

# LITTLE PAXTON PRE-SCHOOL

England & Wales · Charity number 1030774

## Details

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**Other names** LITTLE PAXTON PLAYGROUP, LITTLE PAXTON PRESCHOOL

**Status** Registered

**Legal form** Other

**Registered** 1993-12-21

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Little Paxton Primary School  
Gordon Road  
Little Paxton  
St. Neots  
PE19 6NG

**Phone** 01480356039

**Email** [chair@littlepaxtonpreschool.org](mailto:chair@littlepaxtonpreschool.org)

**Website** [www.littlepaxtonpreschool.org](http://www.littlepaxtonpreschool.org)

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

**Activities:** PRE-SCHOOL FOR LOCAL CHILDREN BETWEEN AGES OF 2 YEARS AND 6 MONTHS AND 5 YEARS. OPERATE BETWEEN 1 AND 10 SESSIONS OVER THE WEEK, EACH LASTING 3 HOURS. ALL DAY SESSION LASTING 6 HOURS AVAILABLE TOO.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Cambridgeshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£161,323	£145,527	-	-
2024-08-31	£165,175	£138,845	-	-
2023-08-31	£123,431	£119,469	-	-
2022-08-31	£122,297	£116,353	-	-
2021-08-31	£107,780	£115,199	-	-

## Trustees

Name	Role	Appointed
<b>Tim Gray</b>	Chair	2024-11-26
Anna-Maria Sichani		2025-02-08
Caroline Holmes		2025-11-25
Jodie-Lyn McInnis		2024-08-24
Paige Ellison		2025-11-25
Sophie Bolger		2025-11-25

**LITTLE PAXTON PRE-SCHOOL**

England & Wales - Charity number 1030774

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# Accounts

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**LITTLE PAXTON PRESCHOOL**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31ST AUGUST 2025**

**LITTLE PAXTON PRESCHOOL  
RECEIPTS AND PAYMENTS  
YEAR END 31/08/2025**


	2025		2024	
	£	£	£	£
<b>Receipts</b>				
Fees from parents		20,592		18,795
Funding		130,466		144,932
CCC Tier 3 Funding		6,988		-
		<u>158,046</u>		<u>163,727</u>
Fund Raising	1,811		587	
Other Income	753		732	
Net Bank Interest	713		129	
		<u>3,277</u>	<u>1,448</u>	
<b>Payments</b>				
Consumables	1,184		1,981	
Staff Costs	123,757		115,578	
Sub Contractor costs	818		2,457	
Training courses	994		279	
Rent	10,718		11,564	
Rates	374		374	
Property Maintenance	265		383	
Donations	585		170	
Cleaning & Protective Clothing	394		450	
Telephone	91		104	
Insurance	869		730	
Subscriptions	688		716	
Printing Postage & Stationery	833		920	
Computer Repairs & renewals	396		349	
Fundraising	-		155	
Sundries	932		1,153	
Accountancy	450		366	
Legal fees	107		285	
Bank fees	121		120	
Trips Outings	-		155	
Food & Refreshments	1,153		556	
Advertising & Marketing	144		-	
Staff Gifts	654		-	
		<u>145,527</u>	<u>138,845</u>	
<b>Surplus For The Period</b>		<u>15,796</u>	<u>26,330</u>	

**LITTLE PAXTON PRESCHOOL  
BALANCE SHEET AS AT 31ST AUGUST 2025**


**Fixed Assets**

It is the policy of the preschool to write off capital expenditure in year of purchase.

	2025		2024	
	£	£	£	£
<b>Current assets</b>				
Debtors	-		108	
Cash at Bank	159,061		140,481	
PAYE	-		3,341	
	<u>159,061</u>		<u>143,930</u>	
<b>Current Liabilities</b>				
Creditors	231		215	
Accruals	876		1,606	
Pension	610		446	
Receipts in advance	25,261		25,376	
Other Creditors	6		6	
	<u>26,984</u>		<u>27,649</u>	
<b>Net Current Assets</b>		132,077		116,281
		<u>132,077</u>		<u>116,281</u>
<b>Represented By :</b>				
Accumulated Surplus				
Balance at 1st September 2024		116,281		89,951
Surplus for the Year		15,796		26,330
		<u>132,077</u>		<u>116,281</u>
Balance at 31st August 2025		<u>132,077</u>		<u>116,281</u>

  
Treasurer

11.11.2025  
Date

  
Chairperson

15/11/2025  
Date

**Independent Examiner's report to the Trustees of the  
Little Paxton Preschool**

We have examined the accounts of the Little Paxton Preschool for the period ended 31st August 2025

During the course of the examination no matter has come to our attention which would give us reasonable cause to believe that in any material respect:

- accounting records have not been kept in accordance with Section 41 of the 1993 Charities Act
- the accounts do not accord with those records; or
- the statement of accounts does not comply with the 1993 Charities Act

No further matters have come to our attention which should be included to enable a proper understanding of the accounts to be reached.

Signed.....  
For and on behalf of

G R H Accountancy Limited  
1st Floor, CQL House  
Alington Road, Little Barford  
St Neots, Cambs  
PE19 6YH

Date 15.11.2025

**LITTLE PAXTON PRE-SCHOOL**

England & Wales - Charity number 1030774

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# Accounts

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**LITTLE PAXTON PRESCHOOL**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31ST AUGUST 2024**

**LITTLE PAXTON PRESCHOOL  
RECEIPTS AND PAYMENTS  
YEAR END 31/08/2024**

	2024		2023	
	£	£	£	£
<b>Receipts</b>				
Fees from parents		18,795		18,118
Funding		144,932		103,374
		<u>163,727</u>		<u>121,492</u>
Fund Raising	587		671	
Other Income	732		1,127	
Net Bank Interest	129		141	
		<u>1,448</u>		<u>1,939</u>
<b>Payments</b>				
Consumables	1,981		4,115	
Staff Costs	115,578		98,412	
Sub Contractor costs	2,457		-	
Training courses	279		312	
Rent	11,564		10,756	
Rates	374		384	
Property Maintenance	383		330	
Donations	170		540	
Cleaning & Protective Clothing	450		324	
Telephone	104		110	
Insurance	730		679	
Subscriptions	716		640	
Printing Postage & Stationery	920		1,153	
Computer Repairs & renewals	349			
Fundraising	155		162	
Sundries	1,153		176	
Accountancy	366		354	
Legal fees	285		230	
Bank fees	120		124	
Trips Outings	155		144	
Food & Refreshments	556		524	
		<u>138,845</u>		<u>119,469</u>
<b>Surplus For The Period</b>		<u>26,330</u>		<u>3,962</u>

**LITTLE PAXTON PRESCHOOL  
BALANCE SHEET AS AT 31ST AUGUST 2024**

**Fixed Assets**

It is the policy of the preschool to write off capital expenditure in year of purchase.

