

## **High Ham Preschool**

### **AGM Minutes Wednesday 2 February 2022**

(Postponed due to staff illness and one month notice period)

#### **(1.) Welcome and Apologies**

<b>Attended by:</b> Rebecca Peppard James Vigar Clare Vigar Tracy Robinson Marianne Matthews Kim Huntley Becky Bostock Charlie Bean Charlotte Read Neilsen Laura Waltham Harriet Jones Emma Pinkham Kate Hartley-Legg	<b>Apologies:</b> Amy Robertson
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#### **(2.) Minutes of the last AGM.**

Minutes of previous Annual General Meeting read and agreed as a true representation of the meeting

Proposed by: James Vigar

Seconded by: Tracy Robinson

#### **(3.) Annual Accounts.**

3. The annual accounts were shown to all attendees and there were no concerns or questions relating to the accounts.

It was reported that the expenditure of wages for Monkey Madness had doubled due to extra staffing being required, this is also to cover the school homework club. Although the fee income for wraparound care was down, the Covid furlough scheme backed that up so that the final figures balance out. Going forward, there will be more income to offset the necessary increase in staffing.

#### **(4.) Chairpersons Report.**

Chairperson's report read by Clare Vigar on behalf of James Vigar (see attached), no questions or comments from the AGM attendees relating to the report.

#### **(5.) Managers Report.**

Managers Report read by Rebecca Peppard (see attached) no questions or comments from the AGM attendees relating to the report.

**(6.) Resignation of Committee Members.**

Caroline Fear resigned from the committee. Tracy Robinson will take over as third bank signature.

**(7.) Resignations and Elections of old/new committee members.**

Three people decided to join our committee on the understanding they will not be able to attend meetings and be complete members until a suitable persons' letter is received by the nominated person (Rebecca Peppard). This was understood and agreed by all. New members will consist of Harriet Jones, Charlotte Read Neilsen and Kim Huntley. Rebecca to send guidance on completing DBS and EY2's.

**(8.) Agreeing the Constitution.**

By law we must agree to the constitution, a copy of the constitution had been emailed all members old and new to read through.

High Ham Preschool currently adheres to the Preschool Learning Alliance Model Constitution 2011. The current committee agree to this continuing this to be the preferred constitution for High Ham Preschool to adhere to.

Proposed by: Clare Vigar

Seconded by: James Vigar

**(9.) Any Other Business.**

Discussion took place regarding staff members being contacted outside of normal working hours. Staff well-being meetings are being put in place for all staff and communication has been shared with parents/carers to remind them of the correct methods of communication.

**(10.) Date of next AGM.**

Committee members agreed a date of 2 November 2022.

## **High Ham Preschool Chairpersons Report 2020/21**

Welcome everyone and thank you for attending the preschool's 2021 AGM.

As a preschool we have had a challenging year and it has been great to have had a strong committee with members keen to support and help out in whatever way they could.

As in previous years one of the main roles of the committee has been to fundraise for the preschool. For another year we have had to work around the restrictions of Covid and come up with some alternative methods of raising funds. Thank you to all of those that came up with fantastic covid safe ideas that the preschool setting could put in place.

The Christmas raffle is always a welcome boost to the fund raising efforts and with the kind donations for the hampers and good raffle ticket sales we raised over £400.

The continued restrictions have meant that the preschool has remained closed to parents, meaning that some of the much loved events were unable to go ahead, the Easter Bonnet parade being a particular favourite of mine.

That said, we were still able to raise an additional £300 for the preschool through the Easter quiz and scavenger hunt.

Again, I will be relying on the great ideas and imagination of our committee and parents to come up with some covid safe, non-contact events. I encourage everyone to start thinking of and sharing their alternative fund raising ideas soon especially as we have the Queen's Platinum Jubilee to celebrate!

For various reasons we have a number of positions opening up on the committee for new members. I hope that some of you tonight will be happy to join the committee, as without your support the preschool cannot operate. That said, the DBS and EY2 application process continues to be a lengthy and complicated procedure and committee members will not be eligible to be on the committee and attend meetings until both the DBS and the EY2 are complete. We had hoped to sign up new committee members in the summer term in order to hit the ground running, however covid put a stop to that.

