

ST FRANCIS PRE-SCHOOL

England & Wales · Charity number 1023639

Details

Other names	ST FRANCIS PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-07-12
Register	View on the Charity Commission register

Contact

Address	St Francis Pre-School Coronation Road South Ascot Berkshire SL5 9HG
Phone	01344291140
Email	info@stfrancispreschoolascot.com
Website	www.stfrancispreschoolascot.com

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Preschool education for children aged 2years 6 months - 5 years

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Windsor And Maidenhead

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£0	£30,782	-	-
2023-08-31	£116,687	£115,515	-	-
2022-08-31	£109,778	£107,254	-	-
2021-08-31	£82,583	£95,686	-	-
2020-08-31	£101,651	£92,462	-	-

Trustees

Name	Role	Appointed
Fiona Carter	Chair	2022-09-28
David McKilligan		2022-09-28

ST FRANCIS PRE-SCHOOL

England & Wales - Charity number 1023639

Accounts



Trustees' Annual Report for the period

From 01/09/22 Period start date To 31/08/23 Period end date

Charity name: St Francis Pre-School

Charity registration number: 1023639

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups .
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability; (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; (c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have regard to the guidance on public benefit.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Fundraising during the financial period in question is used to set up a forest school for the benefit of the mental and physical health of the children at the pre-school.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Charity made a small profit this financial year despite facing significant challenges. Overall income was slightly up YoY however increased costs across the board meant profits were lower than in previous years. Operating profits were significantly lower than anticipated and cash reserves have been used to buffer this. The cost of living crisis continues to impact the charity as we aim to provide affordable childcare thus absorbing some of the increased costs.</p> <p>There was a large push on fundraising with the aim to provide new outdoor equipment in the next financial year. Investment was made in the classroom with new furniture and resources purchased for the academic year ahead.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to ensure there is a contingency for matters arising outside of the day to day running e.g. building maintenance, legal fees. Fundraising reserves are held and build until worthy opportunities arise to spend those funds. Those funds are due to be spent in the future by investing in a forest school provision for the setting as well as creating a sensory garden.
Amount of reserves held	Para 1.22	£53,940
Reasons for holding zero	Para 1.22	n/a

reserves		
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	In October 2023 (2 months post year end), the pre-school closed as a result of staffing issues and the staff were made redundant. The funds of the Charity are being used to maintain essential services e.g. insurance, utilities in the hope that the pre-school will reopen again in 2024.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The day to day finances are fees for children attending the pre-school. This is made up either of government funding for free hours or fees invoiced to parents over an above their free hour quota. This is supplemented by fundraising by the committee.
A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> - The charity relies on the skills and time of parent led committee. - Financial pressures impact the day to day funds of the charity - Internal management - Recruitment and retention

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model Pre-school Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated committee
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election of trustees and committee members at AGM using voting method

Reference and Administrative details

Charity name	St Francis Pre School Ascot
Other name the charity uses	
Registered charity number	1023639
Charity's principal address	St Francis Pre-School Coronation Road South Ascot Berkshire SL5 9HG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Fiona Carter	Co-Chair	28/09/22 - present	
2	David McKilligan	Co-Chair	28/09/22 - present	
3	Kayleigh Brown	Treasurer	09/21 – 01/08/23	
4	Kayleigh Edgington	Secretary	28/09/22 - present	
5	Tara Mellett	Treasurer	01/08/23-present	
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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Fiona Carter	David McKilligan
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Full name(s)	Fiona Carter	David McKilligan
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Position (eg Secretary, Chair, etc)	Co-Chair	Co-chair
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Date	28/06/24
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Profit and Loss

St Francis Pre-School For the year ended 31 August 2023

2023

Turnover

Breakfast Club Income	2,608.00
Clubs Income	1,599.50
Early Drop Income	930.25
Funding	95,600.42
Fundraising	3,585.28
Interest Income	198.80
Lunch Club Income	528.00
Non-funded fees	10,513.00
Preschool Activities Income	898.00
Sale of Uniform	226.00
Total Turnover	116,687.25

Cost of Sales

Clubs Cost of Sales	1,781.92
Employer NI	8,838.14
Fundraising expenses	3,716.38
Net salaries	65,649.28
Pension	2,969.33
Preschool Activities Cost of Sales	1,908.01
Supply Staff	885.32
Uniform Cost of Sales	603.81
Total Cost of Sales	86,352.19

Gross Profit

30,335.06

Administrative Costs

Admin	20.00
Bad Debt	1,805.46
Children's Party Costs	70.00
Cleaning	9,357.60
DBS costs	98.58
Electricity	3,406.79
Insurance	1,138.50
IT Software and Consumables	278.89
Legal Expenses	1,380.00
Marketing/Website	158.40
Photocopier	1,629.56
Rates	1,499.82
Refreshments	85.20
Repairs & Maintenance	3,532.43
Resources	2,028.19
Staff Entertainment	154.82

