

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

**Thursday 7<sup>th</sup> November 2024  
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 Sparkes
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 for 1 year. Aaron and Justin are now at Holy Trinity in Year 2 and Reception 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, Christine – who is Deputy Chair, Deirdre – who is the Secretary and has also kindly been involved since around 2020, and Chelsea – who was Fundraising lead. We additionally had Sandy, another pre-school parent, as an additional Trustee last year. Sandy, Christine and Chelsea have chosen to step down this year.

Tonight, you will hear from myself and Sharon the Pre-School Manager. Michelle is unfortunately unwell so I will be sharing her 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 Sparkes.

## **3. Attendees and apologies**

Deirdre will be taking minutes tonight.

Apologies received:

Trustees: Michelle

Staff: Tracy, Clare, Alison & Kirsty

## **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, fund-raises 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 3 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 last year we have had brilliant support from a broad team of parents who have worked together tirelessly both as part of the official team, and off their own backs, and the staff have worked really hard to bring in money too. I'm really proud to tell you we raised £23k this last year – more to come in the treasures report.

We started last year with 2 years of successive losses and a projected overall loss to the charity of £30k. We knew we were not financially sustainable and so took hard decisions to ensure our sustainability. Whilst that didn't close the gap fully last year, I'm pleased to say for 2024/2025 we are projecting to break even again, with only £5k of fundraising required – and every bit we can make above that we can re-invest back into the pre-school and ASC, including in our staff team, learning and development and equipment for the children. This is an area we would like to ask for Parent/Carer volunteers to join our fundraising team to help us reach our target and beyond. 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. We are always open to new ideas, and thank you to those who have already done so.

A huge highlight for the year from me was the way we have built an extremely solid relationship with the new Village Hall Charity Trustees. Our partnership has meant that they have reduced our rent and secured it for the next 2 years. We cannot thank them enough for their approach to partnering together with the joint mission of serving our community – Thank you.

As I mentioned earlier, 3 trustees have chosen to step down – and we are looking for a minimum of 2 tonight in order to remain open. We require at least 5 to remain operational. 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 staff team – I found you so incredibly inspirational. In the backdrop of a hard year last year with financial challenges, staffing challenges, an OFSTED inspection, increase in children's needs that you needed to support, you have all been incredible. In all our 1:1 conversations, you've shared with me how your passion for our children allows you to rise about the noise and get pulled into the wonderful worlds for 2-4 year olds, be amazed by our children, so their immense love and kindness and often put yourselves on the line to enable their success. We cannot thank you enough for the way you have done this again this year. The OFSTED inspection just to top it off.. you absolutely nailed it and the comments and feedback that came in from parents about how special this place is, is a testament to you as a team and Sharon, your leadership of this team. From all of us, here and not here, thank you. I'd also like to give a special mention to Stacy, more of this from Sharon later 😊

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

## **5. Treasurer's Report**

I am pleased to present the accounts for Sunningdale Pre-School for the 12 months ended 31 August 2024. 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 £14k compared to a loss of £15k 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 fourth year of losses in a row depleting our reserves by £47k.

### **INCOME**

Income for the year totalled £173k (vs £159k in 22/23). This includes:

- Nursery Education Funding for 3 and 4 year olds received from the Royal Borough of Windsor and Maidenhead (RBWM) of £64k (vs £73k 22/23).
- Fee income for last year was up £5k from last year at £85k (vs £80k in 22/23). 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 broadly the same ignoring inflation.

From a fundraising perspective, we raised a total of £23k which has managed to mitigate our losses significantly. A big thank you to all involved but special thanks to the Ward family who organised the Community BBQ which raised £2000, Ascot Roundtable for donating £10,000 and to everyone who organised and took part in our Annual Quiz.

### **EXPENDITURE**

Total expenditure for the year was up on last year at £186k (vs £174k in 22.23), main drivers being Garden Project (£4k but funded from donation), Rent (up £2k) and Wages (up £6k).

### **ASSETS**

At the year end the total assets of the Pre-School stand at £55k (vs £69k in 2022/23). This money is held in three bank accounts.

### **LOOKING AHEAD**

What the last year has shown us is that we need to continue to take action to stabilise our financial position. Without the introduction of session charges, which other PreSchools were already charging, and the incredible Fundraising efforts, we would have faced a loss closer to £30k which would have seriously questioned the future viability of PreSchool.

We clearly continue to face uncertainty in the economy which may bring new challenges but, after 4 years of losses, and a declining balance sheet of £55k, I am pleased to say our Budget for 2024/2025, assuming £5k fundraising does provide us with a surplus of £1.8k for the year, make us break even. We need to review new sources of Fundraising as we would also like to do some investments into the staff over the next year.

