

**Sunningdale Pre-School Charity  
Annual General Meeting**

**Monday 6<sup>th</sup> November 2023  
Sunningdale Pre-School**

1. Welcome and Introduction
2. Agree last years AGM minutes
3. Attendees and apologies
4. Chairperson's report – Tamaryn Long
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.

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 Tamaryn Long and I have been on the committee since 2020, first as vice chair and subsequently as chair. I have been a parent at Pre-school for the last 3 years and both my children Aaron and Justin have enjoyed the privilege of such a supportive and enabling learning environment, Aaron for 2 years, and Justin will just be here for 1 year. Aaron is now at Holy Trinity in Year 1 and also enjoys attending afterschool club.

Just to help orient us all, this AGM is for the charity, which covers both Pre-School itself, but also the after school club.

I'd also like to introduce the other current members (trustees) for the Charity, Michelle – who is the treasurer, Chelsea – who is Deputy Chair, Jeanie – who is the Secretary, and Lily – who was Fundraising lead, but has chosen to step down this year.

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. Previous minutes**

Agreed and signed by Tamaryn Long, Chairperson. Seconded and filed by Sharon Thompson.

## **3. Attendees and apologies**

Jeanie will be taking minutes tonight.

Apologies received:

Staff: Tracy Duncan

## **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:

My first year of being on the committee was during Covid. We met on zoom only and it was lovely to get to know other parents and learn more about the pre-school. Over the last few years, it has been great to work with a different parent and carers and get to know each other better. The last 2 years we have been able to run fundraising events again, including the much loved annual quiz and raffle night, which I think we'd all agree has been lots of fun 😊

The reason I joined the committee is because I could see that the Pre-school was not just about looking after our children, but such a wonderful community asset. Built to serve the community, it was clear to me quite quickly that it is a precious asset to help to continue to thrive, and I wanted to play my role in that.

I believe it is really important to support our children by supporting the people who play such a crucial role in their education and care provision (including after school). I'd be honest to say, I didn't know exactly what getting involved meant I'd do with my time, or how much time it would take. Personally I find it very rewarding talking to Sharon about key decisions she and the team need to make, ways to make the most of this wonderful place for the future, and working with the committee and staff for the fundraising events. The environment that your children experience, that love, kindness, great team working culture, extends into how the staff and committee work together when we run the fundraising events.

The fundraising team is vital. In the email I shared about a month ago I shared with you that things have changed financially for us. In fantastic news, the after school club is doing very well and is just as busy if not busier than ever, and we were fortunate to enter the year with a good cash balance. However the increased costs in rental of the village hall, and the wider cost of living increases has meant that we have made an overall loss this year. Michelle will share more about this shortly. The Village Hall Charity have decided to appoint new trustees who will need to take over the operations of the building in 2024. At the same time we need to renegotiate our rental agreement with the Village Hall Charity as our agreement comes to an end towards the end of 2024. For the last 2 years we have had increases in rental despite reduced occupancy periods, and we need to prepare for further increases in the rent as a worst case scenario. Fundraising has always allowed us to invest in new things, but in the last few years we have used fundraising to offset our operating costs to ensure longer term this great community asset is there for future Sunningdale families.

The fundraising team are really vital to the ongoing development of pre-school as they lead the fundraising events which raise these crucial funds. Working together on these events is also a great way of creating some fun and memorable events for the pre-schoolers and us parents. We would love to see more fun events being held to create amazing memories. Therefore, having current pre-school parents on the fundraising team to re-think our plans would be fantastic. We are open to new ideas and collaborations.

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: staff team

The staff team as ever, in the past year, have just been fantastic. This is the first covid generation coming through the pre-school and it was an unexpectedly turbulent year for the team. But my goodness have they been superhero's! Sharon will talk more about the team shortly, but before she does, I just wanted to take this opportunity to extend mine and all the parents thanks to the brilliant staff team for everything you have worked through, excelled in, and made happen for our children in the past year. I cannot thank you enough for your tenacity and commitment. Sharon, thank you in particular for your hard work in continuing to create this exceptional environment for the children and the families. The way you pivot to respond to situations is incredible, and your deep support for your colleagues such that you enable them to be there best as individuals, and as a team, is fantastic. This September we had 23 families start the year, and had a bulging waiting list again (14 families we were not able to offer to). The fact the waiting list is always long is such a great testament to how much Pre-school is valued.

