

## **Annual General Meeting of the Ladybirds Preschool**

**Thursday 23<sup>rd</sup> November 2023 at 9.30 a.m.**

**Held in St Francis Parish Centre**

**Present:** Barbara Defeo (Ladybirds Manager), Jean de Garis (Chair), Kris Richardson (Treasurer), Bill Wilson (Secretary), Katie Rivaya, Sharon Goldie, Clive Hunter, Anna Shuttlewood

### **1. Welcome**

Jean welcomed attendees to the meeting.

### **2. Apologies**

There were none.

### **3. Approval of 2022 AGM Minutes**

These were approved.

### **4. Requests to discuss matters not covered elsewhere on the agenda**

Kris asked that an election should be held to elect Sharon Goldie to the Committee.

### **5. Manager's Report**

Barbara gave her report. The text of her report is attached to these minutes.

### **6. Chair's Report**

Jean gave his report. His outline of this is attached to these minutes.

### **7. Treasurer's Report**

Kris presented the accounts, which are attached to these minutes (a clearer copy is available on request to the Secretary). In summary, in the year 2022-3, the preschool returned a loss of £2 073.03. Income for the year 2022-3 amounted to £70 086.63, while expenditure amounted to £72 159.66. Breakdowns of these figures can be found in the attached accounts.

There is currently £58 928.28 in the Ladybirds account.

Kris outlined the context of the above figures by presenting and explaining figures for previous years. She concluded that the preschool is operating on the margins of financial stability and will continue to do so unless the number of children attending increases.

However, projections for the current year have improved markedly from September 2023's projected loss of £9 618 to a current projection of a loss of £1 867.

### **8. Elections**

Kris Richardson proposed, seconded by Bill Wilson, that Sharon Goldie be elected to the Committee to serve as Assistant Treasurer. Sharon was duly and unanimously elected.

**Action:** Barbara and Helen to ensure that Sharon is sent the necessary links for the appropriate DBS and DFE checks to be carried out.



## 9. AOB

- Katie asked about places at the preschool for two-year olds. Barbara replied that she has had to turn away two-year olds because of staff shortages (two-year olds and children with special needs require higher levels of staffing). However, she said that by January, the situation will have become more favourable as some children turn three, thus ceasing to require such a high level of staffing. Currently, there are due to be 17 children on role from January, with two more likely to join at Easter.
- Clive Hunter offered himself and his wife, Sophie, to join the Committee as parent representatives. Anna Shuttlewood also volunteered to join the Committee as a parent representative.

**Action:** Barbara and Helen to ensure that these candidates for membership of the Committee are sent the necessary links for the appropriate DBS and DFE checks to be carried out.

- Clive kindly offered to use his professional contacts to arrange various activities for the children at the preschool.

**Action:** Barbara to liaise with Clive to arrange these activities.

- The need to update the Ladybirds logo so that it can be more conveniently used for publicity was noted.

**Action:** Sharon kindly offered to ask a contact that she has to undertake this task.

- It was noted that Helen continues to experience ongoing difficulties with updating the website.

**Action:** Katie kindly offered to ask her husband, Anton, to give of his professional expertise in this area, and possibly to liaise with Mike Wade, who set up and services the website.

The date of the next Committee Meeting was fixed for **Friday, 26th January at 9.30 a.m.**

CWWW 07.12.23

## **LADYBIRDS PRE-SCHOOL**

### **MANAGERS REPORT - September 2023**

This year has again been a very eventful one. Our pupil numbers soon built up over the year and the children enjoyed a whole range of exciting activities, and celebrated different festivals from other cultures.

We had another visit from the fire service in September, who came to the car park with the fire engine. The children loved getting into the cab and trying on the fireman's hat.

The children made some beautiful decorations for our christmas tree which was displayed at the Xmas tree festival in St Thomas' Church.

They also enjoyed a special treat going down to the town on the coach to see Santa in his grotto. He read them all a story and presented them with a gift. This was then followed by a delicious cup of hot chocolate in the refreshments tent.

We were pleased to welcome a new member of staff in February, Sonia Fernandez. She has been a great asset to the setting, coming up with lots of ideas for activities and getting the children involved.

Over the year we were able to purchase a new shed for storing our toys and resources, and a bench which also has storage in the seat. We purchased two giant daisy shaped chalk boards which the children love using and some outdoor painting easels to go on the fence. We also purchased some new bikes which are always popular. The children have enjoyed using our new role play furniture indoors; these have been a great asset in promoting their imagination.

We had a lovely sunny day for our Leavers Picnic in July for all the children going on to school. We said a very sad "goodbye" to Mrs Louise Collins who has been at Ladybirds for about 20 years. She will be sadly missed. She was presented with gifts from Jean, our Chair, to say thank you for her years of loyal service.

