



Pilton Pre-School AGM - Thursday 20th November 2025 7:30pm

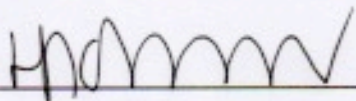
Present: Sophie Kenny-Levick (Chairperson), Hannah Johnson (minutes), Ken Cleaver, Lucy Clark, Flora Palmer

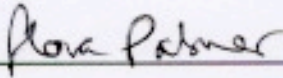
1.	Welcome, Introductions & Apologies Sophie Kenny-Levick opened the meeting at 7:40pm with a welcome to all present and introductions. <u>Apologies:</u> Emma Davies-Fallon (standing down as Secretary), Ashleigh Myers (Joining Secretary).
2.	Minutes of the previous AGM The minutes from the 2024 AGM were shared at the meeting and approved by all.
3.	Chairperson's Report Sophie Kenny-Levick read the Chairperson's Report, attached as an Appendix to these minutes.
4.	Manager's Report Hannah Johnson gave the Manager's Report, attached as an Appendix to these minutes.
5.	Accounts & Treasurer's Report Hannah Johnson read the Treasurer's Report and Accounts, attached as an Appendix to these minutes. <u>Bank account mandate & signatories</u> We resolve that: <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. Signatories to be removed: Sophie Kenny-Levick, Teresa England Signatories to be added: Flora Palmer <u>Independent Examination for Charity Commission</u> Nicola Hooper was appointed to undertake the Independent Examination of the 2024-2025 accounts. This review was completed on 20/11/2025.

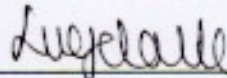
6.	Appointment of Officers and Committee Members		
	A brief explanation of the election process and the Officer's roles was given.		
	ROLE	NOMINEE	PROPOSED BY
	Chairperson	Flora Palmer	Hannah Johnson, Teresa England seconded
	Vice Chairperson (parent)	Ken Cleaver	(n/a – continuing in role)
	Secretary (parent)	Ashleigh Myers	Sophie Kenny-Levick, Hannah Johnson seconded
	Treasurer (parent)	Lucy Clark	(n/a – continuing in role)
	Affiliate Members	Hannah Johnson	(n/a – continuing in role)
	Nominated person for Ofsted	Hannah Johnson	
	Safeguarding Representative	Flora Palmer	
7.	Signing of the Constitution		
	The Constitution was signed by the Chair and Secretary.		
8.	Any other Business		
	All committee members were asked to sign Confidentiality and Medical Declaration Consent forms at the end of the meeting. New committee members will need to have a photo taken for our noticeboard/website.		
	Hannah Johnson informed the new committee members that a 'WhatsApp' messaging group is usually used 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. Everyone agreed to be part of the messaging group.		
	There being no further business the Chairperson thanked all for attending and declared the meeting closed at 8:30pm.		

Appendices

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

Signed:  Date: 21/11/2025 (Existing Authorised Signatory 1)
Hannah Johnson, Manager & Trustee

Signed:  Date: 21/11/2025 (New Authorised Signatory 2)
Flora Palmer, Chairperson

Signed:  Date: 21/11/2025 (Existing Authorised Signatory)
Lucy Clark, Treasurer



Pilton Pre-school

Manager's Report 2024 – 2025

Staffing

We started the academic year with all staff members apart from PF who was recovering from medical treatment. JM had had a successful first year in his apprentice and was keen for his second year so that he could embed all of the practice that he had learned. We welcomed PF back to the setting after the October half term, we were so happy to have PF back in the setting. PF became 1:1 for a child with high needs who needed to be kept safe in the setting and receive an individual curriculum.

JM's year was so successful that he was able to complete his Level 3 apprenticeship by the end of the academic year and so we said goodbye to him as he went off to explore new opportunities.

We also said goodbye to our Business Manager, TE, who was moving on to a much bigger opportunity and role. TE leaves a big hole at the Pre-school but we thank her for the 9 years she gave to us.

HJ completed 'Role of the Early Years Senco' training so that she could better support the children and PF in her absence and on her return. This worked well. GE completed 'Henry' training which helped teach strategies on healthy eating and healthy bodies so that she was in a better position to help support and guide our parents. HJ also completed the DSL Update training. PF completed 'Attention Autism' training which we used high needs funding to pay for, this was an excellent piece of training which has really enhanced our delivery of 'bucket time'.