The future:

So this year we look to build on all we have learnt in the last year. With uncertainty comes great opportunity and we hope to capitalise on that by building a business plan for the Pre-school for the next 5-10 years. Our vision continues to be a Pre-school that supports the children and families in our community, but we need to determine the most sustainable long term route to doing this and maximise the opportunities this provides. In the email I sent out I outlined a number of ways parents and carers could support. I am happy to report that 4 parents have offered to be on the Village Hall Committee as Trustees. We asked for help in 2 other ways. One was as a member of this pre-school committee, and we'll come back to nominations after reports, and the second was to help us as a non-committee member but with expert skills or time, again we'll come back to that later. It's wonderful to see so many

people here and willing to work with us on this journey, I just wanted to say thank you for taking this step with us.

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 2023. 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 £15k compared to a loss of £4k last year. In light of the ongoing uncertainty we face, increasing inflation, increased Rent costs, this isn't a complete surprise result but something which does need short term action as it is not sustainable long term. This will be our third year of losses in a row depleting our reserves by £33k.

#### **INCOME**

Income for the year totalled £159k (vs £149k in 21/22). This includes:

- Nursery Education Funding for 3 and 4 year olds received from the Royal Borough of Windsor and Maidenhead (RBWM) of £73k (vs £79k 21/22).
- Fee income for last year was up £16k from last year at £80k (vs £64k in 21/22). This Fee income refers to both Preschool top up fees and After School Club Fees with the increase mainly attributed to After School numbers increasing. When compared to our last 'pre pandemic' year, Fee income is still slightly down £80k (vs £83k 18/19) ignoring inflation.

From a fundraising perspective, we raised a total of £5.3k mainly from our Annual Quiz. A big thank you to all involved.

#### **EXPENDITURE**

Total expenditure for the year was up on last year at £174k (vs £153k in 21/22), main drivers being Rent (up £7k) and Wages (up £12k most of which are in line with increases needed to support the extra number of children being looked after).

#### **ASSETS**

At the year end the total assets of the Pre-School stand at £69k. This money is held in three bank accounts.

#### **LOOKING AHEAD**

We clearly continue to face uncertainty in the economy which may bring new challenges but, after 3 years of losses, and a balance sheet of £69k, we need to promptly consider the future viability of Pre School in the long term and actions needed to return Pre School to at least Break Even.

### **6. Sharon for the Manager's Report**

Welcome to you all and thank you for taking the time to come to our annual general meeting. I first of all wanted to have a look back over the last year, which has been a time of change.

I spoke last year about Stacy passing her GCSE Maths to be able to update her level 3 qualification; Stacy started her level 3 in December and is smashing it! This is a big commitment from Stacy; however, she is managing to juggle Pre-school, being a mum and wife and completing the course; not long to go Stacy!

Alison joined us in this time last year and it has been like she never left. Thank you, Alison, for bringing even more fun and laughter to Pre-School, not just for the children but also for all of the staff! In April Lydia left us after being with us for 13 years. This was a big change for Pre-school but all staff helped out with taking over Lydia's key children and increasing their sessions to help out where they could.

Tracy, who has been at our ASC since we started it in 2009, has started to work some Pre-school hours and now works all day on a Monday and Friday, as well as continuing with the ASC. Tracy started her career in a nursery some xx years ago, and is enjoying updating her early years knowledge with short online courses.

Thank you to all staff for all their hard work; they are all unique and bring qualities to Pre-school that make it what it is.

So that is a little bit about staff, and now onto the events that happened throughout the year; Christmas, as always at Pre-school, was magical, with the children putting on another great show to share with all. We had the raffle at the Christmas play and I would like to thank Chelsea and Lily who helped with collecting the hamper raffle prizes. We then had the Quiz Night, which this year took place in the Holy Trinity School Hall, and, as always, was a great success and lots of fun. Thank you again to our fundraisers, and in particular to Tamaryn and her husband Simon, who was our quiz master, for helping to set up and make it such a success! We then finished with a very successful Sports Day at the end of term as we said goodbye to our school leavers.

It is lovely to see you all tonight, but tonight does have its 'official' agenda of which I would like to chat more about. Being a charity means we have to have a committee to support the management of the Pre-School. For many years Pre-School has thrived as a charity thanks to the dedication of its committee members. The committee is made up of very warm, welcoming and supportive mums and dads, all with different skill sets, but all wanting the best for our Pre-School.

As a committee member the contribution of your time and skills are hugely valued, as they are an essential ingredient to our continued success. Myself and the staff are at the helm doing the day to day running of Pre-School, but we need the committee support. Being a committee member is a commitment, but we are all in it together and you are never on your own; if you do decide to join us, we hope your time with us is enjoyable, fulfilling and rewarding. Over the coming year there will be key points that we will be discussing as a committee; everyone's thoughts, ideas and input is essential. We are looking at a long term plan; I'm not getting any younger, and although I have no plans to hand over the reins just yet, I want to ensure the future of Sunningdale Pre-School and ASC lives on for the next 53 year!

