

Minutes of Crowle Preschool Management Committee AGM

Thursday 29th September 2022 - 7.30pm

Present

Kate Wilkins, Caroline Dunne, Sally Silk, Victoria Cooper, Nikki Deutsch, Rebekah Lewis, Nicole Grey, Katie Miller-Symmonds and Louise Marsh

Apologies

Nicola Wilkes

Minutes of previous AGM

The minutes of the last AGM held on Wednesday 29th September 2021 were reviewed and approved as a true and accurate record by the PSMC. No amendments were made.

Minutes Proposed by: **Kate Wilkins**

Minutes Seconded by: **Sally Silk**

Chairpersons Annual Report – Kate Wilkins

Welcome to our annual AGM for 2021-2022. Thank you all for attending and supporting our Preschool.

This year has been challenging for everyone here, but exceptional teamwork behind the scenes has led to a continued and improving education for the children in our care.

The legacy of Covid has played a large role in the challenges but thankfully we hope that we are past the worst of the disruption although we cannot be absolutely certain of this heading into another winter.

There have been other bumps along the road but there is a real sense of a new start and positivity looking to the year ahead.

We were pleased to see the new hall has been completed this year (bringing its own challenges to the management team). The new hall has already allowed us to extend our opening hours to 5 full days and we hope (in time) may allow us to increase our numbers on a Wednesday.

The new curiosity approach implemented this year has been a big success and now with allotment adventures and the reintroduction of multi sports, we hope the children are being fulfilled and living their best life here at Preschool. I am sure we will hear more on this in the Managers report.

Stay and Play has been reinstated also this year for Pre preschool ages and this has been a variable success. The numbers have been variable on a weekly basis but has fulfilled the hope that this would feed more children into our preschool. We have also benefitted from local childcare providers no longer functioning and have an influx of children this September.

Staff Changes

This year we said goodbye to Cathy Palmer after 16 years of employment and Becky Greenhill our deputy manager who decided not to return after maternity leave. We wish them well in their further endeavors.

We welcomed Katherine to her new role of Supervisor and Sam accepted the role of deputy manager in a permanent capacity. They have both been making the most of their new job roles and making them their own.

We welcome our new members all of whom are very new to Crowle Preschool. Imogen Farr who has joined our childcare team permanently, Allison Lloyd who is gaining some experience with us on a volunteer basis and Maggie Williams who has been helping out in between her studies. We

would like to thank Maggie for her continued support of Preschool and for her infectious enthusiasm.

The management team includes Tor, Sam and Louise, all of whom have done an exceptional job this year. We would like to thank the entire staff for stepping up and going above and beyond covering shifts and being bodies on site when Covid was still causing havoc and beyond.

Finances

Thank you to Sally for running the finances and explaining the situation so explicitly - more to follow. Needless to say, the current situation is poor however with fundraising, increased numbers of children and a grant from Wychavon council things maybe improving. Fundraising this year has included Sue's recipe book, sponsored read and Crowle 10K tombola and bouncy castle.

Finally thank you to the people on the current committee for their time and effort this year without whom Preschool could not run. A special thank you to Nikki Deutsch our HR guru who is resigning tonight after ____ years. An extra thank you for your help and guidance through these tricky times and for your continued support with our HR queries.

We look forward to welcoming to our new members Nicki, Becky and Michelle.

Treasurer's Annual Report – Sally Silk

Introduction

This academic year has been challenging financially. Predominantly due to very low intake numbers and the end of the CJRS/Furlough scheme. However, we have remained positive and worked together to promote and regrow the preschool following the pandemic.

Accounts for Financial Year to 6 April 2022

Thank you to Kate Hall for preparing this year's accounts; they are in their final draft state before being independently examined. The accounts are done on a receipts and payments basis, meaning that income and costs are shown when received and paid, not necessarily in the period in which they were incurred.

This year's results show an overall deficit of £24,500. A variance on last year's surplus of £13,000 of -£37,000. We lost the CJRS/Furlough income to the tune of £19,000 compared to last year. As mentioned, there was a low intake of children during this year and so funded hours income dropped by around £19,000 also. We had a double 'hit' of insurance, £3,000 paid in 2022 and nil in 2021 (due to the timing of the payment), offset by £5,000 less wages payments this year following the closure of BASC last year.

Income

Fees income was £27,848 which is slightly higher than last year (£25,956) but still significantly lower than pre-pandemic (£71,538). Our nursery grant income received was £42,383 significantly lower than last year (£62,862). Fundraising activity began again this year and produced £330 income to invest in new equipment for the children but is still significantly lower than pre-pandemic figures (£1800).

Expenditure

Expenditure for the year has remained almost the same as last year, £97,772 2022 and £96,164 2021.

Staff costs are, as expected, the largest single cost at £76,569. We still have an ambition to be a Living wage Foundation employer but recognise that until we make a profit for a few years in succession, we will be unable to achieve this aim.