	2024		2023	
	£	£	£	£
<b>Current assets</b>				
Debtors	108		-	
Cash at Bank	140,481		119,175	
PAYE	3,341		-	
	<u>143,930</u>		<u>119,175</u>	
<b>Current Liabilities</b>				
Creditors	215		3,629	
Accruals	1,606		876	
Pension	446		378	
Receipts in advance	25,376		24,341	
Other Creditors	6			
	<u>27,649</u>		<u>29,224</u>	
<b>Net Current Assets</b>		116,281		89,951
		<u>116,281</u>		<u>89,951</u>
<b>Represented By :</b>				
Accumulated Surplus				
Balance at 1st September 2023		89,951		85,989
Surplus for the Year		26,330		3,962
Balance at 31st August 2024		<u>116,281</u>		<u>89,951</u>

  
Treasurer

Date

18.11.2024

  
Chairperson

Date

15th November 2024

**Independent Examiner's report to the Trustees of the  
Little Paxton Preschool**

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For and on behalf of

G B H Accountancy Limited  
1st Floor, CQL House  
Alington Road, Little Barford  
St Neots, Cambs  
PE19 6YH

Date 18.11.24

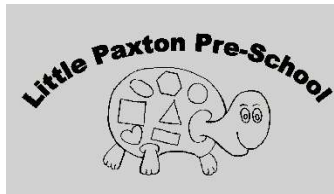
**LITTLE PAXTON PRE-SCHOOL**

England & Wales - Charity number 1030774

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# Accounts

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## Annual General Meeting (AGM) Minutes

Tuesday 7<sup>th</sup> November 2023

19.00pm at St James Church Little Paxton

### 1 Attendees

Attendance	
Graeme Anness	Chair / Safeguarding Champion (Trustee)
Duncan Chappell	Treasurer (Trustee)
Bev Elliott	Practitioner & Safeguarding Support (Member)
Katherine Bagot	Secretary / Fundraising Champion (Trustee)
Áine Pozo	Business Manager (Member)
James Shiner	Member
Sam Irvine	Member
Anne Grove	Staff Member
Claire Cook	Staff Member
Sandra Hart	Staff Member
Katie Delgado	Staff Member
Kim Limbu	Attendee (New Treasurer)
Beth Astell	Attendee
Sailas Verengi	Attendee
Apologies	
Hannah Smith	Attendee
Catherine Marklove	Attendee (New Member)
<b>Minutes taken by:</b> Katherine Bagot	

### 2 Introduction (Katherine)

- Katherine welcomed everyone to the meeting and read out a brief opening statement (Detailed at the end of the minutes)
- We had 3 parents attend the meeting. Two more couldn't attend but one wished to join (Catherine Marklove) and another parent offered to be a friend of the committee (Hannah Smith).
- No new safeguarding issues needed to be raised.
- No concerns were raised from last year's AGM.
- To comply with good practice an AGM is held each year to look back on the last year and look forward to the next year in the life of the preschool. At this meeting the committee steps down and then members are elected for the next years' committee. To function the committee must have a Chair, a Treasurer and a Secretary.

### 3 Chairs Annual Report (Graeme)

This report was read out during the AGM by Graeme. There were no amendments. Report attached.

- Graeme thanked the committee and staff for their continued hard work.

### 4 Pre-school Managers' Report (Bev)

This report was read out during the AGM by Graeme. Please see below additions. Report attached.

- Only 15 sessions free, preschool currently very busy. Bev mentioned another preschool may be closing, so we may fill these spaces quickly. James questioned whether attendance was linked to the space available at preschool. Moving to obtain a larger space and also whether the side room could be utilized, was explored recently amongst the committee and at present wasn't viable. With current capacity and finances monitored, the preschool turns over a small profit.

### 5 Treasurer's Report (Duncan)

This report was sent prior to the meeting. Please see below additions. Report attached.

- If we continue to maximize on attendance and be prudent throughout the next year, we can hope to have a profitable year. We need to carefully manage the financial challenges we are due to face over the next 12 months.

### 6 Election of the Committee

Catherine Marklove who was unable to attend the meeting in person had provided prior written consent that she wished to join the committee for the following year.

Name	Role	Proposed by	Seconded by
Graeme Anness	Chair	Katherine	Duncan
Kim Limbu	Treasurer	Duncan	Graeme
<b>No nominations</b>	<b>Secretary</b>		
James Shiner	Committee Member		
Sam Irvine	Committee Member		
Catherine Marklove	Committee Member		
Beth Astell	Committee Member		

New committee members will be required to fill out necessary paperwork (including DBS and confidentiality forms) prior to the first committee meeting. A follow up meeting should be held within 3 weeks' time. It was agreed that the next meeting would be on Tuesday 28<sup>th</sup> November at 19.00pm at St James Church.

The following members have stepped down from the Committee, thanks goes to all for their service:

Katherine Bagot (Secretary)

Duncan Chappell (Treasurer)

Lizzie Whitehead (Member)

## 7 Actions from this meeting –

**Katherine** will contact volunteers with the necessary paperwork and will ensure that all volunteers requiring Disclosure and Barring Service (DBS) checks have the instructions on how to complete this process.

**Graeme** will contact the Charity Commission to amend member details when details from volunteers become available. We will also need to inform that we have not found a replacement for the secretary role. We will continue to advertise for the role in the meantime.

**Duncan** will upload the financial report to the Charity Commission website. Once Kim's DBS has completed, Duncan has agreed to support with a handover.

## 8 AOB

- All current DBS checks are up to date.

## 9 Forthcoming Meetings

- Tuesday 28th November, 19.00pm at St James Church

We will continue to meet approximately every 6 weeks throughout the following year.

**These minutes are accepted as an accurate representation of the meeting**

Signed (Secretary)



Katherine Bagot

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Signed (Chair)



Graeme Anness

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## Welcome & Opening Statement

Hello and welcome. Thank you for taking the time to join us at our AGM this evening.

I'm Katherine, current committee secretary. I wanted to take a few minutes to explain to anyone new that has joined us this evening, what the committee is and its purpose.

The preschool is a registered charity and is required to run alongside and be governed by a committee of volunteers, the majority being parents or people affiliated with the preschool. Joining the committee is a great avenue for a parent, grandparent or carer to become involved in their child's education and learning, whilst also helping to improve their environment and expand on the opportunities available to them whilst at preschool.

There are 3 key roles within the committee that must be filled in order for it to function:

- The Chair – who essentially leads the committee, this is Graeme. Graeme will also meet frequently with Bev to discuss any issues or offer support and will provide the committee with any updates.
- The Secretary, myself, I manage all the admin and correspondence on behalf of the committee. Tasks are often simple and ad-hoc but still a necessary role.
- The Treasurer – who oversees all financial aspects of the preschool. Credit goes to Duncan who has had this position for almost 6 years now. Duncan will work alongside the preschool Business Administrator to ensure finances are tracked and the preschool is profitable.

Alongside the 3 main roles, the committee is made up of members, who help to provide new ideas, skills and implement the objectives of the committee. Please welcome Sam and James, who are our current members.

The committee meets every 6/8 weeks (approx. 6 times a year) and is attended also by a representative from the preschool staff. At every meeting, a report is issued by the chair, preschool manager and treasurer. This allows for the committee to oversee the progress of the preschool and determine where the committee can support. Its main purpose from these meetings is to ensure the continued success of the day-to-day management of the preschool, consult on any issues and provide outcomes and ensure the preschool remains profitable and accessible for all. Currently we are working closely with Bev to help integrate the preschool further within the community, crafting key relationships with local organisations and allowing for more opportunities for the children to see what the village can provide.

At the present time, we are running at the minimum required number of volunteers and this makes the job of the committee harder to achieve and puts more workload on our current members. This is why it is critical that we try to enrol more members. Covid had a massive impact on the preschools ability to run effectively (although Bev and her team did a fantastic job navigating through lockdown and to ensure the preschool remained open where possible) and in turn affected its profitability, which we are just only now starting to recover from. It also hindered our efforts to maintain and grow a successful committee. Without a committee, we run the risk of the closure of the preschool.

This is also why fundraising is a big part of the committee's purpose, as it allows for more resources for the preschool, helps to provide financial stability and is actually a really fun part of being on the committee. With more members, we can achieve more and continue our fundraising efforts. Fundraising is also a crucial requirement of being a registered charity.

