

Minutes of Findon Village Woodland Preschool AGM

7pm on February 12th 2025

Held at Findon Village Woodland Preschool

Agenda :

- 1) Registration and Introductions
- 2) Chairs Report
- 3) Treasurer's Report
- 4) Managers Report
- 5) Q&A session
- 6) Any Other Business

Attendees :

Governors

Yvonne Wilson – Chair of Governors
Steve Smith – Treasurer
John Wilson – Buildings and Grounds
Rosemary Hill
Anthony Hill
Sarah Mills

Staff

Emily Petitt – Manager
Denise Lambourne
Linzi Mann
Ellie Minter

Each attendee in turn introduced themselves.

Yvonne Wilson then read her **Chairs report** to the attendees, a copy of which is attached to these minutes. The preschool had performed well, met the challenges it had faced well with the whole team working hard and the outlook for the following year was very promising. Our Manager, Kayleigh Higson had left at the end of the Autumn 2024 term to take up a role at the adjacent Primary School and Emily Petitt, the Deputy Manager has stepped up to take on the Manager role, using her previous management experience along with her time already spent at our setting. We are fully confident Emily will take the preschool forward in a positive and successful way.

There were no questions arising from the report.

Steve Smith then summarised the financial performance over the financial year September 2023 to August 2024 which had resulted in a small profit for the year. Income had been compromised by the impact of the Inadequate Ofsted rating published in February 2024. No children were withdrawn but the rating impacted local authority funding and the late publication of the July 2024 Ofsted Good rating resulted in fewer numbers signing up for Autumn 2024 in time and delayed funding until after the financial year had ended. His full **Treasurers report** is attached to these minutes.

Emily Petitt then read out her **Manager's report**, a copy of which is attached to these minutes. This covered actions taken to respond to the Inadequate Ofsted rating which led to the achievement of a Good rating 6 months later, the preparation for 24 leavers going to local schools in September, the successes of attracting numbers of children to preschool after the initial downturn in autumn term and recruitment and staffing changes achieved in the current school year.

Q&A

A question was raised regarding a proposal to increase the height of the playground fencing at the entrance. The primary challenge with this is to increase the height of the gate which would require significant work and ideas on how to achieve this are being developed.

A question was raised regarding some discarded preschool items (some chairs and a small table) which are placed just outside the preschool playground fence awaiting disposal. Rosemary and Anthony Hill kindly offered to take these to the recycling centre.

AOB

Other items addressed were :

Use of the woodland area, cleared by the Parish Council over the summer holiday, will get underway when the new Forest School Leader joins the preschool in late February. Some equipment has already been purchased and plans to develop the area will be completed before Easter. There are plans to install a gate between the woodland area and the Village Hall grounds which John Wilson is taking up responsibility for resolving. We also need to install an effective gate from the preschool playground to woodland area for easier access by staff and children.

Requests for quotes to maintain the exterior of the preschool building (walls and roof) have been made to two local companies. Such quotes need to be completed by 10th March 2025 and Steve Smith will take these to the Parish Council at the general meeting held on the 17th March. This meeting is hoped to approve funding to complete this work.

Whilst looking at potentially replacing the preschool building, which after two quotes has proven to be prohibitively expensive, external and internal measurements of the building were taken. Examining the two child space rooms it was discovered that a

maximum of 38 children could be accommodated on a 50/50 split of 2 and 3&4 year olds. Currently the number is specified as 26 with Ofsted. We will look at getting a variance of our available places with Ofsted to 30 which we feel is manageable and we have adequate staff and facilities to accommodate.

Some internal changes will be made to our baby change area with the installation of a step up changing area and adjacent sink installed and remove the pull down facility in the bathroom area cubicle.

Recruitment of a permanent Deputy Manager has been completed with many applicants and interviews undertaken and we are delighted to welcome Evie Beaumont to the position, starting 3rd March 2025.

The current outlook for leavers for school in July 2025 is just 6, with a number of new joiners in September 2025 giving us high capacity numbers from the start of the next school year.

