



Red Room Pre-school Annex

Reg. charity no. 1053784. Ofsted reg. EY313518



The Red Room Pre-school Annex. Annual General Meeting November 7th 2024.

Venue: Chewton Mendip Cafe

Present. Elaine Blackmore Kim Haddock, Caroline Elliott, April Branch, Hannah Smith, Mia Horler Amie Matthews.

Apologies :- Kaylea Pollard, Marta Rubio Gonzalez, ,

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

Matters arising. None

Chairperson's Report.

Welcome and thank you for attending the AGM.

This year has been very busy and staff have worked extra hours to ensure we were able to keep open. We signed up with a supply agency but they were only able provide supply staff cover once. Advertising through Somerset, social media and with a recruit agency did not bring in any applications. We also signed up to Somerset's apprentice scheme, however the candidates they put forward were too young and one more suitable candidate did not turn up for an interview.

We were able to use the church for the walking Nativity, thank you to Vicky Whittaker for helping organise it. The ground works over the holidays have replaces old and rotten decking in the raised play area, installed handrails and wider steps to increase accessibility. Thank you to Sean Heathcote.

Mrs Pike is undertaking training to become the deputy designated safeguarding lead is now the Deputy Designated Safeguarding Lead and Mrs Smith has completed updated training for her SENCO role.

Mrs Pike and Mrs Smith have completed the first module of a large government higher level training course covering maths, Communication and PSE development. Their training time is also sponsored by the government.

Mrs Brooks is undertaking her level 3 qualification through the Somerset Apprenticeship service.

All staff completed their basic safeguarding training in September 2023 and Paediatric First Aid qualifications in July 2024

The Breakfast club continues to be well used by the pre-school and school children.

From April we had an increase in 2 year old's taking up places.

The end of year picnic and walk through Chewton Woods was enjoyed by all and celebrated another successful year for the pre-school.

Two existing committee members have had difficulty registering themselves with Ofsted. The main problems have centred on their on-line forms and unclear instructions to completing their preferred DBS applications. We now have to update the 'nominated person' registration as the last committee member to have this status resigned but did not nominate anyone else.

Treasurer's report

Accounts show a surplus of £13873.01 for the year 1st September 2023 to 31st August 2024 and the bank account on 31.8.24 stands at £83472.47

- Main income
- funding entitlement £69299.72
- Fees £9723.29
- Breakfast Club £7761.47
- SEYS staff cover £ 455.00

Funding rate for 2 yr old and 3 yr old government funding has increased and the funding entitlement includes a back dated payment of £7122.55.

Wages were increased in April to help retain our existing staff.

Main expenses

- Rent £1200.00.
 - EDF - electric bill has increased to £248.00 per month.
 - Onecom- internet and phone increased to £62.00 back to £53.09.
 - Standing bank charges £120.00.
 - PLA insurance £903.68.
 - Wages £60320.00
 - Rent £1800.00
- (Chewton Mendip Govenors)

- Utilities and rates £4662.19
- Building repairs £1037.48
- Training £540.00
- Accounts services £750.00

Planned works - Finish the replacement of garden edging. Installing a handrail and new steps from grass to walkway. Replacement of perimeter fencing.

Still outstanding - the update of the bank signatories.

Past signatories that have now left the committee need to be removed. Another committee officer be able to authorise up payments as a back up to ensure wages can be paid on time.

The accounts have been sent to our accountant for auditing.

Supervisor's Report

Numbers of children on roll increased from 20 in September to 28 at the end of the summer term. We had 14 children moving on to reception classes and 14 booked in for September. In response to the new government funding we had more than usual two year olds starting. This impacted on the number of children we can have per day as it affects the statutory staff to child ratios.

Under 3's need 1 member of staff per 5 children. It means we have needed more staff and existing staff took on extra hours to ensure we could maintain the correct staff to child ratios.

The Monday hall session was opened to all our children and the younger children coped really well, enjoying the dancing and games.

Transitions into reception class went well and all our older children were confident and 'school ready' by the end of the year.

Children have continued to enjoy the enlarged sandpit and the Pirate Ship role play area. We are still having to replace old outdoor resources. It has rained a lot and this has affected the condition of some resources especially old plastic equipment.

Forest School continues to be an important part of our provision has worked really well.

Staffing recruitment continues to be problematic as low wages have impacted on people choosing to train and choose early years as a career. We have relied on our existing staff to cover absences.

