



## Minutes of Meeting

### **ANNUAL GENERAL MEETING**

**Friday 11th November 2022 - 12:30pm**

**Attended:** Chris Millins, Paige Greagsby, Jemma Parris, Lida Willingale, Sarah Moaby, Sophie Wolfenden-Williams, Nicola Gooding, Alison Marshall, Iola Palmer-Stirling

**Staff:** Zoe Woodroofe, Cathy Daris, Emily Large, Kelly Watson, Karen Skilton

**Apologies:** Claire Harrison, Amiee Barden, Joanne Webber, Judy Higgs

#### **Chairs Report:**

This last year has been a tricky year with covid still lingering over us and not being able to do our usual big fundraisers. However with the support of my Co chair Nic and the rest of the committee we did manage to come together and do some good fundraising.

I had a wonderful time being the Chair of this lovely committee but now it is my time to step down and pass it onto someone new. I'm sure that whoever takes over is going to be great and be well supported by Chris and her team.

Thank you for the committee's help and good luck to you all for the years to come.

Sophie.

#### **Minutes of the 2021 AGM Approved:**

Proposed by Sophie, Second by Karen

#### **Treasurer's Report**

Balance brought forward

**£13,333**

INCOME: \_\_\_\_\_

Fees/KCC funding/Grants etc: **£95,593**

Donations/Fundraising/Commissions: **£1,105**

Collaboration: **£1,233**

**£97,931**

EXPENSES:

Wages: **£71,352**

Rent: **£4,560**

Goods for the children: **1,705**

Cookery, craft items, new toys etc

Consumable goods: **£967**

Cleaning items, toiletries, wipes etc

Stationery: **£500**

Ink cartridges, postage, registers, paper etc

Food and drink: **£1,079**

Miscellaneous: **£1,727**

New equipment, party entertainer, xmas presents

Staff training: **£102**

Additional staff cover: **£14,683**

Audit costs, Ofsted registration, membership renewals: **£511**

Mobile/Broadband: **£552**

Insurance: **£670**

DBS Fees: **£3,900**

**£102,308**

Net increase in funds: **£4,377**

Balance carried forward:  
**£8,956**

—

Report proposed by Kelly, Second by Paige

### **Supervisor's Report - Chris Millins/ Zoe Woodroffe**

Firstly, we would like to say thank you to those of you who have attended today, it really does go without saying that we appreciate your support throughout the year.

Many of the restrictions that had been put in place by the Government and that we lived through in the 2020/2021 school year had been lifted when we returned to preschool in September 2021, however, we felt that some of what we had put in place were still working so we continued to implement these. Children coming into the setting independently, hanging up their own coats and sanitising their hands.

We covered many topics from September 2021 to July 2022. These included 'seasons' 'all about Me' 'colours and shapes' and with the continued support from our families the children enjoyed 'show and tell' time and bringing in photos of their families to share with us all.

During this time we had our Ofsted inspection: in June 2022. This went very well and we received an overall rating of GOOD. We are very pleased with this as the criteria to receive an Outstanding rating has changed hugely. We are immensely proud of our setting and the children who attend (and of course the parents).

In November 2021 we welcomed our new Chairperson, Sophie Wolfenden-Williams and a very small but fantastic committee who set about coming up with fundraising ideas; we must thank Nic Gooding for supporting Sophie during this time. Because of the uncertainty of Covid and still being a little unsure if any restrictions would be put into place during the winter months we made the difficult decision not to hold our Christmas Fayre again in December 2021. The committee did however hold cake sales and we did a sponsored read and walk about the village as well as our very popular 100 square. Thank you so much to our committee for helping to organise these events and keep our pot topped up. All monies raised during these events go into buying new resources for the children when needed.

We will be saying a huge thank you to Sophie as our Chairperson this year, although we know she is happy to remain as a committee member this year, so thank you Sophie. As you are aware because we are a registered charity we must have a committee; we are lucky to have some of our committee members remaining this year, we are so grateful for this; we are also very lucky to have a new Chairperson and a Co-Chair person, Lola and Nic are happy to work together with the rest of the committee to organise fundraising, we will always support and help with any fundraising.

You will have the opportunity to officially vote lola on later in the meeting and of course anyone else who may like to join us.