2023

Subscriptions	805.96
Telephone & Internet	1,182.29
Training	530.60
Total Administrative Costs	29,163.09
Operating Profit	1,171.97
Profit on Ordinary Activities Before Taxation	1,171.97
Profit after Taxation	1,171.97



Section A Independent Examiner's Report

Report to the trustees St Francis Pre-School

On accounts for the year ended 31st August 2023

Charity no (if any)

1023639

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2022. 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: [Signature]

Date: 4/7/2024

Name: V L GARBETT - OSBORN CONSULTANCY LTD

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

AAI

Address:

176 FERNBANK ROAD
ASHT
SL5 8LA

ST FRANCIS PRE-SCHOOL

England & Wales - Charity number 1023639

Accounts



Trustees' Annual Report for the period

From **01/09/21** Period start date To **30/08/22** Period end date

Charity name: **St Francis Pre-School**

Charity registration number: **1023639**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups .
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability; (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; (c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have regard to the guidance on public benefit.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Fundraising during the financial period in question is to e used to set up a forest school for the benefit of the mental and physical health of the children at the pre-school.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity made a small profit this financial year. Income was up YoY however this was matched by an increase in expenses, in particular staff costs. No significant investment was made in the preschool this year as the setting recovered from the impacts of covid over the previous years and focused on improvements internally. As such, reserves have remained steady.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to ensure there is a contingency for matters arising outside of the day to day running e.g. building maintenance, legal fees. Fundraising reserves are held and build until worthy opportunities arise to spend those funds. Those funds are due to be spent in the future by investing in a forest school provision for the setting as well as creating a sensory garden.

Amount of reserves held	Para 1.22	£52,768
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity continues as a going concern

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The day to day finances are fees for children attending the pre-school. This is made up either of government funding for free hours or fees invoiced to parents over an above their free hour quota. This is supplemented by fundraising by the committee.
A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> - The charity relies on the skills and time of parent led committee. - Financial pressures impact the day to day funds of the charity

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model Pre-school Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated committee
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election of trustees and committee members at AGM using voting method

Reference and Administrative details

Charity name	St Francis Pre School Ascot
Other name the charity uses	
Registered charity number	1023639
Charity's principal address	St Francis Pre-School Coronation Road South Ascot Berkshire SL5 9HG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Fiona Carter	Co-Chair	28/09/22 - present	
2	David McKilligan	Co-Chair	28/09/22 - present	
3	Kayleigh Brown	Treasurer	09/21 - present	
4	Kayleigh Edgington	Secretary	28/09/22 - present	
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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Fiona Carter	David McKilligan
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Full name(s)	Fiona Carter	David McKilligan
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Position (eg Secretary, Chair, etc)	Co-Chair	Co-chair
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Date	30/06/23
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St Francis Pre-School
Profit And Loss Account
For the year ended 31 August 2022

		2022		2021
		£		£
Income	Donation	-		388
	Funding	107,985		80,982
	Funding - Preschool Activities	420		-
	Funding - Sports	600		-
	Funding re HC	-		-
	Fundraising	706		582
	Fundraising expenses	(284)		-
	Interest	-		7
	Milk Refund	-		-
	Registration fees	250		600
	Sale of Uniform	100		24
Unallocated	-		-	
		<u>109,778</u>		<u>82,583</u>
Expenses	Admin	(17)		(601)
	Adverts	-		-
	Bank charges	-		-
	Consultancy	-		(4,046)
	Donation	-		-
	Edenred charges	-		-
	Electricity	(2,768)		(1,355)
	Equipment	-		(5,450)
	Exchange diff's & charges	-		-
	Extension	-		-
	Fees	-		(372)
	First Aid Course	-		(183)
	Fundraising Expenses	-		(190)
	Insurance	(1,106)		(1,081)
	Internet	(330)		(660)
	Maintenance/ cleaning	(7,739)		(7,659)
	Marketing/Website	-		(220)
	Misc	(130)		-
	Pension	(3,244)		(2,587)
	Petty Cash - Misc	-		-
	Photocopier	(1,620)		(1,442)
	Preschool Activities	(664)		(306)
	Printer	-		-
	Rates	(187)		-
	Refreshments	(128)		(8)
	Resources	(2,106)		(4,053)
	Salaries	(81,609)		(62,409)
	Snacks/Refreshments	(50)		(104)
	Sports	(1,296)		-
	Subscriptions	(756)		(328)
	Teaching Supplies	(2,070)		(1,520)
Telephone/IT	(710)		(438)	
Training	(143)		(417)	
Unallocated	(198)		-	
Uniform kids	(386)		(256)	
Write backs/discounts	-		-	
Write offs/discounts	-		-	

