

# **RADIPOLE PRE-SCHOOL** **ANNUAL GENERAL MEETING**

**Meeting held Wednesday 24<sup>th</sup> May 2023 at 7.00pm**

Present:	Katie Coelho	Nigel Coelho	Emma Rowley
	Alex Dunnachie	Andy Evans	Emma Harvey
	Sami Austin	Jessica Marshall	Susan Manvell
	Max Hayward	Ally Comben	Joanna Lloyd
	Lindsay Mullen		

**APOLOGIES:** Sara Samuel, Hannah Lane and Dominique Taylor (staff)

## **WELCOME, INTRODUCTIONS – confidentiality formed signed.**

NC opened the meeting by welcoming everyone to the meeting and thanked them for coming. He introduced himself, Katie, Emma and Sami as members of the committee.

## **MANAGERS' REPORT - Sue Manvell**

SM thanked everyone for attending tonight and started by saying that we are a charitable Committee run preschool and are not able to run without a committee. She informed the meeting that Pre School was full for the next intake September 2023 and only had a few spaces available for Intake for 2024/25.

SM stated that the all day sessions are working well and not having children going home after lunch was less disruptive.

SM informed the meeting that Pre-school was still running at a loss with employment overheads being the main factor and that funding had only gone up by a minimal amount and did not cover the employment costs.

SM updated the meeting of the roles of staff.

SM informed the meeting that Mrs Lloyd has nearly finished her Level 3 qualification. Mrs Mullen is now the Lead Key person and we have a new member of staff – Andreia Antunes (Savannah's Mum) who has started and settled in well.

SM also mentioned that the staff had completed their Paediatric First Aid Training in February 2023.

Mrs Taylor has completed her level 3 Safeguarding Training.

Mrs Hayward, Mrs Mullen and Mrs Comben had completed their level 2 refresher training for level 2 Safeguarding.

SM also informed the meeting that from September the ratio for children to adults was changing to 1:5 for 2 years olds but we will be keeping our staff ratio the same, this means that if someone is sick etc we are still in ratio.

SM informed the meeting that from April 2024 all 2 year olds will be able to claim 15 hours funding, but at the moment does not know how this will affect us. AD asked who changed the ratios. SM informed him that it was the Government and a discussion took place with regards to the funding and ratios.

## **TREASURES' REPORT**

SM read Sara's Treasurers Report to the meeting.

Our expenditure was currently £10,000 less than our income which was due to many reasons – increase in minimum wage, higher cost of fuel, equipment, and not a large enough increase in funding to cover the costs.

Ratcliff Hall Committee have kept the rent the same.

Our plan for next year is to continue to cut staff costs where we can, we have just renewed our phone plan and reduced the costs.

There are plans to increase 2 year old funding – we will increase our hourly rate for 2 year olds to match 3-4 year olds which is currently £4.52 per hour from September 2023.

### **As of 31<sup>st</sup> December 2022**

Income £104,125.24

Total Expenditure £115,081.45.

Bank Treasure's account £14,332.61

Deposit Account £9,567.68

Cash Box £804.91

SM said that the Hall Trustees had not increased the rent this year.

## **FUNDRAISING FOR 2023/2024.**

SM informed the meeting that we had brought new coat racks with the monies fundraised. Also, we have managed to reduce the cost of the phone contract from £70 to £26pm.

NC showed some concerns about how we will sustain the running costs in years to come with the present economic situation.

NC stated that we will push hard in September with fund raising events and stated that Pre-school was a good environment for the community. SM mentioned that we don't ask for any extra money from the parents like other settings i.e., for nappies/snacks etc.

NC suggested perhaps an extra £1 when we have outside Dance people come in.

SM said hopefully this will not be needed as it would have to be a voluntary contribution from the parents.

SA mentioned Hangers Heroes which could be of benefit for Pre-school and she said she would look into this. Information will be needed from SM.

### **ACTION - SA and SM**

AE suggested Amazon Wish List would be a good idea. **NC agreed.**

Amazon Smile has now ceased.

### **ACTION – NC**

NC informed the meeting that Bag2School made £75 for Pre-school.

KC said she was arranging Bag2school for November 2023.

ER also mentioned another charity called OLEO.

SM mentioned that she was looking at changing the way that Pre-school would be doing snacks in September and explained why.

JM mentioned some ideas that her and MP had for fundraising these included speaking to the Housing Development and Dunelm.

JM mentioned that she has chickens at home and suggested that we could sell the eggs for Pre-school.

SM asked if it would be possible for the children to come up and see the chickens at some point.

**ACTION – Mrs Mullen to arrange with JM.**

SA also mentioned The Ranch as another organisation that do a lot for charities.

