



AGM Meeting Minutes

Tuesday 22nd October 2024

Village Hall

Present:, Sharon Hooper, Sarah Williams, Helen Barham, Leanne Laird, Chrissie Toft & Sarah Moore.

Apologies: Megan Boxall

1 Welcome

Chair welcomes everybody and thanks to everyone for coming.

2 Minutes of the previous meeting

The chair reads and signs them.

3 Pre school Manager Report

Numbers of children were good for the start of the year and we progressed through the Autumn term. At the beginning of Dec held our fantastic Xmas Extravaganza and we went back to our usual festive period with the children being able to participate in a Nativity play & Xmas Lunch was delicious.

After the government announcement regarding funding for 2 year olds, I very quickly knew all spaces were allocated from Sept 24 – July 25. We employed Natasha & Tina to work with Nina in those vital support roles that keep the cogs turning behind the scenes allowing the keyworkers to do their stuff!

As the rest of the year went on, we maintained our excellent program of activities, however it quickly became evident that our planning had to be trimmed slightly as there were constant restraints on resources ie staffing & time, resulting from having children with additional needs in our Little Steps family. At this point I must make a special mention to Jess & Stacy, I had the easy bit co-ordinating the special educational needs programme, they did the work on the ground with the children, aiding them to reach their full potential and getting them ready for the transition into full-time education. We did however manage a couple of outdoor days at the Playingfield thanks to the Government! Unfortunately the Playday at Apex Park, Highbridge will be no more, due to restructuring of the local government, there seems to be a common thread here.....!

We had a lovely day out at Greatwood at the end of the summer term and were joined by many parents, yet again the weather was kind to us. The school leavers had their transition visits, and all settled in well in September and I was immensely proud of them all. We continued to rebuild our good links with the school and they seem keen to share resources with lots of joint ventures planned. By working closely we are able to develop a strong partnership which pays

dividends not only during the year but when it comes to the transition for the children starting full time education, in the same way Stay & play has helped with the transition into preschool.

I would to thank you, the committee for your efforts in helping me take Little Steps forward in a very professional manner. Without their support & understanding of the early years requirements, we wouldn't be able to achieve this. I say this every year - I sometimes feel I am just repeating what I said last year (or copying & pasting!) but in all honesty we have a formula that works and I mean every word.

Going forward in Sept 2024, with everyone having recharged their batteries, we are very much looking to fine tune our Keyperson skills, parent partnerships & planning, to make our working practice even better.

Saving the best till last, and most importantly, I must say a big thankyou to all the staff team who always give 110%, but this year 150%, and are a real asset to Little Steps always going "above & beyond". I really appreciate and value their input, enthusiasm & motivation in making Little Steps a place for us to be proud of!

4 Treasurers Report

In this report I am looking at the financial year of September 2023 to August 2024. Our income has increased from £106,000 in the 2022-2023 year to nearly £120,000 in the 2023-2024 year. An increase of over 13%. There are several factors in this. We had a rise to the grant funding, even more children through the door, good fundraising and we also received over £7500 SEN funding in this year.

Our outgoings for the year also increased with wages rising to nearly £97,000 - an increase of 13% from the previous years £86,000. This is to be expected as we have even more members of staff now, all working more hours than previously and their hourly rate increased during the year.

Fundraising for the year brought in £2134 as opposed to the £3800 from the previous year so a decrease of nearly 40%. This would mainly be due to the fact that the Christmas extravaganza didn't do quite as well as the previous year or that the Apex fundraiser was cancelled this year whereas the previous year raised over £800. Hundred club was again a big success.

Rent increased along with the cost of electricity and other household goods so we have seen our rent and utilities payment increase to just under £6200 in comparison to £5637 last year so approx 10% increase which we had budgeted for.

Helen has managed to keep the cost of food at roughly the same, coming in £75 under the previous year at £1661.

We made the decision not to transfer into our savings during this year because we wanted to use that money to pay for increasing our staffing to help now it is so busy and also we want to use that money to help support the staff who are working with our SEN children by allowing them to become almost one to one. We decided to look at transferring money across at the end of the 23/24 financial year which we have since done.

