

Shurdington Pre-School



AGM REPORT 9TH APRIL 2025

AGM Agenda

- 5.00 pm - Welcome & Introductions – Kelly Clifford
- 5.05 pm - Summary from Caterpillars – Flo Speller
- 5.10 pm - Summary from Butterflies - Penny Baker
- 5.15 pm - Overview of AGM & Finances Report – Keria Darkin
- 5.20 pm - Elections
- 5.25 pm - Any Other Business
- 5.30 pm - AGM Meeting Commences

Legal and Administrative Information

Committee Members : Chair & Safeguarding Champion – Keria Darkin
Treasurer – Currently Recruiting
Secretary – Ellie-Mae Lillis & Rachael Jeens
Committee Member – Justine Mustoe
Committee Member – Flo Speller

Staff: Manager & DSL – Kelly Clifford
Deputy Manager & Deputy DSL – Flo Speller
Administrator - Nicola Jasper
Butterfly Room Lead & SENDCO – Penny Baker

Early Years Educator – Jemma Hole
Early Years Educator – Jessica Trinder
Relief Early Years Educator – Lynn Bilas

Charity Number 1053167
Principal Address Millennium Hall, Bishop Road, Shurdington, Cheltenham, GL51 4TB
Bankers NatWest Bank, 21 The Promenade, Cheltenham

Annual Report

Objectives and activities for the public benefit

The Pre-School's objectives are:

- To provide high quality, affordable learning and development opportunities to children of Pre-school age living within the local community and the surrounding area.
- To offer support, advice and guidance to Parents and Carer's with children of Pre-School age and create an enabling environment in which they can share in their child's development.
- To fulfil our Mission Statement:

Shurdington Pre-School aims to offer each child an enriched learning experience through play. We will do this by providing them with a nurturing, holistic and fun environment.

Each child and their family will be supported as we encourage all of our children, irrespective of need, to reach their full potential.

Main Objectives for 2023-2024

Shurdington Pre-School had the following objectives in 2023-2024:

1. Continuity of our Provision

We have been supported by our Committee to successfully remain open and provide the best childcare that we can offer.

Currently the merger with Shurdington Primary School is on hold until further notice.

2. Recruit & Retrain

We did not manage to recruit a Caterpillar Lead or Relief Staff member therefore we have capped our child spaces based on current staffing. As we are having a low birth year we have less children than last year, so are not planning to increase staff going forward .

Making the most of the training that we have access to, has not been as much of a priority as we would like but Continuing Professional Development has been carried out by all members of Staff.

3. Improve Communication

Tapestry has still been consistently used on a day to day basis, however we have yet to explore other features.

4. Strive to achieve Outstanding

We have continued to deliver consistent strategies to the children.

Pre-School Provision and Staffing

- 1. We currently have 16 Butterfly children and 8 Caterpillar children. However, in January, we have 4 new Caterpillars starting with us and some existing children have extra sessions booked in. We are at 53% capacity at the moment and we will be at 69% after Christmas.*
- 2. We currently have 53 sessions in Butterflies and 49 sessions in Caterpillars available, however this will reduce to 51 and 24 after Christmas.*
- 3. This academic year we have not needed to take on any new staff, as we adapted our business model to maximise our staff ratios.*
- 4. We have seen existing staff changes with Lynn Moore who left us at the end of the Spring Term to retire after being with us a long time and Alura Diemer who finished her Apprenticeship with us.*

Financial Review

- 1. 2023-24 was an excellent year for Shurdington Pre-School. We have made a good profit, however this has effectively cancelled out the loss from the previous year, therefore we do need to make it a priority going forward to at least break even, to be able to maintain reserves and have cashflow available to purchase what is needed.*

Regarding contingency a separate bank account has been created where the statutory redundancy payment achieved by all staff has been set aside if ever the situation arises that our charity cannot continue, however we are hoping this won't ever be the case.

- 2. Fees dropped slightly in 2023-24 from the previous year, however we did receive a good amount of funding support payments from the government which made a big difference.*
- 3. Expenses were controlled tightly due to regular forecasting and budgeting throughout the year.*
- 4. As a charity the aim of the Pre-School is not to build up significant profits or losses, although we can only run at a loss for so long and if we don't make a small profit each year we cannot build up funds to replace resources, maintain staff levels, carry out compulsory training and offer different activities for the children to enjoy.*

Annual Accounts

Shurdington Pre-School, Year Ending 31 July 2024

	Aug-22 to Jul-23	Aug-23 to Jul-24	% Change
INCOME			
Funded Child Fees	£93,612	£108,462	+16%
Private Child Fees	£10,837	£10,222	-6%
Fundraising	£0	£1,959	+100%
Donations	£0	£225	+100%
Deprivation, One-Off, DAF & Apprenticeship	£0	£5,494	+100%
Other	£0	£860	+100%
Total Income	£104,449	£127,222	+22%
EXPENDITURE			
Wages	£103,595	£105,314	+2%
Training	£1,372	£450	-67%
Premises	£3,299	£3,334	+1%
Subscriptions	£956	£772	-20%
Insurance	£997	£997	0%
Administration	£358	£0	-100%
Refreshments	£0	£33	+100%
Consumables	£4,651	£3,224	-70%
Fundraising Costs	£0	£190	+100%
Website, Committee DBS, Emergency Phone, Charity Contributions	£0	£99	+100%
Other	£1,301	£693	-53%
Total Expenses	£116,529	£115,106	-1%
Surplus/Deficit	-£12,080	£12,116	-202%

Plans for the Future

Shurdington Pre-School has the following objectives in 2024-25:

- 1) Subscriptions –** We have reduced our memberships to what we feel is needed and we will allocate time to make the most of all of the benefits and training available from these.
- 2) Advertising -** We have started trying to improve our website, are planning to add more useful information that may attract new starters and try to increase our profile online through various websites, using a banner and or new A-Board near the premises to fill up our sessions.
- 3) Policies & Procedures –** This academic year we will be changing our Policies and Procedures to give them all a complete refresh, so we aim for them all to be signed off before July and they will be revisited by all Staff and made available on our website for all Parents.