## 6. Manager's Report

Welcome to you all and thank you for taking the time to come to our annual general meeting.

First of all, I would like to talk a little bit about our wonderful staff;

I spoke last year about Stacy embarking on her level 3 EY qualification. This was a big commitment for Stacy, whilst managing her role at Pre-school, as well as her role of wife and Mum. I am hugely proud to say that Stacy completed her course in July and she didn't just pass it, but she passed it with a distinction! A huge well done to Stacy.

For the Spring and Summer term we were a man down, with Lucy taking time off to be with her family and then making the decision to leave Pre-school in July. This had a big impact on Pre-school staff, but as always, they pulled together; taking on additional key children and increasing their working days where needed. I cannot thank them all enough for supporting each other, and me, through that time. All staff have been at Pre-school for many many years now, and through thick and thin we always come together, just like a family, supporting each other, not just with work, but personally as well. We have all gone through so many life changing experiences in our personal lives over the years, and to be able to bring that all to work to share with your colleagues is very special.

I was super proud in August this year to have them all, past and present, at my wedding. Having them there meant the world to me and showed the love and friendship that we all have. I know that many of you feel that when you walk into Pre-school, whilst at the same time all the staff maintain their professionalism and do what they do best; caring for and nurturing your children.

As we started to wind down for the summer break, we had 'the call'; Ofsted were visiting us the next day on 11<sup>th</sup> July!!! In hindsight it was perfect timing, if there can be a perfect time, and I only really realised that when we returned in September, knowing it was done and dusted and we could concentrate on the year ahead. I love every aspect of my role here at Pre-school, but I can honestly say that having Ofsted visit is the most stressful part of my job! But the inspection was a positive experience and the inspector was very personable. Before the visit the inspector asked that I send an email round to all existing parents, asking for their comments on their experience of Pre-school and afterschool club. As the emails came flooding in, I must say that they gave me a sense of calm coming in on the morning of the inspection. The emails were heartwarming; showering us with love, gratitude, appreciation and instilling confidence in us with such kind words. I knew that whatever the outcome was, it was the children's and parents' opinions and experiences of Pre-school that mattered the most. I would like to thank all the staff for their input on the day of the inspection and for every day; it really is the most daunting experience but they were all just themselves, so of course, the inspector saw what wonderful practitioners they all are. I wanted to highlight some quotes from the report;

*"Staff create a warm and welcoming environment. They know children well and treat them with care and affection. For example, children receive hugs and reassurance to help them settle into the day ahead. They develop strong, trusted attachments with staff, which helps them feel safe. "*

*"They have a clear ambition for all children to succeed and be prepared for their eventual move to school. Staff provide children with a wealth of enriching and motivating experiences. "*

*"Staff are good role models with high expectations for children's behaviour.....This helps to create a supportive and respectful culture."*

*"Staff give children the space and time to develop their critical thinking skills. They encourage them to think through problems they may face during their play."*

*"Parent partnership is a strength of the pre-school. "*

All these comments really do sum up how wonderful all Pre-school staff are and the special place they create. Pre-school received an overall GOOD rating. The comments the inspector made throughout the inspection, and in the report, were very inspiring for all the staff, and once again made me feel super proud.

And so, onto the events that happened throughout the past year. We had a great, and much needed, fundraising year, thanks to our great fundraising team; some events included Christmas Jumper Day, a School Disco with Holy Trinity School, a stall at the Holy Trinity Christmas Fair, along with the traditional hamper raffle at the Pre-school Nativity Play, which as always the Children were superstars and put on a wonderful Play. And then the fantastic Quiz Night in March; we had some great donations for the auction and once again Simon, our quiz master, put on a great quiz and it was enjoyed by everyone that attended. Kirsty and Alison joined Mrs Tomes at Forest School at the Holy Trinity Summer Fair and then we finished with a very successful, and rather emotional, Sports Day at the end of term, as we said goodbye to our wonderful cohort who were leaving us to go onto school. In November last year Stacy had some 'inside knowledge' that The Ascot Round Table were looking to give donations to local charities; a few days later Stacy and I went and spoke to them, letting them know about our financial situation and we walked out with a cheque for £10,000, we couldn't quite believe it! Then in July this year a wonderful family whose children all attended, and are attending Pre-school, organised a community BBQ down at Broomhall Park; what a success that was and we were so grateful for the donation they gave of £2000. The years fundraising was all a joint effort from staff and the committee, all in all a great fundraising year, and much needed for Pre-school to continue on the path to building the bank balance back up!

I want to finish by just mentioning the 3 ladies sat at this table! I am going to be honest and say that it takes a very special person who not only wants to be involved in Pre-school, but to support and understand its cause.

