



2024-2025  
Annual General Meeting

Minutes & support documentation

10th November 2025

Venue: Heelands Meeting Place,  
Heelands,  
Milton Keynes,  
MK13 7LW

Charity number: 1027459  
Ofsted number (URN): 141880

## **Contents**

MINUTES.....	
APPENDIX 1: 2024-2025 COMMITTEE CHAIR'S REPORT.....	
APPENDIX 2: 2024-2025 THE TREASURER'S REPORT.....	
APPENDIX 3: 2024-2025 THE MANAGER'S REPORT.....	
APPENDIX 4: 2024-2025 THE AUDITOR'S REPORT .....	
APPENDIX 5: 2024-2025 ANNUAL BALANCE SHEET.....	

## **Twinkle Tots Pre-School Annual General Meeting (AGM) Minutes 2024–2025**

Date: 10 November 2025

Time: 3:30 pm

Location: Twinkle Tots Pre-School, Glovers Lane, Milton Keynes, MK13 7LW

### **1. Welcome and Opening of Meeting**

The meeting was opened at 3:30 pm by the Chair, Maria Gleanu, who welcomed and thanked all parents and attendees for attending the Annual General Meeting.

### **2. Attendees**

Natalie Parkes

Michelle Morrall

Rishpal Modhwadia

Rebecca Allen

Maria Georgiana Gleanu

Mary Ndagire

Maria Eleni Katsamentidi

Daniel Gleanu

Paola Palma

Madalina Braga

### **3. Apologies for Absence**

N/A

### **4. Approval of Minutes from Previous AGM (2023–2024)**

The minutes of the previous AGM were reviewed and approved (Maria)/ seconded (Mary) as a true and accurate record.

### **5. Matters Arising**

There were no matters arising not already covered in the agenda.

### **6. Chair's Report**

The Chair presented her report and informed parents of the transition from charity status to a Charitable Incorporated Organisation (CIO), reassuring parents that the process is progressing smoothly.

### **7. Treasurer's Report**

The Treasurer's report was presented by Mary.

### **8. Manager's Report**

The Manager's report was presented by Natalie.

9. Accountant's Report

The Accountant's report was presented by Mary.

10. Committee Members

No committee members stepped down. Current members remain:

Maria Galeanu, Mary Ndagire, Maria Eleni Katsamentidi, Daniel Galeanu.

11. Policies and Procedures

All updated policies and procedures were reviewed, adopted, and approved.

12. Election/Re-election of Committee Members

The existing committee members were unanimously re-elected.

13. Staffing Update

Parents were informed of the departure of Natalie and Charlie. Continuity of care and smooth operation of the setting were assured.

14. Any Other Business

The CIO transition was reiterated, with confirmation that only final steps remain.

15. Close of Meeting

The Chair thanked attendees. No questions were raised.

The meeting closed at 4:20 pm.

## **Appendix 1.**

### **Committee Chair's Report 2024/ 2025 – Twinkle Tots Pre School**

Good evening everyone,

It's lovely to see you all here today. I'm really pleased to share a short overview of what's been a busy and rewarding year at Twinkle Tots.

One of our biggest achievements this year was completing our move to become a CIO. This gives the Pre-school a stronger structure and a secure foundation for the future, something we can all be proud of.

We've continued to invest in the setting, adding new toys, tables and learning resources to make it even more fun and engaging for the children. We've also introduced new activities to help them explore, learn and grow with confidence.

Like any year, we've faced a few challenges, but through teamwork, patience and a lot of dedication, we've made it through together. I'm so proud of our amazing staff team for all their hard work and care every single day.

I'd also like to thank our **committee members**, especially those stepping down this year, for all their time and support behind the scenes. It truly makes a difference. (Quin)

We've also reviewed and formally **adopted our updated policies and procedures**, ensuring we continue to meet the highest standards for safety, care and good practice.

Looking ahead, we'll keep focusing on what matters most providing a safe, happy and nurturing place where our children can learn, play and shine.

