



Annual General Meeting (AGM) Minutes

Tuesday 7th 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)
Minutes taken by: 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
No nominations	Secretary		
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 28th 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

Signed (Chair)



Graeme Anness

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**

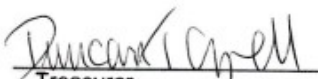
	2023		2022	
	£	£	£	£
Receipts				
Fees from parents		18,118		20,078
Funding		103,374		97,524
		<u>121,492</u>		<u>117,602</u>
Fund Raising	671		1,695	
Other Income	1,127		1,215	
Donations	-		1,743	
Net Bank Interest	141		42	
		<u>1,939</u>		<u>4,695</u>
Payments				
Consumables	4,115		2,101	
Staff Costs	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>
Surplus For The Period		<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	
	£	£	£	£
Current assets				
Debtors	-	-	-	-
Cash at Bank	119,175		104,366	
	<u>119,175</u>		<u>104,366</u>	
Current Liabilities				
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>	
Net Current Assets		89,951		85,989
		<u>89,951</u>		<u>85,989</u>
Represented By :				
Accumulated Surplus				
Balance at 1st September 2022		85,989		80,045
Surplus for the Year		3,962		5,944
 Balance at 31st August 2023		<u>89,951</u>		<u>85,989</u>


Treasurer

12/10/23
Date


Chairperson

12/10/23
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 2023

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 12.10.23