



MINUTES

AGM

Wednesday 6th October 2021 8pm (via Zoom)

In Attendance: Phil Wood **PW** (Chair), Yvie Stubbs **YS** (Treasurer), Lynsey Titchener **LT** (Secretary), Caroline Mckeller **CM**, Victoria Hamidi **VH**, Kat Oxlade **KO**, Kayleigh Cripps **KC**, Mel Bradshaw **MB**

Apologies:

Chair Report

PW welcomed everyone to the meeting.

This is my first AGM as Chair and I think it is important at this time to reflect on the year we have just had. It has been a mixed year for everyone due to the on-going impact of COVID. We said goodbye to a number of children in July who have now gone onto Primary Schools and welcomed returning and new children to the Pre-School in September.

During tonight's meeting, we will hear from both Caroline and Victoria with reports about the staff and office work respectively. We will also hear from our treasurer Yvie on the current state of the finances at the Pre-School.

As well as these reports we will also discuss those committee members who are stepping down from their roles and to appoint new people to the committee. I would like to thank those people who have supported the Pre-School & committee in the last twelve months. As a reminder to parents who might be new to the Pre-School, we are a charity and cannot remain open without parents who volunteer to join the committee.

The current constitution states that the committee must be made up of at least 60% of parents/carers of children who currently attend the Pre-School. As it stands, we have one new volunteer joining us tonight but this leaves a combination of 50% (3 x non parents and 3 x parents) which puts us in breach of our constitution. Unless further volunteers come forward this evening to fill the trustee roles, I will have to create a further emergency general meeting on 3rd November to discuss the future of the Pre-School. At this stage, we will need just two more volunteers to prevent this from happening. Please can I ask if you can help support the Pre-School then to discuss this with me and I can explain what is required.

To finish on a more positive note I would like to thank the Pre-School staff for their continued hard work and dedication towards the Pre-School. I know that the last twelve months have presented a different set of challenges and you have risen to them on every occasion.

Staff Report

The last year has been very different to what a 'normal year' in preschool would look like.

Parents have been unable to enter the preschool and potential parents have been viewing the preschool from the outside. Alongside this, we had handovers of children outside which have impacted on the time available to talk to parents about their child's day.

I am pleased to say that at this point in time we have started to welcome potential parents back into the preschool to have a 'proper' look around and parents have been able to come inside during their child's induction.

Additionally, parents are now able to come in and collect their child at the end of the day which is supporting better information sharing between families and the preschool. We have decided to keep the dropping off in the morning at the door as this has worked so much better than confusing the children about when their parent will be leaving, especially if they disappear without saying goodbye. We are also planning on trialling our parent stay and play sessions after the October half term and will be requesting that parents take a lateral flow test before they attend.

I am pleased to say that Lisa, my deputy manager returned to work after maternity leave which has helped to re-establish the status quo. Kirsty has recently started her maternity leave and hopes to return in June 2022. I am pleased to say that we have been able to retain both Kate and Tanya as staff in the preschool for the forthcoming year and expect their hours to increase as children's attendance increases. Shannon has now left the staff team because of a job opportunity 5 minutes from her home address. As she was travelling from Tetbury each day this is understandable.

The staff are getting to grips with a new cohort tracker, a new EYFS with new requirements such as teaching about oral health and newly designed two year checks this year as well as newly adapted induction paperwork for parents. We are planning our maths and letters and sounds teaching differently this year, to incorporate into our carpet times as we have children requiring extra support during free play times.

I have updated the accounts for the year Sep 2020-Aug 2021 and will hopefully have submitted them to our accountant before the AGM takes place. I look forward to another year working at Lydiard Millicent Preschool

Admin/Office Report

The numbers are changing fairly quickly throughout the year. We have had lots of show arounds, new registrations and enquiries since September.

After October half term we will be confirming spaces for our January starters. We will have a Facebook advert going out at the end of September and again after the Oct half term to try and boost our January numbers.

All of the children who registered with us have started apart from 1 and we had a child who was due to return in September leave as they have left the area.

This terms newsletter has been sent out and all of this terms invoicing has been completed

Finance

The profit and loss for Sep 2020-Aug 2021 shows a profit of £8.6k

Will be brought back to a net breakeven position. And a very positive end to the year.

the agreed 3% pay increase was applied (backdated to April) and for 2021/22 the 2 trips to Cotswold Wildlife Park and Crocodile World have been budgeted for at £1k each, plus 3% salary increase has been included from April 2022.

the budgets for 2021/22 are showing a £2.1K net profit for the year which again, is a promising position for the year. Target is always breakeven for charities.

only outstanding issue is a £12.4k overpayment from Wiltshire Council from a previous year which simply needs to be reimbursed to them as soon as possible.

