

# KINGSWOOD PRE-SCHOOL GROUP AGM

<b>DATE:</b> 11/09/2024
<b>LOCATION:</b> Kingswood Village Hall
<b>TIME START:</b> 8.30PM <b>TIME END:</b> 9.15PM

ATTENDANCE LOG		
SOPHIE THORNTON (CHAIR)	AIMEE SPRINGETT	TONI CASEY
LAURA CASTLE (SECRETARY)	CLAIRE CHEESEMAN	ESTEE BIRD
CHARLOTTE BROWN (TREASURER)	MELANIE BROUGHTON	DEBBIE STACEY

ITEMS	RECORD OF RELEVANT DISCUSSION AND PROPOSED ACTIONS GOING FORWARD.	ACTION & PERSON RESPONSIBLE FOR AGREED ACTION.
1. WELCOME AND INTRODUCTION	BRIEF WELCOME TO ALL.	
2. APOLOGIES	APOLOGIES: REBECCA GILHAM AND HOLLIE GOODGER UNABLE TO ATTEND	
3. MATTERS ARISING FROM THE PREVIOUS AGM MINUTES & SIGNED OFF	MINUTES SIGNED BY LAURA CASTLE AND SOPHIE THORNTON.	
4. CHAIRS REPORT	See September 2024 Chairpersons Report	

5. MANAGERS REPORT	See Managers Report September 2024	
6. FINANCIAL REPORT	See Financial Report	
7. RESIGNATION OF CURRENT COMMITTEE MEMBERS	Charlotte Brown, Laura Castle, Sophie Thornton, Estee Bird, Hollie Goodger	
8. NOMINATIONS AND ELECTION OF NEW COMMITTEE MEMBERS	Toni Casey (Treasurer), Melanie Broughton (Secretary), Estee Bird, Rebecca Gilham, Debbie Stacey, Aimee Springett. Role of Chairperson yet to be taken.	
9. FILES	File box of documents to be stored on preschool premises. Committee know the lock code to access files.	
10. BANK CARDS	Cards to be transferred over from old committee members to new committee members.	

11. CHANGE OF PRESCHOOL DAYS/HOURS	Discussion around Tuesdays being very quiet with currently just 2 children attending the session. If no increase in attendance, discussed the possibility of extending Wednesday's hours to 1.30 and closing Tuesdays.	
12. FUNDRAISING	<p>21 Sep 2pm-7pm, Kingswood Paris Council Village Fete at Kingswood Village Hall. Preschool have a stall to run a Tombola. Donations required of teddies/soft toys/bottles. Advertise for donations.</p> <p>Autumn scavenger hunt: Children to be sponsored for completing.</p> <p>Further fundraising ideas to be discussed at next committee meeting. Also need to brainstorm how we can spread awareness that the preschool is a charity-run setting and how important donations/efforts in fundraising are.</p>	
13. LUNCHBOX TROLLEY	Preschool would like a lunchbox rack/shelf - ideally on wheels – to make handovers smoother. Aimee has provided link in Managers Report Sep 2024 as example.	
14. HALL COMMITTEE	<p>Internet signal is poor and unreliable. Discuss with Hall Committee about increasing Internet strength, preschool willing to pay the extra.</p> <p>Wasps – discuss with Hall Committee the removal of wasps from the outdoor space, what is the latest as it is currently not a safe environment for the children. Point out to Hall Committee that they should also be warning anyone booking a party.</p>	
15. NEXT MEETING	<p>Tuesday 24 September 2024</p> <p>10am</p> <p>Kingswood Village Hall</p> <p>All committee to attend if possible.</p>	

**RECORDED BY: MELANIE BROUGHTON      POSITION: SECRETARY**

SIGNED: 

DATE: 16/09/2024

SIGNED:

DATE:

POSITION:



## **Chairpersons report – AGM – 11<sup>th</sup> September 2024**

Thank you everyone for coming tonight to our preschool AGM meeting.

### Staffing

On behalf of the committee I would like to thank all past and current staff for your hard work over the past year.

We've managed to put on a number of events this year such as the Pumpkin Disco, Christmas raffle and carol singing, Easter bonnet parade and a sports day (despite the great British weather pushing us inside)

We ended the summer term with a Graduation for our school leavers and we wish them all the best in their new schools.

