

St Paul's Pre-School AGM and Committee Meeting
Wednesday 15th October 2025
1 Shelley Close, Winchester, SO22 5AS

Attendees

Mark Gilbert (Chair) **MG**
 Sarah Crisp (Secretary) **SC**
 Louise Richardson **LR**
 Georgia Tollerfield **GT**
 Silvia Brown **SB**
 Cathy Blackburn **CB**
 Yoosun

Apologies

Sarah Hutchison (Treasurer) **SH**
 Nadine Marshall (Deputy-Chair) **NM**
 Ellie Walker-Arnott **EWA**
 Jack Gardener **JG**
 Katie Gilbert **KG**
 Vaso Paraschidou **VP**

Agenda

No.	AGM	Actions
1.	Welcome and agenda explained	
	<i>Welcome from Mark (Chairperson)</i>	
2.	Chairperson s Welcome and Report from Mark Gilbert	
	<p><i>Thanks to our dedicated staff and an engaged committee. 2024-5 was a good academic year for St Paul s preschool. Consistently high pupil numbers across all sessions meant that more children and more families could benefit from the setting, and we welcomed four new staff members over the year: three as bank staff - Smilin Lee, Katie Walker-Arnott and Helen Ford, and we welcomed Rebecca West as a new Deputy Supervisor in September 2025. We also said a fond farewell to Leonie Platt who leaves after an excellent 8 years at St Paul's Pre-school.</i></p> <p><i>As chair, I've been incredibly fortunate to have been supported by a keen, active committee of ten. I'd like to formally thank Jack Gardener, Katie Gilbert, Sarah Neate, Vaso Paraschidou, Georgia Tollerfield for all their hard work on the committee and to the officers, to Sarah Crisp who served as Secretary, Sarah Hutchison as Treasurer, and to Nadine Marshall as Deputy Chair.</i></p> <p><i>The committee worked well both in administrative oversight and in fundraising. In fundraising, the pre-school raised £8,300 over the academic year. Notable highlights included the Christmas Market and raffle which raised around £2,000, the fundraising gig in May which featured pre-school staff and parents, the carboot sale, the roll & ride (£780); and the disco. We were also extremely grateful to receive "match funding" through Nick Marshall's employer. As well as supporting the pre-school and being great fun, these events also raised</i></p>	

	<p>our profile in the community Thank you to everyone who helped make these events happen'</p> <p>Just as important as the fundraising was the things it enabled - keeping costs down on our trip to Manor Farm which featured a double-decker bus, educational workshops and lots of farm animals. bringing some smaller and scalar animals to pre-school via the mobile zoo and paying for our brand new wooden climbing frame in the meadow</p> <p>Finally, the beating heart of the preschool is our staff Thank you to Yoosun and Lisa for keeping us organised Thank you to Dawn for getting everything ready and packing it away again and thank you to all the teachers for looking after and educating our children. and for all your hard work and professionalism</p>	
3.	Finance Report from Yoosun and Sarah Hutchison	
	Total income 2024/2025: £194.817	
4.	Lead Teacher s report from Silvia Brown	
5.	Election of Committee	
	<p>The following committee was elected</p> <p>Mark Gilbert (Chair) MG</p> <p>Sarah Crisp (Secretary) SC</p> <p>Louise Richardson LR</p> <p>Vaso Paraschidou VP</p> <p>Georgia Tollerfield GT</p> <p>Ellie Walker-Arnott EWA</p>	
6.	AOB	
No.	Committee Meeting	Actions
1.	DBS / EY2 Update & Early Years Central Training	
	VP EY2 training to be completed	VP to complete training
2.	OFSTED readiness	
	SB would like a list of Ofsted prep questions to help staff prepare	MG to check in with SB about

	Gate lock and slow closer are with the Church to be fitted on Friday There are two keys with the lock. which should be held by Church and Preschool	buying some prep questions.
3.	HR	
	6.1 HR Policy Update & Code of conduct	
	Employee handbook has been sent to SB Yoosun and Lisa who have reviewed the policies and their amends have been incorporated This was approved by the committee subject to no further changes from Lisa, Yoosun or SB SB has requested that a Staff Code of Conduct is included with the policies - this was reviewed by the committee and approved it	KG to recirculate.
	6.3 SENCo / SALT role	
	It needs to be agreed who is undertaking these roles for 2025/26 and confirming these with Yoosun	MG to confirm this with SB .
	6.4 Staffing and Annual Work Weeks	
	SB has requested that, if funding allows, staffing contracts are extended to 40 or 41 weeks per year This would help ensure that vital preparation and administrative work for the summer is completed and properly acknowledged. The committee was not happy to approve this change, but would like to have a formal agreement of pre-approved overtime for the summer holidays which will be discussed and agreed in June/July 2026 The committee was also keen to recognise and thank the staff for all their hard work over the summer	MG to reply to SB's request.
4.	Finance / AGM	
	7.1 Financial report (AGM)	
	Financial overview is included with the minutes Notes that greater controls should be applied to the fundraising account, and ensuring that operational costs are not funded from this account The fundraising account is looking a little low coming into 2025/26 so this needs to be addressed	
	7.2 Staff Training budget	
	SB has requested a training budget of £2 500 for 2025/26 which is used for course costs as well as staff time and cover The committee approved the budget but requests that SB tracks the spend for this and report this to the committee	SC to reply to SB about the training budget

