

Radipole Pre-school AGM Committee Meeting

Tuesday 10 May 2022

Held at Radipole Pre-school at 7.15 pm

Present: Kelly Houghton Emma Harvey Andy Evans
Hayley Roper Hannah Gammon Sue Manvell (Staff)
Jo Middleton (Staff) Kay Nother (Staff) Max Hayward (Staff)
Ally Comben (Staff) Lindsay Mullen (Staff) Jo Lloyd (Staff)

Apologies: Vicky Owen-Smith (Treasurer) Katy Dell Sara Samuel

ACTION

Kelly Houghton (KH) thanked all for attending.

MANAGERS REPORT

Sue Manvell (SM) thanked all for attending and for their continued support. She reiterated we are a committee run Pre-school and cannot operate without a small committee.

SM thanked the current committee for all the fundraising they have organised.

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

Our waiting list for September 2022 intake is filling up but there are spaces available. SM asked the committee to advertise Pre-school where possible.

September onwards will be our first year doing all day sessions. SM will review the situation next year on the feedback from the current and new parents.

We are currently running at a small loss which will be discussed in the Treasurer's report. Early Years in general is suffering from the financial constraints placed on us, i.e. increase in minimum wage, national insurance and general increase in equipment.

Staff and Training

Joanne Middleton (JM) is now Deputy and Deputy Safeguarding Lead
Dominique Taylor is Senco and Ally Comben (AC) is Deputy Senco
Susan Manvell is the Designated Safeguarding Lead

Next year we will need to complete our First Aid training (every 3 years).
SM and JM will be completing a Safeguarding course next week (every 3 years).
AC has completed a Senco course.

Committee

We will need to nominate a new committee for September, but mums/dads/carers can attend committee meetings and volunteer to help.

Emma Harvey (EH) and Becky Evans have agreed to join the committee. However, we will need two more parents to be nominated as 5 parents plus SM are the minimum requirement.

At the end of the meeting we will need to nominate and second more committee members.

TREASURERS REPORT

SM read the Treasurer's report on behalf of VOS.

We have made a loss of about £4000 last year. Reasons for this include – closure during Covid outbreak, less fees during lockdown, refunds for storm (Eunice) day, rise in minimum wage, funding was frozen last year, increased cleaning costs, mobile phone bill has increased to pay for a new iPad over 24 months, missed fundraising opportunities such as Sports Day and Pre-school photos, increase in refuse collection fees (paid less last year because closed for longer), music/dance costs increased because can now have other people in.

Reasons for optimism going forward – there has been a slight increase in funding rates since April, fees have risen slightly and will rise again in September (they are still cheap in comparison to other providers), refreshment cost is being offset by staff contributions, committee has started fundraising again (very successfully), there are no more pension increases due, stable staff (Mrs Lloyd is now contracted), encouraging number of children with their names down for sessions, reserve account which helps us to cope better than other settings.

Extra expenses – our staff will need to keep pace with the rises in minimum wage and NI contributions which continue to rise, we now have to pay £5 per month bank charges for our bank account.

MATTERS ARISING FROM ABOVE REPORTS

SM explained fees for 2 year olds who do not receive funding and for those who pay for extra hours over their funded hours has increased.

It was asked why we are now paying bank fees. This is something all banks have introduced for business accounts.

SM

SM said the church have not increased their rent in years. SM's husband carries out repair jobs on the hall at a reduced cost. Andy Evans (AE) offered advice regarding any HR matters such as contracts, etc. SM said she will forward to him a copy of the contract she uses.

FUN DAY

KH gave an update on the committee's preparation for Fun Day.

The committee have obtained contributions for £5 envelopes from: The Famous Old Spa, FaceAce, Boiler M H Plumbing, Place at Lodmoor, Picture Printing – Dolphin Design & Print, Lisa Marie Imagery, The Cheeky Tipple, Fantasy Island, Full body massage at Waterside Holiday Park, Deluxe facial at Waterside Holiday Park, Bennetts fish and chip voucher, £25 Body Shop voucher, plus lots of others. Parents are asking local business.

The committee are planning on stalls with the following: raffle of items Becky has left over from the tabletop sale, sale of items Becky has left over from the tabletop sale, DVD stall, guess how many sweets in a bottle, name the teddy, hoopla, face painter.

The committee suggested selling a picnic bag for £3 which would contain fruit and a drink. They will make approximately 80 boxes.

The days agenda was discussed at length. It was agreed not to charge an entrance fee and instead send a sponsor form home with each child.

SM explained in the past we have had a stall selling strawberries and ice-cream from Rossi's. AE said he will visit Rossi's to see if they will donate a vat of ice-cream on the day.

AE

A tombola stall was discussed. JM advised glass bottles should not be on the table for H&S purposes. KH said she will keep them in a box and the winner can collect later.

KH

AE will produce a flyer to advertise the day. Sara Samuel will produce a newsletter and sponsor form to be sent home. AE, SS

The committee will put a request on FaceBook for more raffle prizes, bottles and teddies. KH

After discussion, it was agreed goods would be sold in the morning whilst the children are playing, this way freeing parents up to enjoy the racing events.

