



Stowey Bears Pre-School
Mill Close
Nether Stowey,
Bridgwater,
Somerset,
TA5 1NX
01278 734636

Stowey Bears AGM Minutes 30.11.23

Present

Lucy Mayhew (Chairperson)
Rachel Penny (Preschool Manager)
Tina Miller (Business Manager)
Sophia Bellamy (Deputy Chairperson)
Bryony Quinn
Katherine Selly
Emma Draper
Emma Barrow
Jules Jameson

Apologies

Ellie Higginson (Secretary)
Lucy Carpenter
Becky Hanham
Hannah Fraser

Agenda

- Welcome
- Highlights
- HR
- Financial report
- Appointment of Committee Members
- Fundraising
- Any other business

Welcome from Lucy

Highlights

Outside classroom - waiting on shelter to make it useable in winter
Dance teacher starting back with weekly sessions from Jan

HR

Would be useful to develop a Whatsapp for bankstaff — message out for availability, covering lunches etc

Stowey Bear Pre-School
Registered Charity No. 1023538

Rachel to make on call list against weekdays that people have availability to help

FINANCE

Fees – Fee increase was well received by parents - no concerns raised

Reusable hand towels instead of paper towels, better for environment and finances
Bryony offers to make some reuseable hand towels to trial this in the setting

Some parents didn't understand the £2 lunch rule
Tina to put clear explanation in the newsletter

Possibility of Somerset council going bankrupt discussed. EYA have said that they would cover 95% of funding if council goes bankrupt
Tina has looked at this projection and at 95% it should be ok for Stowey Bears to remain solvent

Committee Roles

People would like to see the job description for committee roles – EYA have one we can use
Suggestion to advertise the countdown to when roles need filling, this could be done via Tapastry

Lucy Mayhew - would like to step down as Chair with immediate affect.
Sophia Bellamy will move from deputy chair to Chair until the end of the academic year
Sophia Bellamy would like to step down at end of year

Chairperson

Lucy Mayhew stepped down
Sophia Bellamy proposed by Rachel Penny, seconded by Lucy Mayhew

Deputy Chairperson

Sophia Bellamy stepped down
Lucy Mayhew proposed by Sophia Bellamy, seconded by Bryony Quinn

Treasurer

Sophia Bellamy stepping down once Jules Jameson has EY2 in place
Jules Jameson proposed by Lucy Mayhew, seconded by Rachel Penny

Secretary

Ellie Higginson stepped down
Bryony Quinn proposed by Lucy Mayhew, seconded by Tina Miller

Health and Safety

Lucy Mayhew proposed to continue in posy by Rachel Penny, seconded by Sophia

Safeguarding

Hannah Fraser proposed to continue in post by Tina Miller, seconded by Lucy Mayhew

Additional Committee Members

Lucy Carpenter
Hannah Faser

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Becky Hannam

All committee members are parents of school leavers - need to recruit new members this year – all to action

FUNDRAISING

Would be beneficial to create shared resources google file with templates and letters etc that anyone in committee can access (including raffle doner letter)

Keen to start a fundraising sub group within committee, Lucy Mayhew would like to lead this
Calendar for fundraising targets — share/run by fundraising team?
January have a fundraising-only meeting

AOB AND LOOKING FORWARD

Staff don't want to use extra room anymore, happy with current space at setting
Tina looking into external storage for children's records OR renting the spare little room
Can parish council help us with storing kid's files (Jules will speak to Parish Council)
Rachel closed books for new children until September! List for September is ready.
Rachel to put together "wish list" for items, activities, and people for fundraising team to work towards financing
Bryony to make a google survey for feedback forms to make them easier for parents to fill in

Stowey Bears Preschool AGM

November 30th 2023





Agenda

- Welcome
- Highlights
- HR
- Financial Report
- Committee Roles
- Fundraising
- Any Outstanding Business



Highlights

- Providing a nurturing environment to 34 children
- 8 children graduated from Stowey Bears to Nether Stowey Primary School
- Predicting 25 children will make that transition this year
- Very successful Easter Craft afternoon
- Parent Surveys results
- Outside Classroom has been very popular and beneficial to the children's learning
- Introduction fo the dance teacher who was very popular



