child on our waiting list for January 2024
  - 2 children on our waiting list for April 2024
  - 2 children on our waiting list for September 2024 1 child on our waiting list for January 2025
- We are hoping that by lowering our intake age to 18 months some children on our waiting list will move their enrolment forward.
- Fees: have increased across the board again this year to reflect the cost of living and we have introduced an ad hoc fee to breakfast club sessions – to compensate for the admin costs this entails.

### **Funding:**

- The majority of our children are using their full 15 hours entitlement.
- 30 hours: 4 Children qualify for 30 hours – 1 child uses their full entitlement with us
- 2 Year Funding: 1 Child is using 2 year funding.

### **Fees**

Fees have increased across the board again this year to reflect the cost of living and we have introduced an ad hoc fee to breakfast club sessions – to compensate for the admin costs this entails.



## **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 Sam Finch, Amy Osenton and Sarah Gale

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

**Secretary** – Tania Wilde would like to step down from the position. Ella Barrington, Rob Green and Kirsty Clifford expressed their interest. The current committee will vote in at the next committee meeting once DBS checks done and appointment decided

**Committee Members** – Emma Watts, Amy Osenton, Laura Knowles, Sarah Gale, Laura Boswell, Sam Finch

Ros Pantrey, and Timea Marosan to step down as committee members.

N.B. Even though Claire Watts will remain on the committee in a silent capacity as she is a trustee and named on the bank account. Likewise, Bryan Bellamy will remain as a trustee for the time being as a silent member.

### **New committee members:**

- Ella Barrington
- Rob Green
- Kirsty Clifford
- Vanessa Woollard
- Nicole Boothman
- Lucie Wellburn

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 – 2nd November, 8pm on Zoom for fundraising planning.**



**KINGS SUTTON PLAYGROUP  
UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2023**

**Kings Sutton Playgroup  
Contents of the Unaudited Accounts  
For The Year Ended 31 August 2023**

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**Kings Sutton Playgroup  
Business Details  
For The Year Ended 31 August 2023**

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**Partners**

Ms E Brock  
Ms C Watts  
Mr B Bellamy

**Accountants**

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

**Kings Sutton Playgroup  
Accounts Approval Statement  
For The Year Ended 31 August 2023**

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I approve these unaudited 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.

Signed

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Date

**Kings Sutton Playgroup  
Accountants' Report  
For The Year Ended 31 August 2023**

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**Chartered Accountants' Report to Kings Sutton Playgroup on the Unaudited Financial Information of Kings Sutton Playgroup**

In accordance with the engagement letter dated we have prepared for your approval the financial information of Kings Sutton Playgroup for the year ended 31 August 2023 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 Kings 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 Kings Sutton Playgroup for our work or for this report.

You have approved the financial information of Kings Sutton Playgroup for the year ended 31 August 2023 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

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

**Kings Sutton Playgroup  
Profit and Loss Account  
For The Year Ended 31 August 2023**

	<b>2023</b>		<b>2022</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Turnover</b>				
Government vouchers		52,000		64,678
Fees receivable		39,815		26,078
EYPP		5,984		1,295
Fundraising income		2,114		6,059
Donations		564		4,076
Training		1,032		340
		<u>101,509</u>		<u>102,526</u>
<b>Other Income</b>				
Bank interest receivable		18		-
		<u>101,527</u>		<u>102,526</u>
<b>Expenditure</b>				
Wages and salaries	101,551		93,623	
Light and heat	912		2,533	
Maintenance and Cleaning	1,817		30,314	
Computer software, consumables and maintenance	362		929	
Resources	6,442		10,217	
Sundry expenses	383		562	
		<u>111,467</u>		<u>138,178</u>
		(9,940)		(35,652)
<b>Finance Costs</b>				
Bank interest payable	467		602	
		<u>467</u>		<u>602</u>
<b>NET LOSS</b>		<u>(10,407)</u>		<u>(36,254)</u>

**Kings Sutton Playgroup  
Balance Sheet  
As At 31 August 2023**

		<b>2023</b>		<b>2022</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		<u>6,528</u>		<u>22,336</u>	
<b>NET CURRENT ASSETS</b>			<u>6,528</u>		<u>22,336</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			6,528		22,336
<b>LIABILITIES DUE AFTER 1 YEAR</b>					
Bank loan		<u>15,750</u>		<u>21,150</u>	
			<u>15,750</u>		<u>21,150</u>
<b>NET ASSETS</b>			<u>(9,222)</u>		<u>1,186</u>
<b>CAPITAL ACCOUNT</b>					
Balance at 1 September 2022			1,185		37,440
Profit/(Loss) for the period/year			<u>(10,407)</u>		<u>(36,254)</u>
<b>Balance Carried Forward</b>			<u>(9,222)</u>		<u>1,186</u>

**Kings Sutton Playgroup  
Notes to the Accounts  
For The Year Ended 31 August 2023**

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Signed By

**AMY OSENTON**

Date Signed	2024-05-01 14:07:17
Email	amyrosenton@outlook.com
Printed Name	amy osenton
IP Address	80.42.138.114
Browser User Agent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/124.0.0.0 Safari/537.36 Edg/124.0.0.0
Name of signatory	Amy Osenton



Section A

Independent Examiner's Report

Report to the trustees

KINGS SUTTON PLAYGROUP

On accounts for the year  
ended

31 AUGUST 2023

Charity no  
(if any)

1016990

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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 in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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:

*R. Proto*

Date:

14/03/2024

Name:

Rachel Proto

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

ACA

Address:

7-7c Snuff Street, Devizes, Wiltshire, SN10 1DU

**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.**