	7.3 Consumables budget	
	<p>SB has requested an increase in the monthly transfer for consumables</p> <p>The committee approved an additional £1 500 for a start of term refresh and given the current child numbers have decided to deferred a review of the monthly consumables budget to the October committee meeting</p>	
5.	Fundraising	
	8.1 End of term celebrations	
	The missing recipe books are not at any committee members house so church liaison needs to ask if these have been found by the Church	KG to ask if Church have the cook books
	8.2 Car boot sales 2025	
	<p>26th October 2025 confirmed Parent volunteers will be needed to collect the seller fees (around 9 30am) and do a litter pick (from 11.30am)</p> <p>2026 dates have been applied for and will be allotted in January 2026</p>	MG to include the details of this in the email to parents.
	8.3 Christmas Event 2025	
	<p>4th December with a new format of a family friendly carol singalong and Christmas craft afternoon at 4pm-6pm with raffle, bar, hot chocolates, face painting and transfer tattoos for kids and a few stalls St Paul's Christmas Cracker.</p> <p>Sponsorship of £500 is needed from a local business - Pearsons are the depending on whether they can afford to sponsor this is going to be discussed with them next week, so other businesses should be contacted (Dybles, Charters, Carter Johnas (Sophie Richardson, Savills) if they aren't able to confirm.</p> <p>Gambling licence is needed for the raffle and an alcohol licence is needed for the bar</p> <p>Poster/ flyer to be created by EWA</p> <p>KG to lead the carolling with Silvia on guitar</p> <p>Previous stall holders to be invited to attend with the change of format</p>	<p>MG to surface master spreadsheet from Christmas market</p> <p>MG to arrange alcohol and gambling licences.</p> <p>EWA to create a poster.</p> <p>SC to contact previous stall holders and other local estate agents regarding sponsorship</p>
6.	Church Liaison	
	Lisa was happy to take on Church liaison role and invite her to the September meeting as a handover.	KG to arrange the next liaison

	Climbing frame location	meeting.
	9.1 Radiator covers	
	SB has requested that for safety and safeguarding reasons radiator covers are installed before the winter months. For these reasons committee to request the church install covers of their choice (at their cost) before the children return after October half term.	KG to ask church to provide radiator covers.
	9.2 Window Covering Above Hall Entrance	
	The high window above the entrance to the hall creates significant discomfort during hot or sunny weather. SB has requested we look at the installation of a blind or curtain to help manage indoor temperature and improve the level of comfort around the snack tables. The committee is happy to explore this and will discuss with Church.	KG to ask church if these can be installed.
	9.3 Door and Locking Mechanisms	
	The bolts on the inside of the hall doors, including the fire exit, need attention. One bolt is currently loose, we are not sure if a functioning bolt is present on the rear fire exit door. Church to be asked to repair or replace the internal bolts on all relevant doors to ensure safety and policy compliance.	KG to ask Church to repair the locks.
7.	Date of next meeting	
8.	AOB	
	11.2 Log from the Arbour	
	A dead tree on the Arbour is due to be cut down and the wood needs to be relocated locally. SH suggested that this could be used to replace the rotting climbing log at Pre-school.	MG to ask Jonathan about the possibility of replacing the log.
	11.2 Election day - 7th May	
	11.3 Rotary Santa Sleigh Charity	

9	Officers' items (if any)	
	12.1 Church meeting	

St Paul's Pre-School
2024-2025 Report and Accounts

Statement of assets and liabilities
for the year ended 31 August 2025

Statement of Financial Position		for the year ended 31 August 2025	
Notes	2025 £	2025 £	2024 £
			2024 £
Assets			
Deposit account (Reserve)		£33,694	£33,385
Fundraising account		£4,763	£6,678
Current account		£52,465	£38,946
		£90,922	£79,008
Liquid Assets			
		£0	£0
Outstanding Fees and Monies			
		£90,922	£79,008
Total Assets			
		£7,972	£3,993
Liabilities			
		£82,950	£75,015
Net Assets			
Carried forward at 31 August 2025		£82,950	£75,015

