



AGM

Tuesday 10th January 2023, 4pm at Westwood Pre School

Minutes

In attendance: V. Woollacott (Chair), B. Foster (Treasurer), G. Dillon (Secretary), R. Wright (Manager), C. Booth (Committee member), B. Pajak (parent) and V. Shirley (parent)

1. V. Woollacott declared the meeting open at 4.05pm and welcomed everyone to the meeting. It was noted that the Quorum of 50% or 5 members was present and that the correct notice period for the AGM of 14 days had been met. It was noted that apologies had been received from A. Mansell, K. Rushton and R. Barber
2. Invitation to declare conflicts of interest: There were no conflicts of interest declared.
3. V. Woollacott tabled the minutes from the previous AGM held on 30th June 2021. No comments were made so B. Foster proposed that the minutes be approved as a true and accurate record of the meeting and this was seconded by C. Booth.
4. Chairperson's Report – Attached and forms part of these minutes.
5. Treasurer's Report -Attached and forms part of these minutes. B. Foster presented the accounts to the meeting. There were no queries with regard to the accounts and B. Foster proposed that these be approved for submission and V. Woollacott seconded the proposal.
6. Manager's Report – Attached and forms part of these minutes.
7. Appoint a committee for the coming year. G. Dillon confirmed that a form containing all the names and details of those people interested in being on the committee had been available if requested and copies were distributed at the meeting. The results of the vote were:
 - I. **B. Foster** 6 votes received.
 - II. **A. Mansell** 7 votes received.
 - III. **G. Dillon** 6 votes received.
 - IV. **K. Rushton** 7 votes received.

- V. **V. Woollacott** 6 votes received.
VI. **R. Wright** 6 votes received.
VII. **C. Booth** 6 votes received.

As a result of this vote all the above are now members of the committee.

Meeting closed 4.35p



Chair's Report: September 2021- September 2022

Numbers:

Numbers for both Preschool and Kids' Club are very healthy and we are very pleased that they have built up again so quickly following the pandemic as this helps us to plan more effectively for the future.

Staffing:

There have been some changes to the staff team since the last AGM. The current staff are:

Rachel Wright – Preschool and Kids' Club Manager

Clare Smith – Room Leader - Caterpillars

Kate O'Brien – Room Leader – Butterflies and Kids' Club

Sarah Boden – Early Years Practitioner

Suzanne Dimmick – Early Years Practitioner

Kelly Barlow – Early Years Practitioner

Donna Hall – Early Years Practitioner

Lisa Challinor – Kids' Club Practitioner

Tina Roberts – Kids' Club Practitioner

All staff are undertaking appropriate professional development, including Ofsted training and revising the planning process (from Charlotte), safeguarding training and training on the 2 year check. Appraisals have been carried out for all staff and pecuniary interest forms have been completed by all staff. Policies are being reviewed according to the schedule and an Ofsted action plan is in place.

Trustees:

Our current trustees are:

Katherine Rushton (Vice Chair)

Briony Foster (Treasurer)

Gail Dillon (Secretary)

Charlotte Booth (Trustee)

Andy Mansell (Trustee)

Rachel Wright (Trustee/ Staff Representative)

Vicki Woollacott (Chair)

During the year, Andy stepped down as Chair due to work commitments, and Rob stepped down from the committee, also due to work commitments. The committee thanked both Andy and Rob for their hard work and commitment to the role and the preschool. Vicki took over as Chair in July when Andy stepped down but will be leaving at Easter so we will need to appoint a new chair and also some new trustees.

I would like to thank Rachel and all the staff for their enthusiasm, dedication, hard work and commitment to the preschool and Kids' Club, and for providing such a wonderful experience for the children. I would also like to thank all the trustees and the committee who continue to work hard and give their time so generously to fulfil their roles and responsibilities, for supporting the preschool and Kids' Club and enabling them to be so successful and offer excellent provision for our children and families.

V. Woollacott, January 2023

AGM Managers Report 2021/2022

Tuesday 10th January 2023, 4pm

The Preschool utilisation for the year 21/22 was extremely healthy, both the Caterpillar and Butterfly Room started in September with a small number of available places. By October half term the Caterpillar Room was completely full based on staffing and legal ratios. The Butterfly Room stayed continuously busy with only 1 afternoon having a few available sessions.

Kids Club continued to be extremely popular although we did see some impact on numbers due to Covid for the Autumn term, many parents had faced changes in working circumstances and had therefore reduced kids club requirements. The numbers continued to pick up over the year and by the summer term we were back at healthy numbers.

We also enjoyed being able to get back to having our wonderful family/visitor events including Hoglets hedgehog workshop, our Christmas parties, world book day, Easter Hat competition, a huge Jubilee Garden Party, a family trip day to the farm and finishing with our summer parties and sports day. In the Easter holidays our vice chair Katherine and her husband Andrew very kindly gave up a weekend to give our garden a fabulous makeover.

Miss Hayley and Miss Kirsty both moved onto new career choices which meant Miss Donna moved into a new role of Early Years Practitioner and we employed two new staff members; Miss Tina joined us in April as a Kids Club Practitioner and Miss Kelly joined us in June as an Early Years Practitioner.

I would like to thank the committee members for their continued support of the preschool and kids club and finally, I would like to thank my amazing team for their hard work, passion and dedication in an ever challenging and changing profession.

Rachel Wright

Manager



Treasurer Report

September 2021 to September 2022

Our 2022 Year End Accounts show a balance of £17,992 in our current account and £53,670 in our Investment and Redundancy account.

Our income from fees this year was £65,022

Our government funding through 'free places' for 2,3,4 year olds amounted to £152,227

Staff salaries account for 80% of our £206,660 annual spending.

Total Income amounted to £217,432 giving us a small surplus income over expenditure of £10,772.

B. Foster

Leek Westwood Pre-School
Statement of Accounts
for the year ended 31 July 2022
Registered Charity Number: 1071076

Leek Westwood Pre-School
Year ended 31 July 2022

Accounts

Income & Expenditure Account	
	2022
Income	£
Receipts from Trading Activities inc. Fundraising	65,022
Grants received	152,227
Interest received	183
	217,432
Expenditure	
Salaries	166,317
Staff training	94
Human resources	1,270
Premises expenses (Staffs CC)	18,240
Maintenance & repairs	1,086
Heat & light	1,260
School dinners	7,472
Snacks	2,468
Toys & equipment	3,091
Consumables	1,542
Photocopier lease	1,124
Visits	779
Accountancy	420
Cleaning	978
Sundries	254
Depreciation	265
	206,660
Surplus income over expenditure for the year	<u>10,772</u>

Leek Westwood Pre-School
Year ended 31 July 2022

Accounts


Statement of Assets and Liabilities		2022
Cash Funds		£
Charity account		17,992
Redundancy account		53,670
		71,662
Assets Retained for the Charity's Own Use		
Improvements to Property		3,621
Furniture, fixtures & fittings		104
		3,725
Total		<u>75,387</u>
Represented by		
Accumulated surplus		64,615
Surplus income over expenditure for the year		10,772
Total		<u>75,387</u>

Accountants' Certificate

We hereby certify that we have examined the attached accounts which are in accordance with the books and documents produced and the explanations given to us. A full audit is not required.

Bennett Brooks
Chartered Accountants
Cherry Tree Court, Cross Street, Leek
Staffordshire
ST13 6BL

Approved on behalf of Leek Westwood Pre-School

 B. Foster V. Woodhouse
Dated 10/01/23 10/01/23

Registered Charity Number: 1071076

Leek Westwood Pre-School
Year ended 31 July 2022

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