

Kids United Pre-School Annual General Meeting 2022

AGM minutes

2 December 2022

Attendees

- Paula Thompson
- Emily Luscombe (Treasurer)
- Claire Richardson
- Ruth Geach
- Marielle Bayliss - Parent
- Dina Alhayek - Parent
- Heather Lucas-Brown - Parent
- Chandana Kakarla - Parent
- Jolanda Shambrook - Parent

Apologies

- Cath Tanner (Chair)
- Lesley Hartt (Secretary)

1. Opening remarks incl. Chair's update

- It has been a year of two halves: positive to be back to normal post-covid, with a return to messy play activities and less rigorous cleaning!
- But big challenges with both staffing and child numbers (more below).
- The national issue of staff shortages has dominated KU; one staff member left this week but will not be replaced until child numbers are up. Current ratios of staff:child are comfortably within Ofsted requirements.
- We are undertaking more proactive marketing to increase numbers as we can no longer rely on word of mouth. Improvements this year include a new website, more active social media, production and circulation of flyers, and a new permanent sign on the outside wall above the entranceway.
- We appeal to parents to continue to help spread the word about our brilliant pre-school and suggest ways to raise awareness, after research suggests it is low awareness not reputation that is hitting our numbers.
- Suggested means for awareness-raising include:
 - o Flyers in Methodist Church (Emily); St Marks Church (?); St George's Church (?); Christ Church (Emily); Emmanuel Church (Claire)
 - o Distribute to local Twin groups incl Worcester Park (Marielle Bayliss)
 - o Circulate to parents to distribute and share on social (Paula)
 - o Ad in Berrylands Companion in February (Paula)
 - o Childcare.co.uk advert / profile (Paula)
 - o Flyer on our Facebook page (Ruth)

- Tables at school fairs, Surbiton Festival, Berrylands Festival (Committee)
- Claire to edit and print more flyers for distribution

2. Treasurers report

- The year ending August 2022 we closed with a deficit of £3,000. The bank account is still healthy but we cannot afford a similar loss in 2022/23. Currently our losses for the Autumn term look set to close at £4,000 down. If this continues the pre-school will not be sustainable.
- This is predominantly due to the shortfall in funding received from Kingston LA, plus the reduction in child numbers, and reduction in number of parents choosing to make the voluntary contribution.
- We also believe fewer parents are sending their child to pre-school due to work from home and the cost of living crisis.
- We currently have 10 open places per session that need to be filled.
- We will need to raise staff salaries in line with the 9.7% increase in the living wage tabled for April. We also anticipate a rise in hall rental fees in 2023. These costs will need to be passed on to parents in fees.
- Paula was keen to state that this is a charitable pre-school and unlike private pre-schools we do not set out to make a profit; however governance dictates that we cannot run at a heavy loss.

3. Fundraising planning

- We need to do more fundraising to help with pre-school costs. It was agreed that we need some parent volunteers to come together to help organize these.
- Sponsored bounce – Heather Lucas-Brown to ask friend to lend us the small bouncy castle
- Crazy Hair / pyjama / Xmas jumper day – Paula to organize for £1 donations
- Secrets Room (Chandana Kakarla) to share ideas from Grand Avenue
- Cake Sales
- Art production on canvas – display then sell to parents

4. Committee members

- Current committee are happy to stand again for 2022/23 year
- Parents are invited to either join, or work in smaller groups separate to the Committee on marketing and fundraising initiatives
- The Committee meet once per half term over Zoom or in person, for maximum of 2 hours. Predominantly to review policies and discuss operational issues. If you are interested please speak to Paula.
- NB We are legislated as a committee-run preschool so cannot run without the kind support of volunteer committee members.
- Attending mums to discuss setting up a Parents Whatsapp group to share information – like a class rep

5. AOB

- Timing of future AGMs was discussed; suggestions to extend lunch club day to hold the AGM at 12.30, or start it earlier at 9am. All to discuss further. Plan to survey parents after October half term to explore preferences for timing and in person or zoom.
- Paula to arrange more regular parent coffee mornings (Friday, 9.15am), the first in January, where parents will be invited to sign up for the marketing and / or events groups.

Kids United

Treasurers Report 2021/ 2022

AGM - 2ND DECEMBER 2022

	2021/ 2022	2020/2021	% change
Balance brought forward	£43,215.31	£39,427.50	

Receipts

Fees	£56,468.81	£56,903.04	-1%
Voluntary contribution	£1,818.30	£4,282.00	-58%
Grants	£0.00	£13,051.95	116%
Fundraising	£165.17	£958.31	-83%
Trips	£0.00	£0.00	0%
Uniform	£150.00	£220.00	-32%
Donation	£23.00	£420.00	-95%
Sundries	£0.00	£0.00	0%
Total receipts for year	£58,871.28	£69,856.00	-16%

Payments

Salaries	£47,293.10	£47,760.93	-1%
Rent & rates	£10,020.00	£9,206.00	9%
Staff Training	£144.00	£737.40	-80%
Pension	£1,009.95	£977.85	3%
Tax, Insurance & Membership	£2,804.89	£4,130.81	-32%
Equipment & supplies	£433.32	£1,592.54	-73%
Uniform	£0.00	£1,297.95	-100%
Trips	£0.00	£0.00	0%
Catering	£0.00	£0.00	0%
Cost of fundraising/ Refunds	£0.00	£119.20	-100%
Office costs	£1,134.39	£1,166.30	-3%
Total payments for year	£61,834.87	£66,068.19	-6%

	-£2,963.59	£3,787.81	
Total balance carried forward	£40,251.72	£43,215.31	-7%

Independent examiner's report and statement

Respective responsibilities of trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43 (3) (a) of the Act);
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7) (b) of the Act); and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

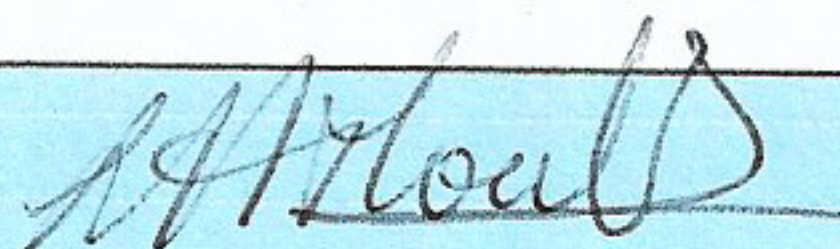
Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name **MRS LESLE MOULD**

Signed



Date **30/4/23**

Relevant professional qualification or body (if any)

RETIRED

Address

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KINGSTON UPON THAMES

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