Michelle; we don't see each other often but whenever needed you are there with your knowledge and advice, year after year, after year! You can never leave!

Deirdre; after leaving the committee when Eli left Pre-school, you returned as secretary. But you are not just secretary; your passion for Pre-school is very obvious and to know that you are there wanting the best for not just Pre-school, but for all the staff as well, is very much appreciated.

Tamaryn; I can honestly say that in your position as chair you have worn many hats over the past few years! Your professionalism and dedication to Pre-school is very apparent in all that you do for us. But above all you have been there for me; my sounding board, my words of reason and my calm, for which I will always be immensely grateful.

Thank you to all those committee members who have stepped down, and thank you, in advance, to all of you who will be joining us to continue to support this wonderful community asset.

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

### **Existing committee members:**

Chair	Tamaryn Long – will stay on
Vice Chair	Christine De Beer (Stepping down)
Treasurer	Michelle Scarsbrook – will stay on
Secretary	Deirdre Murphy – will stay on
Fundraiser	Chelsea Creffield (Stepping Down)
Fundraiser	Sandie Curtis (Stepped Down in 17.06.2024)

### **New Elected Committee Members:**

Vice-Chair:	Edward Swift
Proposed	Tamaryn Long
Seconded	Stacey Temple

Fundraiser	Alex Dartnall
Proposed	Sharon Sparkes
Seconded	Ann Offield

Non elected committee members offering fundraising support include Mesha Walia along with a number of other parents not in attendance (Sarah, Amy, Lauren, Hannah & Melissa)

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

## **8. Any Other Business**

- Discussion to engage Julia from Village Hall Trustee to educate committee members on charity administration to ensure that the Pre-School will not miss any potential revenue/ fundraising opportunities. She may also be able to provide guidance on how to adjust the charity's charter if required in the future.
- Suggestions on ways to engage parents to fully understand the charity model. Possibly have an open evening to provide more information to those interested.
- The Preschools weekly newsletter is very well received by parents. Some consideration will be given to an official WhatsApp group that will push useful information to parents.
- Projected expenditure for the next year will need to be adjusted based on the recent budget (ER NI & Wages Increase)
- Fundraising handover meeting to be arranged between Alex and Chelsea for the fundraising role prior to next committee meeting.
- Agree next committee meeting date in the coming weeks.

## **9. Close**

**Sunningdale Pre-School**  
**Charity No. 1021303**

**Accounts for the year ended 31 August 2024**

**Receipts and Payments Account**

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19
	£	£	£	£	£	£
<b>Receipts</b>						
Nursery grant	64,392	73,125	79,073	78,508	73,634	70,025
Fees	84,973	80,099	64,444	47,832	60,064	83,479
Milk grant	0	0	30	141	224	395
Fundraising	22,829	5,332	5,445	1,247	1,623	4,590
Covid Furlough Grant	0	0	0	5,073	11,908	0
Interest & Other	330	70	2	4	31	35
	<u>172,525</u>	<u>158,627</u>	<u>148,995</u>	<u>132,805</u>	<u>147,484</u>	<u>158,525</u>
<b>Payments</b>						
Wages	144,273	138,391	125,759	120,578	125,129	116,962
Rent	20,676	18,281	11,383	8,801	5,584	5,300
Consumables and resources	6,786	6,603	6,375	4,662	4,707	6,910
Toys and Equipment	3,432	1,582	1,147	3,333	3,248	2,902
Fundraising expenses	2,194	1,418	798	445	1,962	901
Other	8,998	7,710	7,663	8,278	5,759	10,596
	<u>186,360</u>	<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>(13,835)</u>	<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**

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19
	£	£	£	£	£	£
<b>Current Assets</b>						
Retained Reserves	10,250	10,112	10,069	10,068	10,066	10,050
Funraising Account	19,991	9,497	8,314	5,013	6,973	8,812
Current Account	24,457	48,926	65,509	72,941	84,275	81,356
Petty Cash	-	-	-	-	-	-
<b>Total Assets less Liabilities</b>	<u>54,699</u>	<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	68,534	83,892	88,022	101,314	100,218	85,265
Surplus for the year	<u>(13,835)</u>	<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>54,699</u>	<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

**Section A**
**Independent Examiner's Report**

Report to the trustees/members of

Charity Name

SUNNINGDALE PRE-SCHOOL

On accounts for the year ended

310824

Charity no (if any)

1021303

Set out on pages

1-3

(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. Boaler

Date

9/12/2024

Name

STEPHEN BOALER

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

F.C.C.A.

Address

NUT TREES

BROOMFIELD PARK

SUNNINGDALE

8LS 0ST

Only complete if the examiner needs to highlight material problems

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