We benefited last year from support from the Parish Hall Trust and our rent payments being lower than normal at £7,032. This year our rent reverted to normal £10,624, increasing our costs by £3,000.

Staff training costs are slightly higher than last year (£760) at £1,198 due to all staff completing their 3 yearly mandatory first aid training.

Reserves

As stated in previous years statements, we must retain reserves to cover redundancy provision as this risk is not covered by our insurance, the figure needed for this is £10,500. However, we also need to have reserves of no less than 2 terms costs to cover periods of reduced income or any loss of funding (£65,000). Taking into account the £10,500 needed for redundancy provision we have “free” reserves of £29,676 therefore have a long way to go to re-build reserves.

Looking forward

Annual budget setting is now the norm within the setting as is using fundraising for more significant one-off costs. This allows us greater control and visibility by all the management team of our finances.

We introduced our Stay and Play sessions last year which have proved successful and aided in boosting intake numbers, as well as providing a friendly and welcoming space for families and young children in the village. Thank you to Tor, Sue and all of the staff for facilitating these sessions.

2022/2023 is looking overall far more positive. Whilst we still face financial challenges and have a long way to go to rebuild reserves, we have already welcomed many more children into the setting and started the 22/23 academic year with intake numbers of almost pre-pandemic levels.

Thank you

And finally thank you to all of our staff, parents and my fellow committee members for your continued support.

Sally Silk

Managers Annual Report – Victoria Cooper

2021/2022 proved yet another challenging year for preschool. COVID 19 was still rumbling around in the background and most staff were affected by this at some point during the year. At times, the team were pushed to their very limits, however, we saw most members going above and beyond by cancelling plans last minute and taking on extra hours. We have however, welcomed Imogen to the team and have gained Allison as a willing volunteer.

Allotment Adventure

Over the summer a local gardener visited the site and spent an afternoon clearing it ready to be used by the children on their return from the holidays. The first group visited this week and a great time was had by all. We are hopefully going to continue the visits every Monday until half term. We have had a couple of parents who have commented on that their child is missing out on the opportunity to visit due to the day it falls on. We are therefore hopefully going to adjust the day to a Thursday for the second part of the Autumn term. Another review will be carried out in preparation for the Spring term 2023.

Uniforms

Quote has been received and shared with the PSMT. These can be ordered as soon as the go ahead is given. With the adult uniform now sorted, ID Sports will begin working on a quote for the children's uniform. This is likely to include a polo shirt, sweatshirt and drawstring bag.

I have also asked for a quote for adult and children logoed high-vis jackets to be worn on outings.

Hot Weather

In true Preschool fashion, the end of the Academic year was also eventful with the temperature soaring to almost 40 degrees and a closure for Preschool required. Whilst we understood the challenges that our closure would cause, conditions within the hall were unbearable and both the children and staff were finding the conditions overwhelming. Through risk assessments and observations concluded that for the safety and well being of all, temporary closure of the setting was needed.

New Children

We have been amazed at the number of enquiries that we have been receiving for Preschool places. We have started this academic year with far more children on role than we have done previously and the enquiries are continuing. Last week we showed around two potential new families, one of which has already come back and booked a space for January 2023. We have a family visiting soon who are looking for a places for September 2023. When booking in the new children we are mindful of staffing and currently only offering sessions that will 'fill the gaps'.

Wednesdays

We currently have 5 children on the waiting list for a Wednesday. We are continuing to liaise with the Parish Hall Trust regarding this matter. They have approached the current main hall users, Bowls, who are yet to decide whether they would be willing to adjust their booking to enable us to utilise the space. They have assured us that they are doing all they can to support us with this matter and will continue to negotiate with the Bowls group.

New Equipment

We have recently been advised that the Platinum Hall has taken delivery of some fantastic new PE resources. The resources were purchased as part of the grant to build the new hall and are therefore available for 'community use. As a part of the community, we can utilise the equipment. We are currently looking at the possibility of a weekly visit to the Platinum Hall as an enhancement to the physical development opportunities provided to the children. We obviously need to consider whether we are able to staff these sessions and there will obviously be the additional hall hire to factor in.

Parental Involvement

Parental Involvement featured in many of the questionnaires that were returned to us at the end of the Summer term. This is something that we have been incredibly conscious of for some time but limited staffing has hindered the opportunities for parents/carers to be more involved. However, next week we will be trialling our first ever 'Coffee and Chat' drop in session for the parents/carers of our current school leavers. On 11th October, we are inviting parents our parents to join us for our Harvest Celebration. We will obviously be hosting our annual Christmas performance in December. Next year we are looking to invite the Mum's in for a Mothers Day Celebration and will also look to plan an event for Fathers Day. We are liaising with Revd. David Morris regarding an Easter celebration for 2023 which will also incorporate an Easter Bonnet Parade.

Children's Learning

We are planning to host Parent Consultation meetings either in person or over the phone week commencing 28th November 2022. There will be further consultations taking place the week commencing 20th March 2023 with parents then receiving a written yearly overview in July 2023 before we break for the summer.

