

St Michael's AGM 2023- Minutes

11th October 2023

Welcome/Apologies

All staff were in attendance at the AGM. All committee members apart from Cat Annetts, Kelly Nunn, and Carrie Thomas were in attendance.

The committee welcomed the parents who were in attendance for the AGM. A full attendance list is attached to this document for reference purposes.

Manager's Report

The contents of the attached Manager's report were presented at the AGM. There were no follow-up questions or comments made.

Treasurer's Report

The contents of the attached Treasurer's report were presented at the AGM. There were no follow-up questions or comments made.

Chair's report

The contents of the attached Chair's report were presented at the AGM. There were no follow-up questions or comments made.

Standing down of committee

The committee stood down. Kelly Nunn indicated by proxy her acceptance to remain as Treasurer. Cat Annetts indicated she did not wish to re-enter as secretary but will happily remain as a general committee member.

Election of chair

Yannick Rachel was re-elected as Chair. Nominated by Naomi Rist and seconded by Debbie Clarke.

Election of Treasurer

Kelly Nunn was re-elected as Treasurer. Nominated by Naomi Rist and seconded by Dexter Stacey.

Election of secretary

Chelsey Hince was elected as Secretary. Nominated by Jenni Rachel and Seconded by Yannick Rachel.

Volunteering of other committee members

The following persons volunteered to form part of the new committee:

- Dexter Stacey
- Debbie Clarke
- Cat Annetts
- Carrie Thomas
- Laura Freitas
- Steve Denby
- Kelly Soulby
- Aaron Hatcher
- Sue Griffiths

Questions from the attendees

The following questions were asked of the committee:

Who owns the preschool? Is it privately owned?

Yannick Rachel explained the structure of the preschool, which is a committee led charity.

How will you address your financial deficit?

Yannick Rachel explained what the committee has done to try to address the deficit whilst remaining open and providing a safe environment for staff and children.

Other questions centred around the move to the new facilities. As this was a new topic, there weren't many answers that could be provided to the attendees.

Thank you

Many thanks to all those who have attended the AGM.

Any Other business

No other issues were brought up at this AGM.

Meeting close

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Manager's Report

Treasurer's Report

Chair's report

Standing down of committee

Election of chair

Election of Treasurer

Election of secretary

Volunteering of other committee members

Thank you

Any Other business

Meeting close

AGM October 2023
St Michael's Preschool

Attendace Sheet

Name	Role	Contact Number	Email address
Nicole Crocker	Parent		
Naomi Rist	Preschool Manager		
Helen Griffiths	Deputy Manager		
Stacey Reilly	Key Worker		
Abi Heaton	Key Worker		
Michele Brown	Key Worker		
Anne-Marie Scarr	Key Worker		
Nikki Coleman	Senco		
Shauna Hatcher	Grandparent		
Steven Denby	Grandparent		
Toby Hatcher	Parent		
Aaron Hatcher	Uncle		
Jo Vidamour	Key Worker		
Yannick Rachel	Chair Person		
Jenni Rachel	Key Worker		
Dexter Stacey	Committee Member		
Chelsea Hince	Parent		
Debbie Clarke	Committee Member		
Melody Grant	Parent		
Adeola Ayeni	Parent		

Annual General Meeting October 2023

Manager's report 2023

Academic year 2022-23

2022-23 was the year of a new team structure. Having said goodbye to Jane and Sue, who were part of the furniture, we set into the new year with Helen as my Deputy, Nikki as SENCo and Jo as our Health and safety officer. Ann-Marie took over IT and our Facebook admin, Michele keeps our library service running and Jenni ensures our displays are top notch and all art equipment is ready and available. Even if I say so myself, I had picked well, we support each other, complement each other's strengths, and scaffold our weaknesses, making us a well-oiled team. We truly are a work family.

We started the Autumn term with 37 children in setting. 18 children returned from the previous year and we had 19 new starters. And another child joined us in the November.