St Francis Pre-School
 Profit And Loss Account
 For the year ended 31 August 2022

		2022	2021
		(107,254)	(95,686)
Extension	Extension costs	-	-
	Grant for Extension	-	-
		<u>-</u>	<u>-</u>
Taxation and dividends		-	-
Net profit/(loss)		<u>2,524</u>	<u>(13,103)</u>



Section A

Independent Examiner's Report

Report to the trustees

Charity Name: St Francis Pre-School

On accounts for the year ended

2022 Charity no (if any) 1023639

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 31/12/2022.

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: [Signature] Date: 29/6/2023

Name: V L GARRETT T/A OSBORN CONSULTANCY LTD

Relevant professional qualification(s) or body MAAT

(if any):

Address: 176 FERNBANK RD
ASLOT, BERKSUCE
S25 SLA

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.

ST FRANCIS PRE-SCHOOL

England & Wales - Charity number 1023639

Accounts

St Francis Pre-School
Profit And Loss Account
For the year ended 31 August 2021

		2021		2020
		£		£
Income	Donation	388		35
	Funding	80,982		97,826
	Funding - Preschool Activities	-		38
	Funding - Sports	-		1,223
	Funding re HC	-		-
	Fundraising	582		1,991
	Fundraising expenses	-		-
	Interest	7		83
	Milk Refund	-		-
	Registration fees	600		250
	Sale of Uniform	24		206
	Unallocated	-		-
			<u>82,583</u>	
Expenses	Admin	(601)		(262)
	Adverts	-		-
	Bank charges	-		-
	Consultancy	(4,046)		-
	Donation	-		-
	Edenred charges	-		-
	Electricity	(1,355)		(2,001)
	Equipment	(5,450)		-
	Exchange diff's & charges	-		-
	Extension	-		-
	Fees	(372)		-
	First Aid Course	(183)		(262)
	Fundraising Expenses	(190)		(71)
	Insurance	(1,081)		(1,080)
	Internet	(660)		(465)
	Maintenance/ cleaning	(7,659)		(9,300)
	Marketing/Website	(220)		(2,461)
	Misc	-		(45)
	Pension	(2,587)		(1,838)
	Petty Cash - Misc	-		(100)
	Photocopier	(1,442)		(1,596)
	Preschool Activities	(306)		(255)
	Printer	-		-
	Rates	-		-
	Refreshments	(8)		-
	Resources	(4,053)		(2,518)
	Salaries	(62,409)		(65,591)
	Snacks/Refreshments	(104)		(233)
	Sports	-		(2,015)
	Subscriptions	(328)		(170)
	Teaching Supplies	(1,520)		(1,149)
	Telephone/IT	(438)		(578)
Training	(417)		(124)	
Unallocated	-		(145)	
Uniform kids	(256)		(203)	
Write backs/discounts	-		-	

St Francis Pre-School
 Profit And Loss Account
 For the year ended 31 August 2021

		2021		2020
	Write offs/discounts	-	<u> </u>	-
		(95,686)	<u> </u>	(92,462)
Extension	Extension costs	-	<u> </u>	-
	Grant for Extension	-	<u> </u>	-
Taxation and dividends		-	<u> </u>	-
Net (loss)/profit		<u>(13,103)</u>	<u> </u>	<u>9,190</u>

ST FRANCIS PRE-SCHOOL

England & Wales - Charity number 1023639

Accounts

St Francis Pre-School Committee

Minutes of AGM

Held on Wednesday 16th October 2019

Present

Jaycie Warren (JW)	Committee Chair
Anna-Marie Clarke (AMC)	Vice Chair
Natalie Stock (NS)	Pre-School Manager
Diane Dawson (DD)	Pre-School Deputy Manager
Jo Niknejad (JN)	Secretary
Adriana Haydon (AH)	Treasurer
Margot Tomkinson-Smith (MTS)	Marketing & Promotion
Karen Brown (KB)	Committee member

Guests

Felicity Gasparro (FG)	Project 30
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Other attendees

Michelle Lillie	Parent
Mariana Tassara	Parent
Susie Barrett	Parent
Alec Durieu	Parent
Barry Hoolan	Parent
Kayleigh Edgington	Parent
Ruth Lawrence	Parent
Emma MacNeill	Staff
Lauren Aves	Staff
Georgia Burling	Staff

Apologies for absence

Carly Seaman (CS)	Committee Member
Tanya Swan (TS)	School Representative
Valerie Waters (VW)	Committee member

1. Welcome and minutes of the last meeting held on:

1.1	JW welcomed everyone to this year's AGM. 19 attendees in total.	
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2. Chairs Report – Jaycie Warren