Listed a few of the fundraising events/ tasks completed by the committee in the last couple of years;

Big Christmas Raffle

Village Easter Egg Hunts

Paxfest

School Lottery - at its peak was generating over £1000 annually for the preschool

Valentine biscuit making kits

Church Christmas Fete

Colouring Competitions / Easter egg decorating

Lastly, the committee wouldn't be able to work effectively without the continued support and great management and work ethic that all the staff adopt. On behalf of the committee, we would like to express our thanks to Bev and all of her team, who I'm sure you know work extremely hard and who the children are besotted with. Thank you!

We would be really grateful if any of you here today feel that you have the time to support the committee and wish to volunteer. You can do so by nominating yourself during the election of the committee shortly. Also, if anyone is interested, we will be looking for a replacement secretary during the election. This is the formal part of the meeting where we will reflect on the previous year and look forward to the next year in the life of the preschool. The committee will then all step down from their current roles and then members are elected to create the next years committee. Hand over to Graeme for this part. Thank you all!

### **AGM Chairperson Report 2023**

Firstly, a big thank you from the Trustees and the committee to Bev and all the staff at our pre-school, they continue as always to do a fantastic job.

We have lost a number of committee members this year due to other commitments and our thanks go to them for their support. Both Katherine and Duncan have decided to step down from their roles so we need to find replacement a replacement Secretary and Treasurer. Katherine has already advertised these important rolls. Both have done a fantastic job and again their support is greatly appreciated.

Staffing wise Bev and I (Bev really) have successfully recruited a number of staff including a one to one for a SEN little person and all as I understand is going well.

Bev is anticipating an Ofsted inspection at some point, which we have discussed and I am confident that we are as prepared for this as we can be and do not anticipate any issues. Well done Bev.

Recruiting new committee members is a problem and this will need to be explored in the coming year, fund raising is also an issue but many thanks to James for his assistance and fresh ideas.

## AGM Manager's Report 2023

We have again had a very busy year within the Preschool.

Staff -we have had a few staff changes over the past few months. Louise went on maternity leave at the end of the summer and Sandra has resumed full time hours to cover these sessions.

We currently have a staff member on long term sick leave, hopefully she will be back in the spring.

We received funding to provide 1:1 support for a child that attends setting and Melissa joined us to take on this role.

Over the summer term we agreed to host 3 students from Longsands Academy for their work experience.

Over the past year staff have attended training mandatory for their roles with Preschool, examples of this are Safeguarding and Child Protection, SEN, all staff have refreshed their training in PREVENT and FGM. We had some bespoke training around supporting children with Autism. Anne has taken over the role of Equalities Co-ordinator, a role that needed to be filled following Heather's departure. She completed the full training in the spring term this year.

I have asked all staff to complete 3 additional courses that are not mandatory but will support their development, and benefit the whole of Preschool.

During the summer term I liaised again with the Foundation team from the Primary school and we arranged some transition visits for the children moving up. These again proved to be useful and positive for all. A staff member went into the classroom with a small group of children for an afternoon.

As a setting we have continued to support our SEN children, we have successfully secured funding to enable children with needs to transition into school with funding in place or near completion.

We started up our parent rota again. We had a few parents come in and spend time within the setting and it gave them the opportunity to see the sorts of things that their child likes to do and an insight into how the sessions work.

At a recent committee meeting we discussed where we would like Preschool to be moving forward. It was agreed that it would be lovely to have more interactions within the community of the village. With this in mind I made contact with Paxton Hall, staff took a group of children and spent some time with the residents, this was enjoyed by all. Graeme made contact with Rev Reed and towards the end of last term we took a small group of children to the church and had our own mini Harvest festival. We also held our annual educational visit to Paxton Pits.

An opening statement was also drawn up and put on our website.

We started back in September and spent the first half term settling in our new children. I'm pleased to say that generally they have settled. We now have limited sessions available with many now close to full.

### Moving Forward

1. Continue to develop the relationships we are building within the community
2. Re-introduce face to face meetings with parents/carers
3. Parental involvement within the setting e.g. Parent helper rota, volunteers for events
4. Prepare for Ofsted – develop technology resources for the children to explore.
5. Cover for staff absence due to sickness

I would like to thank all of the committee for their support and hard work, it is so appreciated and our Preschool wouldn't be the as strong as it is without this.

Finally, thanks to all of our lovely staff for your dedication and continued support over the past year.

## **AGM Treasurer Report 2023**

The Preschool showed a surplus this year, which I felt was a favourable outcome in view of the current economic climate and salaries rising faster than County Council payments again this year.

The team have been very prudent with their spending and very importantly minimising overtime.

The Preschool is almost full this autumn term this year, and it looks like we will be full by the start of next term which means we are maximising income.

Looking forward the next year is going to be financially challenging but fortunately the Preschool has reserves which means things are not desperate, but we still need to be careful.

The Financial statements for 2022-23 follow.

**LITTLE PAXTON PRESCHOOL**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31ST AUGUST 2023**

**LITTLE PAXTON PRESCHOOL  
RECEIPTS AND PAYMENTS  
YEAR END 31/08/2023**

	2023		2022	
	£	£	£	£
<b>Receipts</b>				
Fees from parents		18,118		20,078
Funding		103,374		97,524
		<u>121,492</u>		<u>117,602</u>
Fund Raising	671		1,695	
Other Income	1,127		1,215	
Donations	-		1,743	
Net Bank Interest	141		42	
		<u>1,939</u>		<u>4,695</u>
<b>Payments</b>				
Consumables	4,115		2,101	
Staff Costs	98,412		97,435	
Training courses	312		742	
Rent	10,756		11,028	
Rates	384		727	
Property Maintenance	330		311	
Donations	540		-	
Cleaning & Protective Clothing	324		538	
Telephone	110		125	
Office expenses	-		80	
Insurance	679		633	
Subscriptions	640		585	
Printing Postage & Stationery	1,153		820	
Fundraising	162		5	
Sundries	176		-	
Accountancy	354		354	
Bad debts	-		54	
Legal fees	230		151	
Bank fees	124		85	
Trips Outings	144		150	
Food & Refreshments	524		429	
		<u>119,469</u>		<u>116,353</u>
<b>Surplus For The Period</b>		<u>3,962</u>		<u>5,944</u>

**LITTLE PAXTON PRESCHOOL  
BALANCE SHEET AS AT 31ST AUGUST 2023**

**Fixed Assets**

It is the policy of the preschool to write off capital expenditure in year of purchase.

	2023		2022	
	£	£	£	£
<b>Current assets</b>				
Debtors	-		-	
Cash at Bank	119,175		104,366	
	<u>119,175</u>		<u>104,366</u>	
<b>Current Liabilities</b>				
Creditors	3,629		1,274	
Accruals	876		876	
Pension	378		508	
Receipts in advance	24,341		15,719	
	<u>29,224</u>		<u>18,377</u>	
<b>Net Current Assets</b>		89,951		85,989
		<u>89,951</u>		<u>85,989</u>
<b>Represented By :</b>				
Accumulated Surplus				
Balance at 1st September 2022		85,989		80,045
Surplus for the Year		3,962		5,944
		<u>89,951</u>		<u>85,989</u>
Balance at 31st August 2023		<u>89,951</u>		<u>85,989</u>

  
Treasurer

  
Chairperson

12/10/23  
Date

12/10/23  
Date


**Independent Examiner's report to the Trustees of the  
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We have examined the accounts of the Little Paxton Preschool for the period ended 31st August 2023

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PE19 6YH

Date 12.10.23

**LITTLE PAXTON PRE-SCHOOL**

England & Wales - Charity number 1030774

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# Accounts

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## Annual General Meeting (AGM) Minutes