Our nativity had no restrictions, and we were able to return to the full joy and chaos of a preschool nativity. The children did us and their families so proud, but we did feel that some of our younger children struggled to settle after the performance, so after reviewing we decided to move the nativity to the end of the day, so children will go straight home after the performance. The committee also managed to run a very successful, though all be it little fundraiser, at the nativity. We are hoping to improve on that success at this year's nativity.

We finished the term with our Christmas party, which was as much fun as it sounds. We welcomed Major Magic back to the setting for his annual performance and it was a brilliant end to a long term.

2023 started with six new children and another two in February, it all ran reasonably smoothly. We also welcomed two new staff members, Stacey, and Abi. Stacey came as a Mum, helping to settle her child and never left us, we were so pleased when she applied for the position, she brought a calmness and chilled attitude to the team and lots of new play ideas from her time in afterschool clubs. Abi is our apprentice, having done a placement with us during her level 2, we knew we were getting a natural who was keen to learn and support the children.

The end of the Spring term we were able to have our Teddy Bear's Picnic and sponsored scoot. It was well attended and enjoyed by all.

The summer term welcomed three new children. We ran our stay and plays for the September in take children, this was the first time since 2020 that we had been able to run them fully and without restrictions. We took our school leavers on their leaver's trip. Of our 24 leavers, 21 attended the trip to Sir Hillier's Gardens, near Romsey. We had a fantastic day and the team were very proud of all the children and how they took part in the experiences and enjoyed the day.

The end of the academic year is always a hard one, saying goodbye to our children, this was also the first cohort of children that had some who had been with us for three years; due to having started taking children the term after their second birthday. Some of these children had been here longer than half the staff! We found it very hard to say these goodbyes, but are so proud of the role we have played in their lives and seeing how much they have grown and developed.

So far this year we have had 16 new starters, and we have another joining us from November, taking us to 35 children in setting. We have another five children on the books for the spring term. Our afternoons are very quiet still and we do need numbers to increase, we are very tight for funding this year. Next academic year we have 3 children already on the waiting list for a place. However, should the universal funding for 2-year-olds, come into place in April, we expect an upsurge in places and have another four children on the 25/26 register, who may want places earlier.

Our plans and focus for this year will be to settle into our new room and being fully packed away. We are not quite sure how this will look, but we do know that having a warm playroom and reliable plumbing, will be a bonus. When it comes to the move, we may be looking for able bodies to help lift and shift, our pre-school relies on our community, and we may be calling for your efforts.

Lastly, thank you to the committee, you have been a solid support through some tough times and even been here physically to keep us in ratio, when staff sickness was high. We appreciate all you do and hope you have enjoyed your time and continue to be a major part of the team. We all know many hands make light work, so hopefully going forward we will have an increase in committee numbers, making fundraising and events easier for all and more successful.

Treasurer Update for the financial year April 2022 to March 2023 – Provided by Kelly Nunn

This has been my second year as Treasurer for the Preschool. It has been a learning curve with plenty of opportunity for personal growth and development. Regular meetings with the committee in order to share ideas and have adult conversation have been great, and I have made many friends along the way.

I would like to express my sincere gratitude to the whole St Michaels Pre-school team; without their dedication and hard work it would not have been possible for us to provide a continuous service to as many families as possible.

Despite our best efforts, we have had to use some of the ISA to ensure that all outgoings were covered. Our ISA balance currently stands at £12,981.94. This is currently enough to cover 1 months' worth of outgoings, in the event of an emergency.

Early years funding is still our biggest source of income

Total Gross income (Session fees, Early Years Funding, fundraising, petty cash)

April 2022-March 2023: £127,477.74 (13% decrease on April 2021-March 2022)

Payments (wages, rent, fundraising, food, drink, consumables, insurance, registration, equipment, admin, other)

April 2022-March 2023 £151,436.11 (9% increase from April 2022-March 2023)

Overall loss for that financial year was £23,958.37.

I would like to thank the management, staff and committee for a fantastic year. I feel proud to be part of the team.

Chair Report AGM October 2023

Firstly, I would like to thank the Management, Staff and Committee members, for what has been a very challenging year. Despite having been in the role as chair for a year, I still found myself learning a lot during my second year.

