

Ascott Pre-School AGM Minutes & Reports

Thursday 1st December 2022, 7.30pm

Welcome: Miriam Owens (MO), Pauline Plant (PP), Sharon Light (SL), Tamsyn Forsyth (TF), Arvi Izod (AI)

Apologies: Sally Elderfield (SE), Jane McCarthy (JM), Rebecca Gammon (RG)

AGM

Minutes from last meeting & matters arising

Minutes approved.

Chair's report (MO)

This year it is great to be reviewing the last year in person, and even better to be looking back over a successful and relatively 'normal' year after all the disruption that COVID brought. Having weathered tough times so well, it was a sting in the tail for our staff to be taken out, one by one, by COVID last spring, and our thanks must go to Sally E for stepping in to keep the doors open. On that subject, our huge thanks must also go to Sally for all that she does behind the scenes to keep pre-school running so smoothly, from invoices to policies to grant applications and all sorts of other things in between.

The staff body at pre-school has always been one of our most treasured assets. They are responsible for making pre-school such a safe and fun place to be, universally liked and trusted by parents and children alike. Over the last year we have said goodbye to Sally P and Nicky. We wish them well in their lives and adventures post-pre-school and convey our thanks once again for all that they did for pre-school. It's great to see that pre-school is also a place that nurtures younger staff and those just entering the early years education profession. We are so pleased that Milly has settled in so well and that we were able to offer Daisy a work placement.

Behind the scenes our committee has always been very active, particularly when it comes to fundraising. This year they faced a huge challenge in trying to make up for the lost opportunities during COVID, and to meet the bill for some big-ticket items. A headline for the year must be how brilliantly Tamsyn and Caroline stepped up to the challenge, supported by many willing parents who collectively managed to smash all our previous fundraising records. Our thanks to both Caroline and Tamsyn for their dogged commitment and the many hours spent making things happen, submitting grant applications and harnessing other parents' skills and time. It's great to see the committee boosted this year by several new members, and we wish Susie and Caroline well as they leave pre-school behind – for now at least!

The results of our recent parents survey show just how well pre-school is serving the young families in our local community; while my children are now well into their primary school years I am pleased to be able to support such a valuable community setting, with great thanks to Pauline, Sharon and all our staff for everything that they do to make our pre-school such a welcoming, vibrant and cheerful place to start the journey into early years education.

Pre-school update (PP)

We have had another successful year with steady numbers of children and a higher than usual number in September – has led us to restrict applicants for the time being. We have a few children waiting to start after Christmas and in the Spring.

Covid has stayed with us, and we have continued with rigorous handwashing and cleaning midway through the day as well as keeping the premises well ventilated. Staff all had Covid in March and we were forced to close for a few days. Since September we have had higher than usual absences of children through illness but fortunately not staff.

In December Nicky Davies retired after 13 years with us. She was a valuable member of the team and supported a child with additional needs through the pandemic. In the summer Sally Pitcher also retired and is on hand for cover should we need it. She has come in a couple of times to do some sewing with the children which was her annual Christmas task.

Nicky was replaced by Millie Blair who had been a volunteer two days per week for 10 months. She is now working full time and has taken on five key children. She is currently working on her Level 3 qualification.

Daisy Light has also joined us for a placement year from university and will be with us until July 2023. She is a volunteer but is also doing paid hours with a child who has additional needs. We have all enjoyed have some younger members of staff join the team.

The Christmas concert was cancelled at the last minute due to Covid, but we were able to record the children singing instead and sent this out to parents and carers. We were able to have our Sports Day in the summer and had all the usual stalls, races and BBQ.

In the Summer term we got out and about again with walks around the village, and in the Autumn we collected for the food bank and children delivered them to the village shop.

A big push on fundraising and grant applications has enabled us to completely re-fence our back garden, build a new playhouse, and update our mud kitchen area. This has really improved our outdoor space.

Forest School has continued throughout. We no longer have the use of the Ace Centre minibus but have been to hire the Villager along with driver which is more expensive but working very well and we really appreciate their support.

Little Dancers is run by Sally Elderfield on Thursdays and is still very popular. The children are always excited on a Thursday morning.

We have started yoga sessions this term and have had Beth Tibble come and do yoga with the children. Millie is doing yoga with small groups in between Beth's visits.

Finally, the staff very much appreciate the help of all parents and carers as well as the hard-working committee. Pre-school would not be able to run without this level of support.

Treasurer's report financial year 2021—2022 (supplied by SE, reported by MO)

The accounts have been examined by an independent accountant who has confirmed that the statement of accounts is a fair summary of the year ending 31st March 2022.

The Net profit for the year ending 31st March 2022 is £4,559

Bank Account Details @ 31st March 22:

Current account: £9,841

Savings account: £43,603

Income

The overall gross income for the year 2021/22 has increased by just over £16,000 from the previous year mainly due to a significant increase in fee income.