The books for this past financial year are now ready to go into the auditor but the figures at the moment show us turning a profit of £5092 which is great. So long as we can cover our costs and continue to staff well and to carry on

providing an excellent learning environment and continue to invest in new items and training for staff that is all that we want.

We opened September 2023 with a bank balance of £9034.71 and we closed August 2024 with a balance of £14127.39.

We also at the end of August 2024 had £13231.33 in our savings account although we have since transferred £10,000 into this account.

5 Chairs Report

What a year! Due to child numbers we increased staffing by taking on Natasha and Tina as well as more hours for the others. Nina handed in her notice at the end of the summer term and we wished her well. Looking forward, we promoted Jess to deputy and gave Stacy and Claire permanent contracts as again this coming year we are nearly full.

As this year went on, it became very busy and we also provided some children with 1-1's. It was a challenge at times and it took its toll on the staff by the end of the year. I would like to thank each and every staff member for their hard work and commitment and for supporting Helen when she needed them.

Also, a big thank you to Sarah, without you we would be lost. Sorting out funding, bills and everything else you do is mind blowing to me. A bit congratulations to Claire for passing her maths, English and level 2 apprenticeship.

As chair, which I've been for many years I can honestly say that this has been the most toughest and I hope I have provided a little bit of support to the staff.

James has laid new astro grass in the garden and we have had some fencing replaced ready for the new year. We had a good cleaning day too and finally sorted the puzzles.

Another good year financially as well and we will endeavor to spend some of it on some new equipment.

6 Election of New Committee

| Position | Nominee | Proposed by | Second by |
|-----------|---------------|---------------|--------------|
| Chair | Sharon Hooper | Helen Barham | Leanne Laird |
| Treasurer | Leanne Laird | Sharon Hooper | Helen Barham |

Committee Members

| | | |
|---------------|--------------|---------------|
| Sharon Hooper | Helen Barham | Chrissie Toft |
| Leanne Laird | Megan Boxall | Sarah Moore |

Sarah Williams – Bookkeeper/Accounts administrator/Secretary

7 AOB

Discussed plans for Christmas and for fundraising over this period.

Discussed trips and photos booked for Autumn term 2024.

New purchases planned for the next academic/financial year.

Next meeting at Village Hall at 7pm on Weds 27th November.

Little Steps Pre-school Annual Accounts

OPENING BALANCE £9034.71

Income Sept 2023 - Aug 2024

| Month | Grants | Fees | B Club | FR | Misc | Total |
|---------------|-------------------|-------------------|------------------|------------------|------------------|--------------------|
| Sept | £15,184.50 | £2,453.75 | £40.00 | £0.00 | £0.00 | £17,678.25 |
| Oct | £617.45 | £3,591.87 | £510.00 | £75.00 | £0.00 | £4,794.32 |
| Nov | £1,717.84 | £1,843.12 | £552.50 | £172.50 | £0.00 | £4,285.96 |
| Dec | £2,729.32 | £1,394.39 | £457.50 | £15.00 | £0.00 | £4,596.21 |
| Jan | £18,777.06 | £3,276.39 | £502.50 | £0.00 | £0.00 | £22,555.95 |
| Feb | £2,670.43 | £1,767.50 | £792.50 | £0.00 | £0.00 | £5,230.43 |
| Mar | £2,799.52 | £2,378.40 | £910.00 | £180.00 | £1,279.08 | £7,547.00 |
| Apr | £31,678.61 | £2,475.25 | £312.50 | £1,492.38 | £0.00 | £35,958.74 |
| May | £5,385.24 | £1,422.14 | £441.00 | £200.00 | £0.00 | £7,448.38 |
| Jun | £0.00 | £752.12 | £915.50 | £0.00 | £0.00 | £1,667.62 |
| Jul | £5,949.32 | £924.99 | £746.50 | £0.00 | £0.00 | £7,620.81 |
| Aug | £0.00 | £139.25 | £273.00 | £0.00 | £0.00 | £412.25 |
| TOTALS | £87,509.29 | £22,419.17 | £6,453.50 | £2,134.88 | £1,279.08 | £119,795.92 |