Chair of Governors' Report

Introduction

As we reflect on the 2023 to 2024 school year, it has been one of challenges, resilience, and remarkable progress for Findon Village Preschool. We began the year facing one of the most difficult periods in our history, following an **Inadequate** rating from Ofsted published in February 2024. However, thanks to the dedication and hard work of our team, we have successfully turned things around, achieving a **Good** rating by the summer.

This report will outline the challenges we faced, the impact on funding and enrolment, leadership changes, and the positive steps we are taking as we move forward into 2025.

Ofsted Challenges and Recovery

The **Inadequate** rating from Ofsted in February 2024 was a significant setback. It affected our reputation, reduced parental confidence, and had a direct impact on funding. July 2024 saw a large number of our children move on to start school, and our ability to attract new enrolments in **Autumn 2024** was hindered.

However, the entire preschool community – staff, parents, and governors – came together with determination to address the concerns raised by Ofsted. Through **rigorous staff training, revised safeguarding procedures, and curriculum improvements**, we worked tirelessly to transform our setting. Our efforts were recognised when, in July 2024, Ofsted returned and awarded us a **Good** rating, marking a tremendous achievement for everyone involved.

Impact on Funding and Enrolment

The period between February and summer 2024 was financially challenging. The lower rating led to a temporary **drop in funding**, making it difficult to invest in resources and staff development at a time when we needed it most.

Additionally, the rating affected **autumn enrolments**, as some parents were hesitant to commit. However, once we regained our **Good** rating, confidence gradually returned. By the end of 2024, we saw a **significant rise in pupil numbers**, putting us in a much stronger position heading into 2025.

Leadership Changes

2024 also brought changes in our leadership team. In **December 2024**, we said goodbye to **Kayleigh Higson**, who had played a crucial role in guiding the preschool through its challenges. While her departure was a loss, we are delighted that **Emily Pettitt**, who joined us as Deputy Manager in **Spring 2024**, has stepped up as our new Manager. Emily has already demonstrated strong leadership, passion, and a commitment to continuous improvement. We are confident that she will drive Findon Village Preschool forward with enthusiasm and fresh ideas.

Growth and New Team Members

With rising pupil numbers, we have also welcomed **new team members** to strengthen our preschool. Notably, we are excited to introduce **Linzi Mann** and **Harvey Simpson**, who will be launching **our Forest School in March 2025**. This initiative will provide children with invaluable outdoor learning experiences, further enriching our curriculum and enhancing our reputation in the community.

Looking Ahead to 2025

As we enter 2025, our focus shifts to **securing funding** to renovate the **exterior of our building**. This investment will enhance the learning environment, improve facilities for our children, and ensure that our preschool remains an attractive choice for families in Findon and beyond.

Conclusion

While 2024 was undoubtedly a challenging year, it was also one of growth, resilience, and success. We turned a difficult situation into a positive transformation, thanks to our dedicated team, supportive parents, and committed governors. With new leadership, a growing preschool community, and exciting developments like the Forest School, we look forward to a bright future for Findon Village Preschool.

Yvonne Wilson

Chair of Governors

Findon Village Preschool

Findon Village Woodland Preschool

Treasurers Report

For the period 01/09/2023 to 31/08/2024

Summary

The September 2023 to August 2024 preschool year was one where the Trustees continued the approach to investment in staff and facilities to take the preschool forward from the investments made in the previous year.

For the school year 2023 to 2024 we achieved high levels of enrolment and attendance achieving our stated goal of having a waiting list for the first time and as a result were in a strong financial position and as a result our financial performance remained positive. We had 33 children on roll by the end of summer term. Our year end children attending FTE position was 22.1, up from 20.8 from the previous year..

We therefore benefitted from increased local authority and parent funding for extra hours beyond their free entitlement. We retained our extended opening hours of 08:30 to 16:30 of which between 5 and 7 children partook in each day.

We also benefitted from a generous donation of £1,000 from the Findon Education Charitable Trust towards Forest School, raised over £1,000 in fund raising events and received a £3,000 grant from Findon Parish Council to insulate the building walls. A parent quoted for and installed the insulation charging just 50% of the labour costs, enabling him to install secondary glazing too within the grant budget.

Our costs also rose substantially, driven by significant levels of inflation especially to staffing and maintenance of our building and facilities. Our investment in marketing played a significant part in attracting new parents to look at the preschool for their children and the staff engagement encouraged them to join us and stay with us for the year, increasing the hours their children spent with us over the course of the year.

