



Minutes of Meeting

ANNUAL GENERAL MEETING

Friday 26th January 2024 – 12:30pm

Meeting for 2022/2023

Attended: Chris Millins, Paige Greagsby, Jemma Parris, Sophie Wolfenden-Williams, Iola Palmer-Stirling

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

Apologies: Claire Harrison, Nicola Gooding, Lida Willingale, Sarah Moaby,

Chairs Report:

This last year has been a tricky year with the personal things Chris has had to go through 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 am having a wonderful time being the Chair of this lovely committee and I am glad to stay on as Co-Chair with Nicola.

Thank you for the committee's help through this past year, I look forward to seeing what the next year brings.

Iola/Nicola.

Minutes of the 2021 AGM Approved:

Proposed by Cathy, Second by Zoe

Treasurer's Report

Balance brought forward **£8,956**

INCOME:

Fees/KCC funding/Grants etc: **£110,273**

Donations/Fundraising/Commissions: **£1,323**

Donations/Other: **£519**

£112,115

EXPENSES:

Wages: **£83,172**

Rent: **£4,720**

Goods for the children: **1,864**

Cookery, craft items, new toys etc

Consumable goods: **£1,270**

Cleaning items, toiletries, wipes etc

Stationery: **£577**

Ink cartridges, postage, registers, paper etc

Food and drink: **£1,617**

Miscellaneous: **£1,172**

New equipment, party entertainer, xmas presents

Staff training: **£562**

Additional staff cover: **£19,333**

Audit costs, Ofsted registration, membership renewals: **£376**

Mobile/Broadband: **£554**

Insurance: **£689**

Fee Refunds: **£262**

Nature Makers: **£300**

Comic Relief Donation: **£45**

£116,513

Net increase in funds: **£4,398**

Balance carried forward:

£4,558

Report proposed by Chris, Second by Iola

Supervisor's Report – Chris Millins/ Zoe Woodroffe

Firstly, we would like to say a big thank you to those who have attended today and for your continued support throughout the year.

This AGM covers the school year from September 2022- July 2023. Our intake in September was as expected and purposely kept slightly lower as we will have children joining us in January and April, with the children that are already on our roll needing extra sessions during the year.

Our topics for the year varied from All About Me, to the seasons and our community,, which was an exciting opportunity for the children to go out in the village to take photos of all the different shops, the library, doctors surgery and the school. The children thoroughly enjoyed this and it gave them lots to talk about. We were also able to resume our normal Christmas activities and took the children to Rusthall lodge to sing their Christmas songs.

We welcomed our new joint Chairperson's Iola Palmer-Stirling and Nic Gooding and some new committee members who set about arranging lots of different fundraising from sponsored reading and walking, cake and plant sales, along with the 100 square which was as popular as ever. They raised an amazing amount of money which all goes to buying new resources for the children. With this money we were able to buy some new babies and accessories, a new trampoline, action figures and barbies and replace some cars. All of which the children have loved playing with. We continue to update our training with all staff undertaking their first aid training, basic safeguarding training and Chris and Zoe doing their designated Safeguarding Lead training online. Kelly signed up to do her level 3 and will obviously be fully supported by the whole team as she undertakes this. Good luck Kelly. We also welcomed Sophie Moon to the team in January 2023.

Election of Officers and Committee Members

Committee Members standing down:

Paige Greagsby (Secretary): Proposed by Chris, Second by Iola

Lida Willingale: Proposed by Jemma, Second by Kelly

Alison Marshall: Proposed by Karen, Second by Chris

Sarah Moaby: Proposed by Paige, Second by Jemma

Members staying on:

Christine Millins (Nominated person)

Jemma Parris (Treasurer)

Claire Harrison

Joanne Webber

Nicola Gooding (Staying as Co Chair)

Iola Palmer-Stirling (Co Chair)

Sophie Wolfenden-Williams

Sarah Moaby

New Members:

Olivia James: Proposed by Jemma, Second by Cathy

Heather Neal: Proposed by Paige, Second by Iola

Sophia :Proposed by Chris, Second by Zoe

Sarah : Proposed by Paige, Second by Jemma

Caroline :Proposed by Iola, Second by Kelly

Due to a lot of personal things going on with staff at the preschool, our typical AGM meeting which was due to be held in October/ November 2023 was unable to happen. We did get around to doing our AGM in January 2024 which was where we discussed events that happened between 2022-2023.

The meeting ended at 13:00

MANOR ROAD PRE-SCHOOL

INCOME AND EXPENDITURE

Y/E 31/08/23

Balance brought forward		<u>£8,956</u>
<u>INCOME:</u>	£	
Fees/KCCfunding/Grants	110,273	
Fundraising/Commissions/Donations	1323	
Donations/Other	519	
	<u>112,115</u>	
<u>EXPENSES:</u>		
Wages:	83,172	
Rent:	4720	
Goods for the children: Cookery, craft items, new toys etc	1864	
Consumable goods: Cleaning items, toiletries, wipes etc	1270	
Stationery: Ink cartridges, postage, registers, paper etc	577	
Food and drink:	1617	
Miscellaneous: New equipment, Christmas presents, gifts etc	1172	
Staff training:	562	
Additional staff cover:	19,333	
Audit costs, Ofsted registration, membership renewals:	376	
Mobile/Broadband:	554	
Insurance:	689	
Fees Refunds	262	
Nature Makers	300	
Comic Relief Donation	45	
	<u>116,513</u>	
Net decrease in funds	<u>4,398</u>	
Balance carried forward		<u>£4,558</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

MANOR ROAD PRE-SCHOOL

On accounts for the year
ended

31/08/2023

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 DD/MM/YYYY.

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:

31.05.24

Name:

Therese Whitcomb-Eriksson

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

Special Adviser - Trade and Investment

Address:

36 Shirley Gardens

Tunbridge Wells Kent

TN4 8TH