

Stepping Stones Playgroup (Dursley)

Registered Charity Number 1054233

Accounts for the Period September 2023 - August 2024

Account Balances at start of period		2024		2023	
Lloyds *2724	16,693.12	£	16,693.12	£	18,001.17
Loan K Redmond	901.07	£	901.07	£	901.07
Petty Cash	31.84	£	31.84	£	31.84
Lloyds *5204	5,008.55	£	5,008.55	£	4,993.39
Total	22,634.58		22,634.58		23,927.47
Income					
Child Fees	7,129.31				4,228.00
Nursery Grant	86,560.90				76,124.09
Other Grants	5,042.00				-
Events					
Photographers comm					
Class fundraising	219.00				37.65
Interest	73.93				15.16
HMRC - Tax Refund	839.83				
Donation - relative					209
Total	99,864.97				80,613.90
Expenditure					
Wages	66,628.66				61,407.55
HMRC (PAYE/NI)	4,398.48				4,843.34
Nest Pension	2,310.78				2,128.44
Premises	6,353.70				4,147.80
Memberships	540.28				563.03
Insurance	1,091.98				1,025.02
Refreshments	982.85				927.50
Clothing	486.78				-
Zoolab	244.80				
Course Fees	647.77				1,337.35
Admin	3,313.72				1,782.23
Equipment/Consumables	2,168.45				3,353.55
Xmas/Leaving Presents	642.81				219.04
HMRC fine	400.00				100.00
Other Expenses	369.49				71.94
Total	89,780.55				81,906.79
Income - Expenditure	10,084.42				- 1,292.89
Balance after Income - Expenditure	32,719.00				22,634.58
Account Balances at end of period					
Lloyds *2724	26,703.61				16,693.12
Loan - K Redmond	901.07				901.07
Petty Cash	31.84				31.84
Lloyds *5204	5,082.48				5,008.55
Total	32,719.00				22,634.58

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# Stepping Stones Pre-school Annual General Meeting

Thursday 28 November 2024– 7pm

## MINUTES

### Present:

Rita Bilous, Dale Richards, Steve Bennett, Chanelle Uzzell, Rosie Brisland, Rachel Stockham, Lisa Fraser, Natasia Fulford, Amy Goby, Mariana Plugari, Anna Kitzinger-Kemp, Hannah Price

### Apologies:

Tia Clune, Beki Wray-Daly, Allison Brisland, Miranda Tyson and Vicky Moore

<b>AGENDA ITEM</b>	Welcome & Introductions
Verify minutes of last AGM	Dale explained minutes of AGM
Staff Report	<p>Chanelle read staff report for the academic year Sept 23 – July 24</p> <p><b>Activities with the children</b></p> <ul style="list-style-type: none"> <li>Seasonal topics planned (Autumn, Winter, Spring).</li> <li>Autumn activities (soup making, treasure bags).</li> <li>Zoo lab visit, Christmas crafts/games, Santa visit, Christmas singing with parents.</li> <li>Mocksted report praised staff's interaction with children.</li> <li>World Book Day (parents joined for story time), Red Nose Day, music training sessions.</li> <li>Police visit for road safety week.</li> <li>School transition meetings.</li> <li>Weekly school visits, children met teachers.</li> <li>Robot Reg taster session, Magic Marie visit for pre-school children, party day for Rising 3's.</li> <li>.</li> </ul> <p><b>Staffing updates</b></p> <ul style="list-style-type: none"> <li>Chanelle led the SCARF project, started the L5 leadership apprenticeship, attended the SENCO meeting, completed Learning Walk training, did sensory integration training, participated in Tiny Happy People training, and met with teachers for final handovers.</li> <li>Rosie completed Facts for Life training and did Social Media Safety training.</li> <li>Allison did risk assessment training, participated in Tiny Happy People training, completed health protection training, took Safer Recruitment training, conducted staff supervisions, held meetings to prepare staff for Ofsted, completed committee member training, and met with teachers for final handovers.</li> <li>Miranda did music training.</li> <li>Sophia Maniscalco was employed as a cleaner.</li> <li>Vicky Moore joined the staff.</li> </ul> <p><b>Committee and governance updates</b></p> <ul style="list-style-type: none"> <li>Committee started sensory garden.</li> <li>All staff added to the update service (DBS).</li> </ul>

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	<ul style="list-style-type: none"> <li>• Policies updated, fire drills carried out.</li> <li>• OFSTED graded us Good.</li> <li>• Flooring around pirate ship replaced.</li> </ul>	
Chair's Report	<p>Dale read Chair's report for past year.</p> <ul style="list-style-type: none"> <li>• Thanked committee – achievements included new shed, fixed pirate ship, built relationships with school/DooSC.</li> <li>• Thanked staff and volunteers for their hard work and dedication – reflected in the 'Good' Ofsted rating.</li> </ul>	
Financial Report	<p>Rita read Treasurer's report</p> <ul style="list-style-type: none"> <li>• Started 2023 academic year with 23k</li> <li>• Income from nursery and fundraising grants 80k</li> <li>• Expenditure 81k</li> <li>• End of academic year balance 22k</li> </ul>	
Election of New committee	<ul style="list-style-type: none"> <li>• <b>Chair:</b> Anna Kitzinger-Kemp (proposed by Rita and seconded by Steve)</li> <li>• <b>Treasurer:</b> Hannah Price (proposed by Rita and seconded by Steve)</li> <li>• <b>Secretary:</b> Lisa Fraser (proposed by Rita and seconded by Steve)</li> <li>• Rachel Stockham (proposed by Rosie and seconded by Steve)</li> <li>• Amy Goby (proposed by Rosie and seconded by Steve)</li> <li>• Natasia Fulford (proposed by Steve and seconded by Rosie)</li> </ul> <p>All previous members stepped down.</p> <p>Dale and Chanelle explained next steps for new committee members regarding DBS &amp; EY2. This must take place within 2 weeks and Ofsted must be informed. Anna can then complete EY3.</p> <p>We still need a member of the committee to be Safeguarding Champion</p>	
AGENDA ITEM		ACTION
AOB	Support needed for the school Christmas fair on 6 Dec, 5-7pm	Dale and Chanelle – 5-6pm Miranda, Lisa and Hannah – 6-7pm
	Support preparing prizes with tickets for the Christmas fair on Wed 4 Dec (time TBC)	Anna and Chanelle.
	Handover and lessons learnt from 2024 committee.	Dale, Rita, Steve (and Tia) to attend next committee meeting with an agenda item to discuss lessons learnt.
	New committee to create What's App group	Anna, Lisa, Hannah, Rachel, Amy and Tasis to send contact email and phone numbers to Chanelle asap.
	New committee to complete paperwork preferably within 2 weeks.	Chanelle to circulate DBS, EY2 process to new committee with support from Dale.



## Stepping Stones Pre-school Annual General Meeting

Date of next meeting	Thursday 16 Jan 2025, 7:30pm	Chanelle to circulate to new committee
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