



# Red Room Pre-school Annex

Reg. charity no. 1053784. Ofsted reg. EY313518



The Red Room Pre-school Annex A.G.M.

Annual General Meeting October 4th 2022

Venue: Chewton Mendip cafe

Present. Elaine Blackmore, Sean Heathcote, , Marta Rubio Gonzalez, apologies Kaylea Pollard and Kim Haddock online.

The Minutes of the previous A.G.M. were read and agreed as a true record.

Matters arising.

None

Chairperson's Report.

Thank you for joining in with the AGM. Covid restrictions have been reduced but children and staff are still washing hands as they arrive. This includes children attending our Breakfast Club. Lateral flow tests are no longer available from the government. We are relying on staff and parents to inform us of a positive test and observe the recommended self-isolation recommendations.

Vicky Whittaker retired at Christmas and had a leaving ceremony after the Christmas walking nativity. It was attended by many parents who joined in saying goodbye to Vicky. Vicky worked for the pre-school for 25 years Vicky was a dedicated practitioner instrumental in the pre-school being awarded the highest inspections from Ofsted and will be missed by everyone. Hayley Morris has had to resign and will be greatly missed. Lindsey Smedley has taken on more hours to cover the hours Mrs Whittaker worked and Mrs Pike and Mrs Smith have covered Mrs Morris's hours.

Luckily we had good weather for the end of year picnic were able to have our own races and this year we were not able to join in with the school sports day.

Sean Heathcote has stepped down from the position of Secretary has resigned from the committee this year after supporting the pre-school for many years.

## Treasurer's report

Accounts show a surplus of £2275.00 for the year 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022 and the bank account on 31.8.22 stands at £72851.55. Universal Funding entitlement was £43450.00. Fees £14069.00 and receipts from Breakfast Club was £4925.00

Wages were slightly less than last year. It has been agreed that staff wages will increase annually to be at least £1.00 above the national minimum wage Staff wages were increased from 1<sup>st</sup> April 2022. Fees now stand at 5.00 per hour for non-funded hours.

Rent remains the same.

• Wages	£48550.71
• Rent	£1800.00
(Chewton Mendip Govenors)	
• PLA annual membership and insurance	£ 941.76
• Utilities	
• Replacement back door	£1546.72
• Replacement heaters	£ 1452.00
• Training	£ 739.95
• Accounts services	£ 750.00

Planned works      Replacement of old decking on the top play area.

Bank updates

Past signatories that have now left the committee need to be removed. New officers will be added as named at this AGM. Forms will be signed after this AGM and given to the bank in line with their current procedures.

E. Blackmore has been added as the Primary user along with the current Treasurer. K. Pollard.

It is proposed that another committee officer be able to set up payments as a back up to ensure wages can be paid on time.

Proposed	Seconded	Vote
Sean Heathcote	Marta Rubio Gonzalez	unanimous
Unanimous		

### Supervisor's Report

Numbers of children on roll increased from 10 in September to 25 at the end of the summer term. We were able to use school hall but unfortunately did return to weekly visits to the school reception class in the last summer half term.

We returned to normal routines after the Covid restrictions were lifted. We kept to washing hands on arrival for both the Pre-school and breakfast club. Windows and doors have been open to ensure ventilation and Co2 levels are good.

Children have enjoyed the enlarged sandpit and continue to enjoy the Pirate Ship role play area.

Mrs Smedley has taken on the hours Mrs Whittaker had worked and all staff covered the hours Mrs Morris had worked. Forest School has worked really well and number have been good. We are adapting to the new EYFS well with less observations and more time working with the children.

