

St Piran's Playschool – Annual General Meeting Minutes

Date: Wednesday 17 September 2025

Time: 6:00 PM

Location: St Piran's Playschool

Minutes taken by: The Secretary

1. Attendees

Committee Chair

Committee Treasurer (outgoing)

Committee Secretary (outgoing)

Committee Volunteer (prospective; DBS in progress)

Playschool Manager

2. Apologies

Two committee members participated via telephone.

The outgoing Treasurer confirmed their intention to step down following their child leaving the setting.

3. Declaration of Conflicts of Interest

No conflicts of interest were declared.

4. Approval of Minutes

- AGM Minutes 2024 approved and signed by the Chair.
- Previous meeting minutes approved and signed by the Chair.
- Annual accounts approved by the Chair. Accounts were prepared by an external accountant.

5. Chair's Report

The Chair expressed sincere thanks to all staff for their commitment and hard work throughout the year. Staff wellbeing remains a priority, with welfare checks completed and workload discussed with the Manager.

The setting benefitted from successful funding sources, including a community grant used to replace the boiler, and donations received via a fundraising campaign.

The Chair reported positively on the improved environment, including redecoration, removal of outdated equipment, updated furniture, and the creation of a new sensory room.

Overall, the Chair expressed confidence in the direction of the playschool and gratitude to staff, volunteers, and committee members.

6. Manager's Report

Staffing

The Manager reported several staffing updates across all rooms, including a newly appointed Deputy Manager and reallocated responsibilities to support SEND coordination and administrative duties. Additional bank and part-time staff continue to provide flexible support.

Attendance

- 35 children were on roll at year end.
- 12 pre-school children transitioned to Reception classes.
- 2 nursery-aged children left due to relocation or transfer.

Maintenance

The setting completed internal redecoration and a summer maintenance day to clear accumulated items.

Events & Outings

Despite limitations due to high SEND needs, the playschool provided a range of enrichment activities including:

- Tractor visit
- Air ambulance tour
- Park visits
- Story sessions with a local minister
- Video call with a veterinary professional
- Christmas celebration and graduation event

SEND Update

- 2 staff now hold Level 3 SENCO qualifications
 - 1 child with an EHCP
 - 3 further EHCP applications submitted
- The Manager expressed pride in the team's work supporting children with complex needs.

7. Treasurer's Report

Financial Position (as at 31 August 2025)

Account	2024 Balance	2025 Balance
Treasurer's Account	£24,280.51	£411.26
Business Deposit Account	£55,058.38	£50,383.95
95-Day Notice Account	N/A	£41,227.14
Total	£79,338.89	£91,677.35

Overview

The financial outlook is positive due to increased early years funding and higher levels of SEND funding. The additional work required for SEND documentation was noted.

Profit & Loss

Improvements were attributed to:

- Increased attendance
- Fee structure adjustments
- Greater proportion of funded children reducing unpaid fee risks

Wages & National Insurance

The organisation remains compliant with the April 2025 National Living Wage increase. The rise in National Insurance costs had limited impact due to the charity employment allowance.

Grants, Donations & Capital Improvements

The playschool received:

- A community grant used for installing a new, energy-efficient boiler
- Public donations contributing to new educational technology
- Funding used to purchase new, more accessible child-friendly furniture

Fees (from September 2025)

The updated fee schedule for Under-2s, 2-Year-Olds and 3–4-Year-Olds was reviewed. The Chair advised monitoring future fee adjustments in line with funding policy changes.

8. Committee Changes

The Treasurer and Secretary formally stepped down from their roles.

9. Election of Officers

The Chair agreed to continue in the role for the short term.

The following appointments were made:

- **Treasurer:** Newly appointed committee member
- **Secretary:** Newly appointed committee member

(Proposers and seconders have been anonymised for public filing.)

10. Any Other Business

- A new committee volunteer was welcomed. They will support community engagement and may help identify further potential committee members.

- A local organisation may be willing to offer future financial support; enquiry to be made.

11. Date of Next Meeting

Proposed date: **12 November 2025**, with the intention to hold the meeting remotely for convenience.

Profit and Loss

St Pirans Playschool

10/11/2025

01/09/2024 - 31/08/2025

INCOME

40000 - Income	
40100 - Education Funding	118,817.31
40200 - FIT income re solar panels	380.17
40300 - Staff training funding	800.00
40400 - SENIF	9,142.10
40500 - Fundraising	760.29
40600 - EHCP Funding ES	4,158.00
41000 - Sales	
41004 - Sales - Services	18,567.04
41000 - Total Sales	18,567.04
41100 - Other Income	6,441.62
41800 - Interest Income	274.22
40000 - Total Income	159,340.75
INCOME	159,340.75

COGS

50000 - Cost of Sales	
56200 - Materials Cost	
56201 - Materials Cost - Items	-793.79
56200 - Total Materials Cost	-793.79
50000 - Total Cost of Sales	-793.79
TOTAL COGS	-793.79
GROSS PROFIT	158,546.96

EXPENSES

57000 - Expenses	
57300 - Child Resources	-982.37
57400 - Maintenance	-1,128.78
57600 - Grant Spend on Resources	-1,775.52
57700 - PP Funding spend	-4,722.95
57800 - Training	-400.95
57900 - Cleaning	-407.79
58100 - consumables supplies	-537.34

01/09/2024 - 31/08/2025

58200 - Staff Uniform	-55.20
58300 - Alarm fees fire and intruder	-548.34
58800 - DBS	-121.00
63500 - Commissions and Fees Expense	-378.00
64500 - Dues and Subscriptions Expense	-221.12
67000 - Insurance Expense	-2,651.38
68500 - Legal and Professional Expense	-434.40
70500 - Meals and Entertainment Expense	-224.96
71000 - Office Expense	-1,592.80
72000 - Payroll Tax Expense	-12,318.98
73000 - Pension/Profit-Sharing Plan Expense	-3,879.63
74500 - Repairs Expense	-532.36
75500 - Supplies Expense	-80.92
77000 - Utilities Expense	-8,591.34
77500 - Wages Expense	-105,567.78
57000 - Total Expenses	-147,153.91
TOTAL EXPENSES	-147,153.91
OTHER INCOME AND EXPENSES	
90000 - Other Income	
91000 - Other Income Miscellaneous	354.88
90000 - Total Other Income	354.88
TOTAL OTHER INCOME AND EXPENSES	354.88
NET INCOME	11,747.93



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
ST PIRAN'S PLAYSCHOOL

On accounts for the year
ended

31st August 2025

Charity no
(if any)

1061195

Set out on pages

One

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Jon Sharpe

Date: 10/11/2025

Name:

Jon Sharpe

Relevant professional
qualification(s) or body
(if any):

Institute of Certified Bookkeepers
FICB PM.Dip

Address:

Higher North Beer Farmhouse, Boyton
Launceston
Cornwall PL15 8NP

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.