We were badly affected by a negative rating from an Ofsted inspection in January 2024 that meant we could not claim for any new children from that point onwards. We were reinspected in July 2024 and overturned our inadequate rating and achieving good. This however was not in time to submit our funding requests for Autumn term 2024-2025, of which 70% of is typically paid in August and therefore not on the books for the financial year 2023-2024.

This resulted in an overall profit of £2,618.10 for the year.

Our accounts summary below reflects income, expense, overall profit for the year and monies on deposit in our bank account.

The financial breakdown for the year was :

Income

WSSC Funding	£95,801.18
WSSC Additional Funding	£1,313.39
Transfers in from other settings	£1,600.00
Parent Payments	£22,429.49
Grants	£3,000.00
Fund Raising	£1,843.08
Bank Interest	£519.69
Apprentice Funding	£500.00
Miscellaneous	£152.28
Total	£127,159.11

Expense

Payroll	(£101,041.89)
Equipment	(£2,024.27)
Fees	(£973.33)
Electric	(£6,572.82)
Water	(£621.56)
Broadband	(£134.74)
Telephone	(£354.08)
Container	(£840.58)
Uniforms	(£616.57)
Refunds	(£550.00)
Transfers out	(£2,215.21)
Maintenance	(£3,430.53)
Consumables	(£2,104.33)
Expenses	(£698.15)
Services	(£1,156.96)
Insurance	(£685.63)
Other Staff Costs	(£379.50)
Council Tax	(£75.86)
Other	(£65.00)
Total	(£124,541.01)

Profit

P&L	£2,618.10
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Bank Balances

Opening Balances	
Natwest Current	£29,667.65
Santander Current	£1,691.14
Natwest Savings	£33,472.43
Santander Savings	£0.05
Cash	£38.70
Total	£64,869.97

Closing Balances	
Natwest Current	£31,194.84
Santander Current	£1,440.46
Natwest Savings	£34,704.40
Santander Savings	£0.05
Cash	£148.32
Total	£67,488.07

Change	£2,618.10
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Operating overheads were again significantly reduced by the Trustee contribution to the operational (business plan, investment strategy) and financial management (Invoicing, payments, payroll, expense management, financial recording and forecasting, establishing and managing bank accounts and signatories), marketing and promotions, staff recruitment, HR services (employment contracts, redundancy, probation management), creation and maintenance of all required policies and procedures, qualified first aid training, painting and decorating, procurement and collection of supplies, grant applications, establishing and maintaining key stakeholder relationships(e.g. Parish Council) and providing support to all staff members on a regular basis.

Financial outlook for school year 2024-2025

We started Autumn 2024 term with low numbers (10) on roll as a result of a high number of children leaving to go to school (24) and Ofsted failing to publish the Good rating

report until well into August meaning parents looking for September placements were not applying to us.

However; during the course of Autumn term the on roll number has increased to 28, roughly split 50/50 between 2 year olds and 3 to 4 year olds with show arounds and applications steadily increasing.

Our current outlook for the full year for income is circa £120k, down by around £10k as a result of reduced incomes in the Autumn 2024 term. Our expense level outlook, excluding any significant maintenance needs , is circa £110k, 90% of which is staffing costs.

Inflation is now running at around 2.5% which affects all of the costs our purchases and services provided.

We have raised the unfunded hours rates charged to parents by approximately 10% to cover our increase in costs. WSCC will be raising funding per hour rates by circa 2.3% in April 2025 adding around £650 to the summer term Free Entitlement income. This increase is below the headline level of inflation.

As is our policy, fund raising efforts will have all proceeds deposited in our savings account and used to invest in facilities and equipment for the children attending preschool.

In summary, the preschool finances are in a sound position. Increasing costs are a concern and with a maximum FTE level of 26 permitted for our setting with have limited room for increased income over current levels.

Our overall bank balance remains strong with funds over and above our capital reserves continuing to run at or above £30k, enabling us to overcome any short term financial constraints.