The £12.4k repayment to Wiltshire has been repaid.

£5 per person increase on staff meals Signed off by committee

P&L Signed off by committee

Bonus signed off by committee

Budget Signed off by committee

AOB

Committee agree to enrol Melissa as new fundraiser.

Members stepping down – Keeley Mills, Gemma Marsden and Kat Oxlade are no longer committee members; however, Kat Oxlade has agreed to stay until replacement has been found.

PW to gain clarification from Early Years Alliance regarding the Committee

Member Ratios and reducing from 5 to 3 trustees.

Meeting closed at 8.40pm

ACTIONS

Early Years Alliance clarification on updating the constitution	PW

Lydiard Millicent Pre-school

Profit and Loss

September 2020 - August 2021

	TOTAL
Income	
Charitable Contributions	1,166.37
Fundraising Income (Committee)	37.50
NEG - Income	112,936.41
Pre-school fees	23,266.50
Pre-school fees refunded	-265.50
Registration Fee	70.00
Total Income	£137,211.28
GROSS PROFIT	£137,211.28
Expenses	
1 Salary	103,398.04
2 Pension Contributions	3,964.78
3 Tax and NI	-677.47
Advertising	40.00
Bank service charge	82.50
Business Licenses and Permits	113.36
Chargecard annual fee	64.00
Charitable Cont'ns Expenditure	995.88
Cleaning Supplies	401.23
DBS Clearance	8.10
Dues and Subscriptions	1,324.31
Early Years Pupil Premium (EYPP)	-25.58
Enrichment (Special Events)	302.57
Expense	89.00
Fundraising	26.39
General Supplies (deleted)	183.63
Health and Safety	-9.86
Insurance Expense	719.86
Meals and entertainment	353.86
Office Supplies	1,574.02
Postage and Delivery	6.97
Professional Fees (Audit)	70.00
Rent Expense	11,182.14
Repair and maintenance	613.43
Resources for Children	3,296.47
Staff Gifts	148.50
Staff Uniforms	337.85
Telephone Expense	661.89
Training	869.48
Travel Expense (deleted)	18.00
Uncategorised Expense	30.00
Weekly Shop	1,484.97
Total Expenses	£131,648.32
NET OPERATING INCOME	£5,562.96
Other Income	
Interest income	2.81
Total Other Income	£2.81
Other Expenses	
Depreciation Expense	1,410.40
Total Other Expenses	£1,410.40
NET OTHER INCOME	£ -1,407.59
NET INCOME	£4,155.37

Lydiard Millicent Pre-school

Balance Sheet

As of August 31, 2021

	TOTAL
Fixed Asset	
Tangible assets	
Build & Imp Acc Dep'n	-6,792.80
Buildings and Improvements	9,704.00
Furn & Equip Acc Dep'n	-880.00
Furniture and Equipment	1,320.00
Total Tangible assets	£3,351.20
Total Fixed Asset	£3,351.20
Cash at bank and in hand	
Contingency Fund	15,906.22
LLoyds Deposit Account	12,000.00
Lloyds TSB Main Account	45,309.27
Petty Cash	1,021.90
Total Cash at bank and in hand	£74,237.39
Debtors	
Debtors	0.00
Total Debtors	£0.00
Current Assets	
Uncategorised Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£74,237.39
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	12,400.00
Total Trade Creditors	£12,400.00
Current Liabilities	
Accruals	8,169.58
Control Account - PAYE/NI	265.59
Control Account - Payroll	0.00
Control Account - Pensions	0.00
Total Current Liabilities	£8,435.17
Total Creditors: amounts falling due within one year	£20,835.17
NET CURRENT ASSETS (LIABILITIES)	£53,402.22
TOTAL ASSETS LESS CURRENT LIABILITIES	£56,753.42
TOTAL NET ASSETS (LIABILITIES)	£56,753.42
Capital and Reserves	
Opening Balance Equity	56,767.10
Retained Earnings	-4,169.05
Profit for the year	4,155.37
Total Capital and Reserves	£56,753.42

Correct to paper + books provided.

WJH

LINDSEY HALL

13.11.21