Children's sessions

During the Autumn term (2024) we welcomed 11 new children to the setting. This was a much smaller increase than last year due to not as many children leaving us to go to school at the end of the previous academic year. The children all settled in really well, the staff did a fantastic job of ensuring each child's needs were met. We welcomed a child later in the Autumn term who used an emergency space that we hold for certain circumstances, this child was a Looked After child and stayed with us for a couple of months before needing to move on. We then only welcomed one more child in the Spring term and one more in the Summer term due to our Autumn register being at 98% occupancy. This brought our total number of children on roll to 36.

PF and HJ completed to SEP (School Entry Plan) meetings with local schools for children with high needs moving on to school. These meetings were successful and both parents were happy with the support that they were given.

We said goodbye to 18 children at the end of the academic year, we sent children to 5 different local schools. We have received some positive feedback on how well they are settling at their new schools.

Practice

With minimal changes in the staffing team each year, the team only grows in partnership and understanding of each other. I am really proud of how well our team compliment and support each other. Staff continue to be reflective with each other and communicate freely, openly and honestly about the different needs of the children.

We welcomed a new company to the setting this year, we took advantage of a free session ran by 'Mini Athletics' and the children had so much fun and the staff liked how the sessions were structured that we agreed to pay to have a session every half term. This has been such a positive influence for the setting and the children.

The children continue to thrive in our twice weekly Forest School sessions, the children learn so many valuable life skills in these sessions and always look forward to them each week. It was lovely having our new custom-made greenhouse type structure built in the garden to protect the plants whilst we are away from the setting.

Our fortnightly session of Yoga continues to be well received by all of the children, it is wonderful to see all of the children engage in these sessions even our smallest children.

We held our annual Easter Trail again this year, it was such a positive day and some important funds raised for the Pre-school. We are unsure if we will hold an Easter Trail next year as our attentions turn to our 60th anniversary.

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 join our setting because they have been recommended to us, this support really helps the Pre-school continue to thrive.

Thank you to 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 we need them.

Thank you to the incredible staff team who make the Pre-school the special place it is, your hard work and dedication to the children does not go unnoticed. You are all special people who each bring something unique and because of you the children really thrive at the setting.

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

Compiled by: Hannah Johnson, Manager – 18th November 2025



Pilton Pre-School **Treasurer's Report 2024-2025**

1. Overview

Pilton Pre-school continues to maintain a good financial position due to enjoying good occupancy levels as Pilton Pre-school's reputation continues to attract new families, along with a significant income from fundraising and grants.

The Income and Expenditure Report shows an increased in retained earnings of £3,937.48, adding to the accumulated reserves.

2. Bank Accounts

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

	31 August 2025	31 August 2024	31 August 2023
Current Account	£3,265.78	£3,160.28	£757.16
Reserve Account	£80,054.59	£76,188.22	£64,642.67

Note re: Reserve Account The last calculated reserve amount in June 2025 was £64,126. This should be reviewed at the start of the Autumn 2025 term with the revised staffing model since then for the next academic year as the Reserves Policy states that the reserve amount should ideally be reviewed every 6 months. The excess reserve amount at the end of this year is £15,925.59.

The committee has continued to support investments for the Pre-school, reducing the excess reserves where appropriate while retaining an air of caution with regard to future operational costs increases (specifically the continued rises in wages).

This year garden works was carried out at a cost of £1,100. A new carpet was purchased and installed in the Stable at a cost of £580. Additional protective grass mats for the garden were purchased at a cost of £387.30. New muddy puddles were purchased for the children at a cost of £306. Two new iPads were purchased to replace an old iPad and increase the amount we have at a cost of £998. New office furniture was purchased at a cost of £1,339.16. Staff bonuses were awarded in August 2025.

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 2025	31 August 2024	31 August 2023
Income	£154,054.07	£132,505	£107,301
<i>of which, income from fees/EYE funding</i>	<i>£138,140.98</i>	<i>£109,768</i>	<i>£95,349</i>
Income from Fundraising	£11,615.05	£13,091	£8,918
Income from Grants	£2179.65	£6,631	£2,130
Other revenue	£2118.39	£1,585	£60
Operating Expenses	£150,116.59	£119,108	£114,118
<i>of which, staff salaries*</i>	<i>£115,051.87</i>	<i>£95,046</i>	<i>£85,455</i>
Enrichment courses*	£1,793.26	£1,482	£1,551
Net Profit/Loss	£3,937.48	£13,397	(£6,818)

Staff salaries costs include £3,752.84 of staff costs for providing Forest School this year, so strictly speaking this amount should be allocated to Enrichment Courses rather than salaries. £3,908.16 of salary costs were directly

covered by High Needs Funding. A Disability Access Fund payment of £938.00 and an Early Years Expansion Grant of £750.65 were also allocated to staffing to cover the staffing needed to provide 1:1 care of a high need's child.