I would like to thank all the staff for their continuing support and hard work over the past year, especially during the time we were short-staffed. They continued to offer lots of exciting opportunities for the children to learn.

I would also like to thank the Committee for their continued support, working behind the scenes. A big thank you to Kris, our Treasurer for her continuing work on the financial side.

This will be my last year as Manager of Ladybirds. I have enjoyed working with many children over the years, some are now bringing their children to Ladybirds. Here's to the continuing success of Ladybirds.

Barbara Defeo (Manager)

<b>Ladybird's Pre-School AGM 23<sup>rd</sup> November 2023</b>
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Chair's Report to the AGM

**This is my second report as Chair of Ladybirds.**

**Again, it has been a challenging year for Ladybirds.**

Most of the factors outlined last year are still very present:

- a difficult financial background in the whole world as well as the UK
- a national shortage of people in the caring professions and early years education
- a large number of children who left us in the summer of 2023

**But positively**, we were able to make a great appointment with Sonia last January.

We celebrated and thanked Louise in the summer as she left Ladybirds after many years.

Brian and the Church Fabric Team have worked hard on improving the Ladybird's site.

**Going forward** we thank Barbara as she is now in her final year as Manager of Ladybirds.

We know that it will be a great challenge to replace her, but we hope to find a new manager in the months ahead.

**I especially want to express our thanks:**

- to parents for entrusting us with your children. We are so glad you do.
- to the children who bring energy, and enthusiasm and life to everything.
- to the Committee members Kris, Katie, and Bill who are all volunteers – especially Kris who works so hard on preparing our accounts, making payments and advising us over our financial situation. We still have vacancies on the Committee which we would love to fill.
- Finally, we thank the staff who bring their expertise and commitment to the children they care for into school each day.

**Ladybirds offers a wonderful local service.**

There are good facilities and a dedicated staff team. We want to see this Pre-school thrive and attracting many new children in the months ahead. Do spread the word.

Do be in touch with me with ideas or questions about the Pre-School.

Jean de Garis  
Vicar of St Francis Church  
*Chair of Ladybirds Committee*

**Ladybirds Pre School**  
Year Ended 31 July 2023



**Receipts**

Bank interest	£455.18	
Food Voucher Income	£385.00	
Ladybirds apparel	£28.00	
Other income	£1,018.41	
School Fees	£5,713.00	
Wiltshire Council Funding	£60,255.92	
WCC Funding Adjustment	-£238.68	
Wiltshire Council Special Funding	£2,469.80	£70,086.63

**Payments**

Admin Expenses/Stationery	£405.05	
Alliances	£478.35	
Computer Related Expenses	£328.39	
Consumables	£869.62	
Craft Supplies	£61.49	
DBS Checks	£96.18	
Employer pension	£650.80	
Food Voucher Payments	£385.00	
Insurance	£414.51	
KAS	£1,086.00	
Phone	£12.00	
Purchases (Equipment children)	£1,730.25	
Purchase Discounts	-£4.02	
Refreshments	£86.88	
Rent and rates	£5,650.00	
Repairs & Renewals	£1,695.52	
Salaries	£55,968.47	
Training	£636.00	
Travel Expenses	£253.00	
Uniforms	£257.90	
Web Hosting/Advertising	£997.14	
Welfare	£101.13	£72,159.66

Income over Expenditure for this financial year **-£2,073.03**

**Assets**

<b>Bank &amp; Cash</b>	Bank current account	£2,639.79	
	Savings account	£56,631.98	
	Petty Cash	£51.97	
	Cash in hand	£43.36	£59,367.10

**Other Assets**

Trade debtors	£101.00	£101.00
		£59,468.10

**Liabilities**

Trade Creditors	£335.00	
PAYE	£96.06	
Pension	£108.76	£539.82
		£58,928.28

Funds brought forward	£61,001.31	
Income over expenditure for this financial year	-£2,073.03	
	<u>£58,928.28</u>	

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**Year Ended 31 July 2023**



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Ladybirds Pre-school  
52 Balmoral Road  
Salisbury  
Wiltshire  
SP1 3PX

20<sup>th</sup> November 2023

Dear Kris,

**Re: Ladybirds Pre-school Audit Certificate year ended 31/07/2023.**

We have examined the receipts, payments and statements with the books and vouchers relating thereto, and have obtained all the information and explanations required.

In our opinion the receipts and payments statements present a true and fair view of the Ladybirds Pre-school Fund's activities for the year ended 31 July 2023.

If you have any questions regarding the figures, please let us know.

Your faithfully,



D W Netton ICPA  
Key Accounting Services