

Mrs S L Wilson  
Bookkeeping Services  
7 Compass Field  
Hook  
Hants  
RG27 9SH

20th October 2022

Trustees of the Tadpoles Community Pre-School  
c/o Frogmore Infant School  
Green Lane  
Frogmore  
Surrey  
GU17 0NY

Dear Trustees

Please accept this letter as confirmation that I have reviewed the accounts of Tadpoles Community Pre-School for the Year Ended 31<sup>st</sup> August 2022 and can confirm that everything is in good order.

The accounts are accurate and correct.

Yours sincerely

A handwritten signature in black ink, appearing to read 'SL Wilson' with a horizontal line at the end.

Susan L Wilson

**Tadpoles Community Pre-School**  
**Unaudited Accounts for the Year Ended 31 August 2022**

		Year Ended 31 August 2022	Year Ended 31 August 2021
		£	£
<b><u>INCOMING RESOURCES</u></b>			
<b>Main Account:</b>	Funding	£114,503.94	110136.97
	Fees/Deposit	£18,225.67	19273.37
	Uniform	£27.00	183.50
	Deposit	£0.00	150.00
	Interest	£1.94	0.00
	Other	£26,693.50	554.50
		<b>£159,452.05</b>	<b>130298.34</b>
<b>Fundraising:</b>	Amazon Smile	0.00	49.59
	Grants/Donations	1,400.00	240.00
	Open Days/Fayres	404.00	826.50
	Forest School	0.00	0.00
	PP Hire	0.00	0.00
	Hart Lottery	0.00	26.50
	Book Club	0.00	0.00
	Lottery	0.00	0.00
	Other	0.00	0.00
		<b>£1,804.00</b>	<b>1142.59</b>
Deposit Account Interest		0	0.00
<b>TOTAL INCOMING RESOURCES</b>		<b>£161,256.05</b>	<b>131440.93</b>
<b><u>RESOURCES EXPENDED</u></b>			
<b>Main Account:</b>	Wages	£83,444.72	110,283.48
	Training	£668.40	421.60
	Consumables	£3,372.63	1,917.25
	Equipment	£1,248.38	2,917.29
	Rent & Utilities	£19,257.38	27,373.01
	Office/admin costs	£3,008.91	167.98
	Uniforms Children	£0.00	434.68
	Maintenance	£3,472.30	4,294.07
	Other	£384.00	1,273.05
	Uniforms Staff	£276.94	0.00
		<b>£115,133.66</b>	<b>149,082.41</b>
<b>Fundraising:</b>	Open days/Fayres	£0.00	0.00
	Equipment	£682.79	0.00
	Forest School	£0.00	0.00
	Leavers trip	£0.00	0.00
	Gifts	£0.00	0.00
	Canopy	£0.00	0.00
	Decorating	£0.00	0.00
	Other	£423.00	84.00
		<b>£1,105.79</b>	<b>84.00</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>£116,239.45</b>	<b>149,166.41</b>
<b>NET INCOME</b>		<b>£45,016.60</b>	<b>17,725.48</b>
<b>TOTAL FUNDS AT 1 September 2020/2021</b>		<b>£23,071.65</b>	<b>38,710.00</b>
<b>TOTAL FUNDS AT 31 August 2021/2022</b>		<b>£68,088.25</b>	<b>20,984.52</b>

**Bank Balances**

		Balance as at 31 August 2022	Balance as at 31 August 2021
<b>Cash:</b>	Main Account	5,105.72	3,864.95
	Fundraising	1,341.56	643.23
	Reserves	36,481.82	18,563.47
		<b>42,929.10</b>	<b>23,071.65</b>

Signed on behalf of the Management Committee:

## **Managers' Report**

### **Tadpoles Community Preschool AGM October 2022**

After the previous two years we have been able to relax some of the protocols brought in due to Covid. We are now able to speak to parents face to face rather than email or phone calls. We no longer have to comply with social distancing with parents and some of the activities that stopped during the early days of Covid are now back in Setting. We are still mindful that Covid has not gone away and we continue to be very vigilant with our cleaning routines and ventilation. Last winter we still faced extreme challenges due to staff shortages caused by Covid with not only staff being ill but often their children, the virus would often take a few weeks to run through a family causing staff to be off longer than they normally would. Fortunately, by early spring we were in a better situation and the staff pulled together to cover absences when they occurred.

