



# Annual General Meeting Agenda

## Academic Year 2022-2023

21 November 2023 8pm via zoom

8.00	Introduction & Apologies	<p>Present: Charlotte Tester, Carlie Francois, Agnes Rogers, Georgie Bushell, Helen Buck, Lauryn Page, Kate Coffey, Claire Shuttleworth, Joanne Funnell, Shannon Brailey, Jenny Eichner, Cressy &amp; Matt Imber, Lisa Hobby, Emma Knight.</p> <p>Apologies: Sadie Noble, Vicci Blackledge</p>
8.02	Declaration of an interest	None
8.05	Approval of last minutes	Georgie Bushell Proposed, Agnes Rogers Seconded true reflection of the previous AGM
8.10	Chairs Report	<p>Charlotte read report as not circulated prior to the meeting. Georgie agrees Lauryn manages the setting efficiently and Claire has a good hand at Managing the forecasting, admissions and the finance.</p> <p>Staff all happy and enjoy working at the Pre-school (Charlotte approached them all to ask prior to the meeting).</p>
8.15	Manager's Report	Lauryn's report previously circulated. No questions were raised.
8.17	Treasurers Report	<p>Georgie's report with input from Claire previously circulated and no questions raised.</p> <p>Discussed slight deficit last year due to staff costs covering maternity and 1;1 support. There is also additional financial implications to hirer additional staff that are not cover by WSCC funding such as pensions and NI.</p>

8.20	Election of new committee members and Resignation of existing trustees. Adoption of the constitution	All existing committee agreed to remain on. Cressy, Emma and Sadie had said they would become committee members and Jenny possibly to help as and when she can.  Discussed briefly what being on the committee requires of them and how they can support.
8.26	Forecast/Admissions Update	Claire brief summarise from the previous academic year.
8.27	Any Other Business	Vicci Blackledge had noted in her confirmation of absence email that the reports made for interesting reading.  Thank you to Lisa Hobby for inviting Pre-school to the Panto (donation from pre-school to be forwarded to the school).  Brief fundraising catch up. – Christmas Raffle. Committee to action raffle prizes for a potential easter raffle.
8.35	Next meeting date	Tuesday 6 <sup>th</sup> February 2024
8.40	Close	

### **Chair's Report - AGM November 2023**

At the start of the academic year all permanent staff were retained, Holly begun her maternity leave and we employed Georgia and Fern on a temporary basis for this academic year (however they both moved on to new employments from Easter) and Leah begun an apprenticeship with us. Future admissions looked good in fact the best projected numbers we have ever had, and finances were well managed. The committee officers Carlie (Secretary) and I (Chair) took over these positions in September 2022 and Georgie (Treasurer) remained in her position. The committee and staff regularly meet each term (via Zoom) to help run and fundraise for our lovely Preschool. We are always on the lookout for committee members, so if you are interested in joining, please get in touch. As a non-profit-making charity we try to keep our fees low to be accessible to all in the community however this means we rely on fundraising to ensure we remain sustainable. This academic year we were invited to have our first stall at the Bonfire Night. It was a huge success, and we plan to continue to have a stall with them in future years. We also had a stall at the Village Xmas market that was the first since Covid. Whilst it wasn't the busiest, we still managed to make a small profit. As a committee, we are confident in the abilities of Lauryn (Manger) and Claire (Business Officer) and the pre-school continues to run to a high standard, offering the children a variety of experiences such as Mini notes, reptile visits and visits to the local community. The staff continue to enhance their expertise through regular training courses and networking, and this shows in their dedication to the setting and care they provide to the children. I continue to have regular catch ups with Lauryn and Claire regarding the ongoing in the setting, finances and supporting the staff and feel the Pre-school is managed well and the staff are happy. Thank you to... - Carlie, Georgie, Hels, Agnes, Mrs Hobby's continued

support and joining our meetings regularly. - Staff continually working above and beyond to give our children the best early childhood experiences and care. - Nisa for continuing to nominate us to receive donations from Making a Difference Locally fund. Thank you to you all for your continued support to our wonderful Pre-School.

Charlotte Tester Chairperson of Ashurst Wood Community Preschool

### **Managers Report September 2022 – August 2023**

In September 2022 we started back with 36 children attending and those numbers increased gradually throughout the year. We retained all staff members, with Holly going on Maternity Leave, Leah starting an apprenticeship with us and the temporary employment of Fern and Georgia. Caroline returned but shortly after was off due to an operation. Caroline's operation went smoothly, and she returned to work after 2 weeks.