Tuesday 15<sup>th</sup> November 2022

19.00pm at St James Church Little Paxton

### 1 Attendees

Attendance	
Graeme Anness	Chair / Safeguarding Champion
Duncan Chappell	Treasurer
Bev Elliott	Practitioner & Safeguarding Support (Member)
Katherine Bagot	Secretary / Fundraising Champion
Áine Pozo	Business Manager (Member)
Sam Irvine	Member
Anne Grove	Staff Member
Claire Cook	Staff Member
Lizzie Whitehead	New Committee Member
Carly Ward	New Committee Member
Apologies	
James Shiner	Member
<b>Minutes taken by:</b> Katherine Bagot	

### 2 Introduction (Katherine)

- Graeme welcomed everyone to the meeting and thanked the staff and committee for their hard work over a few very turbulent years during Covid. They're resilience to continue to provide an excellent standard of care and education to the children was admirable.
- It is lovely to be able to resume back to in person meetings rather than online and expressed thanks to St James Church for accommodating us.
- We had 2 parents attend that were interested in joining the committee – Carly and Lizzie
- No new safeguarding issues needed to be raised.
- No concerns were raised from last year's AGM.
- Graeme explained that Little Paxton Pre-School is a registered charity run by a voluntary committee. To comply with good practice an AGM is held each year to look back on the last year and look forward to the next year in the life of the preschool. At this meeting the committee steps down and then members are elected for the next years' committee. To function the committee must have a Chair, a Treasurer and a Secretary. Staff members can also be committee members, but the majority of the committee members have to be voluntary (i.e. not in a paid position).

### 3 Chairs Annual Report (Graeme)

This report was read out during the AGM by Graeme. There were no amendments. Report attached.

- Graeme was recognised for his work this year as Chair, it was an ambiguous role after the last Chair's departure, he has managed to work well alongside Bev to support and define the role.

### 4 Pre-school Managers' Report (Bev)

This report was read out during the AGM by Graeme. Please see below additions. Report attached.

- Further to the report, Bev expressed her thanks to all the staff. They have shown great team work and the addition of the new team members have brought new energy and skills to the team. The introduction of a job share role has proven to be a positive experience.
- The question was raised as to whether the job share role was a more expensive option than a full-time role. Duncan and Aine explained there is a minimal increase in wages to support the job share, however Bev explained that the dynamic and skills brought to the setting by the job share far out ways the small increase. It has proven to be very beneficial to the preschool.
- It was asked if the parent Rota had yet been communicated, Bev stated they were still finalizing the process and will be sending out a communication shortly. It was confirmed that grandparents could take part. It was stated that this was an excellent opportunity to see the setting and how the sessions work alongside the resource available. This was forced to stop during Covid and many parents missed out on this opportunity so we are all pleased to see this reinstated. Lizzie suggested a shared spreadsheet may be a good option to allow parents to confirm when they would like to volunteer.

### 5 Treasurer's Report (Duncan)

This report was sent prior to the meeting. Please see below additions. Report attached.

- Duncan informed the committee that 2023 would probably be his last year in the role as treasurer.

### 6 Election of the Committee

James Shiner who was unable to attend the meeting in person had provided prior written consent that he wished to join the committee for the following year.

Carly and Lizzie were consulted during the meeting and both wished to be members of the 2023 committee.

Name	Role	Proposed and Seconded by
Graeme Anness	Chair	Duncan and Sam
Duncan Chappell	Treasurer	Katherine and Graeme
Katherine Bagot	Secretary	Aine and Graeme
James Shiner	Committee Member	
Sam Irvine	Committee Member	
Lizzie Whitehead	Committee Member	
Carly Ward	Committee Member	

New committee members will be required to fill out necessary paperwork (including DBS and confidentiality forms) prior to the first committee meeting. A follow up meeting should be held within 3 weeks' time. It was agreed that the next meeting would be on Tuesday 6<sup>th</sup> December at 19.00pm at St James Church.

The following members have stepped down from the Committee:

Natasha Woodcraft - The preschool and committee would like to extend their upmost thanks to Tash for her dedicated service to the committee and preschool in dedicating over 10 years of service. Thank you Tash!

## 7 Actions from this meeting –

**Katherine** will contact volunteers with the necessary paperwork and will ensure that all volunteers requiring Disclosure and Barring Service (DBS) checks have the instructions on how to complete this process.

**Graeme** will contact the Charity Commission to amend member details when details from volunteers become available.

**Duncan** will upload the AGM minutes, when signed, to the Charity Commission and complete the annual return.

## 8 AOB

- Aine thanked Katherine and Sam for their hard work maintaining the preschool fundraising throughout the year, the Lottery and Amazon Wishlist have generated substantial funds and resources.
- Bev confirmed all current DBS checks are up to date.

## 9 Forthcoming Meetings

- Tuesday 6<sup>th</sup> December, 19.00pm at St James Church

We will continue to meet approximately every 6 weeks throughout the year.

**These minutes are accepted as an accurate representation of the meeting**



Signed (Secretary)

Katherine Bagot

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Signed (Chair)

Graeme Anness

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## **AGM Chairperson Report 2022**

The previous chair highlighted the need for a fundraising calendar to ensure planning is in place for the coming year I suggest this should be continued into 2023. I'm aware that a lot the fundraising falls to a few individuals both on the committee and staff members and this should perhaps be addressed.

We have lost a valuable member of our Committee and our thanks go to her. We also welcome James as a new member and thank him for his assistance and look forward to working with him

On a personal note, I'm extremely impressed during the time that I have been in the post of chair of the professionalism and dedication of the staff. I am conscious that I've not spent enough time attending sessions and I will attempt to address this in the future. Bev and I do meet, and I think we are working well. The accounts are encouraging, so thanks to Duncan

## **AGM Manager's Report 2022**

Another very busy at times, year has flown by. Things COVID related settled and we have been gradually re-introducing aspects of our Pre-School routine.

We have had isolated cases over the year amongst staff and children but these have been well spread out and we have had no 'outbreak' throughout the whole of this period.

Staff training has continued to be held virtually apart from our paediatric 1<sup>st</sup> Aid which we all completed in May.

We had 2 SEN children transition up to school this September, and as a setting we supported these children and they transitioned to school with EHCP's which I am extremely proud of, and pleased that we were able to offer support.

The transition to school in the last term worked really well, we liaised with the school and after several meetings between myself and the foundation/SENco team we organised regular visits for small groups of children accompanied by a Pre-School staff member, into the classroom for an hour on a weekly basis. We felt this was extremely beneficial, particularly for those children who had had no experience of the school environment, children that were anxious and as mentioned previously, our SEN children. The children thoroughly enjoyed these visits and it was lovely for the pre-school staff to see the children excited to go and grow in confidence as they familiarised themselves with the foundation environment.

We continued to use our Colour Monster stories to support behaviour and feelings and this is something that we will permanently implement into our curriculum.

The new paperwork is now imbedded into our practice; however, this continues to be tweaked if necessary to suit us as a setting.

We have had some staff changes since the last AGM.

Heather after much heartache, made the decision to leave Pre-School. I know she found this difficult but to enable her to focus on her daughter's health battle it was the right one for her. Staff covered for a period but it was realised that we would need to take on another staff member in her place. We advertised the post and we welcomed Katie to the team after the Easter break. Katie is due to complete designated SEN training this week and we will then be back up to 2 SEN co-ordinators in setting, including myself. Another role Heather had was that of ENCo (Equality Named Coordinator). Anne is currently undertaking training, for this role and is due to finish by the end of this half term.

At the end of the summer term, Sandra requested to reduce her hours for September. We welcomed Louise to our staff team this September, to work the hours that Sandra reduced.

Although it has been tough to say goodbye to staff, our new team members are bringing some new ideas and different skills to our small team.

