

Whiteley Preschool AGM – 18th June 2024

9:30 am – Whiteley Community Centre

Attendees

Hayley Montague (HM) – Chairperson

Gemma Hardy (GH) – Secretary

Mark Grey (MG) Community Centre Manager

Apologies

James Barrett Treasurer

Lisa White (General Member)

Nicola Clements (General Member)

Minutes

HM welcomes all to AGM.

Committee Report

Since our previous AGM, Matthew Joyce withdrew his EY2 with Ofsted so was unable to join Committee and Hayley Montague returned to the Committee as Chair. We welcomed two new Committee members and continued to seek new parents to join the Committee.

There was a change in Childcare Manager with Hannah Fletcher (Deputy Childcare Manager) stepping into the role in the interim in September 2023 until Carla Rowland was appointed as Childcare Manager in October 2023. Carla has brought a wealth of EYFS experience to WPS and has successfully implemented new ways of working in a positive way. The management team have all worked hard together to restructure and support the staffing team and introduce new processes to improve Pre-School. We have also welcomed a dedicated SEN Co-ordinator, additional Practitioners and Apprentices who have all strengthened our staffing team.

The Committee and Staff ran a successful Christmas Fayre together which raised over £500 for Preschool, and we also received a grant from NATS, both of which funded new equipment for the children. By January 2024 WPS North was operating at full capacity, with the number of children enrolled at the Community Centre also increasing. In March 2024 WPS North was inspected by Ofsted and were rated as 'Good' across all areas of the setting. The report was a fantastic achievement for all the staff involved at North, well done!

In April 2024 EYFS funding increased, however rent at the Community Centre increased by 10% and the National Living Wage also increased payroll costs. To address the gap between funded hours and outgoings, it was decided to increase non-funded sessions and malleable charges. WPS North is full of September 2024 and minimum numbers per session for September 2024 are already reached at the Community Centre so projections for enrolments next year are positive. There will be a change in the Chairperson of Committee as Hayley Montague is resigning with effect at this AGM. Nominations and Elections of Trustees to be decided at the end of this meeting.

?

Financial Report

The preschool was closely monitored by the Business Manager and Chair and Treasurer. The preschool run at a loss of £10,662.05 for the 2022-2023 academic year. This was due to the following:

- Increase in wages of £34,041.84 (this figure does include both sites)
- Increase in Pensions of £2,270.47
- Increase in hall hire of Community Centre £6,973.18. Fees went up by 10% in April 2023. In February we vacated the Sweethills room in hope to reduce the running costs, however, a charge was then incurred for the Yew Tree room to store the preschool equipment of £4.50 per hour, which was increased to £5 in April, term time only. This, along with the increase in April cancelled out the initial saving.

We worked hard to try to mitigate the impact of the rising operational costs by vacating Sweetehills and working to ratio each session at both sites, this does have an impact on staff and management. However, it is anticipated that this cost will continue to grow. The community centre has increased the rental charges again in April 2024 by 10% and National living wage has increased significantly again in April 2024. New enquiries have increased and both settings are full for 2023/2024 year.

Income raised through the EYE grant at Community Centre totalled 165,087.35 and at North £30,015.34 which was an increase of £23,753.24 compared to the previous year at the Community Centre. Term fees accounted for £8,845.50 This was a decrease of £5,093.44.

Money has been invested in new equipment at both sites to ensure our environments remain inviting and engaging and to meet the needs of all children.

To address the deficit in our accounts, fees for non-funded/extra sessions were increased in January 2023 to £5.50/hour. The Government also announced that Early Years funding would increase, and we have seen our funded children's rate increase by 4.5%. The loss has been incurred because the community centre had low numbers during the autumn term and lower than historically numbers during the Spring term.

Managers Report

The north site running out of Cornerstone opened in September, it accounts for most new enquiries and was full before opening. I have continued to look for a permanent site on that side of Whiteley in hope to meet the demand of the enquires we receive. It was a successful first year and it was confirmed that we could operate for a second year. The community centre did not receive the same number of enquiries at the start of the year and management worked to increase our presence in the local community which was achieved. Numbers were very low during the Autumn term.

At the AGM a new chair was appointed, this absorbed much of the Business Managers and committees time and had a negative impact on the settings as much time was spent inducting the new Chair. He later withdrew his EY2 application and Hayley agreed to remain in post for another year. The Managers roles have increased 2-fold with the second satellite site opening. The Childcare Manger was unable to cope with this increased workload and was reluctant to work alongside the committee. This concluded in the Childcare Manger parting ways with the preschool and the Deputy taking over in the interim until newly appointed Childcare Manger starts in October 2023.

The preschool school leavers trip and Christmas Fayre did not go ahead, however, both Graduations were successful.

MG What are the numbers like for Community Centre for September?

HM They are a lot healthier than they were for September this year, we are at the break even point for September already and are receiving weekly enquiries.