#### **Training**

Leah continued to work hard to complete her Level 2 childcare qualification utilising her 20% home learning day to complete coursework various online training courses support her learning. All staff continued to undertake on-line courses for their continuous professional development including Safeguarding, Behaviour Management, Prevent Duty and FGM. Shannon has attended a Developmental Language Disorder course, All things visuals strategies and updated her Designated Safeguarding Lead.

Lauryn attended termly Leaders Networks, a Supporting Refugees in Early Years course and completed A look at writing readiness and pencil grip training.

Kate completed an Autism for Girls training and attended termly Senco/Inco networks.

Holly Updated her Paediatric First Aid and attended a Pathological demand avoidance course. Caroline attended a Selective Mutism webinar alongside the parent of the children who needed support.

All training events attended are cascaded to all staff to ensure we get maximum impact out of any courses.

#### **Curriculum**

Our planning continues to be based on stories, occupations/professions and countries around the world. This gives us opportunities to introduce a variety of food to snack times, music from different countries to the sessions and look into cultural beliefs. Alongside this, we consider and incorporate individual planning based on each child's interests and development stage and their Key Person activities to extend their learning.

We celebrated festivals and awareness events throughout the year. For Halloween we held an after hours party for our children, we entered the village scarecrow festival and won!!, We acknowledged Remembrance Day and walked up to the memorial tower on Hammerwood Road, celebrated Diwali, Christmas, the Lunar New Year, Storytelling week, Road Safety Week, Valentine's Day. We invited parents to watch the children sing their Christmas songs and invited grandparents in for the children to sing too on Grandparents Day. We also celebrated the Kings Coronation in May and provided each child with a gift bag with an item of memorabilia and some party treats.

#### **Resources and Premises**

We upgraded many resources, particular the garden equipment and utilised funding to continue to offer Music sessions for the academic year. Funding was also used towards a reptile visit. We deemed our outside Astroturf as unsuitable so sourced quotes and had the work completed over the Easter Break, surprising the children upon their return. The astro

turf has been a HUGE hit and the cart track being used for many types of races. We also utilised funding to pay for our usual treat for the children with a visit from a Reptile company. We spend some time researching into children's writing and readiness and purchased some resources that complement the National Handwriting Institution guidance, and these resources are being used regularly.

We had a few children with complex needs that required 1;1 intervention and support, hence the hiring of additional staff. The team worked especially hard to keep the setting running to the high standard we pride ourselves on and ensured all children in our care were receiving the opportunities and learning they deserved. One of our children with SEN was offered a placement at a special school and left us in April whilst the others remained until July and were supported with transitions into their new primary schools.

### **Fundraising and Contributions**

The staff all worked together to get a selection of goodies made for the bonfire stall from donations from our Pre-school parents which was our biggest fundraiser since before Covid. Committee ran the stall at the Christmas market too which gave us another little boost of money.

We introduced our consumable donations lists at the beginning of the year and has been a huge success. Parents donated as and when they could/wanted and we have had a continuous stock of dry snack, messy play resources and ingredients for making playdough and experiments. This saved the Pre-school a considerable amount of money meaning our funds could be used for resources or experiences that the children directly benefited from. We will continue to put lists outside of Pre-school for parents to donate.

### **Transition**

All the staff worked extremely hard to complete thorough assessments, reports and transitions for all of the Owls who moved onto school. We liaised with Ashurst Wood Primary for the Majority of the transitioning children and also with Estcots and Blackwell Primary for the remaining few.

### **Thank You's**

I would like to thank the staff for their endless commitment to our high standards, providing a home from home environment for our children and families, The committee for attending regular meeting and sharing ideas for sustainability, all parents for their continuing support through donations, gifts, sweet treats and lovely feedback and Mrs Hobby and the Primary School for supporting us and including us in relevant updates, policy changes and streamlining procedures to ensure we are working collaboratively.

**Lauryn Page**  
**Manager**

### **Treasurers Report Academic year 2022-2023**

At the end of July 2021 we had a deficit of £7,090.65, this was to be expected as that year things were still a little uncertain after Covid. By July 2022 most of this deficit was recouped and life was back to more of a normal.

This academic year we started off with a large number of sessions filled and **36** children on the roll across 2 of our 3 age groups. This year we had a child remaining with us that we knew would require 1-1 support whilst awaiting a place in specialist provision so during the summer we recruited a member of staff to help with this. Whilst County had said they would cover the cost of this staff member aside of the monies received through inclusion funding there were still cost implications that we as a preschool were covering for example the staff member being enrolled onto the nest pension scheme, national insurance. Once this child had left us at the end of the Spring term the staff member remained with us for a few extra weeks as their contract had been extended, however they found another position due to the Preschool being unable to maintain her position after the end of her contract.

