

## High Ham Preschool

### AGM Minutes Monday 18 November 2024

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

<b>Attended by:</b> Rebecca Peppard James Vigar Clare Vigar Tracy Robinson Kim Huntley Rachel Tutton Sean Dickenson Gemma Dickenson Kate Legg Tom Legg Charlie Bean Ben Robinson Suzie England Jaz Morris Shelley Giles	<b>Apologies:</b>
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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: Kim Huntley

Seconded by: James 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.

Proposed by: Kim Huntley

Seconded by: Tracy Robinson

#### **(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: Bekki Peppard

Seconded by: Kim Huntley and Tracy Robinson

- Clare Vigar was proposed as Secretary

Proposed by: James Vigar

Seconded by: Tracy Robinson

- Tracy Robinson was proposed as Treasurer

Proposed by: Kim Huntley

Seconded by: Bekki Peppard/Clare

A request for new committee member was made. Rachel Tutton and Lorraine Blackmore have started the EY2 process and is keen to join the committee.

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

None.

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

Committee members agreed a date of Monday 10 November 2025.

## High Ham Preschool Chairpersons Report 2023/24

Welcome everyone and thank you for attending the preschool's 2023/2024 AGM.

To begin my report, I firstly want to say a huge congratulations to Bekki and her team on the outcome of the Ofsted inspection that took place in November 2023. The Preschool was awarded 'Good' in the following-

- The Quality of Education
- Behaviour and attitudes
- Personal development
- Leadership and management

Some of the key highlights of the report include-

- The children have access to an ambitious curriculum
- The children make good starting points in their learning and development including those with SEN and/or disabilities
- Children have wonderful relationships with staff and feel safe and secure in their environment
- Staff are attentive and respectful to children's needs
- Children are motivated and display positive attitudes towards their learning
- Management closely monitors children's learning and development, enabling gaps to be swiftly identified
- Parents are extremely positive about the preschool and their children's experiences
- Arrangements for safeguarding are effective

To achieve a 'Good' rating and to be extremely close to being awarded 'Outstanding' is such an accomplishment and Bekki and the team should be proud of themselves. Well done.

Secondly, I 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.

With regards to fundraising, I wish to thank Tracy for her tireless efforts to raise funds for the preschool be this through finding new grants or fundraising events. Your work with this is hugely appreciated- thank you. Thank you as well to all of those parents and carers that have supported these events and helped to run them alongside the preschool staff. If anyone has any fundraising ideas and would like to be involved to help raise money for the setting, please do let Bekki, Tracy or myself know as the more people that are able and willing to help, the more successful our fundraising efforts will be.

To summarise some of the great fundraising efforts this year we have raised the following-

- Tesco 'Blue tokens' scheme £1000- thank you Tracy for securing this.
- Bingo £775
- Raffle £482
- Scavenger Hunt and Easter bonnet parade £295
- Photos £303

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 I know and we can begin the application process. The DBS and EY2 application process has improved and is now less complicated and much less onerous so please do support the committee and sign up if you are able. As in previous years 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 stressed previously, we are a small committee and the preschool is reliant on members so please do consider joining.

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. Places at the preschool remain in demand and this is testament to the hard work and dedication of the team.

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**



# High Ham Pre School Registered Charity

## Report and Accounts

31 July 2024

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 2024 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

09 October 2024

### **High Ham Pre School Statement of Assets and Liabilities As at 31st July 2024**

	<b>Notes</b>	<b>2,024 £</b>
<b>Current assets</b>		
Debtors - Fees due		
Cash at bank	115,243	
<b>Creditors: amounts falling due within one year</b>	(1,552)	
<b>Net Current Assets</b>		<b>113,691</b>
<b>Accumulated Fund</b>		<b>113,691</b>
Balance at 1st Aug		103,669
Income and Expenditure account		10,022

**Total Funds**

113,691

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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 2024**

	<b>2,024</b>	<b>2,023</b>
	<b>£</b>	<b>£</b>
NruserY Education Funding	92,528	98,870
Pre School Fees	22,390	21,726
Breakfast and Monkeys Club	33,089	19,803
Homework Club	2,240	2,102
Trips	867	260
Lunches	2,633	2,309
Consumables	1,261	358
Pupil Premium Funding	694	472
Registration Fees	52	70
Grants and Funding	13,868	1,500
Fund Raising	1,855	3,966



Donations	2,321	-
Misc	-	29
Bank Interest	1,241	620
<b>Total Income</b>	<b>175,039</b>	<b>152,085</b>
<b>Less Expenditure</b>		
Wages      Preschool	(94,344)	(93,694)
Breakfast Club	(12,139)	(10,654)
Monkeys Club	(14,450)	(11,208)
Pension Contributions	(1,496)	(1,382)
Indirect Wages, training, sick pay,etc	(1,627)	(518)
Staff Uniform	(347)	(192)
Accountancy fee	(360)	(318)
Administration	(3,810)	(3,651)
Telephone	(802)	(659)
Cleaning and Consumables	(2,757)	(2,755)
Course and Training fees	(860)	(514)
Equipment	(2,260)	(1,921)
Repairs	(19,118)	(267)
Insurance	(1,160)	(1,102)
Materials	(1,570)	(1,114)
Food and Milk	(800)	(551)
Lunches	(2,750)	(2,450)
Trips/Entertainment	(2,423)	(2,676)
Utilities	(1,549)	(526)
Fundraising	(200)	(274)
Misc	(195)	-
<b>Total Expenditure</b>	<b>(165,017)</b>	<b>(136,426)</b>
<b>Net Income (Expenditure) for the year</b>	<b>10,022</b>	<b>15,659</b>
Total funds brought forward	103,669	88,010
Total Funds carried forward	113,691	103,669

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