

**Sunningdale Pre-School
Annual General Meeting**

**Thursday 11th November 2021
Held in the Preschool**

1. Welcome and Introduction
2. Agree last years AGM minutes
3. Attendees and apologies
4. Chairperson's report - Lianna Richardson
5. Treasurer's Report – Michelle Scarsbrook
6. Manager's report - Sharon Thompson
7. Election of new committee members
8. Any other business
9. Close

1. Welcome & Introduction

Welcome to this year's Sunningdale Pre-School Annual General Meeting and thank you for taking the time to attend. It's great that we could do this year in person given our change to zoom last year, so thank you for attending. Tonight, we will let you know what we've been up to over the past year, share the focus for the coming year as well as voting in our new committee members.

For those of you that don't know me, my name is Lianna Richardson and I have been on the committee since 2016, first as vice chair and subsequently as chair. I have been a parent at Pre-school for 4 years before both my children Mia and Leo went to Holy trinity, Mia is now in year 3 and Leo in year 1.

Tonight, you will hear from myself, Sharon the Pre-School Manager and Michelle who will read the treasurer report. If there are any questions, please feel free to ask.

Now onto the formalities...

2. Attendees and apologies

Jenny, our secretary, will be the taking minutes tonight.

Apologies received from committee/Staff members: Craig Rogers

3. Previous AGM minutes

We will ensure we agree and sign for filing

4. Chairperson's report

Before we move on to discuss some of the highlights since last September, I'm going to explain a bit about the committee and get the legalities out of the way.

1. Sunningdale Pre-School is a registered charity, affiliated to the Pre-school Learning Alliance and run by an elected committee according to the terms of the Pre-school constitution.
2. The constitution outlines the aims of the Pre-School, what methods it is allowed to use, what money can be spent and who can make the decisions.
3. As a registered charity the law requires us to have in place a committee whose members are the trustees and are legally responsible for the management of the pre-school.
4. The committee employs the staff, manages the accounts, maintains essential documents, fundraises and helps to fulfil the requirements of the local authority and Ofsted.
5. If a new committee is not elected the Pre-school cannot legally operate and would have to close immediately until we have a full committee in place.

My experience of the committee:

I am a firm believer that to support our children in having the best start to life around education, we as parents need to play as much of a role as we can in helping the pre-school team to do their

best work. Whether that be through organizing fundraising events to get some of the amazing new equipment they need or whether it be a sounding board for Sharon and the team when they have some key decisions to make.

So that was very much why I nervously put my hand up at the first AGM committee meeting I attended to be vice chair. However, the experience I have had over the last 5 years has made it far more rewarding than that. Being part of the committee is a lovely way to get connected to the other parents at pre-school especially in current times and to be closer to the pre-school team so you can understand and support them in creating the special environment for all of our children.

The fundraising team are really vital to the ongoing development of pre-school as they lead the fundraising events which raise the funds for new equipment and for improving the pre-school facilities. This is really key for Sharon and the team so that they can bring to life their ideas to enhance our children's development. Given the massive disruption Covid has posed for pre-school it has meant that all our fundraising plans have been on hold for the last 18mths. Although we are in a strong financial position and have still managed to raise small amounts (Michelle will share this with you in a bit) it is still vital that we raise funds for the future needs of the pre-school. The fabulous forest school facilities, all the new learning resources and ensuring the pre-school is safe and fit for purpose are all in place because of those funds. It is also a great way of creating some fun and memorable events for the pre-schoolers and us parents. Therefore, having current pre-school parents on the fundraising team to build back up our fundraising plans given more is now possible will be quite key.

We will go on to the committee roles and election after the reports and would encourage anyone thinking about getting involved to do so as we will need your support.

The past year:

Although Covid continued to change how Early years settings could operate this year, the team have done an amazing job of keeping things steady for all of the children. The team have supported their key children through the uncertain times, have prepared the leavers for their new schools and welcomed a whole new group of children to pre-school this term.

I know Sharon will share more about the experience for the team this year as they have continued to navigate the implications of changing government recommendations. However, I was delighted (and a bit jealous) that the pre-school could remain open through the last lockdown. The team pulled together in their pre-school 'bubble' to make it a super safe place for them, the children, and the parents. As Sharon and I reflected on the year with the team through their appraisals it really felt that this year has also given the team the opportunity to step into different areas of development for themselves which is really benefitting the offer and support they can provide as an early year setting. You all continue to astound me with your care, passion and purpose around making pre-school a great place for children to start their formal development journey. I know how important that is to us parents and it is why you are an outstanding pre-school!

Although my children are not here anymore, I delight in seeing the new children and parents joining this year and am super proud of the reputation you have built, which means we always have a waiting list for future years. It just shows how valued you are as a special place for early years development in our community.

Now it is over to Michelle for the treasurer report...

5. Michelle for the Treasurer's Report

I am pleased to present the accounts for Sunningdale Pre-School for the 12 months ended 31 August 2021. In accordance with the Charities Act 1993 and the Charities Statement of Recommended Practice, the accounts have been prepared on a receipts and payments basis, rather than an accruals basis. This option is available as the gross income for the period does not exceed £250,000.