At the last AGM, I said that we had ordered a climbing/balancing apparatus from some donated money. This was a very long process and after many phone calls to the company from Aine, we cancelled the order. Instead we purchased a whole new play kitchen for the children. They are really enjoying it and recently we purchased some more resources to use in this area.

Moving forward, I would like to resume our parent rota, this is a great way for parents to see what the children get up to, how Pre-school sessions run and what is involved.

I would like to thank the committee for all the support that they have given to our Pre-School over the past year and look forward to the year ahead.

### **AGM Treasurer Report 2022**

The Preschool showed a surplus this year, which goes some way to offsetting the deficit shown last year. This was getting back to an almost 'normal' year after the effects of Covid.

Two factors have contributed significantly to the surplus:

The preschool staff have been working extremely efficiently, within specified teacher-pupil ratios, and this has resulted in only a very small increase in staff costs even with increased student sessions and hourly rate salary increases.

Fundraising and donations income has increased markedly.

**LITTLE PAXTON PRESCHOOL**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31ST AUGUST 2022**

**LITTLE PAXTON PRESCHOOL  
RECEIPTS AND PAYMENTS  
PERIOD 1 AUGUST 2020 TO 31 AUGUST 2022**

	2022		2021	
	£	£	£	£
<b>Receipts</b>				
Fees from parents		20,078		15,538
Funding		97,524		88,921
		<u>117,602</u>		<u>104,459</u>
Fund Raising	1,695		479	
Other Income	1,215		567	
HMRC JRS	-		2,208	
Donations	1,743		-	
Net Bank Interest	42		67	
		<u>4,695</u>		<u>3,321</u>
<b>Payments</b>				
Consumables	2,101		1,365	
Staff Costs	97,435		96,617	
Training courses	742		599	
Rent	11,028		10,340	
Rates	727		186	
Property Maintenance	311		423	
Donations	-		50	
Cleaning & Protective Clothing	538		1,772	
Telephone	125		140	
Office expenses	80		290	
Insurance	633		630	
Subscriptions	585		135	
Printing Postage & Stationery	820		1,229	
Fundraising	5		10	
Sundries	-		40	
Accountancy	354		1,233	
Bad debts	54		-	
Entertaining	-		140	
Legal fees	151		-	
Bank fees	85		-	
Trips Outings	150		-	
Food & Refreshments	429		-	
		<u>116,353</u>		<u>115,199</u>
<b>Surplus/(Deficit) For The Period</b>		<u>5,944</u>		<u>(7,419)</u>

**LITTLE PAXTON PRESCHOOL  
BALANCE SHEET AS AT 31ST AUGUST 2022**

**Fixed Assets**

It is the policy of the preschool to write off capital expenditure in year of purchase.

	2022		2021	
	£	£	£	£
<b>Current assets</b>				
Debtors	-		425	
Cash at Bank	104,366		81,286	
	<u>104,366</u>		<u>81,711</u>	
<b>Current Liabilities</b>				
Creditors	1,274		308	
Accruals	876		876	
Pension	508		482	
Receipts in advance	15,719			
	<u>18,377</u>		<u>1,666</u>	
<b>Net Current Assets</b>		85,989		80,045
		<u>85,989</u>		<u>80,045</u>
<b>Represented By :</b>				
Accumulated Surplus				
Balance at 1st August 2021		80,045		87,464
Surplus/(Deficit) for the Period		5,944		(7,419)
Balance at 31st August 2022		<u>85,989</u>		<u>80,045</u>

Duncan T. Apell  
Treasurer

[Signature]  
Chairperson

3/11/22  
Date

3/11/22  
Date


**Independent Examiner's report to the Trustees of the  
Little Paxton Preschool**

We have examined the accounts of the Little Paxton Preschool for the period ended 31st August 2022

During the course of the examination no matter has come to our attention which would give us reasonable cause to believe that in any material respect:

- accounting records have not been kept in accordance with Section 41 of the 1993 Charities Act
- the accounts do not accord with those records; or
- the statement of accounts does not comply with the 1993 Charities Act

No further matters have come to our attention which should be included to enable a proper understanding of the accounts to be reached.

Signed  .....  
For and on behalf of

G R H Accountancy Limited  
1st Floor, CQL House  
Alington Road, Little Barford  
St Neots, Cambs  
PE19 6YH

Date 3.11.22

**LITTLE PAXTON PRE-SCHOOL**

England & Wales - Charity number 1030774

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# Accounts

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# Annual General Meeting (AGM) Minutes

## Thursday 2<sup>nd</sup> December 2021

Little Paxton Preschool held via Zoom

### 1 Attendees

Attendance	
Penny Lusha	Chair / Safeguarding Champion
Duncan Chappell	Treasurer
Bev Elliott	Practitioner & Safeguarding Support (Member)
Katherine Bagot	Secretary / Fundraising Champion
Aine Pozo	Business Manager (Member)
Anne Grove	Practitioner, Safeguarding Lead & Social Media (Member)
Sandra Hart	Practitioner & Health & Safety (Member)
Claire Cook	Practitioner (Member)
Tash Woodcraft	IT (Member)
Claire Course	Practitioner (Member)
Andrea Lauko	Playworker (Member)
Sam Irvine	Member
Apologies	
Mirela Coman	Member
Heather Helyar	Practitioner & SEN (Member)
Sylvia Radley	Practitioner (Member)
<b>Minutes taken by:</b> Katherine Bagot	

### 2 Introduction (Penny)

- Penny welcomed everyone to the meeting and thanked the staff and committee for their leaving gifts.
- No new safeguarding issues needed to be raised.
- No concerns were raised from last year's AGM.
- Penny explained that Little Paxton Pre-School is a registered charity run by a voluntary committee. To comply with good practice an AGM is held each year to look back on the last year and look forward to the next year in the life of the preschool. At this meeting the committee steps down and then members are elected for the next years' committee. To function the committee must have a Chair, a Treasurer and a Secretary. Staff members can also be committee members, but the majority of the committee members have to be voluntary (i.e. not in a paid position).

### 3 Chairs Annual Report (Penny)

This report was read out during the AGM by Penny. There were no amendments relating to this report. See attached.

- Penny highlighted the need for a fundraising calendar for 2022 to ensure planning is in place. Suggested Winter Walk in February, meet the committee, invite extended family.
- Once safe to do so, she would like to see parent visits restart.
- If no chair re-elected at this AGM, we would need to inform the charity commission / EYS and advise and seek advice. [Aine to discuss our options with EYS. Temp chair may need to be elected.](#)
- 5 members minimum is required for the committee to function within the constitution rules. 60 % of these needs to be parents of children currently attending (Katherine, Sam, Mirela)
- Agreed to restart our search for a chair from the beginning and start again with the parents. Tash raised an excellent point that we should try to attract new members (not a chair) to the committee. One this would provide more help/ideas which is needed on the committee, but also these new members would be able to experience what we do and how we help the preschool and from here they may decide they want to support in a more senior role. Advertising directly for a chair which does come with added responsibility may be deterring people from joining.
- Consider changing to Charitable Incorporated Organisation, which holds less liability for the chair person.
- [Aine to draft letter to existing parents /grandparents and staff to discuss with new parents at play visits about joining the committee.](#)

#### 4 Treasurer's Report (Duncan)

This report was sent prior to the meeting. There were no questions relating to this report. See attached.

- Duncan added that we were all working hard to turn things around for 2022, especially in light of 2 other local preschools having to close in 2021.
- Change in end of year accounting month from July to August has provided a better overall indication of the preschool year.

#### 5 Pre-school Managers' Report (Bev)

This report was sent prior to the meeting. There were no questions relating to this report. See attached.