### Election of Committee Officers

#### Position of Secretary

Marta Rubio Gonzalez

Proposed	Seconded	Vote
Sean Heathcote	Kim Haddock	Unanimous

Other committee officers remaining in post

Treasurer  
Kaylea Pollard

Chair  
Mrs Kim Haddock

Adopting the PLA constitution 2011 and current pre-school policies

Proposed	Seconded	Vote
Kim Haddock	Marta Rubio Gonzalez	Unanimous

Date of next AGM Wednesday    October 4<sup>th</sup> 2023

## Redroom Pre- School Income & Expense Account for year ended 31 August 2022

<u>2021</u>	<u>Income</u>		<u>2022</u>	<u>Note</u>	<u>2021</u>	<u>Expenditure</u>
	Fees	%			44,309	Wages
14,784	Fees Paid	14,069.36	-4.8%			
44,520	SCC tokens	43,450.16	-2.4%		1,800	Rent
	- Stay & Play	-				
1,781	Breakfast Club	4,925.86	276.6%		709	Staff training
<u>61,084</u>		<u>62,445</u>	<u>62,445</u>	<u>3</u>	2,362	Equipment
					823	Property Maintenance / Repairs
	Fundraising	<u>Income</u>	<u>Expense</u>	<u>Profit</u>		
	0 Christmas Fair		0	0		
	0 Chewton Mendip Fete	24.5	0	24.5		
	0 Donation		0	0		
	0 Easter Fair			0	1,718	Misc consumables
		<u>25</u>	<u>0</u>	<u>25</u>		
	0 Grants- wages supply	200			873	Ofsted registration fee & Insurance
	0 SCC - Cluster Group Fund				1,312	Admin
	0 SCC - Training			<u>200</u>	217	Electric - edf man
		<u>200</u>			516	Telephone - onecomm
					19	Business rates
					0	Bank charges
					6,427	Income in excess of Expenditure
<u>61,084</u>			<u>62,670</u>		<u>61,084</u>	

### Statement of Accounts

at 1 Sept 2021

At 31 August 2022

70,576	Current Account	72,852
1	Pettycash Account	1.51
9	Appeal Account	19.09
<b>2,286</b>	<b>INCOME IN EXCESS OF EXPENDITURE</b>	
<u>72,872</u>		<u>72,872</u>

Accounts prepared by Sarah Jefferis  
13 March 2023





<u>2022</u>	<u>Note</u>
48,550.71	2
1,800.00	
675.00	4
276.56	5
3,247.11	6
2,353.04	7
887.93	8
1,364.17	9
576.00	10
563.35	11
0.00	
90.00	12
2,286.01	1
<u>62,670</u>	



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**Red Room Pre-School****Notes to accompany Accounts year ended 31 August 2022**

<b>1 Income in excess of Expenditure</b>	<b>2286</b>
<b>2 Wages - increase of 9.5%</b>	
Lindsey Smedley joined team from June 2021	48550.71
	<u>48550.71</u>
<b>3 Fees received - overall increase of 2.2%</b>	
Fees received - -4.8% decrease due to children becoming funded	14,069
Fundraising	24.5
Wage Supply	200
SCC Token - -2.4% decrease	43,450
Breakfast Club - significant increase due to lift of covid restriction versus 20/21	4,926
	<u>62,669.88</u>
<b>4 Staff training - small decrease on year before</b>	
J Smith - 2 day Senco course	120
Senco Workshop Subscription	90
J Smith - Inclusive Communication for Early Years	60
L Smedley - Introduction to Child Protection	50
E Blackmore - Child Protection, Oral Health, Food Hygiene Level 3	80
Child Protection Course - Lindsey Smedley	155
Noodle Now - Annual Training Package	120
	<u>675.00</u>
<b>5 Equipment - substantially less purchases made</b>	
Rubber Flooring	81.59
Microwave	45
Consortium - New resources	149.98
	<u>276.56</u>
<b>6 Property Maintenance - significant increase due to improvements made to building</b>	
Darren Wilkins Electrical Services - New Heaters	1,452
RM Educational - New Carpet	248
Crusader Windows	1,547
	<u>3,247.11</u>
<b>7 Misc Consumables - 37% increase on previous year</b>	
General Provisions - Consortium	337.36
Printing & Stationery	343.91
General Provisions - misc suppliers	1671.77
	<u>2353.04</u>
<b>8 Ofsted Registration Fees / Insurance / Memberships - minimal increase due to insurance</b>	
Ofsted Annual Registration Fee	50
Pre-School Learning Alliance - Annual Insurance	837.93
	<u>887.93</u>
<b>9 Admin</b>	
Advertising - Search Point UK	179
S Jefferis - Accounts	750

Retirement gift for V Whittaker	108
Advertising - Ashwick & Oakhill / Binegar News - Annual Charge	55
Annual Music Licence	54
MDC Media Licence Annual Payment	73
McFee Virus Protection - Annual Fee	88
Bristol Fire - Extinguisher and Safety Check	58

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1364.17

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**10 Electric - 265% increase in fees from March 2022 & no refund provided in 2020 due to covid**

September 2021 to March 2022	204
March to August 2022	372
	576.00

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**11 Phone / Internet - 9.1% increase in fees from April 2022**

Onecomm -September 2021 to April 2022	317.4
Onecomm - May to August 2022	245.95
	563.35

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**12 Bank Charges - £0 fixed rate from previous year expired**

Bank Fees	40
Appeal Account	50
	90

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