Charity name:

SHURDINGTON PRE-SCHOOL

Receipts and payments accounts for the period

Period start date.....01/08/23..... Period end date.....

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year	
	£	p
Nursery Education Funding (Free for 3&4)	93,612.00	
Nursery Education Funding (New for 2)	0.00	
Children's fees	10,837.00	
Milk refund	-	
Grants (specify)	-	
Grant	-	
Grant	-	
Fundraising	-	
Donations	-	
Interest	-	
Other receipts	-	
Sub total	104,449.00	
Income from the sale of equipment	-	
TOTAL RECEIPTS (A)	£104,449.00	

PAYMENTS	Previous year	
	£	p
Employment costs (gross pay + employer's NIC)	103,595.00	
Training costs	1,372.00	
Premises (rent, heat etc)	3,299.00	
Subscriptions	956.00	
Insurance	997.00	
Administration	358.00	
Refreshments	-	
Consumables (paint, paper etc)	4,651.00	
Fundraising costs	-	
Other	1,301.00	
Sub total	116,529.00	
Purchases of of equipment and other assets	-	
TOTAL PAYMENTS (B)	£116,529.00	

NET OF RECEIPTS AND	(A-B=C)	-£12,080.00
Cash funds* incl. deposit :	(D)	51,886.56
Cash funds* incl. deposit :	(C+D)	£39,806.56

***Note: cash funds include reserve/contingency/deposit accounts.**

Cash funds (agree with the balance of the receipts and payments a/c)

(E)

Debtors (money owed to the charity on the period end date) (F)
Value of buildings and equipment (current or depreciated value) (G)
Liabilities (loans and any other money owed on the period end date) (H)
Net assets (E-F+G-H)

Charity number:

1053167

..31/07/24.....

Current year	
£	p

71,193.99

37,267.67

10,222.03

1,959.21

225.00

6,353.65

127,221.55

£127,221.55

Current year	
£	p

105,314.10

450.40

3,334.24

772.24

996.72

32.45

3,224.43

190.39

790.36

115,105.33

-

£115,105.33

-

£12,116.22

39,806.56

£51,922.78

Current value	
£	p

51,922.78

	0.00
	0.00
	0.00
	£51,922.78



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

Shurdington Pre-School

On accounts for the year ended

31st July 2024

Charity no (if any)

1053167

Set out on pages

3 & 4

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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").

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.

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:

- 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:

N.Stone

Date:

22/08/2024

Name:

Nick Stone

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

ACCA

Bishop Rd, Shurdington, Cheltenham GL51 4TB

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

Not applicable

Charity name:

SHURDINGTON PRE-SCHOOL

**Charity
number:**

1053167

Receipts and payments accounts for the period

Period start date.....01/08/23.....

Period end date.....

31/07/24.....

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	93,612.00		71,193.99	
Nursery Education Funding (New for 2)	0.00		37,267.67	
Children's fees	10,837.00		10,222.03	
Milk refund	-			
Grants (specify)	-			
.....	-			
Grant	-			
.....	-			
Grant	-			
.....	-			
Fundraising	-		1,959.21	
Donations	-		225.00	
Interest	-			
Other receipts	-		6,353.65	
Sub total	104,449.00		127,221.55	
Income from the sale of equipment	-			

TOTAL RECEIPTS	(A)	£104,449.00	£127,221.55
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PAYMENTS		Previous year		Current year	
		£	p	£	p
Employment costs (gross pay + employer's NIC)		103,595.00		105,314.10	
Training costs		1,372.00		450.40	
Premises (rent, heat etc)		3,299.00		3,334.24	
Subscriptions		956.00		772.24	
Insurance		997.00		996.72	
Administration		358.00			
Refreshments		-		32.45	
Consumables (paint, paper etc)		4,651.00		3,224.43	
Fundraising costs		-		190.39	
Other		1,301.00		790.36	
Sub total		116,529.00		115,105.33	
Purchases of of equipment and other assets		-		-	
TOTAL PAYMENTS	(B)	£116,529.00		£115,105.33	
NET OF RECEIPTS AND PAYMENTS	(A-B=C)	-£12,080.00		£12,116.22	
Cash funds* incl. deposit a/c last year end	(D)	51,886.56		39,806.56	
Cash funds* incl. deposit a/c this year end	(C+D)	£39,806.56		£51,922.78	

*Note: cash funds include reserve/contingency/deposit accounts.				Current value	
				£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)			51,922.78	
Debtors (money owed to the charity on the period end date)	(F)			0.00	
Value of buildings and equipment (current or depreciated value)	(G)			0.00	
Liabilities (loans and any other money owed on the period end date)	(H)			0.00	
Net assets	(E-F+G-H)			£51,922.78	

Signed on behalf of the trustees (committee): Signed.....Name.....
Role.....
 Date.....