The accounts show a loss for the year of £13k compared to small profit of £1k last year. In light of the uncertain year that we have all experienced with lockdowns, school closure and reduced numbers, this should be considered a resilient result.

INCOME

Income for the year totalled £132.8k (vs £147.5k in 19/20). This includes:

- Nursery Education Funding for 3 and 4 year olds received from the Royal Borough of Windsor and Maidenhead (RBWM) of £78.5k (vs £73.6k 19/20).
- Fee income for last year was down £12k from last year at £47.8k (vs £60.0k in 19/20). This Fee income refers to both Preschool top up fees and After School Club Fees with the decrease completely attributed to school closure during Lockdown. When compared to our last 'pre pandemic' year, Fee income is down £35.7k (vs £83.5k 18/19). This demonstrates the impact the last 2 years has had on our PreSchool.
- Despite this, we still managed to raise Fundraising income of £1.2k which is a great achievement so many thanks go to all those who helped to raise funds, despite the challenges faced. It is very much appreciated.
- Covid Furlough Grant received of £5k for staff furloughed during lockdown.

Excluding the impact of the Grant, income would have been £7.9k lower than last year.

EXPENDITURE

Total expenditure for the year was broadly same as last year at £146.2k (vs £146.4k in 19/20). Although lockdown has affected income for the school, a number of costs have to be incurred regardless of children attending and expenses include salaries paid to staff on furlough which are offset by the £5k income shown separately. Adjusting for the furlough Grant, expenses would have been £6.6k higher than last year mainly as a result of Rent increase (£3.2k), Office refit (£1.0k), extra Cleaning costs (£0.8k) and extra costs across general expenses including Food Consumables (£0.5k)

ASSETS

At the year end the total assets of the Pre-School stand at £87.9k. This money is held in three bank accounts.

LOOKING AHEAD

Pre-School has managed to weather the challenges that Covid-19 and the lockdown has brought. As parents continue to work from home, Afterschool numbers have been down but we're seeing some positive signs of numbers now picking up. Pre School continues to perform well though and we will be full by summer term, with a growing waiting list for 2022/23 intake. Obviously this is all dependent on future Government policy regarding Lockdowns, restrictions and potential vaccines. However, with a healthy balance sheet, we should be well positioned to survive the uncertainty.

6. Sharon for the Manager's Report

Thank you for coming along to our AGM, a very important date in the Pre-School diary. It has been a strange time at Pre-School over the past 20 months, a time of adjustment and uncertainty. During these times Pre-School has remained consistent for our children, however we are very aware that it has been different for you, our parents. The last year has been a year of parents not being able to come into Pre-School to drop your children. We would use this time to get to know you all, as well as for you to see what goes on inside the Pre-School doors. We are pleased to now be able to 'allow' you in to see the delights that your children experience!

At the last AGM, as we expected, we did struggle to elect a new committee, but thankfully the committee members whose children had left us to go onto school, offered to remain on the committee to support Pre-School. I would like to take this opportunity to thank Jenny, Michelle and Lianna; it has been a very quiet year for the committee but it has been reassuring knowing that you, along with our other committee members, have been there supporting myself and Pre-School.

We began the year with all our new children starting, none of whom had previously been inside Pre-School because of COVID, and some existing children returning after the summer break. I must say they were remarkable and all settled extremely well; it was like they couldn't wait to be around their peers and explore all that was on offer! And of course, to have the wonderful support of all their teachers certainly helped! Our first main event of the year was our Nativity Play; a very different experience for us as there were no parents present and we filmed it. But what a fantastic job the children did....they were amazing!

The new year brought new COVID restrictions with schools once again having to close, but not for Pre-Schools! We were able to stay open with the majority of staff being able to continue to support all our children. During this time, we decided to change the way we arranged the room and planned for our Pre-school day; we introduced Planning in the Moment. It has taken a while to settle into this new way of Pre-School, however the children have loved it and embraced the freedom to choose and play with what they want. I would like to take this opportunity to thank all staff (the girls) for embracing this new way of planning, I know it has been a time of change, but I feel we are now in a great place and the children are gaining so much from Planning in the Moment.

We finished the school year in the hope that parents could attend our Sports Day, but alas this was not meant to be. Despite this, it was a great end to the academic year as we said goodbye to our leavers who had really made their mark on Pre-School!

Fundraising has always been a big part of Pre-School, and as Michelle mentioned, we still managed to raise just over £1k; from selling Christmas cards the children made, having a hamper raffle and a sponsored Spring Picture....I would like to thank everyone who helped with these events and contributed to these funds.

And so, another year begins, and again we live in hope that things will continue in the right direction. Thankfully parents can now come into Pre-School, which has helped

with the settling of our new children and enabled us to get you know you all. We are planning our Christmas events and, at the moment, look forward to you all coming along to see your little one's shine in their nativity play!

We will be planning our main fundraising event, and long overdue, Quiz Night, hopefully in the Spring; this has become a community event where past parents return to support Pre-School and Afterschool Club. We are already hearing that people are asking about the Quiz Night; I think many people are looking forward to it!