We have had to make decisions quickly and effectively. Overall, we have aimed to maintain a consistent and outstanding provision, for preschool children and families, whilst supporting our loyal and committed staff and yet remain sustainable for future generations of our community.

Our Ofsted report from this year is testament to the hard work and dedication of our Preschool as a whole, and each member of staff is to be commended for their commitment to the setting.

Fundraising

One of the challenges that our preschool is faced with is that we rely on continued charitable contributions and fundraising events in order to survive and improve our settings. Although some funds were raised over the past year, the planned fundraising events could not go ahead due to a lack of resource and volunteers. In the upcoming year we aim to look at how we go about fundraising, setting smart objectives.

Upcoming year

The upcoming year is going to be tough for everyone. The cost-of-living crisis has impacted the preschool, as identified by the Treasurer report. We are working to reduce expenditure whilst still ensuring that the children get the best level of attention and care.

Now more than ever do we need to start looking at increasing our fundraising events and income. To do this we need to ask you, the parents, grandparents, aunts, uncles, to consider volunteering some of your time to join our committee. This will allow us to pool ideas and increase our fundraising income.

After the October half term, the preschool will be moving in to the main hall. Although this does mean that we will become a full pack-away preschool, the facilities that we receive in the new hall are far superior.

Final thoughts

I have completed my second year as chair at this preschool. I have gotten to know some of the staff and some of the children throughout my visits to the setting. Volunteering your time at a preschool is challenging and rewarding; challenging because there are many aspects and regulatory requirements to learn and understand. Rewarding because you develop skills that can be transferred to many aspects of your professional and personal life. I can honestly say that volunteering for this preschool has been rewarding and very educational. Once more, I thank the Management, Staff and Committee members for the help and support they have provided.



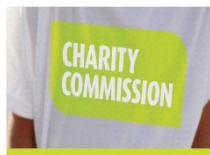
ST Michaels Preschool		No (if any)		CC16a
Receipts and payments accounts				
For the period from	4/1/2022	To	3/31/2023	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Session Fees	125,160	-	-	125,160	140,278
Fundraising	1,025	-	-	1,025	969
Sundry Income	1,220	-	-	1,220	3,070
Milk Claim	-	-	-	-	-
Bank Interest	73	-	-	-	-
Petty Cash	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	127,477	-	-	127,405	144,318
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	127,477	-	-	127,405	144,318
A3 Payments					
Salaries and Wages	125,882	-	-	125,882	114,701
Rent and Premises Costs	11,879	-	-	11,879	11,370
Fundraising	556	-	-	556	969
Food, Drink and Consumables	2,744	-	-	2,744	3,015
Insurance and Registraion Fees	795	-	-	795	902
Equipment	1,235	-	-	1,235	1,944
Administration	2,923	-	-	2,923	3,538
Other Costs	5,422	-	-	5,422	1,531
	-	-	-	-	-
Sub total	151,436	-	-	151,436	137,971
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	151,436	-	-	151,436	137,971
Net of receipts/(payments)	- 23,959	-	-	- 23,959	6,347
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	49,849
Cash funds this year end	- 23,959	-	-	- 23,959	56,196

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash	- 16	-	-
	Main Bank Account	1,180	-	-
	Deposit Account	31,852	-	-
	Total cash funds	33,016	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

St Michael's Preschool

On accounts for the year ended

31/03/2023

Charity no (if any)

1032123

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention (~~other than that disclosed below *~~)

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Gemma Coombes

Date:

10/10/2023

Name:

Gemma Coombes

IER

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

Member of the Institute of Certified Bookkeepers
MICB

Address:

Cedar Gables, Penton Mewsey

Andover

Hampshire SP11 0RQ

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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

The Petty Cash is a minus balance but this is a timing issue and resolved soon after with funds being put back into the petty cash.

Their Expenditure exceeded their income in this financial year, they are aware of this due to less children being enrolled and are working on solutions to cut costs within the preschool for income to exceed expenditure again.