We were once again able to reintroduce show rounds for prospective parents which has helped us to be in the very healthy situation of running to nearly full capacity. We have another significant intake of children due to start in January.

Throughout the year we held many events we were delighted to be able to reintroduce the Childrens Christmas party after a two-year absence. Other special events we held during the year were the hatching of duck eggs which proved to be hugely popular with the children and staff. Seeing the ducklings swim in a paddling pool was a highlight for many children. We had the butterfly lava to hatch which again was very popular. Millars Ark visited us in the summer for the third year running with a range of animals for the children to see and pet. All the children at Tadpoles were invited in for a session with the animals whether it was their allocated session or not.

We have been fortunate during the year to have been given money from fundraising to buy resources for Tadpoles, with money kindly donated by Yateley Road Races we were able to buy balance bikes that have been very popular with the children. We were also able to buy two new portable shelters that have allowed our children to enjoy the outdoor space whether it was raining or indeed this summer very sunny. We introduced outdoor eating at lunch time and snack time which proved to be a very positive experience for all the children it allowed the children to enjoy being outdoors in a calm environment whilst enjoying their snack/ lunch. Fundraising money was also used to update a number of games and activities.

We finished the year with a Summer Fayre in the Tadpoles Garden which allowed us to say goodbye to our children leaving and welcome new children starting in September. The weather was beautiful and the event was well received by all.

We finished the last year in a good place in terms of numbers of children waiting to start Tadpoles and look forward to another successful year at Tadpoles.

## Hayley Holcroft

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To: Hayley Holcroft  
Subject: RE: AGM Speech 19/10/22

Good Evening All,

Thank you for joining us and for all the continued support. For those of you who don't know me, I'm Hayley, mum of two past tadpoles! and I have been on the committee coming up 6 years now and chair for the last three.

I would like to start this evening by highlighting how our amazing team here is, Pat and Kacey especially who have been exceptional as ever, run a tight ship and keep Tadpoles thriving!

The team like many businesses have been tasked with some financial challenges, this year we have increased our fees, and are faced with an ever-changing upkeep with heating and maintenance, but we have been lucky enough to receive a sustainability grant from Hampshire County Council which we have used to enhance the outside canapes and help with the upkeep of our building. Thanks also goes to many donations through the year, most recently a very kind donation from the local Yateley Runners.

After last year making the difficult decision to cease using forest school, the cost becoming too great and safety of the children being of absolute paramount, the team have done an amazing job of utilising a lot of grounds here, so the children have continued to be able to enjoy a forest school provision and all they can learn with it!

At the end of the summer term we had a very successful Summer Celebration, raising funds with a great raffle and cake stall and being able to see all our children families back in person was lovely after the past few years!.

Our children once again enjoyed the farm animals visit from Miller's Ark at the end of term too! Our new starters in September have settled in really well and we are running at near to capacity with a big intake in January!.

Tadpoles as always has more exciting plans in the making, and we look forward to another successful year!.

I personally can't thank Pat, Kacey and the whole team enough for what they provide for the children, always going above and beyond their roles and they make my job much easier!!

Just a last note – anyone thinking of joining our committee – we are very welcoming, always around for a natter and a cuppa and it's a lovely team to be a part of! I wouldn't still be here after all these years if I didn't love being a part of the Tadpoles!

Our Treasurer Michelle couldn't make it this evening so she has asked me to mention this year's figures – our annual report is welcome to be read if anyone would like to – our total incoming resources as of Year End 31 Aug 2022 totalled 161,256.05 with total resources expended totalling 116,231.45

Now I will pass to Pat and Kacey!

## **Tadpoles Community Preschool AGM**

**19<sup>th</sup> October 2022 8pm**

### **Attendees**

Pat Pidd  
Kacey Grig  
Hayley Holcroft  
Beth Duffell (via video)  
Daniel Englefield  
Natalie Crockford  
Will Mather  
Lizzie Webborn  
Wiaam Webster  
Holly Eaves  
Vicki James  
Kelly Lovell  
Maria Pearce

### **Apologies**

Michelle Hughes

Chairman Hayley Holcroft started the meeting at 8pm. She introduced herself and gave thanks to Pat and Kacey and the team for their hard work.

