

**High Ham Preschool**

**AGM Minutes Monday 20 November 2023**

**(1.) Welcome and Apologies**

<b>Attended by:</b> Rebecca Peppard James Vigar Clare Vigar Tracy Robinson Kim Huntley Suzie England Lisa Brock Kelly O'Bryne Jaz Morris Rachel Tutton Lorraine Blackmore Peter Waltham Charlotte Feltham Kim Pope Shaun Dixon Jim Black Jaie Goddard Emma Cutts Scott Hartland Lily Smith	<b>Apologies:</b> Sarah Skeet 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: Tracy Robinson

Seconded by: Jim Vigar

**(3.) Annual Accounts.**

3. The annual accounts were shown to all attendees and there were no concerns or questions relating to the accounts. Tracy Robinson, Treasurer, confirmed that these are a true reflection of the accounts.

**(4.) Chairpersons Report.**

Chairperson's report read by 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**

No members resigned from the committee.

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

- James Vigar was proposed as Chair

Proposed by: Clare Vigar

Seconded by: Kim Huntley and Tracy Robinson

- Clare Vigar was proposed as Secretary

Proposed by: James Vigar

Seconded by: Kim Huntley

- Tracy Robinson was proposed as Treasurer

Proposed by: Clare Vigar/ Rebecca Peppard

Seconded by: James Vigar

Jaz Morris 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. Rebecca to send guidance on completing DBS and EY2's.

#### **(8.) Any Other Business.**

None.

#### **(9.) Date of next AGM.**

Committee members agreed a date of Monday 18 November 2024.

## High Ham Preschool Chairpersons Report 2022/23

Welcome everyone and thank you for attending the preschool's 2023 AGM.

As Chair of the committee I firstly want to thank the current committee members for their continued support. The preschool is reliant upon having a committee and without members the preschool simply cannot run. We are a small committee and the input of members is invaluable. I particularly wish to thank Tracy for her tireless efforts to raise funds for the preschool be this through finding new grants or fundraising events.

This year it has been great to return to face to face fundraising events without the restrictions of the pandemic. Thank you to all of those parents and carers that have organised and helped run these events alongside the preschool staff. The setup of a Facebook and WhatsApp fundraising group has been productive for exploring new fundraising ideas and ensuring events are well supported by families. To ensure further success with fundraising it would be great to have even more families join these groups to offer their support.

Thanks to Tracy and the fundraising group, this year has seen some incredible efforts which include the following-

The Christmas raffle- this is always a welcome boost to the fundraising efforts, with the kind donations for the hampers, good raffle ticket sales and a scavenger hunt we raised over £480.

The Three Counties Trials kindly donated £500 towards the sensory room funds in February, to which we are very grateful for such a generous gift.

Despite not doing as much for Easter due to the Coronation, this year's Easter fund raising and scavenger hunts brought in just under £900 to the preschool.

The silent auction again had some very generous donations and raised an amazing £964.

The King's Coronation was a big event for the preschool with cakes, games, entertainment and most importantly lots of fun had by all. The donations, raffle and stalls brought in over £1000.

Tombola stalls at local events help to raise funds and promote the preschool setting, and we are very grateful for those that ran these.

Although the funds raised in the following events do not go towards this year's accounts I want to mention the success of the bingo event. All seats were filled, prizes won and once again fun all round. A special thank you has to go to the Peppard Family for providing the entertainment at the back of the hall!

In total, this year's fundraising efforts brought in £3965.73. This is a really great achievement for the setting.

Again, as always, for this year to come we will be relying on the great ideas and imagination of our committee, parents and carers to come up with new and exciting fund-raising ideas. Please do let us know if you have any suggestions or would be willing to lead on anything.

As mentioned at the start of my report, the committee is small and we always welcome new members and it would be great if anyone here tonight would like to join. If you are interested please do let Bekki or myself know and we can begin the application process. The DBS and EY2 application process is a lengthy and potentially complicated procedure and therefore new committee members will not be eligible to be on the committee and attend meetings until both the DBS and the EY2 are complete.

As Chair, and on behalf of the committee, I would like to conclude my report by saying a huge thank you to Bekki and her team for the incredible work they do. Under Bekki's strong leadership, the staff work hard and are dedicated to providing the very best care for our young children, so thank you to all.

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

**James Vigar**  
**Chairperson**

### **Managers Report AGM**

#### **September 2022 – 2023**

#### **Thanks**

Good evening and thank you for coming to our Teams AGM. Firstly, I would like to thank the current committee for all their support this past year and for those who continue to remain on our committee for several years! I would also like to thank the staff for all their hard work, passion and commitment they have given the preschool to make it the lovely setting we have here in High Ham.

#### **General**

I would like to emphasise that this AGM is to reflect upon the academic year of 22/23 only. September started off strong with everyone feeling positive about this year, we had three new members of staff. Lou and Calley to cover our SEN children on high needs funding and Eleanor as a

preschool assistant. Bridget handed her notice on during the last week of the summer term and left us on the 22<sup>nd</sup> September 22. We set out to interview for a new staff member and found Lee-Anne, who started in January, she was returning to early years after a long break, sadly the post wasn't for her, and she left after a few weeks.

Jules started her journey on her level 3 qualification.

December we started a big fundraising effort to replace the surfacing outside the back of preschool. James will have filled you in on the monies raised, but we were all rather impressed.

Covid now seems to be a thing of the past, however some of the changes we made remain in place as we feel they are working well.