## **7. Election of new Committee members**

Given the circumstance all of the committee have agreed to stay on if required to support the pre-school team. However as said previously having current parents on the committee does feel quite important to support the team with this year's fundraising focus.

The following roles are:

Our Chair: Tamaryn Long

Our vice chair: Chelsea Creffield

Our secretary: Jeanie Chou

Our lead fundraiser: Vacant (Lily Godfrey stepping down) -

Our treasurer: Michelle Scarsbrook

Our non-elected fundraising and helping team: Vacant – use to be 4 people

I would like to thank these ladies for their amazing commitment to Pre-School and for all the support they have shown pre-school over the last year. We are all busy parents so I do know the commitment you have given and the fact that you are all willing to stay on even when your children have left is testament of the love you have for pre-school. I have huge gratitude for all that you have done and are still doing to support the pre-school team.

So on to:

Election of officers:

Existing committee members:

Chair Tamaryn Long – will stay on

Vice Chair Chelsea Creffield – will stay on (moved to fundraiser role)

Secretary Jeanie Chou – will stay on

Treasurer Michelle Scarsbrook – will stay on

Fundraiser Chelsea Creffield (previously elected, moved from Vice Chair)

New Elected Committee Members:

Fundraiser: Christine De Beer

Proposed Chelsea Creffield

Seconded Sandra Curtis

Fundraiser Sandra Curtis

Proposed Christine De Beer

Seconded Kirsty Wheatley

Non elected committee members offering support; Sarah Calcutt, Amy Philpott, Lauren Woodman

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 2023**

**Receipts and Payments Account**

	2022/23	2021/22	2020/21	2019/20	2018/19
	£	£	£	£	£
<b>Receipts</b>					
Nursery grant	73,125	79,073	78,508	73,634	70,025
Fees	80,099	64,444	47,832	60,064	83,479
Milk grant	0	30	141	224	395
Fundraising	5,332	5,445	1,247	1,623	4,590
Covid Furlough Grant	0	0	5,073	11,908	0
Interest & Other	70	2	4	31	35
	<u>158,627</u>	<u>148,995</u>	<u>132,805</u>	<u>147,484</u>	<u>158,525</u>
<b>Payments</b>					
Wages	138,391	125,759	120,578	125,129	116,962
Rent	18,281	11,383	8,801	5,584	5,300
Consumables and resources	6,603	6,375	4,662	4,707	6,910
Toys and Equipment	1,582	1,147	3,333	3,248	2,902
Fundraising expenses	1,418	798	445	1,962	901
Other	7,710	7,663	8,278	5,759	10,596
	<u>173,985</u>	<u>153,124</u>	<u>146,097</u>	<u>146,389</u>	<u>143,571</u>
Surplus for the year (see below)	<u>(15,358)</u>	<u>(4,129)</u>	<u>(13,292)</u>	<u>1,095</u>	<u>14,954</u>

**Statements of Assets and Liabilities**

	2022/23	2021/22	2020/21	2019/20	2018/19
	£	£	£	£	£
<b>Current Assets</b>					
Retained Reserves	10,112	10,069	10,068	10,066	10,050
Business Premium Account (fundraising)	9,497	8,314	5,013	6,973	8,812
Community Account (current account)	48,926	65,509	72,941	84,275	81,356
Petty Cash	-	-	-	-	-
<b>Total Assets less Liabilities</b>	<u>68,534</u>	<u>83,892</u>	<u>88,022</u>	<u>101,314</u>	<u>100,218</u>
Opening cash at bank and in hand	83,892	88,022	101,314	100,218	85,265
Surplus for the year	<u>(15,358)</u>	<u>(4,129)</u>	<u>(13,292)</u>	<u>1,095</u>	<u>14,954</u>
Closing cash at bank and in hand	<u>68,534</u>	<u>83,892</u>	<u>88,022</u>	<u>101,314</u>	<u>100,218</u>

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
SUNNINGDALE PRE-SCHOOL

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1021303

Set out on pages

(remember to include the page number 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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

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; and
  - 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. Bowler

Date:

11<sup>th</sup> December 2023

Name:

STEPHEN BOWLER



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

F.C.C.A.

Address:

NUT TREES

BROOMFIELD PARK

PUNNINGDALE, SL5 0JT.

## Section B

### Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)