This year we said goodbye to our **Deputy Manager, Charli**, and we'd like to thank her for everything she's done for the pre-school. We're delighted that **Rish** has stepped up into the Deputy Manager role – Congratulations, Rish! You've done a brilliant job already, and we're so grateful for the positivity and commitment you bring.

We're also saying goodbye to **Natalie**, who has been a valued and loved part of our Twinkle Tots family. Natalie, thank you for all your energy, warmth and dedication. You'll be greatly missed by us all and we wish you every success for the future.

Thank you all for your support and for being part of our Twinkle Tots community.

**Maria Gleanu**  
**Chair, Twinkle Tots Pre-school**  
**AGM 2024/2025**

## Appendix 2.

### Twinkle Tots Preschool Treasurer's Report for AGM 2024–2025

For the financial year 2024–2025, the Pre-school's finances showed a positive outcome, with overall income exceeding the forecasted profit.

---

#### Summary of Accounts

- **Total Income:** £203,715.78
- **Total Expenditure:** £189,478.26
- **Net Surplus:** £14,237.52

The Pre-school's revenue was generated through Milton Keynes Council funding grants, parental fees, donations, and fundraising activities.

---

#### Income Comparison (2023–2024 vs 2024–2025)

Total income increased by **14%** compared to the previous year.  
This growth was mainly due to an increase in the number of children receiving funding and paying fees.

- **Total funding and fee income:** £179,898.17
- 

#### Expenditure

Overall expenditure was **11% higher** than the previous year, primarily due to staffing and inflationary costs.

#### Breakdown:

- **Wages (including tax, NI, and pension):** £131,649.91
    - Wages increased by **9.5%** following the rise in the national minimum wage in April 2024.
  - **Training courses for staff:** £588.30
  - **Equipment:** £3,047.13
  - **Annual insurance:** £1,249.08
  - **Rent (Bradwell Parish Council):** £845.00 per month (a **6.4%** increase)
- 

#### Other Income and Expenditure

The **Deprivation Grant Funding**—an additional supplement to support children accessing early years entitlements—was **not received in 2024–2025**.

However, funds carried forward from the previous year were used to provide:

- New equipment
- Lunch clubs
- Monthly pantry clubs
- Ark Farm visit
- Monthly sessions with Phonic Robots and Music Bugs

During the year, the committee also voted to transition the Pre-school from an **unincorporated charity** to a **Charitable Incorporated Organisation (CIO)**.

To support this transition, a **CIO consultancy firm** was engaged in **September 2024** to ensure a smooth process.

---

## Fundraising Activities

Total funds raised during 2024–2025 amounted to **£1,924.70**, consisting of:

- Consumable donations from parents (snacks, etc.)
- **£404.40** from the 2024 Christmas Fete
- Commission from photographs

Additionally, **£828.36** interest from the reserve account was transferred to the main account to support fundraising activities. Funds raised were used to pay for **Halloween, Easter, and Christmas activities** for the children.

---

## Reserve Account

As a charity-run Pre-school, it is a legal requirement to hold a reserve account sufficient to cover all liabilities (e.g. staff redundancy, rent, HMRC obligations).

At the end of the 2024–2025 financial year, the **reserve account balance** stood at **£53,873.14**.

This balance is reviewed at least once annually.

---

## Summary

The 2024–2025 financial year has been a positive one for Twinkle Tots Preschool. Income exceeded forecasts, reflecting increased child numbers and steady support from funding, fees, and fundraising. Although expenditure rose due to higher wages and general cost increases, the Pre-school maintained a healthy surplus and remains financially stable. The committee has managed resources responsibly, ensuring that funds were used to enhance the children's learning experiences and maintain high-quality provision. The transition to a Charitable Incorporated Organisation (CIO) marks an important step in strengthening the Pre-school's governance and long-term sustainability. Overall, Twinkle Tots Preschool is in a strong financial position going into the next financial year, with a secure reserve and a clear commitment to supporting both staff and children.

### **Appendix 3.**

#### **Twinkle Tots Pre school Manager's report 2025**

Hello, everyone. Thank you for coming. Those of you who may not know I am Natalie, the preschool manager.

