



Pilton Pre-School AGM - Wednesday 1st November 2023 7:30pm

Present: Joy James (Chairperson), Teresa England (minutes), Hannah Johnson, Polly Macey (via Zoom), Sophie Kenny-Levick, Emma Fallon, Ken Cleaver

1.	<p>Welcome, Introductions & Apologies</p> <p>Joy James opened the meeting at 7:33pm with a welcome to all present and introductions.</p> <p><u>Apologies:</u> Simon Rushton, Jason Turner, Lauren Allen</p>
2.	<p>Minutes of the previous AGM</p> <p>The minutes from the 2022 AGM were shared at the meeting and approved by all.</p>
3.	<p>Chairperson's Report</p> <p>Joy James read the Chairperson's Report, attached as an Appendix to these minutes.</p>
4.	<p>Accounts & Treasurer's Report</p> <p>Teresa England read the Treasurer's Report and Accounts, attached as an Appendix to these minutes.</p> <p><u>Bank account mandate & signatories</u></p> <p>We resolve that:</p> <ul style="list-style-type: none"> • if we add or remove Authorised Signatories in the "Add or Remove Authorised Signatories" section on the "About your request" page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section • if we change the Signing Rules in the "Change the Signing Rules on the Mandate" section on the "About your request" page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section • and the current mandate will continue as amended. <p>Signatories to be removed: Joy James Signatories to be added: Sophie Kenny-Levick</p> <p><u>Independent Examination for Charity Commission</u></p> <p>Nicola Hooper was appointed to undertake the Independent Examination of the 2022-2023 accounts. This review was completed on 13/10/2023 and the report has been received.</p>
5.	<p>Manager's Report</p> <p>Hannah Johnson gave the Manager's Report, attached as an Appendix to these minutes.</p>

6.	Appointment of Officers and Committee Members		
	A brief explanation of the election process and the Officer's roles was given.		
	ROLE	NOMINEE	PROPOSED BY
	Chairperson	Sophie Kenny-Levick	Teresa England, Joy James seconded
	Vice Chairperson (parent)	Ken Cleaver	Teresa England, Hannah Johnson seconded
	Secretary (parent)	Emma Fallon	Hannah Johnson, Joy James seconded
	Treasurer (parent)	Jason Turner	(n/a – continuing in role)
	Affiliate Members	Hannah Johnson Teresa England	(n/a – continuing in role) (n/a – continuing in role)
	Nominated person for Ofsted	Hannah Johnson	
	Safeguarding Representative	Sophie Kenny-Levick	
7.	Signing of the Constitution		
	The Constitution was signed by the new Chair and Secretary.		
8.	Any other Business Hannah Johnson informed the new committee members about the 'WhatsApp' messaging group for the purposes of quick communication where urgent decisions or notifications were needed. The old group will be archived and a new one set up for the new committee. There being no further business the outgoing Chairperson thanked all for attending and declared the meeting closed at 8:40pm.		

Date of Next Committee Meeting: Wednesday 6th December 2023 at 7:30pm, to include induction of new members

Appendices

1. Chairperson's Report
2. Treasurer's Report
3. Manager's Report

Signed: _____ Date: _____ (Existing Authorised Signatory 1)

Hannah Johnson, Manager & Trustee

Signed: _____ Date: _____ (Existing Authorised Signatory 2)

Teresa England, Business Manager & Trustee

Signed: _____ Date: _____ (New Authorised Signatory)

Sophie Kenny-Levick, Chairperson

Chairperson Report - 2023

This last year has been my second term as Chair and my fourth year on this committee, and although it's definitely time to move on, it is with some sadness that I step away. All three of my children have passed through this lovely setting and I am very grateful for the wonderful start it gave each of them.

I'm very glad to see so many new faces ready to take part and help in the running of the preschool – I'm sure you'll all continue to make this a very special place for the kids, their families and the staff who work here.

This last year has been terrific. Hannah, Teresa and the team have continued to strive for excellence and this has paid-off with the well-deserved Ofsted report and 'Outstanding' classification. Let's take a moment to applaud that again.

This last year there has been less active fundraising and so there is not much to report from there. As a consequence of this decision, some community events (like the Easter trail) didn't happen, which is always a highlight of the year. I hope there is some scope to continue them next year, and I am always happy to help out in future at things like that if needed.

Thank you Hannah and Teresa for your professionalism and dedication to the job – I think I said the same last year but it's a pleasure working with both of you. You have a great team together here now and I hope that continues. And thanks to the rest of the committee – it's been really good fun. I look forward to seeing what can be done this year.