She spoke briefly about the upkeep of the Tadpoles Moulshams building, including heating and maintenance. She commented on our increase of fees and the sustainability grant resulting in the new outdoor canopy being bought for Tadpoles. She also thanked recent donors mainly Yateley Runners. As well as touching on the new Forest School provision being created in the garden of the Moulshams room after no longer being able to safely access Forest School grounds - the safety of the children was Tadpoles' absolute priority.

Parents were updated on the Summer Celebration; parents being allowed back on person to Tadpoles and Miller's Ark successful visit again in the summer. Hayley told parents that we look forward to a fantastic future at Tadpoles. We are already near to capacity in terms of the children on roll, with a big intake due in January.

### **Treasurer's report – Michelle Hughes – read by Hayley due to absence of Michelle**

Copies of the accounts for the past year on year were handed to parents, A better year than previous mainly due to savings in staff after previous redundancies etc and lower hours for others to help save more funds. There has been no impact on the care that the children receive when they attend Tadpoles.

Fundraising was mentioned again with summer gains and the grants helping get through some tough months. We were also able to purchase the 'Living Eggs' for another year and the children eagerly awaited the birth of the chicks. A great educational activity for the children. Parents made donations for the Miller's Ark animal visits.

Pat gave an overview of the funding the preschool receives from the government. For three-year-olds we receive £4.50 per hour and £5.20 per hour for two-year-olds. Our running costs are more than this hourly rate. With a lot of children getting the 30 hours funding they are entitled to; we are getting less funding. Fewer children are now invoiced for their care at Tadpoles.

### **Manager's report- Pat and Kacey**

Pat explained how the previous pandemic had impacted Tadpoles and general childcare, but the past year has been lovely to see parents being able to visit again and allow show rounds. Although key

workers keep in touch talks are being completed three times through the school year now via phone call - at a more successful rate than the in person meets before the pandemic, so this will continue going forward. Pat also mentioned the ongoing upkeep of the building and the maintenance issues, parents were told the history of the boiler and the issues staff have had with it, plus the numerous maintenance people we have had looking at it previously and now on our new contract with HCC – with one main contact now, hopefully future issues can be contained under one company with easier fixes for Tadpoles – time and cost wise.

Many Covid regulations are still in place as Kacey spoke upon – cleaning, open windows/doors etc and use of playdoh – being used less frequently to ensure less likelihood of spreading germs.

Pat said the setting does feel more “normal” now, all staff were thanked for their commitment and hard work during and since the pandemic.

Pat mentioned we are planning a future ground force day to tackle areas of the building and grounds that need maintaining including some new wooden building panels outside and the ceiling panel inside.

Parent Natalie Crockford mentioned her husband is a decorator and may be able to help with any building renovations we may need in-house.

### **Fundraising**

We discussed a few fundraising ideas and parents were really on board with helping. We talked about our Halloween readathon and dress up competition, Christmas events that we might need helpers for – the Christmas Fayre at Tadpoles and possibly a stall at Frogmore Infant School Christmas fair, as well as the in-session Christmas party for the children etc. We need to investigate reinstating the donations list for small items like flour, salt, pasta etc for everyday use in Tadpoles as well as updating our Amazon wish list and looking into donations of sun lotion again in the summer. We need to promote these on the newsletter to get them up and running again – Kacey to investigate. As well as updating hours on our website – noted that new 2022/2023 terms and times need to be changed.

### **The committee**

Parents put themselves forward for the new committee.

Parents were given a copy of the trustee welcome guide to take home and read. We explained that paperwork can be sorted for their roles within the committee at the next meeting.

Hayley Holcroft - Chairman- proposed by Maria Pearce, seconded by Wiaam Webster

Michelle Hughes – Treasurer – proposed by Maria Pearce, seconded by Holly Eaves

Beth Duffell – Secretary – proposed by Hayley Holcroft, seconded by Maria Pearce

Natalie Crockford – to join as new general member – proposed by Hayley Holcroft, seconded by Kacey Grig

Lizzie Webborn and Vicki James to join under Fundraising separate committee - proposed by Hayley Holcroft, seconded by Pat Pidd

**Date for next meeting: Wednesday 2<sup>nd</sup> November at Tadpoles at 7pm.**