## **CHAIRS REPORT**

NC said that we have had a good year with fundraising and the nativity and he said that we have raised just over £2,000. He then informed the meeting of a few points he would like to mention:

- He praised the staff for good communication via newsletters and the Facebook page.
- A WhatsApp group for Information only for the parents so it gives another way of communication. This will be optional.
- Land Train trip for Parents only – cost £50 to book the whole train.
- Always looking for new members to join the committee.

**ACTION – NC to send a letter out to parents regarding the WhatsApp details.**

## **FUN DAY/SPORTS DAY**

NC updated the meeting with regards to the Fun Day/Sports Day which will be held on 20<sup>th</sup> June 2023 – time 10.00hrs – 14.30hrs and run as the same format as last year (Fun play in the morning and Sports day in the afternoon)

SM reiterated that the Pre-school will be CLOSED on the day of Fun Day/Sports Day.

KC informed the meeting about the £5 envelopes.

The committee would meet to discuss the details of Fun Day.

AE informed the meeting that his wife had approached Morrisons/Aldi/Lidl and Sainsburys to ask for donations.

Siblings and grandparents will be welcome to the Fun Day/Sports Day.

## **ANY OTHER BUSINESS**

SM asked the meeting if they were pleased with the photographs from the Photographer Day. A discussion followed and it was decided that we would use another source next year. However, we did make £200.

NC suggested talking to Mr W Lane.

## **ACTION – SM**

## **ADOPTION OF POLICIES AND PROCEDURES**

All procedures and policies were adopted by NC as chair of committee.

## **ELECTION OF NEW COMMITTEE**

<b><u>POSITION</u></b>	<b><u>NOMINEES</u></b>	<b><u>PROPOSERS</u></b>	<b><u>SECONDERs</u></b>
<b>Chairperson</b>	Nigel Coelho	Andy Evans	Emma Harvey
<b>Vice Chair</b>	Katie Coelho	Sami Austin	Emma Harvey
<b>Treasurer</b>	Sara Samuels	Katie Coelho	Nigel Coelho
<b>Committee Members</b>			
	Emma Harvey Marcus Pitt	Nigel Coelho Nigel Coelho	Katie Coelho Katie Coelho
	Jess Marshal	Emma Harvey	Nigel Coelho

NC and SM thanked everyone for attending the meeting and the meeting was closed at 20.15hrs.

**RADIPOLE PRE-SCHOOL****SUMMARY OF ACCOUNTS FOR YEAR ENDED 31ST DECEMBER 2022**

BALANCE AS OF 1 JANUARY 2020

**£ 35,676.74****INCOME**

DCC Funding	£	78,894.22
Year 2 Funding	£	3,737.67
SEN Funding	£	1,775.00
EYPP Funding	£	-
Fees	£	16,530.51
Christmas DVD money	£	-
Outing	£	-
Sports Day	£	1,071.47
Sweat Shirts/uniform	£	347.40
Wowz Design	£	22.50
Photograph commission	£	226.58
Gifts	£	350.00
Other fund raising	£	970.99
Bank Interest	£	18.54
Party Income	£	180.36
Miscellaneous	£	-

**EXPENDITURE**

Employment costs	£	100,191.41
Pensions	£	3,115.12
Rent	£	3,294.00
Training & Ofsted Fees	£	494.30
PLA Insurance	£	780.47
Accountancy Fees	£	775.20
Mobile Phone	£	805.92
Toys & Equipment	£	1,780.53
Gifts	£	628.98
Charitable donations	£	-
Microsoft Office	£	59.99
Sports Day Expenses	£	330.00
AGM & meeting expenses	£	16.85
Refreshments	£	91.27
Stationery	£	72.83
Music & Dance	£	554.50
Cleaning	£	360.12
Cooking	£	41.74
Cool Milk	£	-
Ink Cartridges/wifi	£	276.57
Party expenses	£	126.99
Refuse Collection	£	477.74
Sweat Shirts	£	470.75
DBS checks	£	119.69
Christmas DVDS	£	-
Music, Pay & Lottery fees	£	128.43
Hall maintenance	£	-
Bank Charges	£	65.65
Miscellaneous	£	22.40

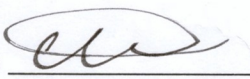
**TOTAL INCOME      £ 104,125.24****TOTAL EXPENDITURE      £ 115,081.45****BALANCE AS OF 31ST DECEMBER 2022****£ 24,720.53**

Bank (Treasurers Account)	£	14,332.61
Bank (Deposit a/c)	£	9,567.68
Cash box	£	804.91

**£ 24,705.20**

Pre-School Treasurer - Mrs Sara Samuel

Agreed by committee on

  
Nigel Coelho

SARA SAMUEL





Section A

Independent Examiner's Report

Report to the trustees/ members of	RADIPOLE PRE-SCHOOL		
On accounts for the year ended	31 DECEMBER 2022	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 31/12/2022.

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:

5 June 2023

Name:

JAMES BROOM

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

CHARTERED TAX ADVISOR

Address:

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