Findon Village Woodland Preschool Manager's Report for the academic year 2023-2024

Although I am not able to comment on the full year, as I joined Findon Village Preschool in April 2024, I can give a good overview of the last term of the year. I originally joined as a volunteer, to support the current team following the 'inadequate' report rating. As time went on, I did some 'consultancy' work and after Charlotte and Claire both decided to leave, I took on the role of deputy manager.

Our biggest triumph during this period was achieving a 'good' OFSTED rating. The team worked tirelessly to prepare and improve their knowledge and it was an excellent pay off. The report read brilliantly and really highlighted the hard work and effort that the team and the management had put in. All staff undertook extensive safeguarding training, a new curriculum was implemented, we rearranged furniture to make the preschool flow better and devised a planning system to ensure all children were being challenged appropriately and making progress. All this with a positive outlook, belief in our abilities and some passion, ensured we had what it took to succeed.

The children leaving us for school were well prepared, and we had numerous meetings and visits from the school teachers at The Vale and St John the Baptist School. We had a fantastic graduation celebration which was followed by our Summer Fayre. This was well attended, and we were able to raise over £700 to spend on resources and experiences.

We had an excellent run of families coming for visits and converting these into new starters for September 2024 and beyond. With 24 school leavers, we had a large number of spaces to fill.

The future for Findon Village Woodland Preschool is bright, Linzi has joined us this year bringing lots of experience and enthusiasm, Ellie has passed her maths exam with flying colours and is just one step away from being fully qualified, Denise continues to be a valued member of our team and we will be joined by Harvey after half term as our Forest School Lead. We have had some promising interviews this week for the deputy manager role, and we will then be fully staffed and ready to take our preschool to the next level.

As manager I am dedicated to Findon Village Woodland Preschool and excited for the next few months. I wholeheartedly believe this is an excellent place for children to learn, grown and feel nurtured. With the addition of Forest School sessions on top of our already ambitious and broad curriculum in a 'traditional' preschool environment, I really do think our children get The Full Package and the best start to their education journey.

Emily Petitt
Manager
Findon Village Woodland Preschool



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Findon Village Preschool

No (if any)
1029483

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2023

To


Period end date
31/08/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
WSSC Child Funding	98 715	-	-	98 715	85 240
Parent Child Funding	22 429	-	-	22 429	24 461
Donations	-	-	-	-	4 569
Fund Raising	1 847	-	-	1 847	1 772
Bank Interest	517	-	-	517	248
Grants	3 000	-	-	3 000	-
Other Receipts	652	-	-	652	499
	-	-	-	-	-
Sub total (Gross income for AR)	127 160	-	-	127 160	116 789
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	127 160	-	-	127 160	116 789
A3 Payments					
Salaries	101 422	-	-	101 422	86 572
Rent/Council Tax	76	-	-	76	972
Other Premises Costs	8 036	-	-	8 036	3 031
Funding Transfers Out	2 215	-	-	2 215	1 086
Preschool Uniforms	617	-	-	617	-
Consumables	2 104	-	-	2 104	2 523
Equipment	2 024	-	-	2 024	-
Office Costs	1 187	-	-	1 187	981
Other Payments	1 772	-	-	1 772	2 109
Fees and Subscriptions	973	-	-	973	1 260
Building Maintenance	3 430	-	-	3 430	1 410
Insurance	686	-	-	686	440
	-	-	-	-	-
Sub total	124 542	-	-	124 542	100 384
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	124 542	-	-	124 542	100 384
Net of receipts/(payments)	2 618	-	-	2 618	16 405
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	64 870	-	-	48 466	48 466
Cash funds this year end	67 488	-	-	67 488	64 871

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Accounts	32,635		-
	Deposit Accounts	34704		-
	Cash	149	-	-
	Total cash funds	67,488		-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Stephen Smith	26/01/2025



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Findon Village Preschool

On accounts for the year
ended

31st August 2024

Charity no.:

1029483

Company no.:

Set out on pages

1 and 2

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31/ 08/ 2024**.

Responsibilities and
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 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 *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

[Signature]

Date:

26/1/25

Name:

KIRSTI COX

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

FINANCIAL PLANNER

Address:

*3 DAVENOR MANSEWS, 12A DAVENOR RD
HIVE BN3 1GP*

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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