I would also like to take this opportunity to talk a little bit about some changes to some of the roles of our staff. A couple of years ago Ann started to introduce some simple yoga to the children, but over the past year Ann has really embraced it, doing it twice a week with the children. Not only has Ann embraced it but so have the children. It was so lovely to hear such positive comments from parents about their children doing yoga at home, and to see the positive changes in the children. It has become such an important part of Pre-School which the children gain so much from; developing their wellbeing, self-regulation and listening skills.

Lucy has joined me in the role of SENDCo. This is an important role at Pre-school and one which Lucy has a special interest in. All children have a need and, of course, are special, and at times need some specific support. Over the coming terms we will be developing information that we give to you with regards to supporting your individual children, as well as planning in some workshops to discuss particular areas of development that we feel may be of benefit to you and your children. If there are any particular areas that you would like more information or guidance on, please do let us know.

And Stacy; Stacy has decided to return to the classroom. In the new year she will be embarking on bring up to date her level 3 early years qualification; I look forward to supporting Stacy throughout her studies.

And so on to tonight; we are hoping to elect a new committee but we know this is a big ask for some parents. We appreciate that many of you are working parents with commitments of your own, but a committee is essential to the running of our charity Pre-School. We rely on fundraising events and to have a fundraising team in place to plan and run them; past fundraisers have always said how much fun it is to be involved. Myself and the girls are always on hand to guide and help with all the committee roles; at the end of the day, we are the consistent ones at Pre-School and have been through years of seeing committee members come and go. We value your support to Pre-School; Sunningdale Pre-School would not be what it is today if it wasn't for the commitment of, not just our valued and wonderful team of staff, but also of the parents that support us.

7. Election of new Committee members

Election of officers

Chair Lianna Richardson – will stay on
Proposed
Seconded

Vice Chair Tamaryn Long – will stay on
Proposed
Seconded

Secretary Deirdre Murphy
Proposed Lianna Richardson
Seconded Sharon Thompson
Jenny Lynch – stepping down

Treasurer Michelle Scarsbrook – will stay on
Proposed
Seconded

Fundraiser Lily Robinson
Proposed Tamaryn Long
Seconded Kirsty Wheatley

Fundraiser: Lauren Woodman
Proposed Tamaryn Long
Seconded Jenny Lynch

Fundraiser Craig Rogers – will stay on
Proposed
Seconded

Thank you all for offering your support and we look forward to the year ahead.

8. Any Other Business

Handover meetings to be arranged between current members and new members before first committee meeting.

9. Close

Sunningdale Pre-School
Charity No. 1021303

Accounts for the year ended 31 August 2021

Receipts and Payments Account

	2020/21	2019/20	2018/19	2017/18
	£	£	£	£
Receipts				
Nursery grant	78,508	73,634	70,025	55,122
Fees	47,832	60,064	83,479	78,968
Milk grant	141	224	395	342
Fundraising	1,247	1,623	4,590	5,637
Covid Furlough Grant	5,073	11,908	0	0
Interest & Other	4	31	35	25
	<u>132,805</u>	<u>147,484</u>	<u>158,525</u>	<u>140,094</u>
Payments				
Wages	120,578	125,129	116,962	103,897
Rent	8,801	5,584	5,300	8,907
Consumables and resources	4,662	4,707	6,910	5,183
Toys and Equipment	3,333	3,248	2,902	5,891
Fundraising expenses	445	1,962	901	1,005
Other	8,278	5,759	10,596	11,983
	<u>146,097</u>	<u>146,389</u>	<u>143,571</u>	<u>136,866</u>
Surplus for the year (see below)	<u>(13,292)</u>	<u>1,095</u>	<u>14,954</u>	<u>3,228</u>

Statements of Assets and Liabilities

	2020/21	2019/20	2018/19	2017/18
	£	£	£	£
Current Assets				
Retained Reserves	10,068	10,066	10,050	10,030
Business Premium Account (fundraising)	5,013	6,973	8,812	9,285
Community Account (current account)	72,941	84,275	81,356	65,949
Petty Cash	-	-	-	-
Total Assets less Liabilities	<u>88,022</u>	<u>101,314</u>	<u>100,218</u>	<u>85,265</u>
Opening cash at bank and in hand	101,314	100,218	85,265	82,037
Surplus for the year	<u>(13,292)</u>	<u>1,095</u>	<u>14,954</u>	<u>3,228</u>
Closing cash at bank and in hand	<u>88,022</u>	<u>101,314</u>	<u>100,218</u>	<u>85,265</u>

Independent Examiner's Report on the Accounts

Section A
Independent Examiner's Report

Report to the trustees/members of

Charity Name

SUNNINGDALE PRE-SCHOOL

On accounts for the year ended

31 08 21

Charity no (if any)

1 0 2 1 3 0 3

Set out on pages

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees
and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's
statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn 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

S. Soales

Date

16/3/2022

Name

STEPHEN SOALES

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

F.C.C.A.

Address

NUT TREES

BROOMFIELD PARK

SUNNINGDALE

SL5 0JT

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the
examiner wishes to disclose