This year we welcomed Tianna as a new member of staff but also lost some well loved staff members Lou and Jess. However, Jess has a zero hours contract with us so you may still see her occasionally. This leaves us with a team of 4 practitioners and 2 members of bank staff.

### Committee

Thank you to all our committee members over the last year, you've all been a brilliant support for the preschool and given your own time to help with fundraising, of which we have raised approximately £1135.65 for the preschool, something we need to continue and exceed in the next school year.

It has been another difficult year financially and we faced another challenge at the end of the summer term, with the possible closure of the preschool due to not having enough committee members joining from September.

I'm very glad to say this is now not the case and we have enough members to continue. We have started the process of changing the charity to a charitable incorporated organisation. This is going to need to be paid for out of fundraising money but will mean that going forward only 3 trustees will be needed and no named roles required. The new committee will need to meet with Steph Harvey or Jeni Smart from EYA to carry on this process. This change will be positive for the preschool and give much more job security to the staff by ensuring it is here for many years to come.

As you know, I have been the Chairperson for the last year. However, unfortunately this isn't a role I can continue with. I am really sorry that I can not continue but to make the transition as easy as possible I have created a handover document with everything you need to know. I will email this all out to you individually and you will also have it on the onedrive. The last 2 weeks has proved to be quite difficult. Not having a child at the preschool makes the position extremely hard to continue with. I have spoken with the early years alliance and they have said due to the number of trustees joining and remaining on the committee I am able to step down without threat of the preschool closing. We also will be losing Charlotte our Treasurer and Laura our Secretary. Both of these ladies have been on the committee 2 years, and I thank them for all their support and hard work. We are very thankful to all those who have agreed to join and/or stay on the committee to ensure that the preschool continues. If nobody wants to take the Chairperson role on their own, this role can be shared with another trustee. You will need to decide this at your committee meeting. If this is not possible then you will need to contact Mandy Frank and/or Steph Harvey at the EYA.

### Preschool

The committee need to work hard with preschool staff to enrol more children

throughout the school year. Earlier in the year with the help of staff and parents we handed out leaflets to try and attract new children. We have a number of new fee paying children join which really helps the preschool especially at this time of year. We also replaced our preschool sign and have another one to go up. I am just waiting for Alan from the village hall to find a suitable location. We have bought various resources for the preschool such as balance bikes, toys, arts and crafts. We have also purchased a refurbished new laptop for the preschool.

### Supporters

Massive thank you on behalf of the Kingswood Preschool staff & committee to the following local supporters, who year upon year, are always there supporting our small charity run preschool. Their help and generosity go such a long way and it is really appreciated;

NISA, Kingswood for easter egg donations

Winterwood Farm for continued donations of fruit and £100 cash donation

Evie Townsend for school photos

Pick your Own Pumpkin Ashford & Morrisons for the donation of pumpkins

All the small local businesses who were part of the Christmas raffle, by donating prizes

Parish council and Hall committee for providing us with a safe space to work and the use of the village hall internet.

Kingswood Primary School for working with us to ensure a smooth transition for the school leavers.

And finally, to all the parents and children who use our setting. Thank you.

CHARITY COMMISSION  
FOR ENGLAND AND WALES

Kingswood Pre School Group

1045792

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2023

To

31/08/2024

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees from Parents	5,695	-	-	5,695	7,466
Bank Interest	90	-	-	90	55
CCC Funding	62,123	-	-	62,123	57,269
Other Revenue	124	-	-	124	5
Uniforms	16	-	-	16	38
Other Fundraising	1,891	-	-	1,891	1,470
Sundry sales	20	-	-	20	1
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>69,958</b>	<b>-</b>	<b>-</b>	<b>69,958</b>	<b>66,304</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>69,958</b>	<b>-</b>	<b>-</b>	<b>69,958</b>	<b>66,304</b>
<b>A3 Payments</b>					
Direct expenses	1,766	-	-	1,766	974
Wages	54,954	-	-	54,954	52,795
Tax and NIC	1,116	-	-	1,116	1,997
Accountancy	947	-	-	947	761
Cleaning	-	-	-	-	-
Advertising and marketing	-	-	-	-	518
Fundraising	337	-	-	337	157
General expenses	562	-	-	562	455
Insurance	-	-	-	-	705
IT software and consumables	1,266	-	-	1,266	-
Pension contributions	-	-	-	-	971
Postage	4	-	-	4	-
Printing and stationery	184	-	-	184	110
Rent	7,863	-	-	7,863	10,286
Snacks	-	-	-	-	8
Staff Training	81	-	-	81	636
Subscriptions	85	-	-	85	306
Telephone and internet	798	-	-	798	861
Uniforms	411	-	-	411	75
	-	-	-	-	-
<b>Sub total</b>	<b>70,375</b>	<b>-</b>	<b>-</b>	<b>70,375</b>	<b>71,615</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>70,375</b>	<b>-</b>	<b>-</b>	<b>70,375</b>	<b>71,615</b>
<b>Net of receipts/(payments)</b>	<b>- 416</b>	<b>-</b>	<b>-</b>	<b>- 416</b>	<b>- 5,311</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,254</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,838</b>	<b>16,565</b>
<b>Cash funds this year end</b>	<b>- 416</b>	<b>-</b>	<b>-</b>	<b>11,254</b>	<b>11,254</b>