If you are interested in joining our committee please speak with Chris who will chat through what is needed for you to join. It really is very simple and painless.

The Government gave us the opportunity to apply for a COMF grant (Containing Outbreak Management Fund) of £2,000; this was support for settings to prevent the further outbreaks of covid within the environment should it arise again. After confirming with the church we decided to use the money to purchase an awning so we could use the patio area in the front garden all year round as this area also gets very hot in the summer months. The awning has proven invaluable as we have used it during the light rain and when the sun was very hot. Meaning the children could spend more time outside no matter what the weather.

We have continued to keep up to date with all training of which is still done via zoom, teams but some face to face. Kelly is in the process of training for her Level 3 in Working with Children in Education. This is a 14 months course which involves lots of writing and zoom calls, but she will fly through it with all our support.

We received £900 from the Tunbridge Wells Collaboration that we are part of, to use to enhance our children's learning. We have used this money to have Ruth from Nature Makers come in once a week, the children have loved doing this. We will use any money left over to arrange a Forest school visit, hopefully in the Spring term.

In July 2022 we said 'Goodbye' to 17 of our children moving onto their new schools; we really miss them so much already but we know they have all settled so well, and of course we still have lots of adorable children with us at Manor Road.

We look forward to the next year and what we have in store for our children.

### **Election of Officers and Committee Members**

#### **Committee Members standing down:**

Sophie Wolfenden-Williams (Co Chair): Stepping down from her chair position- Proposed by Jemma, Second by Lida (Although Sophie is stepping down as chair she is staying on as a member of the committee.)

Judy Higgs: Proposed by Sarah, Second by Paige

Amiee Barden: Proposed by Chris, Second by Zoe

#### **Members staying on:**

Christine Millins (Nominated person)

Paige Greagsby (Secretary)  
Jemma Parris (Treasurer)  
Claire Harrison  
Lida Willingale  
Sophie Wolfenden-Williams  
Sarah Moaby  
Joanne Webber  
Alison Marshall  
Nicola Gooding (Staying as Co Chair)

New Members:

Iola Palmer-Stirling: Becoming the new Chair: Proposed by Jemma, Second by Cathy

**The meeting ended at 13:30**

# MANOR ROAD PRE-SCHOOL

## INCOME AND EXPENDITURE

### Y/E 31/08/22

**Balance brought forward**  
**£13,333**

**INCOME:**

**£**

|                                   |                      |
|-----------------------------------|----------------------|
| Fees/KCCfunding/Grants            | 95,593               |
| Fundraising/Commissions/Donations | 1105                 |
| Collaboration                     | 1233                 |
|                                   | <b><u>97,931</u></b> |

**EXPENSES:**

|  |        |
|--|--------|
| Wages:   | 71,352 |
| Rent:  | 4560   |
| Goods for the children:                                | 1705   |
| Cookery, craft items, new toys etc                     |        |
| Consumable goods:                                      | 967    |
| Cleaning items, toiletries, wipes etc                  |        |
| Stationery:  | 500    |
| Ink cartridges, postage, registers, paper etc          |        |
| Food and drink:  | 1079   |
| Miscellaneous:   | 1727   |
| New equipment, Christmas presents, gifts etc           |        |
| Staff training:  | 102    |
| Additional staff cover:                                | 14,683 |
| Audit costs, Ofsted registration, membership renewals: | 511    |
| Mobile/Broadband:                                      | 552    |
| Insurance:   | 670    |
| Larger items: Awning, laptop, fridge freezer:          | 3900   |

**102,308**

|                                |                      |
|--------------------------------|----------------------|
| Net decrease in funds          | <b><u>4,377</u></b>  |
| <b>Balance carried forward</b> | <b><u>£8,956</u></b> |





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
**MANOR ROAD PRE-SCHOOL**

On accounts for the year  
ended

**31/08/22**

Charity no  
(if any)

**1029354**

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2022**

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

**Therese Whitcomb-Eriksson**

Date:

**01.11.22**

Name:

**Therese Whitcomb-Eriksson**

Relevant professional  
qualification(s) or body  
(if any):

**Head of Trade and Investment  
Promotion**

Address:

**Embassy of Sweden  
11 Montague Place  
London W1H 2AL**