HR

- New manager
- New member of staff
- Recruitment update



Financial Summary

- Tina as business and finance manager has made sure that we remain financially sustainable. Protecting the reserve and reinvesting where required
- Bank account opening balance of £27,489.95 (01/09/22) and closing balance of £34,456.50 (31/08/23)
- New grant from EDF of £5,000 to be used for excursions and trips including the in the closing balance, and our £10k contingency remains, (so we have £19,456.50 available income to start the year)
- Total income was £67,416.63 and total expenditure £64,761.50. We ended with a profit of £2748.19, of which £2,222.75 Has been reinvested into preschool buying new sensory equipment which includes wall panel, sensory tubes, weighted blanket, fish sensory tube, disco light. New chairs for the room. Outdoor blind and artificial grass for outdoor classroom. New slide (replacement). Staff uniform.

- Wages were our largest outgoing by far and all wages across the board increased in line with National Minimum Wage increase in April 2023 by 9.7%. Over the last two years we have increased our wages by 15.3% inline with government minimum wage increases.
- Fees- This year we increased our fees from £4.60 for 3 year olds and £4.95 for 2 year olds to £5.00 for 3 year olds and £5.40 for 2 year olds. We kept our half hour lunch supervision fee at £2. We increased our daily snack fee from 50p to 75p (inline with food prices increasing) and introduced a daily consumable fee of 75p to cover messy play ingredients, tissues etc.

Stowey Bears 2022-23														Average
	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	TOTAL	
INCOME														
Fees	3,159.91	-	3,476.41	107.45	1,837.80	1,012.40	1,356.46	823.40	443.25	1,378.70	963.35	-	14,559.13	1,213.26
2 year old free entitlement	-	-	-	-	546.13	-	1,800.52	4,034.39	-	-	-	-	6,381.04	531.75
3/4 year old free entitlement	4,598.77	2.73	-	1,130.90	11,212.99	1,859.22	1,092.26	14,740.96	111.35	-	5,508.66	-	40,257.84	3,354.82
Early Years Pupil Premium	-	-	-	-	-	-	54.00	-	-	-	-	-	54.00	4.50
Fees for snack / lunch	397.91	-	427.91	-	457.41	-	489.91	-	928.41	1,217.45	-	-	3,919.00	326.58
Fundraising	-	25.10	73.54	489.50	19.11	113.90	1,091.53	15.48	20.28	-	251.18	-	2,099.62	174.97
Bank interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Registration fee	140.00	-	60.00	-	100.00	40.00	20.00	40.00	60.00	-	-	-	-	-
Other	-	48.00	88.00	-	10.00	-	-	-	-	-	-	-	146.00	12.17
Total	8,296.59	75.83	4,125.86	1,727.85	14,183.44	3,025.52	5,904.68	19,654.23	1,563.29	2,596.15	6,723.19	-	67,416.63	5,618.06
EXPENDITURE														
Salaries (Inc Hol & Tax)	2,983.23	3,877.81	4,408.70	3,979.74	3,348.67	4,361.05	4,010.03	3,700.09	4,781.23	4,879.24	4,678.03	3,732.30	48,740.12	Average 4,061.68
Employers National Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recruitment	59.10	13.00	-	46.10	13.00	-	-	-	-	-	-	13.00	144.20	12.02
Staff training	-	90.00	-	18.00	504.00	-	96.00	-	-	-	-	-	736.80	61.40
Rent and rates	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	251.03	223.25	263.21	1,969.44	420.14	461.80	473.92	393.68	135.94	-	482.60	986.45	6,061.46	505.12
Building Maintenance/cleaning	227.30	343.20	270.00	72.00	36.00	-	402.00	36.00	72.00	108.00	139.00	36.00	1,741.50	145.13
Insurance/OFSTED	83.55	83.55	83.55	86.40	86.98	86.96	86.96	86.96	86.96	86.96	86.96	86.96	1,032.75	86.06
Telephone/Internet	43.80	43.80	43.80	44.16	43.80	43.80	43.85	49.28	47.32	55.77	50.28	50.28	559.94	46.66
Food costs/snacks	70.02	47.42	64.18	58.37	77.40	56.75	35.43	58.86	31.46	85.70	34.59	-	620.18	51.68
Consumables	125.03	-	500.69	61.01	15.64	35.15	154.39	12.39	8.89	31.53	198.72	-	1,143.44	95.29
Equipment	45.00	55.86	-	41.53	11.18	135.99	2.50	387.15	476.82	876.00	2.26	-	2,034.29	169.52
Subscriptions/memberships	205.20	109.68	34.80	34.80	34.80	69.80	34.80	43.14	69.80	39.60	39.60	39.60	755.62	62.97
Marketing	23.26	158.40	-	-	-	-	-	-	-	-	-	-	181.66	15.14
Admin costs - postage etc	-	-	15.54	-	-	-	-	-	-	-	-	-	15.54	1.30
Professional fees (accountant / HR / payroll)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrichment/Education	-	-	-	-	90.00	-	-	-	-	-	610.00	294.00	994.00	82.83
Total	4,116.52	5,045.97	5,713.27	6,411.85	4,681.61	5,251.30	5,339.88	4,767.55	5,719.42	6,162.80	6,322.04	5,238.99	64,761.50	5,396.79
Cash flow movement	4,180.07	- 4,970.14	- 1,587.41	- 4,683.70	9,501.83	- 2,225.78	564.80	14,886.68	- 4,147.13	- 3,566.65	401.15	- 5,238.99	2,655.13	Surplus/Deficit
Opening Balance	-	4,180.07	- 790.07	- 2,377.48	- 7,061.18	2,440.65	214.87	779.67	15,666.35	11,519.22	7,952.57	8,353.72	-	-
Closing Balance	4,180.07	- 790.07	- 2,377.48	- 7,061.18	2,440.65	214.87	779.67	15,666.35	11,519.22	7,952.57	8,353.72	3,115.13	-	-