Section B Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Fundraising cash	190	-	-
	Current account	1,816		
	Savings account	6,283	-	-
	Fundraising account	2,549	-	-
	<b>Total cash funds</b>	<b>10,838</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	MELANIE BROUGHTON	17/7/25

**KINGSWOOD PRESCHOOL GROUP**  
**BALANCE SHEET**  
**AS AT 31 AUGUST 2024**

	£	£
<b>Fixed Assets</b>		
Tangible Assets		
Computer equipment	24.99	
Less: Accumulated depreciation	<u>24.99</u>	-
Office equipment	1,728.60	
Less: Accumulated depreciation	<u>1,728.60</u>	-
<b>Total Fixed Assets</b>		-
<b>Current Assets</b>		
Debtors (Accounts receivable)	1,627.00	
Cash at bank and in hand:		
Fundraising	2,548.97	
Savings	6,282.52	
Current account	1,816.15	
Cash in hand	<u>253.37</u>	10,901.01
		<u>12,528.01</u>
<b>Less: Current Liabilities</b>		
Creditors: amounts falling due within one year		
Fundraising	<u>2,548.97</u>	<u>2,548.97</u>
<b>Net Current Assets</b>		9,979.04
<b>Total Assets less Current Liabilities</b>		<u><u>9,979.04</u></u>
<b>Financed by:</b>		
<b>Capital and Reserves</b>		
Balance as at 1 September 2023		4,848.99
Add: Prior year adjustment		6,548.55
		<u>11,397.54</u>
Less: Loss on ordinary activities		<u>1,418.50</u>
		<u><u>9,979.04</u></u>

**KINGSWOOD PRESCHOOL GROUP**  
**PROFIT AND LOSS ACCOUNT**  
**YEAR ENDED 31 AUGUST 2024**

	£	£
<b>Turnover:</b>		
Fees from parents		7,121.06
Interest received		90.40
Kent County Council		61,906.07
Sales		20.00
Uniforms		26.00
		<hr/>
		69,163.53
<b>Direct costs:</b>		
Direct expenses	195.73	
Wages	54,954.46	
	<hr/>	55,150.19
		<hr/>
<b>Gross profit</b>		14,013.34
<b>Operating overheads:</b>		
Advertising and marketing	52.48	
Accountancy	947.20	
Employers' National Insurance Contributions	1,116.34	
Fundraising	747.29	
General expenses	257.01	
Insurance	738.72	
Pension contributions	1,265.75	
Postage	3.50	
Printing and stationery	131.88	
Rent	7,863.00	
Snacks	120.00	
Staff training	235.00	
Subscriptions	463.86	
Telephone and internet	869.23	
Uniforms	620.58	
	<hr/>	15,431.84
		<hr/>
<b>Loss on ordinary activities</b>		<u><u>(1,418.50)</u></u>



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
KINGSWOOD PRE SCHOOL GROUP

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1045792

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 **31/ 08 / 2024**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Alexander Gilman*

Date:

02/07/2025

Name:

IAI ALEXANDER GILMAN

Relevant professional  
qualification(s) or body

CILEX LAWYER (FCILEX)  
(CHARTERED INSTITUTE OF LEGAL EXECUTIVES)



(if any):

Address:

116 GREENHILL ROAD

HERNE BAY

KENT CT6 7RR

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.