



Stepping Stones Pre-school Annual General Meeting

Thursday 19th October 2023 – 7pm
at Stepping Stones

MINUTES

Present:

Adam Mercer (Chair), Sophie Stewart, Tia Clune, Rita Bilous, Dale Richards, Steve Bennett
Allison Brisland, Chanelle Uzzell, Rosie Brisland

Apologies:

Sophie Newman, Beki Wray-Daly, Josie Gustafsson

AGENDA ITEM	
	Welcome & Introductions
Verify minutes of last AGM	Adam explained minutes of AGM & SGM
Staff Report	<p>Allison read staff report for the academic year Sept 22 – July 23</p> <ul style="list-style-type: none">• Healthy numbers• 5 Staff• Cleaner left almost immediately for personal reasons• Elly left at Christmas• Students: Delilah & Ronnie• PATA audit – good• Ofsted phone-call following complaint from parent (not put in writing to SS) very positive comments from Ofsted• Fundraising at school Christmas bazaar – Prize board• Christmas party disco – children given books (supporting literacy)• Staff undertook varied CPD including First Aid, Safeguarding• Staff worked very hard to cover Elly and Cleaner's position• Rosie Connect 2 Care EY Apprentice of the year• Pay rise for Chanelle, Rosie & Miranda• Committee helped to clean pirate ship for inspection• Committee and parents help with garden. Thank you to Tia, Sean, Adam & Luke• Policies updated• Pest control• Met with school Principal to discuss building and utilities• Met with Reception teacher to discuss Transitions with school• Bookstart books given to all children• Lucy joined as Assistant – excellent addition to team• Magic Marie entertained children at end of term• Leavers presentation for parents and carers

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	<ul style="list-style-type: none"> Parents extremely positive about children's experience of Stepping Stones 	
Chair's Report	<p>Adam read Chair's report for past year.</p> <ul style="list-style-type: none"> Thanked committee New constitution was signed Congratulated Rosie on her achievement and gaining L3 EYE Connections with school Increase in cost of utilities, with 5% increase year on year 	
Financial Report	<ul style="list-style-type: none"> Turnover of £80k Income & outgoings approx even Accounts audited Required info sent to Charity Commission Refund from HMRC 	
Election of New committee	<ul style="list-style-type: none"> Chair: Tia Clune (proposed by Rosie and seconded by Chanelle) Treasurer: Rita Bilous (proposed by Rosie and seconded by Chanelle) Secretary: Dale Richards (proposed by Rosie and seconded by Chanelle) Steven Bennett (proposed by Tia and seconded by Adam) Beki Wray Daly and Josie Gustafsson requested to be voted on in their absence <p>All previous members stepped down apart from Tia.</p> <p>Allison & Adam explained next steps for new committee members regarding DBS & EY2. This must take place within 2 weeks and Ofsted must be informed by Adam. Tia can then complete EY3</p> <p>We still need a member of the committee to be SG Champion – this is not an Officer's role. Allison to ask Beki and Josie.</p>	
Date of next meeting	Thursday 30 th November 2023	

Stepping Stones Playgroup (Dursley)

Registered Charity Number 1054233

Accounts for the Period September 2022 - August 2023

Account Balances at start of period

	2023		2022
	£	£	£
Lloyds *2724		18,001.17	11,497.28
Loan K Redmond		901.07	901.07
Petty Cash		31.84	31.84
Lloyds *5204		<u>4,993.39</u>	<u>4,882.42</u>
Total		23,927.47	17,312.61

Income

Child Fees	4,228.00		3,270.10
Nursery Grant	76,124.09		91,733.80
Other Grants			-
Events			
Photographers comm			
Sweatshirts	-		102.00
Xmas Bazaar	-		-
Easyfundraising	0.00		0.00
Class fundraising	37.65		110.35
Interest	15.16		0.62
Donation CAF			
Donation - relative	209.00		0
Total		80,613.90	<u>95,216.87</u>

Expenditure

Wages	61,407.55		71,792.39
HMRC (PAYE/NI)	4,843.34		3,758.40
Nest Pension	2,128.44		1,978.69
Premises	4,147.80		1,241.58
Memberships	563.03		236.40
Insurance	1,025.02		870.11
Refreshments	927.50		732.19
Clothing	-		365.91
Course Fees	1,337.35		945.90
Admin	1,782.23		2,808.90
Equipment/Consumables	3,353.55		3,265.06
Xmas/Leaving Presents	219.04		355.49
HMRC fine	100.00		200.00
Other Expenses	<u>71.94</u>		<u>50.99</u>
Total		81,906.79	88,602.01

<u>Income - Expenditure</u>	(1,292.89)	<u>6,614.86</u>
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<u>Balance after Income - Expenditure</u>	<u>22,634.58</u>	<u>23,927.47</u>
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Account Balances at end of period

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