Our numbers continue to be really high, and we have very limited spaces this continues to be an issue for us and the local community.

In March Jules decided that Early Years was not what she wants to continue with and gained a post as an apprentice tattoo artist.

For Easter we had a scavenger hunt as we wanted to play it down as we were planning a big celebration for the kings coronation. Again we had an amazing day with face painting, raffle, plant sale, giving of commemorative medals and refreshments.

We had a lovely summer with loads of ideas for fundraising. Tracey and the fundraising team organised a Bingo, this will be on next years accounts as it wasn't paid in until after the end of term. Pete, Harriet and Billy did a sponsored mountain climb and raised nearly £2500 for our outside surfacing, again will be on next years accounts. Thank you to all involved and all who sponsored them.

## **Training**

Charlie has now qualified as a level 3 preschool assistant

Kim completed her level 5 qualification...a fine achievement for both

Kim also did her advanced child protection training.

All staff completed FGM training

Sarah, Ruth and Louise completed Food hygiene

Louise and Maria completed Prevent duty

All committee members now hold a valid safeguarding certificate

Bekki has completed Health and Safety, Speech, language and communication and several other short courses.

We sent 18 children to school in September 2023, luckily we managed to do an array of transitional activities including lunch in the school hall, stories in Ash class, Adelle came to preschool every day

throughout the summer term to get to know the children. We had a variety of ability children going to school and a high number of SEN, so these transitional visits are exceptionally useful.

## **SEN**

This year we have had 2 autistic children requiring extra support, time and encouragement. It is really humbling that we have been chosen as the setting for the needs of these children. However, this also has had an impact on the level of paperwork, assessments, meetings and support that I have had to give families, the staff and children. This has meant I have been unable to spend as much time on the floor as I would have liked to but I have to thank Kim and all the other staff to being as supportive as they have been.

## **Communication**

Just briefly our main source of communication continues to be our closed Facebook group and tapestry. Whilst I have given my mobile number to parents for booking wrap around sessions etc please be mindful that I do not work 7 days a week 24 hours a day. Please only use my mobile number for an emergency out of preschool hours and keep to using tapestry, the main preschool phone number or email as the most effective way of communicating. Thank you for understanding.

## **DBS Checks-new committee members**

If we get any offers of parents wishing to join our wonderful committee, I will continue to have the strict practice in place that I designed. We must always have a full committee and rely on this to run a successful charitable organisation.

## **Finances**

This year our turnover increased from year end 2022, our spending decreased. However we fundraised hard and did not have to pay for the resurfacing until September and this will come off of next year's account.

Tracy worked hard to secure some amazing grant which totalled around £12K...thank you Tracy!

High Ham Pre School Registered Charity

Report and Accounts

31 July 2023

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 2023 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**

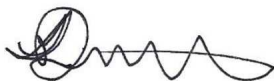
Records are kept in the appropriate manner with supporting documents being retained accordingly.

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  
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Somerset  
TA7 8NB

17 October 2023

**High Ham Pre School**  
**Statement of Assets and Liabilities**  
**As at 31st July 2023**

	Notes	2,023 £
<b>Current assets</b>		
Debtors - Fees due		
Cash at bank	104,694	
<b>Creditors: amounts falling due within one year</b>	(1,025)	
<b>Net Current Assets</b>		103,669
<b>Accumulated Fund</b>		103,669
Balance at 1st Aug		88,010
Income and Expenditure account		15,659
<b>Total Funds</b>		103,669

Approved by the board of Trustees on  
**High Ham Pre School**  
**Statement of Financial Activities**  
**for the year ending 31st July 2023**

	2,023 £	2,022 £
Nrusergy Education Funding	98,870	92,539
Pre School Fees	21,726	18,894
Breakfast and Monkeys Club	19,803	19,478
Homework Club	2,102	2560
Trips	260	598
Lunches	2,309	2,184
Consumables	358	-
Pupil Premium Funding	472	338
Registration Fees	70	58
Grants and Funding	1,500	3,421
Fund Raising	3,966	664
Misc	29	118
Bank Interest	620	26
<b>Total Expenditure</b>	<b>(152,985)</b>	<b>(149,878)</b>
<b>Net Income (Expenditure) for the year</b>	15,659	(3,725)
Total funds brought forward	88,010	91,735
Total Funds carried forward	103,669	88,010
<b>Total Income</b>		
<b>Less Expenditure</b>		

Wages	Preschool	(93,694)	(90,134)
	Breakfast Club	(10,654)	(7,940)
	Monkeys Club	(11,208)	(12,174)
	Pension Contributions	(1,382)	(1,525)
	Indirect Wages, training, sick pay,etc	(518)	(1,032)
	Staff Uniform	(192)	(409)
	Accountancy fee	(318)	(318)
	Administration	(3,651)	(3,353)
	Telephone	(659)	(555)
	Cleaning and Consumables	(2,755)	(2,059)
	Course and Training fees	(514)	(3,011)
	Equipment	(1,921)	(6,069)
	Repairs	(267)	(71)
	Insurance	(1,102)	(1,003)
	Materials	(1,114)	(1,758)
	Food and Milk	(551)	(651)
	Lunches	(2,450)	(2,193)
	Trips/Entertainment	(2,676)	(2,026)
	Utilities	(526)	(8,120)
	Fundraising	<u>(274)</u>	<u>(202)</u>

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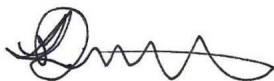
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