- Bev announced to the committee that one of the staff's family members had recently received a cancer diagnosis and would therefore need support and adjustment to their normal working hours in order to support their family in this difficult time.
- We would be informed in the coming weeks of any required absence/ support once a plan of treatment has been confirmed. We will need to consider that this individual will also need to self-isolate prior to any treatment due to COVID-19.
- It was agreed by Bev and her team that they could continue to provide cover in their absence up until Christmas after which we would need to plan for cover. Thursday is currently the day most impacted by the lower level of staffing, although this day proves harder work to the staff on shift, it is manageable for the short term.
- It is vital that this is reviewed regularly so not to impact the quality of care provided to the children and ensure the staff are not placed under too much pressure. This will be the first agenda point to review at the committee meeting on 18<sup>th</sup> January.

#### 6 Election of the Committee

Sam and Natasha were consulted during the meeting and both wished to be members of the 2022 committee meeting. Mirela, who was unable to attend the AGM, gave prior notice that she wished to join the committee as a member for 2022.

Name	Role	Proposed and Seconded by
No Candidate	Chair	
Duncan Chappell	Treasurer	Katherine and Tash
Katherine Bagot	Secretary	Duncan and Tash
Natasha Woodcraft	Committee Member	Katherine and Sam
Sam Irvine	Committee Member	Katherine and Duncan
Mirela Coman	Committee Member	Penny and Sam

New committee members will be required to fill out necessary paperwork (including DBS and confidentiality forms) prior to the first committee meeting. A follow up meeting should be held in a fortnights' time but this coincides with the Christmas week. It was agreed that the first meeting would be on Tuesday 18th January 2022 at 7.00pm via Zoom.

The following members have stepped down from the Committee:

Penny Lusha - The preschool and committee would like to extend their upmost thanks to Penny for her dedicated service to the committee, preschool and the children. Her motivation to support Bev and the preschool staff will be sorely missed. She has been a driving force for the committee in her positive attitude to fundraise, provide guidance and successfully navigate the preschool through a pandemic which has seen others have to close. Thank you Penny!

## 7 Actions from this meeting –

As nobody was elected for the role of chair, **Aine** will speak to the EYS to discuss our options. Advertising for committee members will restart and focus on the parents of children who currently attend. This will help us to adhere to the 60% rule of the constitution. Letter to be sent to current parents and discussions had at play visits with new parents. Temp chair may need to be elected at next committee meeting.

**Katherine** will contact volunteers with the necessary paperwork and **Aine** will ensure that all volunteers requiring Disclosure and Barring Service (DBS) checks have the instructions on how to complete this process.

**Penny** will contact the Charity Commission to amend member details when details from volunteers become available.

**Duncan** will upload the Financial report to the Charity Commission website following the ratification from the Preschool accountants and the final sign-off by **Penny** and **Duncan**.

## 8 Forthcoming Meetings

- Tuesday 18th January 2022 at 7.00pm via Zoom.

We will continue to meet approximately every 6 weeks throughout the year.

These minutes are accepted as an accurate representation of the meeting



Signed (Secretary)

Katherine Bagot

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## Pre-school Learning Alliance Model Pre-school Constitution 2011



### With Covid Amendments

#### 1.0 Name

Little Paxton Pre-school

1.1 The name of the pre-school is \_\_\_\_\_ and is referred to in this Constitution as “the Pre-school”. The Pre-school is a body in membership of the Pre-school Learning Alliance.

#### 2.0 Aims

2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

#### 3.0 Powers

3.1 To further its aims the Pre-school has the following powers:

- (a) to provide accommodation and equipment;
- (b) to raise money to pay for the Pre-school's activities;
- (c) to make such payments as shall be necessary;
- (d) to fix and collect the fees payable in respect of children attending groups run by the Preschool;
- (e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;
- (f) as a member of the Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;
- (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;
- (h) to hire or acquire assets of any kind;
- (i) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;
- (j) to sell, lease or otherwise dispose of all or any part of the Pre-school's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;
- (k) to set aside funds for special purposes or as reserves against future expenditure;
- (l) to maintain and pay for membership of the Pre-school Learning Alliance;
- (m) to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required;
- (n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Preschool provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;
- (o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
- (p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

## **4.0 Membership**

**4.1** Membership of the Pre-school is divided into two kinds:

(a) **Family Membership**

Parents or guardians of all children who attend any group run by the Pre-school wishing to support the aims of the Pre-school. Each family holding Family Membership will count as one Member of the Pre-school and will be entitled to one vote at any General Meetings of Members of the Pre-school.

(b) **Affiliate Membership**

Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the Pre-school. Affiliate Members may join at any time with the agreement of the Committee, but they will not be entitled to become an Affiliate Member until the Pre-school shall have received the subscription (if any) set by the Committee. An Affiliate Member will be entitled to one vote at any General Meetings of the Members of the Pre-school.

**4.2** Membership of the Pre-school will cease if the Member concerned:

(a) gives written notice of resignation to the Pre-school;

(b) dies or in the case of an organisation ceases to exist;

(c) fails to pay their membership subscription (if any), or in the case of Family Members fails to pay their Pre-school fees, within two months from the date on which it is due, in which case the Member will cease to be a Member with effect from the date on which the period of two months expires;

(d) in the case of a Family Member the end of the last term in which any child or children of the Family Member attended any group run by the Pre-school;

(e) is removed from membership by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings the Pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Member, the Committee will give the member written notice of the misconduct or failure alleged to have occurred. The Member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to terminate their membership.

(f) is an Affiliate Member whose membership is not renewed within 12 months of the date the subscription (if any) pertaining to their membership was set and received by the Committee.

**4.3** Membership of the Pre-school is not transferable.

**4.4** Individual membership status may change if the Member's circumstances change during the year from a Family Member to an Affiliate Member.

## **5.0 The Committee**

- 5.1 The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Preschool.
- 5.2 The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:
- (a) a Chair, a Treasurer and a Secretary ("the Officers"); and <sup>\*1</sup>
  - (b) not less than 2 nor more than 9 other elected Members; and
  - (c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any time after the AGM.
- 5.3 Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the Pre-school Learning Alliance.
- 5.4 Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.
- 5.5 (a) The Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years. <sup>\*2</sup>
- (b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.
  - (c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.
- 5.6 All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.
- 5.7 A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.
- 5.8 All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school <sup>\*3</sup> may however be eligible for election to the Committee subject to the following conditions being satisfied:
- a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;

b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee; \*4

c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and

d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.

5.9 Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.

5.10 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total. Candidates will need to notify their willingness to stand on the Committee to the Secretary.

5.11 At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.

5.12 The term of office of any Committee member will automatically cease:

- (a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause 5;
- (b) if they are disqualified under the Charities Acts from acting as a charity trustee;
- (c) if they are incapable whether mentally or physically of managing his or her own affairs;
- (d) if they resign (but only if at least 5 other elected members of the Committee will remain in office);
- (e) if they are removed from the Committee by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings or is likely to bring the Pre-school into disrepute or he/she has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Committee member, the Committee will give him/her written notice of the misconduct or failure alleged to have occurred. The Committee member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to remove him/her from the Committee.

- The pre-school has 2 co-secretaries
- Unless agreed by a vote from committee
- Pre-school staff attend committee meetings and give input. They cannot vote and leave if there is a conflict of interest or issues related to HR/colleagues/themselves.