SM suggested a stall selling second-hand children and adult books.

Hoopla was discussed. This will be £1 for 3 goes where children are guaranteed to win a teddy.

JM said she had not heard from Emma Harvey regarding coming to the day to do some dancing. EH contacted her during the meeting where she confirmed she will attend and will arrive at 12.45 ready to do a warm-up at 1.00.

KH is going to contact Redlands to see if we can obtain a reduction in hire fees and to find out information regarding setting up stalls. KH

The Fun Day is open to all family members.

Donations from local businesses were discussed for the snack box and stalls. AE said he will visit/email Morrisons, Sainsburys and Home Bargains for contributions such as sweets, fruit, drinks and snacks. AE

SM will arrange a £100 float for the committee.

Medals were discussed for after the races have taken place. In the past these have been produced on lanyards by the committee. It was suggested each child receives a certificate. AE will produce the certificates and Pre-school will name them. AE

It was agreed Rossi's ice-cream would be sold in the afternoon during the races. The committee will organise a rota. KH

JM is to produce a programme of events for the day. JM asked for a list of business who have donated towards the day so that they can be thanked in the programme and on our main FaceBook page. JM
KH

ADOPTION OF POLICIES AND PROCEDURES

All policies and procedures and were adopted.

ANY OTHER BUSINESS

Silver Jubilee Party

SM explained the children will be going home with a lovely party bag on the day.

ELECTION OF COMMITTEE AS FROM 21 JULY 2022

SM asked for people to join the Committee. Thank you to those who remain on the Committee and those who have joined. Sami Austin, Emma Harvey and Becky Evans have agreed to remain on the committee. The new Committee were proposed and seconded by current Committee Members.

POSITION	NOMINEES	PROPOSERS	SECONDEES
Chairperson	Nigel Coelho	Kelly Houghton	Hayley Roper
Vice Chair	Katie Coelho	Kelly Houghton	Hayley Roper
Treasurer	Sara Samuel	Kelly Houghton	Hayley Roper
Secretary			
Committee			
Safeguarding			
Officer			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

SM thanked all those for attending before the meeting closed at 21:15.

RADIPOLE PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2021

	2021		2020
	£	£	£
RECEIPTS			
Funding - DCC	87,432.74		84,471.83
Fees	10,899.94		10,617.26
Year 2 Funding	1,131.90		2,403.18
SEN Funding	6,967.86		2,435.71
EYPP Funding	2,333.37		213.00
Sports day	-		-
Party Income	576.03		200.00
Outing	-		-
Other fundraising	569.77		190.00
Christmas DVD money	-		379.90
Sweatshirts etc.	402.00		196.00
Photograph commission	-		88.16
Gifts	250.00		-
Wowz Design	28.00		19.80
Miscellaneous	-		96.04
Bank interest	1.35		18.66
	<u>110,592.96</u>		<u>101,329.54</u>
PAYMENTS			
Employment costs	96,512.19		87,235.99
Rent	6,679.00		1,360.00
Toys and equipment	2,982.70		2,670.36
Pensions	2,691.32		2,493.32
Outings	-		50.00
PLA insurance	767.77		767.77
Party expenses	175.78		89.35
Accountancy fees	480.00		480.00
Gifts	588.00		538.50
Ink cartridges	546.41		408.12
Training and Ofsted fees	550.00		740.00
Mobile telephone and ipad	813.55		395.00
Refreshments	435.58		366.40
Sweatshirts etc.	400.20		140.00
Music/dance lessons	217.90		132.80
Refuse collection	493.69		298.18
Stationery	157.85		50.78
Cleaning	337.78		295.45
DBS checks	106.69		167.60
DVD printing	-		110.52
Cooking	7.69		32.50
Cool Milk	16.61		-
Miscellaneous	38.00		5.00
AGM and meeting expenses	26.24		-
Toilet paper	-		-
Sports day expenses	-		-
Music, Pay & Lottery fees	123.72		20.00
Hall maintenance	-		182.40
SEN Funding	-		-
	<u>115,148.67</u>		<u>99,030.04</u>
	(4,555.71)		2,299.50
SURPLUS/(DEFICIT) FOR THE YEAR			
Retained surplus brought forward	40,232.45		37,932.95
Retained surplus carried forward	<u>35,676.74</u>		<u>40,232.45</u>
REPRESENTED BY			
Cash at bank - Treasurers account	18,396.42		20,983.42
Cash at bank - Deposit account	16,828.81		18,974.07
Cash in hand	451.51		274.96
	<u>35,676.74</u>		<u>40,232.45</u>

The above accounts were approved by the committee on.....

Kelly Horgan

Wroper



Section A

Independent Examiner's Report

Report to the trustees/
members of

RADIPOLE PRE-SCHOOL

On accounts for the year
ended

31 DECEMBER 2021

Charity no
(if any)

1032562

Set out on pages

3 (Three)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

18 March 2022

Name:

JAMES BROOM

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

CHARTERED TAX ADVISOR

Address:

SANDISONS, BADGER HOUSE, SALISBURY ROAD
BLANDFORD FORUM. DORSET. DT11 7QD