This year has seen the addition of new members of staff to the preschool team, each bringing their own individual expertise, energy and enthusiasm to help nurture all of those in the care of the setting, I'm sure that Bekki will agree that they have all been welcomed by the children.

As chair, and on behalf of the committee, I would like to say a huge thank you to Bekki and her team for the incredible work they do. Their hard work, positivity

and enthusiasm for the children's development and well-being create a fantastic setting for our children.

And finally as chair, I would like to thank the existing committee members for their continued support over the last year and hope that as a committee we can encourage more parents to sign up and support the preschool and our children.

**James Vigar**

**Chairperson**

# High Ham Pre School Registered Charity

## Report and Accounts

31 July 2021

Accounts prepared by:  
Karen Nobes BA(hons), ACMA, CTA  
Polden Accountants Ltd  
Poplar Farm  
Burtle Road  
Burtle  
Somerset  
TA7 8NB

**High Ham Pre School**

**Independent Examiner's report to the trustees of High Ham Pre School**



I report on the accounts of the Trust for the year ended 31st July 2021 which are set out on pages 2 to 3.

### **Respective responsibilities of the 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(2) 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, as amended;
- 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 the 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 you as 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**

Records are kept in the appropriate manner with supporting documents being retained accordingly.

In the course of my examination, no matter has come to my attention:

which gives me reasonable cause to believe that, in any material respect, the trustees have not met 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; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Karen Nobes BA(hons), ACMA, CTA  
Polden Accountants Ltd  
Chartered Management Accountants  
Poplar Farm  
Burtle Road  
Burtle  
Somerset  
TA7 8NB

25 November 2021

### **High Ham Pre School Statement of Assets and Liabilities As at 31st July 2021**

	<b>Notes</b>	<b>2020</b>
		<b>£</b>
<b>Current assets</b>		
Debtors - Fees due		
Cash at bank		92,801
<b>Creditors: amounts falling due within one year</b>	<b>3</b>	<b>(1,066)</b>
<b>Net Current Assets</b>		<b>91,735</b>
<b>Accumulated Fund</b>		<b>91,735</b>
Balance at 1st Aug	<b>4</b>	<b>94,270</b>

Income and Expenditure account	(2,535)
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<b>Total Funds</b>	<u>91,735</u>
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Approved by the board of Trustees on  
**High Ham Pre School**  
**Statement of Financial Activities**  
**for the year ending 31st July 2021**

	<b>2,021</b>	<b>2,020</b>
	<b>£</b>	<b>£</b>
Nrusergy Education Funding	55,229	88,103
Pre School Fees	26,189	8,592
Monkeys Club	4,424	12,507
Breakfast Club	3,156	6,203
Lunches	1,830	1,508
Pupil Premium Funding	-	613
Registration Fees	95	28
Grants and Funding	19,368	8,752
Fund Raising	718	146
Misc	15	61
Bank Interest	-	111
	<b>111,024</b>	<b>126,624</b>

<b>Total Expenditure</b>	<b>(113,559)</b>	<b>(117,398)</b>
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**Net Income (Expenditure) for the year**

Total funds brought forward		94,270	85,044
Total Funds carried forward		91,735	94,270
<b>Total Income</b>			
<b>Less Expenditure</b>			
Wages	Preschool	(69,654)	(72,285)
	Breakfast Club	(6,859)	(5,461)
	Monkeys Club	(20,343)	(11,106)
	Pension Contributions	(1,339)	(1,158)
Indirect Wages, training, sick pay, etc		(1,302)	(651)
Accountancy fee		(318)	(318)
Administration		(2,472)	(3,643)
Telephone		(572)	(909)
Cleaning and Consumables		(1,789)	(2,214)
Course and Training fees		(748)	(336)
Equipment		(1,210)	(5,963)
Repairs		(746)	(6,807)
Insurance		(855)	(749)
Materials		(1,978)	(777)
Food and Milk		(333)	(334)
Lunches		(1,570)	(1,244)
Trips/Entertainment		-436.8	(1,044)
Utilities	Regular	(416)	(898)
Sundry	Irregular	(618)	(1,501)
		(2,535)	9,226

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