

Kids United Pre-School

Annual General Meeting

28th November 2025

Present:

Paula Thompson - Pre-School Manager
Emily Luscombe - Committee Treasurer
Andrea Greenwood - Parent
Dayana Antonova - Parent
Michelle Stone - Parent
Gayathiri Manoj - Parent
Kelli Masters - Parent
Muhammad Wagas - Parent

Apologies:

Cath Tanner - Chair
Lesley Hartt - Secretary
Carolyn Versey - Committee member

1. Introduction and Welcome

Emily, in the chair's absence, gave apologies from committee members and welcomed everyone to the AGM, thanking those present; explaining an AGM is a statutory requirement as Kids United Pre-school is a registered charity.

2. Chairperson's Report

Emily formally thanked Paula, the pre-school manager and the Kids United team for their hard work over the last academic year.

Emily announced that Paula will be retiring at the end of the summer term next year after 23 years as manager at Kids United. Paula said it had been a difficult decision but felt the time was now right for her, her family, and the pre-school.

Emily explained that none of the current leadership team wanted to take on the role and that the committee were exploring all routes and possibilities. The position is more of a vocational role/ job but could be a job share with split responsibilities; with one manager running day to day responsibilities alongside a business manager. The committee are currently putting an advert together to go out as soon as possible.

Emily highlighted that if unable to recruit a new manager the future of Kids United was at risk. And that a succession plan was needed. Parents all expressed how they would like the pre-school to continue and discussions followed as to how they could support the pre-school increase the number of children attending. A parent, with an early years qualification, expressed a possible interest in being a business partner working from home.

Ideas included:

- sharing the job advert with parents for them to put on their social media,
- along with a photo of the setting again for parents' social media to advertise Kids United
- Leaflet dropping in local roads to advertise places

3. Financial Report

Paula presented the financial report for the 2024/25 academic year, highlighting a profit of £6,925.76 but that it was quite a small margin. Paula also explained that £5,233.76 had been paid into the account but payments were for 25/ 26 funding/ fees. A bank balance of £48,641.89 was carried over to the 2025/20256 academic and financial year.

Discussions centred upon financial sustainability following the pressures of low numbers, shortfall from under funding and increased National Minimum wage and national insurance contributions.

Dayana asked whether we had investigated sponsorship. Paula thought that sponsorship was only available for specific projects and not general funding. Dayana stated she had contacts with some charities and would investigate option further. She also offered to look into getting food donations for snack time.

Parents also asked whether they could claim the full 15hrs funding even if they didn't use all the hours. Paula explained that no they couldn't and that she could only claim for actual hours attended.

Muhammad suggested that there was a donation box in the corridor so that parents could donate as and when they were able. Paula also explained that donations could also be made online.

Andrea offered to do face painting at the Christmas party for which parents could make a small donation.

Paula thanked everyone for their ideas and will put them in an email to all parents.

4. Nomination and Election of Committee Members

The current committee members are:

Cath Tanner - Chair

Emily Luscombe - Treasurer

Lesley Hartt - Secretary

Carolyn Versey - committee member

and they are happy to stay on.

New committee members welcomed, we meet once a half term, normally over zoom for 1.5-2 hours on a Monday or Tuesday. Within each meeting we review previous meeting minutes, policies,

fundraising, finances, staff wages, any new legislation as well as anything else that Paula needs to discuss.

A DBS check is required and Ofsted will check suitability.

5. Any other business

There was no other business.

The AGM was concluded with Emily thanking everyone for their attendance.

Kids United

Treasurers Report 2024 - 2025

AGM - 28th November '25

	2024/ 2025	2023/2024	% change
Balance brought forward	£36,482.37	£33,294.95	

Receipts

Fees	£77,096.11	£60,906.37	27%
Voluntary contribution	£136.00	£624.00	-78%
Grants	£0.00	£0.00	0%
Fundraising	£934.50	£65.00	1338%
Trips	£0.00	£0.00	0%
Uniform	£365.00	£270.00	35%
Donation	£30.00	£10.00	200%
Sundries	£1,012.53	£0.00	0%
Total receipts for year	£79,574.14	£65,263.36	22%

Payments

Salaries	£57,227.62	£48,919.18	17%
Rent & rates	£10,064.00	£9,996.00	1%
Staff Training	£238.40	£0.00	0%
Pension	£1,640.71	£928.41	77%
Tax, Insurance & Membership	£1,586.09	£1,026.95	54%
Equipment & supplies	£486.68	£150.25	224%
Uniform	£583.59	£365.03	
Trips	£0.00	£0.00	0%
Catering	£0.00	£9.50	0%
Refunds	£78.00	£0.00	
Office costs	£743.29	£680.62	9%
Total payments for year	£72,648.38	£62,075.94	17%

	£6,925.76	£3,187.42	
Total balance carried forward	£43,408.13	£36,482.37	19%

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	COLIN STEVENSON	Signed	C. A. Stevenson	Date	1/4/20
Relevant professional qualification or body (if any)	ICAEW	Address	29 GREENWAYS ESSEX SURREY KT10 0BJ		