We would also like to host a Curriculum' event for parents. It would be great if we could invite them in when the hall is set up as it would be for the children so that we can talk them through the environment and explain a little more about the learning opportunities that are created for and experienced by their children. This is obviously rather tricky though as the main hall is booked every evening by existing groups/users, so we just need to stop and think about the logistics.

Tapestry

Tapestry continues to prove a challenge in several ways. Staff finding an appropriate time to upload photos and observations being one of them. However, the main issue is parents/carers logging on and using the system. We have been monitoring access to the system and some parents/carers have never viewed their child's profile and some of these children have been with us for some time. How can we encourage parents/carers to be more active and involved on Tapestry?

What are we working towards?

This academic year we are working towards:

Enhancing Parental involvement and Partnership

Enhancing our areas of provision both indoors and outdoors

Supporting the team to respond in the moment to children's needs and interests

Being more active on Facebook

Enhancing our 'external' provisions – for example, emergency services visits, a visit to the local shop, visits to the Church, the possibility of a trip further afield!

The Resignation of the current Committee Members

All members of the current PSMC officially resigned from the committee.

Nikki Deutsch is retiring from the committee and will not be standing for re-election.

The Election of New Committee Members

Crowle Preschool are eligible to elect up to 12 committee members and a further 3 co-opted members if required. The new committee members for 2020/2021 are listed below, further roles will be voted at the next PSMC meeting following the AGM, according to our constitution.

Position	Name	Proposed	Seconded
Chairperson	Kate Wilkins	Caroline Dunne	Sally Silk
Vice Chairperson	Caroline Dunne	Kate Wilkins	Sally Silk
Treasurer	Sally Silk	Caroline Dunne	Kate Wilkins
Secretary			
General Member	Rebekah Lewis	Sally Silk	Kate Wilkins
General Member	Katie Miller-Symmonds	Caroline Dunne	Sally Silk
General Member	Nicole Grey	Caroline Dunne	Kate Wilkins

AOB

No other business to report.

The next meeting of the PSMT will be held on Thursday 20th October at 7.30pm.

CROWLE PRESCHOOL
RECEIPTS & PAYMENTS ACCOUNTS FOR THE YEAR ENDED 6TH APRIL 2023

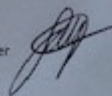
	YEAR ENDED 06/04/2023	YEAR ENDED 06/04/2022
OPERATING RECEIPTS		
FEES	34,573	27,848
NURSERY GRANT RECEIVED	64,165	43,383
TOTAL OPERATING RECEIPTS	98,738	71,231
OTHER RECEIPTS		
FUNDRAISING INCOME	528.57	330
INTEREST	141	7
JOB RETENTION SCHEME INCOME	0	1,359
OTHER INCOME	714	252
TOTAL OTHER RECEIPTS	1,384	1,948
TOTAL RECEIPTS	100,122	73,179
OPERATING PAYMENTS		
RENT	11,652	10,624
CONSUMABLES/NEW EQUIPMENT	3,321	3,759
REFRESHMENTS	982	661
SALARY COSTS	81,029	76,569
STAFF TRAINING	387	1,198
INSURANCE	1,535	2,343
OFSTED	50	50
EDUCATIONAL SUBSCRIPTIONS	278	298
CHILDREN'S ACTIVITIES	560	169
GIFTS & FLOWERS	190	54
RECRUITMENT, OFFICE & ADMIN	3,249	2,780
CONSULTANCY	3,221	461
BANK CHARGES	144	192
OTHER	137	8
TOTAL OPERATING PAYMENTS	106,736	97,772
SURPLUS/(DEFICIT) FOR THE YEAR	(6,614)	(24,593)

CROWLE PRESCHOOL
BALANCE SHEET AS AT 6 APRIL 2023

RESERVES	2023	2022
OPENING BALANCE	40,176	64,768
SURPLUS/(DEFICIT) FOR THE YEAR	(6,614)	(24,593)
CLOSING BALANCE	33,562	40,176
REPRESENTED BY		
BANK - GENERAL	6,896	2,400
BANK - FUNDRAISING	4,931	1,297
SHORT TERM DEPOSITS	21,351	36,026
CASH	384	453
	33,562	40,176

The receipts and payments accounts for the Year Ended 6th April 2023 and the Balance Sheet as at the 6th April 2023 were approved by the committee of Crowle Pre-School on 5th October 2023.

S Silk
Treasurer



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

CRAWLE PRE-SCHOOL

On accounts for the year
ended

6 APRIL 2023

Charity no
(if any)

1036599

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 06/04/2023.

Responsibilities and
basis of report

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

Independent
examiner's statement

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

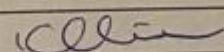
I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:



Date:

07/01/24

Name:

KIRSTY FISHER

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

FCA ICAEW

Address:

5 BRAMLEY CLOSE

CROWLE WORCESTER

WR7 4BN