3.1 INCOME

Fees – income is primarily derived from Early Years Entitlement funding and a lesser amount from fee-paying parents. In April of this year, our fees increased to £6.00 per hour for 2-year-olds and £5.60 per hour for children aged 3+, but we remain the lowest-priced fees in the local area which is reflective of our charity ethos that we remain affordable for families. Fee income decreased to consistent levels as the influx of 2-year-olds from 2023 – 2024 turned 3 and started receiving their funding. Occupancy remains high, we started back in the Autumn term with 88% occupancy levels, this rose to 94% in the Spring term and we ended the Summer term with 96% occupancy levels. We continue to have long waiting lists and consistent enquiries.

Funding rates increased in April 2025 (Summer term) at the rate of 25p/hour increase for 3- and 4-year-olds and a 24p/hour for 2-year-olds. This was a welcome increase. Again, not even close to matching the announced increases in National Minimum Wage on 1 April of 6.7%.

This year we received additional High Needs Funding (HNF) amounting to £2,764 which was allocated to staffing (salaries) £855.33 and resources £1,908.67. The setting received a £938 Disability access fund payment that was allocated to staffing (salaries) and a payment of £750.65 was received by Somerset names 'EY Expansion Grant', this was also allocated to staffing (salaries). Pre-school continues to support 1:1 SEN needs as needed, funding staffing costs itself where HNF provision is insufficient.

Fundraising – Funds were raised through Pilton Party (£8,242), Easter Trail & raffle (£835), Glastonbury Stewarding 2025 (£2,400), Christmas card commission (£42.05) and photography commission (£96). Funds have been spent on much needed improvements in the garden and office, new furniture to replace old and damaged furniture and training courses for staff.

Grants – The following grants were received this year and spent as follows:

- £929 Pilton Show Grant – spent on sensory SEN resources
- £500 Co-op Community Fund ref 90093 – spent on Yoga provision £630 and Mini Athletics £465. The final grant payment will be paid in November 2025 and is guaranteed to be a minimum of a further £500.

A residual amount of £4,353 from Somerset Community Foundation grant ref A721537 was carried forward from the last year and spent this year on Forest School staffing (£3,752.84) and resources (£898.73).

Other income – £747.09 was received which is comprised of £393 for EYPDP training, £334 for EY Specialist support and £20 retained booking deposits for non-starters.

A further £123 donations were received (from parents donating their booking deposits rather than refund them) and £1,248.30 bank interest on the reserves account (last year £1,221).

3.2 EXPENDITURE

Operating Expenses show an increase of 24.9%. In the main, most areas remain consistent with previous years - repairs and maintenance spend actually decreased compared to last year however resource consumables, computer equipment and staff welfare all increased. The most notable area of increasing cost is with regard to salaries and pensions.

Staff costs increased by 21% from last year. Staff received a 10% increase in April 2025 which was greater than the National Living Wage increase this year of 6.7%. Increased occupancy also means higher staff costs to maintain ratios.

A small amount of staffing costs (£2,543.98) was covered by High Needs Funding payments, DAF payments and EY Expansion Grant (see above) and staff costs for Forest School £3,752 (covered by fundraising) have inflated the overall figure slightly.

By their very nature, pension costs continue to rise in line with increased pay.

Enrichment activities – we continued to offer Forest School and Yoga free of charge to parents this year due to the Co-op grant for Yoga and Somerset Community Foundation grant for Forest School. Our Easter Trail this year raised funds towards the end of year activities for the end of year school leavers (Zoolab and a bouncy castle)

Projected Future Revenue & Opportunities

As per previous years, the biggest revenue generator will be fees/EYE funding. Pre-school's occupancy levels for the 2024-2025 period were 88% and we continue to receive high levels of enquiries. Our Outstanding Ofsted rating achieved in August 2023 and excellent local reputation and recommendations will likely mean that high levels of future interest will continue.