Lloyds Current Acc Opening Balance £9,034.71 ✓

Plus Income (Sept - Aug) £119,795.92 ✓

Plus Transfers from Current Account £0.00

Less Transfers to Current Accounts £0.00

Minus Expenditure £114,703.24 ✓

Closing balance 31.08.2021 £14,127.39 ✓

Profit / Loss £5,092.68 ✓

Lloyds Savings Acc Opening Balance £13,089.96 ✓

Plus Transfers from Current Account £0.00

Less Transfers to Current Account £0.00

Plus Interest £141.37 ✓

Balance £13,231.33 ✓

Little Steps Pre-school Expenditure Sept 23 - Aug 2024

| Month | Wages | Admin | Consum | Equip | PC | Rent /Utilities | Train/Proff | FR | Other | TOTAL |
|---------------|-------------------|------------------|------------------|------------------|--------------|------------------|----------------|--------------|------------------|--------------------|
| Sept | £7,243.90 | £126.00 | £107.06 | £69.68 | £0.00 | £463.29 | £50.00 | £0.00 | £0.00 | £8,059.93 |
| Oct | £6,658.09 | £147.32 | £149.33 | £169.23 | £0.00 | £497.66 | £173.91 | £0.00 | £0.00 | £7,795.54 |
| Nov | £7,854.10 | £168.00 | £282.12 | £898.82 | £0.00 | £546.44 | £0.00 | £0.00 | £353.62 | £10,103.10 |
| Dec | £6,224.30 | £168.00 | £134.98 | £716.94 | £0.00 | £626.43 | £0.00 | £0.00 | £150.20 | £8,020.85 |
| Jan | £8,257.37 | £140.00 | £276.53 | £130.54 | £0.00 | £485.49 | £0.00 | £0.00 | £187.65 | £9,477.58 |
| Feb | £7,925.27 | £210.00 | £0.00 | £1,686.74 | £0.00 | £472.49 | £0.00 | £0.00 | £24.09 | £10,270.41 |
| Mar | £8,114.16 | £168.00 | £128.18 | £426.42 | £0.00 | £477.69 | £124.00 | £0.00 | £0.00 | £9,438.45 |
| Apr | £8,628.58 | £203.00 | £194.07 | £34.97 | £0.00 | £474.44 | £0.00 | £0.00 | £676.01 | £10,211.07 |
| May | £8,109.26 | £135.00 | £143.42 | £67.95 | £0.00 | £656.29 | £64.80 | £0.00 | £726.91 | £9,903.63 |
| Jun | £9,257.58 | £180.00 | £97.89 | £188.00 | £0.00 | £501.92 | £84.00 | £0.00 | £10.00 | £10,319.39 |
| Jul | £9,705.35 | £285.00 | £148.16 | £272.62 | £0.00 | £487.02 | £190.00 | £0.00 | £252.82 | £11,340.97 |
| Aug | £8,787.60 | £243.75 | £0.00 | £133.95 | £0.00 | £487.02 | £0.00 | £0.00 | £110.00 | £9,762.32 |
| TOTALS | £96,765.56 | £2,174.07 | £1,661.74 | £4,795.86 | £0.00 | £6,176.18 | £686.71 | £0.00 | £2,443.12 | £114,703.24 |

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Little Steps Pre-School

On accounts for the year
ended

2024

Charity no
(if any) 1021256

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 31 08 2024

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

[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 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:

W. C. C. C.

Date:

24/6/25

Name:

TEREY. A. CROSSLAND

Relevant professional
qualification(s) or body

AAT ADVANCED CERTIFICATE
NUP BUSINESS FINANCE

(if any):

Address:

28 Virginia Beach

Quinton

Quinton TAB 5P Somerset

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.