Committee Roles

- Chairperson (and Deputy) - currently Lucy Mayhew and Sophia Bellamy
- Treasurer - currently Sophia Bellamy
- Secretary - currently Ellie Higginson
- Health and Safety - currently Lucy Mayhew
- Safeguarding - currently Hannah Fraser
- Fundraising



Fundraising

- Hugely successful Bingo (with Nether Stowey Primary School) in February and Easter Raffle as the big fundraisers. In addition to smaller sales and the Nearly New Sale.
- Going forwards: Christmas Concert and Raffle, Spring Term ideas...



AOB and Looking Forward

- Expanding into the second room currently used by council
- Trips
- AOB...

Stowey Bears

2022-23

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3/4 year old free entitlement	4,598.77	2.73	-	1,130.90	11,212.99	1,859.22	1,092.26	14,740.96	111.35	-	5,508.66	-	40,257.84
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Staff training	-	90.00	28.80	18.00	504.00	-	96.00	-	-	-	-	-	736.80
Rent and rates	-	-	-	-	-	-	-	-	-	-	-	-	-
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Closing Balance	4,180.07	- 790.07	- 2,377.48	- 7,061.18	2,440.65	214.87	779.67	15,666.35	11,519.22	7,952.57	8,353.72	3,115.13	
Staff wage as a % of income	36%	605%	107%	212%	24%	124%	130%	23%	401%	242%	66%	585%	

Mrs Donna Richards
7 Harry Prowse Close
Nether Stowey
Bridgwater
Somerset
TA5 1BF
18/05/2024

Mrs Tina Miller
Stowey Bears Pre-School
Nether Stowey

Dear Mrs Miller,

As requested, I have reviewed the accounts you prepared for Stowey Bears Pre-School, in conjunction with the supporting documentation you supplied.

After reviewing the paperwork submitted to me, I can confirm the following:

- All transactions have been accurately accounted for
- All bank accounts reconcile with statements provided
- All balances were found correct

On this basis, I can confirm that the accounts you have prepared are an accurate reflection of the financial transactions which took place during the financial year.

Regards

Donna Richards.