Fundraising Profit summary:

Total Profit £1,188

<i>Summer 2021 Raffle</i>	<i>£410</i>
<i>Easyfundraising</i>	<i>£175</i>
<i>Rucksacks/Tshirts</i>	<i>£15</i>
<i>Craft morning</i>	<i>£181</i>
<i>Christmas 2021 Raffle</i>	<i>£407</i>

Expenditure

Our overall expenditure for 2021/2 was £8,100 more than the previous financial year. Although higher than 20/21 these costs compare to previous years pre Covid-19 when pre-school was fully operational. The total expenditure for 2020/21 was lower as a result of reduced rental costs due to preschool closures and a reduction in general overhead and training expenses.

Cashflow

Our bank accounts look healthy and we have been able to maintain reserves to cover 4 months running costs.

General

Previous Years Profit/Loss

2015/6 £5,486
2016/7 £6,719
2017/8 (£1,918)
2018/9 £7,428
2019/20 (149)
2020/21 (3,383)

Attendees on roll over recent years:

No. of children on roll as @ Term 1 of Sept 2015 was 40 rising to 46 by Term 6
No. of children on roll as @ Term 1 of Sept 2016 was 29 rising to 33 by Term 6
No. of children on roll as @ Term 1 of Sept 2017 was 25 rising to 45 by Term 6
No. of children on roll as @ Term 1 of Sept 2018 was 33 rising to 44 by Term 6
No. of children on roll as @ Term 1 of Sept 2019 was 25 rising to 30 by March 2020
No. of children on roll as @ Term 1 of Sept 2020 was 25 rising to 32 by Term 6
No. of children on roll as @ Term 1 of Sept 2021 was 26 rising to 38 by Term 6

We currently have 29 children on roll:

13 children with 30 hour funding
8 children with universal funding (including 1 with pupil premium funding)
3 children with 2 year old funding
5 children non funded

Considering the impact that Covid-19 has had on the early years sector and news that a few local preschools have been forced to close or are under financial pressure as a result, I am pleased with the final profit figure for the year 2021/22.

We received a generous Covid support grant from Oxfordshire County Council on 31st March 2022 for £4,700. This grant has been split across two financial years 2021/22 and 2022/23. Thanks to this, a huge fundraising effort & community donations since April 2022, and respectable attendance levels, I am confident that

we can continue to financially support pre-school as it thrives over the next financial year and beyond.

Sally Elderfield 4/11/22
Treasurer/Administrator

Ascott under Wychwood Pre School
Statement of Accounts 2021- 2022

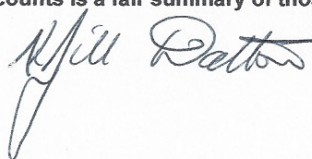
<u>Income</u>			<u>Expenditure</u>		
	<u>20/21</u>	<u>21/22</u>		<u>20/21</u>	<u>21/22</u>
Opening Deposit Account	40,379	35,599	Wages and pension	79,128	81,609
			Rent	3,890	6,110
Current Account	5,177	7,872	Fundraising	36	20
Petty Cash	164	134	Sundries	3,685	4,962
Opening Creditor			Equipment	1,458	1,990
Pension	(446)	(436)			
Wages and PAYE	(1,259)	(1,005)	Consumables and Stationery	904	1,401
Minibus hire	(135)		Training	252	1,374
Prepaid insurance	744				
Prepaid sub Wychwood	120				
Prepaid website hosting	54	54			
Prepaid Backpacks	287				
Sports Day exps advance	90				
Debtor - Furlough salary	359				
Debtor - fee income	624	422			
Prepaid advert	-	135			
Opening Cash	£ 46,157	£ 42,775	Expenditure for year	£ 89,353	£ 97,467
Interest	220	4	Closing Deposit A/c	35,599	43,603
Fees	73,486	95,631	Current Account	7,872	9,841
Fundraising	494	1,208	Petty Cash	134	156
Donations	700	443	Debtor - fee income	422	738
Grants & miscellaneous	11,016	4,740	Fence donation carried forward		(1,750)
Other	54		50% Covid grant carried forward	-	(2,761)
			Yoga income received in advance		(155)
			Prepaid advert Wychwood	135	-
			Creditor/Prepaid website hosting	54	(54)
			Creditor for refund of 21/22 fees	-	(311)
			Creditor pension	(436)	(411)
			Creditor PAYE	(1,005)	(1,394)
			Creditor minibus hire	-	(169)
Income for year	£ 85,970	£ 102,025		£ 42,774	£ 47,333
	£ 132,128	£ 144,800		£ 132,128	£ 144,800

Net (expenditure) / income for year to 31 March:

2020/2021	2021/2022
(3,383)	4,559

I have not carried out an audit, but have examined the books and records of the Ascott under Wychwood Pre School for the year ended 31 March 2022 and confirm that this Statement of Accounts is a fair summary of those records.

K J Dalton



(3.10.2022)

Election

MO to stay as chair (PP proposed, SL seconded)

TF taking over as Secretary (MO proposed, PP seconded)

SE to stay as Treasurer (MO proposed, PP seconded)

Constitution: Signed by trustees and committee members