We also made the decision to retain another staff member as one full time staff member was awaiting an operation, the scale of which could have seen them signed off for a number of months and another was going on maternity leave. So that we knew we could maintain our high staff to children ratios and knowing that we had a large number on the roll and a number of children needing 1-1 support we could maintain this. A large part of the actual wage was covered through inclusion for one child however part was not.

During the Autumn term we had a new door entry system installed, the original keypad access was not fully functioning and was not safe as it would stop working which meant we could not access the building. A fob entry was installed which was £1,043.91, £102.71 for an electrician to add a spur to support the power unit and £130 for an additional set of fobs.

Whilst still pending operation details for our staff member we paid out £420.00 on an occupational therapist report for this staff member to ensure they were being supported which was an unexpected/not forecast for expense. This term we had the annual boiler service £176.40 and this time a couple of parts were required and replaced at a cost of £210.00 again not forecast for. The large number of children on the roll and older equipment meant that a new unit and draws for the children to each have their own trays was required and purchased.

We made £316 through fundraising after expenses, the main event being the sweet treats at the Bonfire night, which was certainly a fantastic event and popular. Our Christmas cards made £32.00 the provider this time did not provide the quality that we have previously been used to and the coming year through the PTFA a new provider has been sourced. A couple of small fundraisers namely Bag 2 school and a small amount from easyfundraising have also contributed to this £316.00 total. We are yet to get back to the levels previously made before Covid however this is certainly a start, hopefully this coming year we can hold more fundraisers to help with the increasing costs we face.

We were given a donation from the St Christopher's Trust of £500 which was classed as a hardship fund and we used part of this in the summer term for a child's logoed school uniform we still have just over £400 to be allocated. We still had the expense of a mini hub through BT that in hindsight was not required as our full fibre was actually sufficient for the Preschool's needs. Unfortunately we were locked into a 24 month contract and despite several attempts to cancel we were unable to this will be rectified in October 2023 when the contract is due for renewal. This has cost us an extra £236.04. The insurance was £2,125.73 this year for the buildings and contents a slight increase on the previous year this is to be expected.

The total of the inclusion funding and EYPP (Early Years Pupil Premium for eligible children) was £14,814.75 and the expenditure combined of these two was £13,686.98, this slight difference can be accounted for the fact that our Senco lead Kate spent 1-1 time with those children in receipt of inclusion funding and EYPP however this split was not shown in the wages break down. Had this been done we would have spent out the same give or take as we had had in.

In the Spring term we paid for the door lock on the door out to the decking area to be changed to a thumb lock which made us compliant with the fire report that was carried out at a cost of £248.21.

The biggest expense other than wages was the astro turf being completely relaid over the Easter break at a cost of £5,800.00, the previous lot had been down since the building was first built. We have been open for 10 years this December and was

second hand at the time so it had served us well. It is now a bright colourful space that the children absolutely love. Money from this was taken from the main account rather than bringing over from the reserves as there was money available.

We will be looking to change the financial year of the Pre-school so that instead of it running from August through the end of July it will follow an actual academic year from September to the end of August. With this in mind this academic year we look to have a deficit of £17,000. However this can be justified in that apart from being a not for profit making charity we have accounted for 13 months with the change in financial year. If we were to take the extra month off along with the monies that haven't been moved over from the reserves for the astro, £8,000 and £5,800 it would leave a deficit of £3,200.00.

The financial forecasting for the coming year and having low numbers in the autumn and spring terms has seen us reduce the hours for everyone, except the apprentice, this meant we did not need to make any staff redundant. This has been taken well by the staff and we want to thank them for their cooperation and understanding. We are hopeful that the government changes to childcare funding and making this accessible for working parents of 2 years will see an increase in the demand for places.

Accounts balance  
start August 2022

Main	£29,048.41
Reserves	£58,024.97
Redundancies	£7,418.81

Account balance  
end of August 2023

Main	£11,634.94
Reserves	£52,314.33
Redundancies	£13,463.06

In the main account the August figures have a large difference this can be explained by the fact that the children on the role for September 2022 was significantly higher the September 2023 so we would have received a higher 70% of upfront funding due to these higher numbers of children on the roll for this academic year.