Joy James, Nov 1st 2023



Pilton Pre-school

Manager report 2022-2023

Staffing:

- We had a few adjustments to staffing across the year. Pip was a 1:1 for a child with high needs for the whole year so we used Beccy to cover her hours in the room. Georgina left us just after the Easter break to have surgery, Beccy was able to increase her hours to cover the loss in the room and to take on Georgina's key children in her absence. Amy's contract came to an end at the end of this academic year, it was sad to say goodbye but it meant that we could give the opportunity for an apprentice to join the team. We held interviews for an apprentice in July and were able to successfully appoint Jack for the role.
- I am pleased to report that Beccy completed her Level 3 Forest School qualification by the end of the Autumn term. Beccy poured a lot of love and effort into her qualification and was really pleased with her accomplishment. Beccy has continued delivering two Forest School sessions a week, the children have gained valuable learning opportunities and look forward to the sessions each week.

Children's sessions

- During the Autumn term (2022) we welcomed 11 new children to the setting. The children settled really well into Pre-school life and as always, the staffing team did a brilliant job at welcoming the children and reassuring parents and families that are new to the setting.
- We welcomed a family in the Autumn term whose child required 1:1 care at the setting due to his high needs. Pip our SENCo did a brilliant job at settling him into the setting, his parents were overwhelmed with how well he settled and bonded with Pip.
- During the Spring term (2023) we welcomed a further two children to the setting.
- We lost a child due to a family relocation; the family were sad to be leaving but it was out of their control. We offered these hours out to the rest of the children and they were quickly snapped up.
- In the Summer term we welcomed another two families to the setting bringing our total number of children to 33.

Practice:

- This year we were really able to see our Pre-school curriculum become embedded into our daily practice. We were able to add our curriculum onto Tapestry so that staff could make reference to it for their observations. This has enabled staff to be more reflective on our curriculum and enable positive changes based on the needs of the children.
- We welcomed Zoolab to the setting for Halloween and for our school leavers in the summer, this gives the children a chance to become familiar with creatures they wouldn't normally see. The children and staff team really enjoy these visits and it has been wonderful to be able to offer this free of charge.

- We were able to take advantage of an offer from a local theatre company who came in and delivered a performance for the children. It was great to see the Pre-school get transformed with the staging and props.
- We welcomed Sharon Milner to the setting for the last half of the summer term for a sports session every Wednesday. This was really well received by the children I am hoping to book Sharon in for next summer as well.
- We were also able to welcome back Organic Rhythm to the setting, they bring a big selection of drums from Ghana for the children to explore. The session was really well received by the children and I look forward to welcoming Organic Rhythm back to the setting soon.
- We received a call on Thursday 29th June from Ofsted who informed us that we were going to be inspected on Friday 30th June. The inspection took place across a Forest School session, the inspector took time to talk to parents at the beginning of the day and get their feedback, and then invited the Manager to complete a learning walk of the environment. The inspector then went outside to observe the children and speak to different members of staff. The inspector then carried out a joint observation of the Forest School leader alongside the Deputy Manager. Once back inside after Forest School the inspector spoke to our Senco about our Sen provision and then picked a member of staff to talk about our safeguarding responsibilities. Once the inspector was satisfied she had spoken to all members of staff, she invited the Manager for a formal conversation about the Leadership and Management of the setting. We were absolutely delighted to be told the setting was Outstanding, the inspector shared such lovely feedback about the setting, provision and staff. It was such a brilliant boost for the whole staff team and we were thrilled to be able to share the news with our parents over the summer holiday when the report was published.

Thank you:

I would like to take this opportunity to say a big thank you to all of our parents and families who continue to support us, we have so many families phone up to say we had been recommended to them. This support is invaluable.

Thank you to all the committee members who continue to give up their time to support the Pre-school. It is so wonderful to have such a hands-on committee who are always there when needed.

Thank you to the staff team, they are all incredible and each member of the team contributes something unique and wonderful. Staff continue to create an environment that allows each individual child to thrive and reach their full potential.

We are looking forward to the year ahead and all the exciting things we have planned for Pre-school.



Pilton Pre-School **Treasurer's Report 2022-2023**

1. Overview

Pilton Pre-school continues to maintain a good financial position largely due to enjoying good occupancy levels as Pilton Pre-school's reputation continues to attract new families and generous fundraising support received from Glastonbury Festival and Pilton Party.

The Profit & Loss statement shows a loss of £6,818 but this was a planned decrease to reserves to improve the setting through investment in play equipment and maintenance/decoration of the room and garden.

2. Bank Accounts

The bank balances as at financial year end are shown below, together with the previous 2 years for comparison.

	31 August 2023	31 August 2022	31 August 2021
Current Account	£757.16	£3,604.34	£3,892.46
Reserve Account	£64,642.67	£68,619.05	£62,764.59

Note re: Reserve Account The last calculated reserve amount in December 2022 was £48,500. The reserves policy states that the reserve amount should ideally be reviewed every 6 months so it was due to be reviewed at the start of Autumn 2023 term.