Election of New Committee Officers

Treasurer Caroline Elliot

Proposed	Seconded	Vote
Kim Haddock	Amie Matthews	Unanimous

Secretary Hannah Weeks

Proposed	Seconded	Vote
Kim Haddock	Amie Matthews	Unanimous

Other committee officers remaining in post

<u>Chairperson</u>	<u>Vice Treasurer</u>
Mrs Kim Haddock	Kaylea Pollard

Adopting the PLA constitution 2011 and current pre-school policies

Proposed	Seconded	Vote
Kim Haddock	Caroline Elliott	Unanimous

Date of next AGM Wednesday October 16th 2025

Redroom Pre- School Income & Expense Account for year ended 31 August 2024

<u>2023 Income</u>				<u>2024</u>	<u>Note</u>	<u>2023 Expenditure</u>				<u>2024</u>	<u>Note</u>
	Fees		%			53,038	Wages			60,320.12	2
16,944	Fees Paid	9,732.29	-42.56%								
36,536	SCC tokens	69,299.72	89.68%			1,800	Rent			1,800.00	
	- Stay & Play	-									
4,977	Breakfast Club	7,761.47	55.96%			595	Staff training			540.00	4
<u>58,456</u>		<u>86,793</u>		86,793	3	424	Equipment			658.27	5
						110	Property Maintenance / Repairs			1,148.48	6
	Fundraising	<u>Income</u>	<u>Expense</u>	<u>Profit retained</u>							
0	Christmas Fair	0	0	0							
0	Chewton Mendip Fete	0	0	0							
0	Donation	0	0	0		2,046	Misc consumables			2,304.36	7
0	Summer Fair	8	0	8							
		<u>8</u>	<u>0</u>	<u>8</u>	8						
						913	Ofsted registration fee & Insurance			953.98	8
0	Grants- wages supply	455				1,343	Admin			2,700.00	9
0	SCC - Cluster Group Fun	0				651	Electric - edf man			2,251.00	10
0	SCC - Training	<u>0</u>			455	635	Telephone - onecomm			611.19	11
		<u>455</u>				0	Business rates			0.00	
						120	Bank charges			120.00	12
						6,427	Income in excess of Expenditure			13,849.08	1
<u>58,456</u>				87,256		<u>68,101</u>				<u>87,256</u>	

Statement of Accounts

at 1 Sept 2023

At 31 August 2024

69,635	Current Account	83,472
1	Pettycash Account	12.44
19	Appeal Account	19.09
13,849	INCOME IN EXCESS OF EXPENDITURE	
<u>83,504</u>		<u>83,504</u>

Accounts prepared by Sarah Jefferis
25 January 2025

Red Room Pre-School
Notes to accompany Accounts year ended 31 August 2024

1 Income in excess of Expenditure	13849
 2 Wages - increase of 13.73%	
Staff ROP increased from April 2023 & additonal staff member joined the team	60320.12
	<u>60320.12</u>
 3 Fees received - overall increase of 48.48% due to new funding regulations from September 2024 for working parents from 2 years	
Fees received - decrease of 42.56%	9,732
SCC Token - increase of 89.68%	69,300
Breakfast Club - increase of 55.96%	7,761
	<u>86,793.48</u>
 4 Staff training - decrease of 9% from previous year	
Noodle Now Training package	120
First Aid Training for 4 delegates - July 2024	420
	<u>540.00</u>
 5 Increase of 55% from previous year	
RM Educations - misc equipment	548
SEND provision	110
	<u>658.27</u>
 6 Property Maintenance & repairs -significant increase from previous year due to maintanance required outdoors	
Darren Wilkins Electrical - PAT Testing	111.00
SH Electrical - Replacement to Decking outside	667.49
SH Electrical - Outdoor playground reapiir and new handrails	369.99
	<u>1,148.48</u>

7 Misc Consumables - increase of 12%

General Provisions	1669.06
Printing & Stationary	373.53
RM Education	199.60
Printer	62
	<u>2304.36</u>

8 Ofsted Registration Fees / Insurance / Memberships - 5% increase to EY Membership

Ofsted Registration Fee	50
Early Years Alliance Membership	903.98
	<u>953.98</u>

9 Admin - increased expenditure of 100% due to advertising for additional staff

Sarah Jefferis - Accountancy Services	750.00
PPL PRS Licence	66.32
DBS Screen services	208.10
Donation to Chewton Church	25.00
Job Advertisements - Health Jobs	598.80
CRB Check	108.00
Bristol Fire Inspection	57.60
Evolve Temporary Staff	171.60
Phoenix Community Magazine - Advert	60.00
Chewton Mendip Fete	25.00
General Expenses - accident forms, subscriptions, NDNA booklets, and other resources	369.99
Macafee Subscripton	129.99
WIX - Website Annual Fee	129.60
	<u>2700.00</u>

10 Electric - EDF Man - increase of 245% due to energy increased from 2024

Fees between 1st September and 31st January	515
Fees increase from 1st February 2024	1736
	<u>2,251.00</u>

11 Phone / Internet - stable in comparison to y/e 2023

Onecom charges between 1st September and 31st March

344.4

Onecom charges from 1st April 2024

266.79

611.19

12 Bank Charges - no change

Main Account - £5 per month

60

Appeal Account - £5 per month

60

120