GH North has been full for September since February so we are offering places at the Community centre for those parents wishing/able to travel to this side of Whiteley.

Nominations and Elections

James Barrett to remain in post as Treasurer – All agreed.

Gemma Hardy to remain as Secretary – All agreed.

Hayley Montague has resigned as Chair.

Lisa White to hold the Chairperson post in the interim while we wait for a current parent nomination for position of Chairperson – all agreed

Nicola Clements to remain on Committee as general member – all agreed

Joann Bailey – nominated as general member – awaiting DBS & EY2 forms.

Tanya Grajkowski - nominated as general member – awaiting DBS & EY2 forms.

Whiteley Pre-School

Detailed Receipts and Payments Account

Payments	Year ended 31-Aug-23	Year ended 31-Aug-22	Year ended 31-Aug-21	Receipts	Year ended 31-Aug-23	Year ended 31-Aug-22	Year ended 31-Aug-21
	£	£	£		£	£	£
Payroll WCC	170,365.31	136323.47	128,616.40	Cornerstone EYE Grant	30,015.34		
Pension WCC	6,919.30	4648.83	3,992.42	Cornerstone Reg Fees	620.00		
Recruitment	682.38	1808.04	823.08	Cornerstone Term Fees	20,789.75		
Resources WCC	2,594.68	2274	5,052.02	Registration/Holding Fees	1,155.00	1831.65	685.00
Resources Cornerstone	2,825.33	6625.85		Term Fees	18,845.50	23938.94	30,958.72
Training	2,271.52	1700.8	1,085.94	Eye Grant	165,087.35	141334.11	137,474.10
Hall Hire WCC	27,633.07	20659.89	15,031.02	Other Grants	1,000.00	1860	
Cornerstone Rent	14,560.00			Fundraising	1,837.90	879.47	219.50
Fee Refund		196.99	26.25	Miscellaneous			
Snack WCC	621.08	779.62	1,110.44	Donations		70	10.00
Snack Cornerstone	614.46			Interest	720.25	42.41	8.45
Malleable			13.08	Extra sessions			
Cleaning		60.51	326.62	Training & Consultation			
Accounting	400.00	402	978.00	Payroll Refund			5,240.63
Postage	66.50	20	15.21				
Telephone	1,017.58	793.46	947.82				
Stationery & Software	3,195.11	1661.71	1,423.15				
County Supplies	3,078.16	2326	457.53				
Nappy Bin			90.48				
Maintenance	719.00	474.69	109.55				
Equipment	4,915.43	2217.24	6,423.71				
Photocopying & Printing	557.97	723.1	585.52				
Miscellaneous			150.00				
Staff Uniforms	377.26	646.32	556.68				
Insurance WCC	789.11	767.56	725.61				
Insurance Cornerstone	821.81						
Subscriptions	349.87	109.89	35.00				
Marketing & Website	930.44	1179.95	345.01				
Functions/Days out	1,949.44	1648.09	75.00				
DBS	239.67	217	100.10				
Charitable donation	859.77	120					
Corporation tax		0.56					
Staff Expenses	923.09	937.88	282.73				
Bank & CC Charges	453.80	215.6	30.00				
Offsted		85	100.00				
Motor Vehicle Expenses	2.00						
Total Expenditure	250,733.14	189,624.05	169,508.37	Total Income	240,071.09	169,956.58	174,596.40
Surplus of Income over Expenditure					-10,662.05	-19,667.47	5,088.03

Balance Sheet

	as at 31-Aug-23	as at 31-Aug-22		as at 31-Aug-23	as at 31-Aug-22
	£	£		£	£
Capital			Represented by:		
Reserves at 01/09/22	97,817.01	117,484.48	Bank Reserve Account	81223.52	90,503.27
Surplus of Income in year	-10,662.05	-19,667.47	Bank Current Account	6267.98	7,652.28
			Cash	63.46	63.46
			less: creditors	-400.00	-402.00
Balance at 31/08/22	87,154.96	97,817.01		87,154.96	97,817.01

Creditors
Accounting

Whiteley Pre School
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

12th June 2024

Dear Committee

I have today finalised the 2022/23 accounts, as agreed.

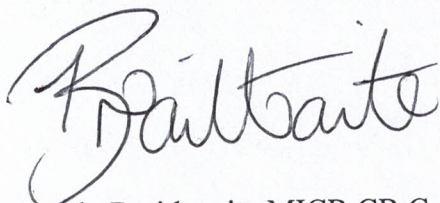
Your accounts have been prepared on a receipt and payment basis.

All bank transactions have been imported into Xero via a direct bank feed. These transactions have then been allocated to the relevant income or expenditure category headings.

Based on the information provided, I can confirm that these accounts are a true reflection of the trading activity and the financial position of Whiteley Pre-school.

I am pleased to have been of service and hope I can continue to do so in future years.

Yours sincerely



Trudy Braithwaite MICB CB.Cert