The committee has continued to support investments for the Pre-school, reducing the reserves where possible. In last year's report, £5000 was earmarked for garden play equipment following the removal of the old climbing frames – we spent £2,620 on a custom built climbing/slide/storage structure adjacent to the Forest School area, £580 for a new sail shade, general maintenance of digging area and Forest School area and a further £1,716 on play resources for both the garden and inside.

A further £2000 was agreed last year to purchase a new computer for the office – this did not get actioned in this financial year so is carried over to the 2023-2024 year.

Reserves were also spent on decorating the preschool room totalling £1,360

3. Profit and Loss Statement

A detailed profit and loss statement is included as an appendix to this report.

A summary of income, expenditure and profit taken directly from the accounts in Xero, is shown below, together with the previous 2 years for comparison.

	31 August 2023	31 August 2022	31 August 2021
Income	£107,300.65	£106,062	£92,024
<i>of which, income from fees/EYE funding</i>	<i>£95,349</i>	<i>£97,375</i>	<i>£87,640</i>
Income from Fundraising	£8,918	£508	£558
Income from Grants	£2,130	£6,698	£2,098
Other revenue	£60	£1,325	£1,560
Operating Expenses	£114,118	£99,612	£96,494
<i>of which, staff salaries</i>	<i>£85,455</i>	<i>£81,391</i>	<i>£75,384</i>
Enrichment courses	£1,551	£1,231	£549
Net Profit/Loss	(£6,818)	£6,450	(£4,470)

3.1 INCOME

Fees – income is primarily derived from fees income from Early Years Entitlement and a lesser percentage from fee-paying parents. The committee once again agreed to freeze the fee rates this year to remain in-line with other local settings and remain affordable to parents. Fee income is comparable to last year as occupancy remains high. This year we received additional High Needs Funding EYE amounting to £7686 which was allocated to staffing (salaries) £6105 and resources £3013 with Pre-school funding the staffing shortfall amount to support 1:1 SEN needs.

Fundraising – this year finally saw the post-Covid return of fundraising income to levels not seen since the 2019-20 year. Funds were primarily raised through Glastonbury Festival stewarding (£2,050) and Pilton Party (t-shirt sales £5,348, bar teams £1,270). Some smaller amounts were raised through photography commission, Christmas card sales and uniform sales commission.

Grants - Pilton Show Grant £984.00 spent on outside play resources (scooter, bikes). Co-op Community Fund £1,149.91 spent on Forest School tools, resources and repairs.

Other income – £60 was received from retained deposits. We also received £103 donations and £741 bank interest on the reserves account. These not shown on the table above for consistency with reporting for previous years, but the interest worth noting here as interest rates significantly higher this year.

3.2 EXPENDITURE

Operating Expenses show an increase from last year, the most significant increases in the following:

- Salaries – these increase directly in proportion to occupancy levels. Staff received a 5% cost of living pay increase in January 2023 and a further 4.7% increase in April 2023 to keep in line with the 9.7% increase to the National Living Wage increase. We sustained an additional L2 member of staff for a full year instead of an apprentice. Some staffing costs were covered by High Needs Funding (see above)
- Pensions – all staff who do not automatically qualify were encouraged to opt in
- Repairs & maintenance – see notes in section 2 re play equipment and room decoration
- Resources – £3013 was specifically for High Needs Funding as per 3.1
- Grant expenditure – spending specifically for the grants received has been allocated to this rather than other categories

Enrichment activities – with fundraising income returning this year, we continued to offer Forest School and Yoga free of charge to parents this year along with regular cooking activities. We welcomed Zoolab and TakeArt theatre in the Autumn term, sports coaching sessions during the Summer Term and Zoolab, a bouncy castle and African drumming at the end of the year.

4. Projected Future Revenue & Opportunities

As per previous years, the biggest revenue generator will be fees/EYE funding. Pre-school's occupancy levels for the 2022-2023 period were excellent. Consistent levels of new enquiries mean that we look forward to good occupancy again next year. Our Outstanding Ofsted rating achieved in August 2023 will likely mean that high levels of future interest will be likely.

5. Projected Future Expenses and Risks

As has been obvious for some time, a large proportion of fundraising income continues to be linked to Glastonbury Festival and Pilton Party and the committee and Business Manager need to continue to source other fundraising and grant opportunities.

Annual increases to National Insurance, PAYE and pension contributions continue to affect our operating expenses year on year, along with insufficient government funding for Early Years Entitlement funding. Changes are imminent regarding funding with the government's intention to expand the funding offer to all 2 year olds and the 30 hours funding also. Without further detail on what the proposed funding rates will be, we will have to wait to assess the impact of these changes next year.