- The business manager will deputise in the absence of the Treasurer and will be paid accordingly
- In the absence of the Treasurer, the business manager or another appointed person shall report
- The pre-school has a credit card, the use of which is covered in the attached policy - Appendix I
- The preschool has a reserve, the use of which is covered in the attached policy - Appendix II
- Agendas and Minutes (with attachments) are available in pre-school (office) and are electronically filed in G'Drive/Committee/Agendas&Minutes

## **6.0 Proceedings of the Committee**

- 6.1 The Committee shall hold at least 2 meetings each year unless the Committee shall decide by simple majority to hold a further meeting or meetings.
- 6.2 Every issue considered at Committee meetings may be determined by a simple majority of the votes cast at the meeting. A written resolution signed by all members of the Committee is as valid as a resolution passed in a meeting.
- 6.3 A Committee member must absent himself or herself from any discussions of the Committee in which it is possible that a conflict of interest may arise between his or her duty to act solely in the interest of the Pre-school and any personal interest (including but not limited to any personal financial interest) which the Committee member may have in the matter under consideration and take no part in any vote on the matter.

## **7.0 General Meetings**

- 7.1 The Pre-school shall in each calendar year hold a general meeting as its Annual General Meeting, in addition to any other general meetings in that year and shall specify the meeting as such in the notice calling it. The Annual General Meeting in each year shall be held at such time and place as the Committee shall decide. All General Meetings other than the Annual General Meeting shall be Extraordinary General Meetings.
- 7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee and which shall:
- receive the accounts of the Pre-school for the previous financial year;
  - receive an annual report from the Committee;
  - elect the new members of the Committee;
  - transact any other business properly put to the meeting.
- 7.3 An Extraordinary General Meeting may be called at any time at the request of the Committee or not less than one quarter of the Members:
- The Secretary or Chair shall send notice of the date, time and place of each Annual General Meeting and any Extraordinary General Meeting, with a list of items to be discussed, to all Members at least two weeks before the date of the meeting.

- (b) If the Committee do not call an Extraordinary General Meeting within two months of a proper request to do so, any Member may call the meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

- 7.4 The quorum for a General Meeting shall be 10% of the Members or 5 Members, whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee. If at the adjourned meeting a quorum is again not present 1 hour after the time appointed for the meeting then the Members present shall constitute a quorum.
- 7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any Member.
- 7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast, except proposals to amend this Constitution or to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting to vote in favour.
- 7.7 No amendments may be made to this Constitution without the prior approval of the Pre-school Learning Alliance and where any amendment is to the aims of the Pre-school set out in paragraph 2.1 or to dissolution under paragraph 11; or which would authorise any financial benefit to be received by trustees or to this paragraph 7.7 this shall not take effect without the prior written consent of the Charity Commission. (In this paragraph a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.)
- 7.8 A copy of any resolution amending this Constitution must be sent to the Charity Commission within 21 days of it being passed.

## **8.0 Property**

- 8.1 If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as holding trustees of the property on behalf of the Pre-school. These holding trustees may be members of the Committee, Members of the Pre-school, Member of staff or any other persons which the Committee may appoint. A holding trustee need not be a Member of the Pre-school. The holding trustees are not charity trustees and appointment as a holding trustee will not of itself make a holding trustee either a Committee Member or Member of the Pre-school. Where holding trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time.

- 8.2 Holding trustees will hold office until:

- (a) death; or
- (b) retirement with the consent of the remaining holding trustees; or
- (c) removal by a resolution of the Committee; or
- (d) removal by operation of the law

but no retirement or removal shall be effective unless there will be at least two remaining holding trustees.

- 8.3 In the absence of fraud or wilful default the holding trustees are entitled to be indemnified out of the Pre-school's assets against any risks or expenses incurred by them in the exercise of their duty as holding trustees for the Pre-school.
- 8.4 The Committee may convene a meeting with the holding trustees at any time and shall do so within one month of receiving a request for such a meeting from a majority of the holding trustees acting for the Pre-school, provided that the subject matter of any meeting will be limited to discussing matters relating to the property held by the holding trustees for the Pre-school and its management.

## 9.0 Finance and Accounts

- 9.1 The Committee will ensure that the Pre-school complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:
- (a) annual reports;
  - (b) annual returns; and
  - (c) annual statements of account.
- 9.2 The accounting records shall, in particular, contain:
- (a) entries showing from day to day all monies received and expended and the matters in respect of which the receipts and expenditures took place; and
  - (b) a record of the assets held and any monies owed by the Pre-school.
- 9.3 At each meeting of the Committee the Treasurer shall normally present an up to date written <sup>5</sup> statement of accounts to the Committee.
- 9.4 All accounting records relating to the Pre-school shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.
- 9.5 The Pre-school may open one or more bank accounts. All bank accounts will be in the name of the Pre-school.
- 9.6 Cheques and orders for payment of money from these accounts shall normally be signed by two designated persons, one of whom shall be an Officer. Where the Pre-school is not subject to any conditions of a grant which requires two signatories, the Committee may decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair. <sup>6</sup>
- 9.7 The Committee may resolve to set aside income as a reserve against future expenditure but only in accordance with a written reserves policy. <sup>7</sup>

## **10.0 Minutes**

10.1 The Committee will keep minutes of all proceedings at all meetings of the Pre-school and of the Committee. The minutes shall record: \*<sup>8</sup>

- a) the names of everyone present at the meeting;
- b) the decisions made at the meetings;
- c) where appropriate, the reasons for and any actions arising from the decisions; and
- d) any other material details regarding the meeting.

## **11.0 Dissolution**

11.1 If the Committee resolves that the aims of the Pre-school can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.

11.2 If the Extraordinary General Meeting referred to in paragraph 11.1 decides by a two thirds majority of the Members present and voting that the Pre-school should be wound up the Committee in consultation with the Pre-school Learning Alliance shall transfer all of the assets of the Pre-school (subject to the satisfaction of all debts and liabilities of the Pre-school) in accordance with paragraph 11.4.

11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum

11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways:

- (a) Transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or
- (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.

## **12.0 Indemnity**

12.1 Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the Pre-school against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Pre-school.

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Addendum in response to Covid19 safety measures.

The Little Paxton Preschool and committee support the need for social distancing to preserve health and wellbeing of its members and the wider community. For this reason, until further notice, we agree to have committee meetings and AGMs via video link, audio or telephone.

Pre-school Learning Alliance Membership Number

15621

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This constitution was approved by the members of (pre-school name):

Little Paxton Pre-school

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at a General meeting held on

02/12/2021

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Signed (Chair)

 Penny Lusha

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Signed (Secretary)

 Katherine Bagot

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## **AGM Chairperson Report 2021**

This is my last chair's report to the AGM. I have been badgered, fittingly so, to submit this for dissemination. It is not in your AGM pack because it's been so difficult for me to write. It's up to the wire here!

I have had six incredible years working alongside dedicated, hardworking staff and giving, tireless volunteers to teach and prepare the young people for school. I am so grateful for every experience I've had during those times and, whilst I would do some things differently, I wouldn't change the ride.

So this year we have seen a need to think differently about fundraising. While some places have resumed in person activities, the preschool has limited this to help control covid spread. This, in part, has meant we have not had a case in our children, and only one staff member has been ill, which was established to have come from outside of preschool. The issue is this has limited fundraising potential. Going forward I think a regular fundraising calendar, with planning information needs to be generated so it makes fundraising easier and more manageable. Plus if it's in diaries, the whole preschool community can pitch in, including grandparents and the children themselves.

I would like there to be more input by parents for their children; there is something really lovely about actually being with your child at school, interacting with their peers, and seeing what our brilliant practitioners do everyday for the youngsters. As soon as is able it would be good to reinstate this as I think it will be good to banish the apathy that seems to be everywhere, plus encourage some people to get more involved.

