

Radipole Pre-school AGM Committee Meeting

Monday 5 July 2021

Held at Radipole Pre-school Hall at 7.00pm

Present: Paul Hoskins (Chair) Linda Martin Toni James
Vicki Owen-Smith Sue Manvell (Staff) Kay Nother (Staff)
(Treasurer)
Jo Middleton (Staff) Allison Comben (Staff)

ACTION

Sue Manvell (SM) thanked all for attending.

The minutes from last year's AGM were read by Sue Manvell (SM) and agreed.

MANAGERS REPORT

Due to the current circumstances this report has been kept to the main points.

Training

All paediatric training is up to date and is renewed every 3 years. Staff completed this training in February 2020.

Safeguarding level 2 and 3 is also up to date.

Staffing

Jo Lloyd is currently completing her Level 3 in Early Years and her hours are being used as one to one staffing for SEN funding.

Policies

All policies will need to be re-adopted and signed by Paul Hoskins (PH).

Other Items

We are full for September 2021 and are not currently taking on any more children. For September 2022, we only have 8 places remaining.

At the next committee meeting we will discuss the all day sessions for September 2022.

We have new parent visits on 1 and 2 September.

The EYFS is changing in September and will now be more teaching led rather than child led. We will now be able to return to themes.

Coronavirus

Nothing has changed. We are waiting for 19 July in order to have things in place for September.

Thank You

SM thanked Linda Martin (LM) for all her support over the last 2 years as she will now be leaving the Committee as her daughters will be going to Radipole Primary.

Thank you to PH for being Chair for the last year and for Zoe being on the Committee. Hopefully PH will agree to still be Father Christmas this year. PH agreed and took the date for the Christmas party (15 December).

SM

SM thanked Vicky Owen-Smith (VOS) for her continued support as Treasurer.

New Committee

SM has spoken to the parents at Pre-school and some parents have agreed to join the Committee. The new Committee will need to be proposed and seconded by the current Committee members. Confirmation of the positions will be discussed at the next Committee meeting when we can all attend. SM to arrange meeting in September.

Jo Middleton (JM) has already commenced DBS checks.

ELECTION OF COMMITTEE AS FROM SEPTEMBER 2021

Thank you to those who remain on the Committee and those who have joined. Toni James and Vicky Owen-Smith have agreed to remain on the Committee. The new Committee were proposed and seconded by current Committee Members.

NOMINEES	PROPOSERS	SECONDEES
Sara Breakspear	Toni James	Vicky Owen-Smith
Kelly Houghton	Vicky Owen-Smith	Linda Martin
Sami Austin	Paul Hoskins	Toni James
Hayley Roper	Linda Martin	Paul Hoskins

TREASURERS REPORT

VOS read her brief.

There has been an increase in funding due to our older children having more hours and a small increase in the funding rate of 7p. We have also raised our fees for 3 year olds by 20p to £3.20 per hour. There has been very little extra income on top of fees and funding due to lockdown.

There has been a small rise in employment costs and pension costs due to a

slight increase in National Insurance payments and a small pay rise.

There has been less rent paid last year. We have paid up to date with two terms rent.

We have made a small surplus over the last two years and as we continue to be full, the financial outlook looks good.

There has been a lot of expenditure for Covid related cleaning. PH asked if our fees could increase from £3.20 to offset the costs for the extra cleaning that needs to be done. VOS said she would rather do more fundraising.

CHAIRPERSONS REPORT

PH thanked all members of staff and said he was proud of them as it has been a challenging two years.

ANY OTHER BUSINESS

No AOB.

The finances were approved and policies re-adopted.

SM thanked all those for attending before the meeting closed at 7.55.

RADIPOLE PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

	2020		2019
	£	£	£
RECEIPTS			
Funding - DCC	84,471.83		79,546.99
Fees	10,617.26		13,218.02
Year 2 Funding	2,403.18		2,865.40
SEN Funding	2,435.71		542.86
EYPP Funding	213.00		-
Sports day	-		1,127.16
Party Income	200.00		815.55
Outing	-		445.00
Other fundraising	190.00		248.04
Christmas DVD money	379.90		340.10
Sweatshirts etc.	196.00		348.00
Photograph commission	88.16		176.32
Gifts	-		3.00
Wowz Design	19.80		78.61
Miscellaneous	96.04		10.00
Bank interest	18.66		36.36
	<u>101,329.54</u>		<u>99,801.41</u>
PAYMENTS			
Employment costs	87,235.99	85,041.56	
Rent	1,360.00	5,108.00	
Toys and equipment	2,670.36	2,432.96	
Pensions	2,493.32	1,887.62	
Outings	50.00	913.00	
PLA insurance	767.77	758.55	
Party expenses	89.35	531.00	
Accountancy fees	480.00	480.00	
Gifts	538.50	800.79	
Ink cartridges	408.12	381.14	
Training and Ofsted fees	740.00	513.10	
Mobile telephone	395.00	386.62	
Refreshments	366.40	297.03	
Sweatshirts etc.	140.00	729.30	
Music/dance lessons	132.80	448.80	
Refuse collection	298.18	315.65	
Stationery	50.78	111.02	
Cleaning	295.45	240.94	
DBS checks	167.60	173.06	
DVD printing	110.52	-	
Cooking	32.50	10.84	
Cool Milk	-	30.68	
Miscellaneous	5.00	166.00	
AGM and meeting expenses	-	-	
Toilet paper	-	-	
Sports day expenses	-	50.00	
Music, Pay & Lottery fees	20.00	211.49	
Hall maintenance	182.40	50.00	
SEN Funding	-	19.99	
	<u>99,030.04</u>	<u>102,089.14</u>	
SURPLUS/(DEFICIT) FOR THE YEAR	<u>2,299.50</u>	<u>(2,287.73)</u>	
Retained surplus brought forward	37,932.95	40,220.68	
Retained surplus carried forward	<u><u>40,232.45</u></u>	<u><u>37,932.95</u></u>	
REPRESENTED BY			
Cash at bank - Treasurers account	20,983.42	18,172.63	
Cash at bank - Deposit account	18,974.07	19,070.91	
Cash in hand	274.96	689.41	
	<u><u>40,232.45</u></u>	<u><u>37,932.95</u></u>	

The above accounts were approved by the committee on 5th July 2021

AOwen Smith

[Signature]

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

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