St Paul's Pre-School
2024-2025 Report and Accounts

Income and Expenditure account
for the year ended 31 August 2025

Notes	2025 £	2025 £	2024 £	2024 £
Income				
Local Authority funding		£138,954		£105,514
Fees from parents		£45,937		£52,674
Holiday Clubs		£0		£1,130
Student Replacement and Charity Trust		£1,060		£560
Receipts from operating activities		✓ £185,951		£159,878
Fundraising and donations		£8,557		£9,364
Bank Interest		✓ £309		£418
TOTAL INCOME		£194,817 ✓		£169,659
Expenditure				
Staff Costs	£154,320		£122,248	
Premises	£11,206		£10,457	
Consumables/Essentials	£5,168		£3,690	
Insurance	£1,774		£825	
Administration	£3,943		£2,701	
Art/Stationery/Printing	£0		£0	
Payments for operating activities	£176,410		£139,921	
Fundraising	£10,471		£11,773	
TOTAL EXPENDITURE		£186,882		£151,694
<i>Operating surplus / (deficit) for the period</i>		£9,540		£19,957
Net surplus / (deficit) for the period		£7,935		£17,966
Balance brought forward at 1 September 2024		£75,015		£57,050
Balance carried forward at 31 August 2025		£82,950		£75,015

Financial Report and Accounts 2024-2025

Income and Expenditure

Our total income for the year 2024/25 was £194,817, primarily from early years education funding £138,954, parents' fees £45,937 and fundraising and donations £8,557. Our total expenditure amounted to £186,882. giving us a net surplus of £7,935. Our carried forward balance at 31st August 2025 was £82,950.

Local authority funding £138,954 received increased by 32%, compared to the last academic year £105,514 because we had 19 children more at September 2024 (49 children) compared to September 2023 (only 30 children) however parents' fees £45,937 has decreased by 13% compared to the last academic year £52,674. The reason for this is that more working parents are using 30 hours childcare funding.

The LEA funding rate in April 2025 was £5.61 per hour for 3 and 4 year olds and £7.81 per hour for 2 year olds. The parents' fee was increased to £7.60 per hour (from £6.90 per hour) for all ages from the summer term 2025. With inflation at an all time high, the Committee decided this 10% parent rate increase from the summer term was needed to help boost income but still remain affordable for parents, as a part of being a community based charity Pre-school.

Total staff costs increased by 26% to £154,320 compared to the last academic year £122,248. This year's staff cost included a year end bonus of £14,142, SENCO extra duty payment of £687. The 2024 national living wage rate was £11.44, a 10% increase in cash terms on the 2023 national living wage £10.42 which had an impact on our staff costs and the committee had approved a generous bonus scheme for all permanent staff 12% of yearly earning to appreciate the staff's hard work and for employee retention.

In this academic year, we raised £8,557 from various fundraising events and generous donations. We had a variety of fundraising events this year, such as the Christmas Fayre over £2,000 and Roll and Ride £780. The fundraising balance carried forward from the year 2023-2024 was £6,678. The fundraising income for the year 2024-2025 was £8,557 and the fundraising expense for the year 2024-2025 was £10,471 this year we spent £1,914 more than we earned but a good balance was carried forward from the previous year the reason for that was the committee spent £2,555 on bank staff and volunteer vouchers as a thank you for their hard work.

Statement of Assets and Liabilities

Net assets as at 31st August 2025 were £82,950.

We successfully applied for the various grants to support disadvantaged children and families throughout the year and we were able to provide one on one care to the children in need by SEN provision. The Committee is working very closely with the staff to provide high quality education, maintain affordable parents' fees as well as maintaining a stable head count which is crucial for ensuring the safety and well-being of the children. Our staff retention rate was incredibly stable this year.

The government is actively encouraging working parents to take advantage of the new childcare support scheme. In line with that, we are continuously accepting 30 hours funding as well as tax free childcare.

Thank you very much to the Committee, the teachers, the parents and the volunteers. Without your hard work and dedication, we would not be able to continue operating. We are all very much looking forward to another fantastic year together and we are very proud to be a part of the St Paul's community!

Thank you.

Yoosun Hur

On behalf of the Treasurer



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
St Paul's Pre-School

On accounts for the year
ended

31st August 2025

Charity no
(if any)

1020155

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 / 2025.

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 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.

Signed:

Date: 07/12/2025

Name: KERRY TAYLOR

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

FCCA

Address: 39 BALMORAL CRESCENT

DORCHESTER

DORSET DT1 2BN

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.