2.1	<p>It is essential that today we will recruit a new committee to operate legally. The past year - Looking back at 18/19</p> <ul style="list-style-type: none">• New kitchen using money from 17/18 so children can cook• Fundraised approx £9,000 + match funding• Sports equipment• Coach to Ascot• Classroom improvements• Classroom based resources	
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	<p>Fundraising events included Quiz night, raffles, auction, fair, cake sales, sports day BBQ.</p> <p>JW thanked all parents for their support, staff and the committee members.</p> <p>JW to stand down as Chair after 4 years as her children are no longer in the Pre-School. She now wants to focus on her family and career. She will continue as 'Vice Chair' until January 2020 to handover role and to oversee Project 30.</p> <p>NS leaving the Pre-School on 20th December 2019. Thanked her for her work.</p> <p>Please see Chair report for all information.</p>	
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3. Manager Report

3.1	<p>NS thanked everyone for attending the this evening. Year 18/19 33 children on the register in the year. Lowered the age to 2.5 years intake for children. It has proved to be a success so will continue. Thanked Michelle for her 29 years at the Pre-School who has moved across to the Primary school. CPDs completed for safeguarding and food hygiene. Read brief on what the children have done this past school year such as subjects covered and events including a second successful graduation party in July. Thanked everyone and wishes best of luck to you.</p> <p>Please see Managers report for all information.</p>	
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4. Finance Review

4.1	<p>JW went through funding for 18/19 - largely down. Low birth year and 30 hours funding was new and introduced. Loss of nearly £4,000. We are expecting a better year ahead.</p> <p>Q: Barry, parent. Electricity bill is higher than last year. JW - The school didn't charge us last year, but we have set up payments. We also added bins and water which are extras.</p> <p>NS - In terms of money out, minimum wage increases again next year. However, we are aware it will happen.</p>	
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5. Match Funding – Karen Brown

5.1	<p>Corporate match funding has helped to raise about £4,000 last year. We must ask parents, families and friends what companies they work for as a number of big companies match fund. KB fund matched last years Quiz night, which raised £2,000 alone. Registered charity so we just submit a letter to your work place and they will match fund.</p> <p>It is free money to the Pre-School which is much needed. KB will give NS the list of know. companies - NS to put on notice boards</p>	KB/NS
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6. Project 30 – Felicity Gasparro

6.1	<p>Felicity wanted to attend so parents could meet her face to face. Open to questions about the project.</p> <p>KB - How is the project going so far?</p> <p>FG - About 25 respondents from current parents, last year's leavers and few from previous years. Early days so hoping to get more.</p> <p>Will discuss results with the staff and committee before they are made public.</p> <p>One thing that has become clear is how happy the children are here at the Pre-School.</p> <p>Recruitment - we are in a great area, lots of competition, what do other settings offer? How much do we ask of parents/committee members?</p> <p>JW - The Pre-School has been set up the same way for many years. Other settings do things differently so looking in to what they do and if/how we can improve.</p> <p>Kayleigh, parent - Do we ask people who looked but didn't take the place, why they didn't chose us?</p> <p>NS - We are restricted because of GDPR.</p> <p>FG - We have asked previous parents if they would send future children here. If not, why.</p> <p>Barry, parent - Q: Current occupancy at the moment?</p> <p>NS - Only have afternoon spaces but we are full as children due to start in January and after Easter.</p> <p>Barry, parent - Q: Does the name St Francis put people off?</p> <p>JW - Is this something we look at or do we use to our advantage? Most children here are siblings of those attending the school. A</p>	
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6. Thank You

6.1	JW, NS & DD - Thanked all committee members for their work and dedication. Gave gifts to all standing down and continuing.	
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7.. Election of a New Committee

7.1	JW - We need at least 5 committee members. Legally, we need a Chair, Secretary and Treasurer. We need at least two fundraisers.	
7.2	JW/NS - you must be DBS checked and complete the EY2. JW will meet with Michelle and Susie next week to start hand over. Committee to start a new WhatsApp group for all communication.	All JW ML / SB

Electing our New Committee

Position	Name	Agreed by
Chair	Michelle	MTS, AH
Chair	Susie	MTS, AH
Secretary	Kayleigh	AM, AH
Treasurer	Adriana	MTS, AM
Fundraising	Barry	MTS, AM
Fundraising	Alec	MTS, AM
General	Mariana	AM, MTS
General	Jo	AM, MTS

8. Date of the next meeting

8.1	Tuesday 12 th November at 7:30pm Tuesday 10 th December at 7:30pm	
8.2	ALARM: Review the Lease Agreement in September 2021	DO NOT DELETE (Bring forward)