4. Projected Future Expenses and Risks

Annual increases to National Insurance, PAYE and pension contributions continue to affect our operating expenses year on year, along with inadequate government support for Early Years Entitlement funding.

Last year, the committee felt it would be prudent to retain a portion of the excess reserves should they be required to cover increased energy or rental charges. This year, new Chapel trustees were appointed to replace Philip Eavis and we have met with them to discuss our tenancy. At the time of writing, our rent remains the same £1,300 per term, but there is always the expectation it will be reviewed/increased to cover energy increases etc. It should be noted that the electricity is now on a separate meter and so this is almost guaranteed to affect our tenancy costs.

It should be noted that there will be no fundraising supported by Glastonbury festival (stewarding team and Pilton party) due to the fallow year next year. It is important that the committee and Manager continue to identify and utilise other fundraising and grant opportunities wherever possible.

5. Summary

The committee is satisfied that Pilton Pre-school concludes this financial year in a good financial position once again. Occupancy is high, spending is well planned and managed, fundraising is healthy and sufficient reserves are in place to continue to invest and maintain our 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 any excess reserves in a manner which benefits the children, staff and setting for both the current and future generations.

This report, presented to the AGM on 20th November 2025, was compiled by Teresa England (outgoing Business Manager) and updated by Hannah Johnson (Manager) in conjunction with Lucy Clark (Treasurer).

Appendices (1) Income and Expenditure Report 1 September 2024 – 31 August 2025
 (2) Balance Sheet as of 31 August 2025

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

Income and Expenditure Report

Pilton Pre-school

For the year ended 31 August 2025

2025

Income

Donations	123.00
Fees	14,844.53
Funding EYES	123,296.45
Fundraising	11,615.05
Grants	2,179.65
Interest Income	1,248.30
Other Revenue	747.09
Total Income	154,054.07

Gross Operating Income

154,054.07

Administrative Costs

Advertising & Marketing	185.46
Audit & Accountancy fees	1,393.01
Bank Fees	2.86
Computer equipment acquisition	2,638.99
Enrichment Courses	1,793.26
Fundraising Expenses	340.39
Grant Expenditure	1,589.43
Insurance	1,257.28
IT Software and Consumables	570.51
Legal Expenses	16.59
Ofsted	50.00
Pensions Costs	4,772.94
Postage, Freight & Courier	21.35
Printing & Stationery	155.29
Rent	3,900.00
Repairs & Maintenance	2,378.97
Resource consumables	7,240.97
Salaries	115,051.87
Staff Training	646.20
Staff Uniform	555.64
Staff Welfare + Travel	2,632.56
Subscriptions	380.88
Telephone & Internet	467.53
Waste	787.17
Receipts & Payments adjustment	1,287.44
Total Administrative Costs	150,116.59

	2025
Operating Income	3,937.48
Operating Income Before Taxation	3,937.48
Excess Income Over Expenditure	3,937.48

Balance Sheet

Pilton Pre-school

As at 31 August 2025

31 AUG 2025

Fixed Assets

Tangible Assets

Computer Equipment	1,475.80
Office Equipment	5,650.45
Total Tangible Assets	7,126.25

Total Fixed Assets	7,126.25
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Current Assets

Cash at bank and in hand

Petty Cash	71.79
Pilton Preschool	3,265.78
Pilton Preschool Reserve a/c	80,054.59
Total Cash at bank and in hand	83,392.16

Less Provision for Doubtful Debts	66.90
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Total Current Assets	83,459.06
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Creditors: amounts falling due within one year

Accounts Payable	235.34
Income in Advance	700.00
Receipts and payments reconciliation difference	(880.34)
Rounding	0.04
Total Creditors: amounts falling due within one year	55.04

Net Current Assets (Liabilities)	83,404.02
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Total Assets less Current Liabilities	90,530.27
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Net Assets	90,530.27
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Capital and Reserves

Current Year Earnings	3,937.48
Receipts & Payments adjustment 2024	1,287.44
Retained Earnings	85,305.35
Total Capital and Reserves	90,530.27

Income and Expenditure Report

Pilton Pre-school

For the year ended 31 August 2025

2025

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Balance Sheet

Pilton Pre-school

As at 31 August 2025

31 AUG 2025

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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 2025

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:

10/11/2025

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.