Finally thank you to Claire Shuttleworth for maintaining our forecasts and keeping the books running (and for writing most of this report) and thank you to our accountant Robert Agates.







## Ashurst Wood Community Preschool's reserves policy

Reserves are that part of a charity's funds that are either freely available to spend on any of the charity's purposes or are restricted for a specific purpose.

At Ashurst Wood Community Preschool we have two accounts aside from the main bank account. These are the Contingency (reserves) account which is deemed as unrestricted funds and a Redundancies account which is deemed as restricted funds.

The aim of the contingency account would be to have a balance equal to a terms Preschool expenses this would vary by academic year but would be reviewed annually. As a small charity our Contingency account would also potentially cover costs such as:

- An unforeseen emergency or other unexpected need for funds, eg an unexpected large bill
- Covering unforeseen day-to-day operational costs, eg employing temporary staff to cover a long-term sick absence
- A source of income, eg a grant not being renewed. Funds may be needed to give the trustees time to take action if income falls below expectations
- Planned commitments that cannot be met by future income alone, eg plans for a major asset purchase
- The need to fund short term deficits in a cash budget, eg money may need to be spent before a funding grant is received

The aim of the Redundancies account is to cover the costs of paying staff should the Preschool need to close or, after reviewing its needs, be forced to make redundancies. This will be annually reviewed using the government redundancies calculator online and inputting the relevant information associated to each employed staff member.

This policy was adopted at a meeting of Ashurst Wood Community Preschool

Held on: 29<sup>th</sup> April 2024

Date to be reviewed: JUNE 2025

Signed on behalf of the trustees of the charity:

Full name: Charlotte Tester

Position: CHAIR

Signature: 

Date: 30<sup>th</sup> April 2024

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS OF ASHURST WOOD COMMUNITY PRE-SCHOOL

---

We report on the accounts of the company for the period ended 31 August 2023, which are set out on page 2

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 and that an independent examination is needed.

Having satisfied ourselves that the Charity is eligible for independent examination it is our responsibility to:

- a) examine the accounts under Section 43 of the 1993 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under Section 43(7) of the 1993 Act; and
- c) to state whether particular matters have come to my attention.

### Basis of independent examiner's report

Our examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in our statement below.

### Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- 1) which gives us reasonable cause to believe that in any material respect the requirements:
  - a) to keep accounting records in accordance with Section 41 of the 1993 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met, or
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Robert Agates & Associates  
Certified Accountants

Dated: ...24th May 2024.....

Sentosa  
Southview Road  
Crowborough  
East Sussex  
TN6 1HG

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 AUGUST 2023

### INCOME

	£
WSSC funding	107,687.29
Fees	28,658.66
Enduring legacy	3,500.00
Grants received	1,500.00
Fundraising and donations	1,387.46
Bank interest received	335.79
Net deficit for the year	10,055.96
	<u>153,125.16</u>

### EXPENSES

	£
Staff wages	118,858.47
Staff pension contributions	3,833.00
Staff health screenings	420.00
Rent and rates	1,461.03
Electricity, gas and water	1,114.41
Refuse collection	180.00
Insurance	2,125.73
Snack bar	550.42
Stationery and resources	2,820.33
EYPP, DAF and Inclusion expenses	6,481.95
Childrens' entertainment and gifts	364.52
Training costs	363.39
DBS checks	327.40
Fundraising expenses	850.52
Website hosting and updates	67.00
Telephone	1,078.24
Repairs and maintenance	4,844.85
Installation of astro turf	5,800.00
Subscriptions and licences	1,063.68
Sundry expenses	520.22
	<u>153,125.16</u>

## RECONCILIATION OF CHARITY RESERVES

### OPENING BALANCES

	£
Cash at bank:	
Current account (General Fund)	28,866.91
Deposit account (Contingency Fund)	58,023.05
Redundancy provision account	7,418.55
Petty cash in hand	44.82
Stock in hand - T-shirts	175.00
WSSC funding received in advance	(15,591.14)
Creditors - PAYE & National Insurance	(281.94)
	<u>78,655.25</u>
	<u>78,655.25</u>

### CLOSING BALANCES

	£
Cash at bank:	
Current account (General Fund)	11,634.94
Deposit account (Contingency Fund)	52,314.33
Redundancy provision account	13,463.06
Petty cash in hand	275.35
Stock in hand - T-shirts	320.00
WSSC funding received in advance	(9,408.39)
Net deficit for the year	<u>10,055.96</u>
	<u>78,655.25</u>