I would like for staff to continue to move forward under the support of the management team. I think remembering what happened in the first Ofsted challenged and gave everyone a drive. I believe that covid robbed us of our momentum and that we need to get to that speed again to stop us falling back into easy/old ways. I have been so proud of how everyone has managed through covid, and other personal issues, so you all have the skills to make and deal with changes and live with discomfort. You know that this will make you even better practitioners. Keep talking and communicating, hard stuff and compliments, it really does make life easier.

I always speak of preschool as the start of the children's journey in education. The same applies to me: it's been a journey, with many highs (and some lows), but an incredible journey and one that has made me a better person. I have some regrets, like things I could have handled better in retrospect, but they have helped challenge me and I am better for it. The preschool has also gone from strength to strength, through some very emotional and difficult times and I believe, has been made better for the experience. I hope that the staff can continue to push forward and keep the energy and enthusiasm they have had alive. It is the dedication that keeps this place alive. I know the last two years have been hard on everyone but I ask that staff bring the energy to help the children, themselves and the incoming committee, to carry on keeping this setting locally run and run to the best it can be. Sock-pulling up aside, I cannot thank all of you enough, past and present, who have allowed me to do this for so long, it's been a amazing journey.

## **AGM Manager's Report 2021**

Apologies if there is any overlap between this report and my last one, the past 18 months or so have blurred together!!!!!!!

This past year again has been a year where we have provided a service to our families alongside the continuous ever changing COVID guidance.

We opened as planned last September but by the beginning of the year we were back into offering a minimal opening, mainly to children of key workers and children with SEN. Staff were split into 2 bubbles working one week in, one week out to ensure that we would be able to continue and have staff to step in if any had to self-isolate. We kept in contact with those families who weren't attending Pre-School via zoom meetings, activity

packs being delivered, activities on our facebook page and photographs being sent in from parents. This was particularly lovely as the children at pre-school could see what their friends were doing at home.

All staff are continuing to test for covid twice weekly, with test kits being provided by the government. We have and continue to ask parents not to send their child in if unwell and I am pleased to say that up to writing this report since February (where we had 1 staff member test positive), Pre-School has stayed COVID free.

We have liaised with the school throughout, and our opening and closing times have changed to limit the number of bodies on the school site at any one time.

Parents no longer come into setting (following the guidance), when bringing/collecting their child. Generally, this has been a positive experience for Pre-School and the little ones attending. We have found that the children settle much quicker and we can get our pre-school day started promptly. In fact, we have evaluated the whole of the day and have monitored and changed some aspects of our routine which have worked well and these will continue post COVID.

All staff training has been held virtually and this will probably still be the case going into next year. Training undertaken so far across the team – Foundation forum, child development, Wellbeing, Makaton, SEN refresher, Equalities, Child Protection (both basic and designated), Assessment and observation.

From September this year the EARLY YEARS FOUNDATION stage (this is the document set out by the government that all settings are legally required to work to) otherwise referred to as EYFS, was changed. This has meant a change to how we work with the children and evidence their learning. It has moved away from age and stage (children are expected to be doing by a certain age) and is now focussing on the individual child and progress for them. We are really liking this new way of thinking and our ethos is for each child to be the best that they can be. There is more emphasis on adults knowing their children well, how they are learning, activities they enjoy doing, observations and therefore developing each child in an even more holistic way. There is less focus on paper work and more on spending time with individual children and moving them on whilst still meeting their individual needs.

We have been focussing on feelings and behaviour. We have used the Colour Monster stories to support this. Children are able to use the different coloured monsters to express how they are feeling but also how actions have made others feel. We are also using Makaton signing alongside these, the children are becoming so good at signing the different emotions.

We have developed the new paperwork to suit us as a setting, looked at ways we can involve parents more for example. We are introducing half termly reports to share with parents what their child has been doing, what's next for them and for parents to input in these.

This is a work in progress and we will be asking parents for some feedback in all aspects of Pre-School over the coming months.

We have continued to support SEN children throughout and have supported parents in securing funding to enable these children to access the full curriculum.

The transition children moved up to school, I understand from talking to the foundation lead that the children settled well.

We have received a donation from a local resident (whose grandchildren have both attended the Pre-School) following the loss of her mother. We have ordered a climbing/balancing apparatus for our garden area. We are extremely grateful and hopefully the children will be having fun with this very soon.

I would like to thank the committee for their continued support. I can't finish this report without a special mention to Penny. She has been such a dedicated part of Pre-School for the past few years, a particular support to me in her role as chair and we will all miss her but wish her all the best.

**LITTLE PAXTON PRESCHOOL**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31ST AUGUST 2021**



**LITTLE PAXTON PRESCHOOL  
RECEIPTS AND PAYMENTS  
PERIOD 1 AUGUST 2020 TO 31 AUGUST 2021**

	2021		2020	
	£	£	£	£
<b>Receipts</b>				
Fees from parents		15,538		14,598
Funding		88,921		106,221
		<u>104,459</u>		<u>120,819</u>
Fund Raising	479		590	
Other Income	567		-	
HMRC JRS	2,208			
Net Bank Interest	67		106	
		<u>3,321</u>		<u>696</u>
<b>Payments</b>				
Consumables	1,365		1,770	
Staff Costs	96,617		91,541	
Training courses	599		812	
Rent	10,340		6,964	
Rates	186		477	
Property Maintenance	423		144	
Donations	50		-	
Cleaning & Protective Clothing	1,772		20	
Telephone	140		93	
Office expenses	290		588	
Insurance	630		616	
Subscriptions	135		577	
Printing Postage & Stationery	1,229		-	
Fundraising	10		155	
Sundries	40		390	
Accountancy	1,233		780	
Bad debts	-		63	
Entertaining	140		520	
Legal fees	-		207	
		<u>115,199</u>		<u>105,716</u>
<b>Surplus/(Deficit) For The Period</b>		<u>(7,419)</u>		<u>15,799</u>

**LITTLE PAXTON PRESCHOOL  
BALANCE SHEET AS AT 31ST AUGUST 2021**

**Fixed Assets**

It is the policy of the preschool to write off capital expenditure in year of purchase.

	2021		2020	
	£	£	£	£
<b>Current assets</b>				
Debtors	425		486	
Cash at Bank	81,286		95,752	
Prepayments	-		145	
	<u>81,711</u>		<u>96,383</u>	
<b>Current Liabilities</b>				
Creditors	308		136	
Accruals	876		800	
PAYE	-		81	
Pension	482		896	
Wages Accruals	-		6,997	
	<u>1,666</u>		<u>8,910</u>	
<b>Net Current Assets</b>		80,045		87,473
		<u>80,045</u>		<u>87,473</u>
<b>Represented By :</b>				
Accumulated Surplus				
Balance at 1st August 2020		87,464		71,674
Surplus/(Deficit) for the Period		(7,419)		15,799
		<u>80,045</u>		<u>87,473</u>
Balance at 31st August 2021		<u>80,045</u>		<u>87,473</u>

Duncan Campbell  
Treasurer

Anusha  
Chairperson

15. 11. 21.  
Date

15 11 21  
Date


**Independent Examiner's report to the Trustees of the  
Little Paxton Preschool**

We have examined the accounts of the Little Paxton Preschool for the period ended 31st August 2021

During the course of the examination no matter has come to our attention which would give us reasonable cause to believe that in any material respect:

- accounting records have not been kept in accordance with Section 41 of the 1993 Charities Act
- the accounts do not accord with those records; or
- the statement of accounts does not comply with the 1993 Charities Act

No further matters have come to our attention which should be included to enable a proper understanding of the accounts to be reached.

Signed  .....  
For and on behalf of

G R H Accountancy Limited  
1st Floor, CQL House  
Alington Road, Little Barford  
St Neots, Cambs  
PE19 6YH

Date 15-11-21