I have been working here at Twinkle Tots for 16 and half years.

My job as the manager is to ensure that all children receive the highest level of care and education, to ensure policies and procedures are followed and we met all Ofsted requirements and the Early years statutory framework.

I manage my amazing team, support their wellbeing and push them to be the best possible practitioners.

We have had a full and productive year including Naomi and Reece enrolled, completed and passed their level 2, well done. All staff have completed many other training courses including first aid, child sexual exploitation, fabricated illness, illness and infection, understanding COSSH and many more.

We had an amazing Christmas fete last year that allowed us to raise all important funds for the preschool. We also raised funds through Lucky stars photography.

We threw the children a party with a difference by hiring Little City.

Throughout the year we were at full occupancy and had a healthy waiting list.

Although we weren't awarded a deprivation grant, we were able to continue to provide the children with experiences including phonic robots every two weeks, music bugs once a month, Safari Stu, end of term party and graduation.

We have continued to buy resources where needed including various equipment and new tables.

Thank you to each and every one of my staff team who work tirelessly each and everyday to ensure your children have the best possible start to their learning journey. I am extremely grateful to you all.

Thank you to our committee members for all the hard work you do in your own time. We would not still be able to run without their dedication.

Looking ahead with excitement of all the adventures to still come in the year ahead.



## **Appendix 4.**

### **Auditor's Report**

Twinkle Tots Preschool  
Small Meeting Place  
Glovers Lane  
Heelands  
Milton Keynes  
MK13 7LW

Mr Terry Taylor  
4 Bransgill Court  
Heelands  
Milton Keynes  
MK13 7LN

16 September 2025

Dear Sirs

After carrying an audit of the accounts for the year ended 5 April 2025 I confirm that in my opinion the accounts give a true and fair view of the financial position of the charity.

Yours Sincerely

Terry Taylor AAT

## Appendix 5.

### 2024-2025 Twinkle Tots Pre School Annual Balance Sheet

Twinkle Tots Preschool			
Income and Expenditure Account for the year ending 5 April 2025			
Income	£	Expenditure	£
Fees	11198.00	Advanced Fees (Returned)	160.50
Wages	0.00	Deprivation Grant	5279.78
Deprivation Grant	0.00	Other Grants	1011.13
Other Grants	2264.40	HMRC	87.68
Monthly EY Grant	178700.17	Premises rent	10009.39
Fundraising	1924.70	Wages	127109.61
Special Projects	0.00	Training	588.30
Pension	0.00	Snacks	888.62
Uniform	84.00	Activities	1149.04
(Refund incorrect payment)	5007.42	Consumables	691.93
From Savings Account	4537.09	Family Welfare	187.45
		Fundraising	2223.99
		Special Projects	0.00
		Uniform	425.27
		Phone	710.57
		Admin / Stationary	1686.98
		Equipment	3047.13
		Professional Services	9449.00
		Pensions	4452.62
		ESPO (incorrect amount paid)	5007.42
		Welfare / Insurance	1688.42
		To Savings Account	12531.87
		Annual Subscriptions	1091.56
Total Income	<u>203715.78</u>	Total Expenditure	<u>189478.26</u>
		Excess Income over	14237.52
		Expenditure	
Total	<u>203715.78</u>		<u>203715.78</u>
Balance Sheet as at 5th April 2025			
2023/2024			2024/2025
£		Current Assets	£
96242.46	Barclays	Current account bank statement balance 5/4/25	110426.81
45050.00	Barclays	Premium account	53873.14
0.00	Barclays	Bank Transactions uncleared etc	0.00
184.79		Cash	237.96
		Adjustment	
<u>141477.25</u>		Total Net Assets	<u>164537.91</u>

Represented by: Capital Account		
£		£
127866.67	Balance 6th April 2024	141477.25
8560.58	Excess of Income over Expenditure (main acct)	14237.52
5050.00	Revenue vs costs Premium Savings account	8823.14
	Adjustment	
<u>141477.25</u>		<u>164537.91</u>