Cost of living increases, particularly energy prices, continue to be a concern. There remains a risk that these will be passed on to the Pre-school in the form of increased rent charges from the Chapel.

6. Summary

The loss shown in the accounts this year was a planned one, in order to decrease the accumulated reserves and continue to invest in the setting. The committee is satisfied that Pilton Pre-school concludes this financial year in a good financial position – occupancy is high, spending is well planned and managed, fundraising is healthy and sufficient reserves are in place to continue to invest and maintain a high quality provision.

As stated in previous years, the Early Years sector in general faces many financial challenges and it is widely acknowledged that many settings are struggling or closing. The committee should continue to seek opportunities to increase revenue (particularly grants and fundraising) to ensure ongoing financial viability and continue to carefully monitor income and expenditure throughout the year. The committee is committed to reducing the accumulated reserves in a manner which benefits the children, staff and setting for both the current and future generations.

Report presented to AGM compiled by Teresa England (Business Manager) on 20th October 2023

Appendices (1) Profit & Loss statement 1 September 2022 – 31 August 2023
 (2) Balance Sheet as of 31 August 2023

The accounts have undergone independent examination by Nicola Hooper who has provided the relevant report for submission to the Charity Commission.

Profit and Loss

Pilton Pre-school

For the year ended 31 August 2023

2023

Turnover

Donations	102.96
Fees	13,217.36
Funding EYES	82,131.51
Fundraising	8,918.12
Grants	2,129.91
Interest Income	740.79
Other Revenue	60.00
Total Turnover	107,300.65

Gross Profit

107,300.65

Administrative Costs

Advertising & Marketing	232.86
Audit & Accountancy fees	1,246.25
Bank Fees	56.75
Consulting	168.00
Enrichment Courses	1,550.87
Fundraising Expenses	567.71
Grant Expenditure	2,124.45
Insurance	827.42
IT Software and Consumables	186.30
Legal Expenses	27.50
Ofsted	50.00
Pensions Costs	2,237.29
Printing & Stationery	322.64
Rent	3,900.00
Repairs & Maintenance	4,997.30
Resource consumables	5,836.82
Salaries	85,454.60
Staff Training	597.80
Staff Uniform	337.64
Staff Welfare + Travel	1,963.22
Subscriptions	223.28
Telephone & Internet	473.86
Waste	735.73
Total Administrative Costs	114,118.29

Operating Profit

(6,817.64)

Profit on Ordinary Activities Before Taxation

(6,817.64)

Profit after Taxation

(6,817.64)

Balance Sheet

Pilton Pre-school

As at 31 August 2023

	31 AUG 2023	31 AUG 2022
Fixed Assets		
Tangible Assets		
Computer Equipment	1,475.80	1,475.80
Office Equipment	5,650.45	5,421.52
Total Tangible Assets	7,126.25	6,897.32
Total Fixed Assets	7,126.25	6,897.32
Current Assets		
Cash at bank and in hand		
Petty Cash	81.28	81.28
Pilton Preschool	757.16	3,604.34
Pilton Preschool Reserve a/c	64,642.67	68,619.05
Total Cash at bank and in hand	65,481.11	72,304.67
Accounts Receivable	66.90	-
Total Current Assets	65,548.01	72,304.67
Creditors: amounts falling due within one year		
Accounts Payable	146.04	56.14
Income in Advance	620.00	420.00
Rounding	0.01	-
Total Creditors: amounts falling due within one year	766.05	476.14
Net Current Assets (Liabilities)	64,781.96	71,828.53
Total Assets less Current Liabilities	71,908.21	78,725.85
Net Assets	71,908.21	78,725.85
Capital and Reserves		
Current Year Earnings	(6,817.64)	6,451.56
Retained Earnings	78,725.85	72,274.29
Total Capital and Reserves	71,908.21	78,725.85

Profit and Loss

Pilton Pre-school

For the year ended 31 August 2023

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Insurance	827.42
IT Software and Consumables	186.30
Legal Expenses	27.50
Ofsted	50.00
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Profit after Taxation

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Balance Sheet

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Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

Pilton Preschool

On accounts for the year
ended

31st August 2023

Charity no
(if any)

1028845

Set out on pages

2

²
(remember to include the page numbers of additional sheets)

Respective
responsibilities of
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 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,
- 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 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 the 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

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, 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 have not been met; or
2. to which, in my opinion, attention should be drawn 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:

Nicola Hooper

Date:

13/10/2023

Name:

NICOLA HOOPER

Relevant professional qualification(s) or body (if any):	FMAAT
Address:	21 CHERRY TREE CLOSE
	EXETER
	DEVON EX4 5AT

Section B	Disclosure
	<p>Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)</p>

Give here brief details of any items that the examiner wishes to disclose.