

ANNUAL GENERAL MEETING OF CLANFIELD PRESCHOOL, OXFORDSHIRE

Thursday 9th November 2023, 20:00 via TEAMS online meeting

Introduction

1. Attendees:

Aaron Harris (Treasurer), Jayne Strickland (Secretary), Steph Lewendon, Lucy Simpson, Chloe Foley, Charlotte Bamford, Lou Hughes-Taylor (Manager), Laura Gibney (Assistant Manager)

2. Apologies:

Rachel Haste sent apologies to Lou, she is at the hospital in labour.
Emma Harris sent apologies, she is putting the kids down to sleep.

3. Amendments and Declaration of Interest:

No amendments were made to the agenda. No Declarations of Interest were put forward.

AGM

1. Receive the Annual Report of Clanfield Preschool (proposer, seconder and general vote required)

Overall, it has been another positive year.

A big thank you to all attending, the preschool cannot operate without the committee. The involvement of committee members is so appreciated by the management and staff of the Preschool.

Thanks to fundraised money and a grant from Bampton Charity Shop the setting has been able to replace some tired equipment and add to the sensory resources with a fantastic light up water tube and new small world table. The outside area has been spruced up with areas becoming more defined and worn-out equipment and furniture being removed and where possible replaced with new.

As a team, the staff stepped up to help out the Primary School when they were unable to provide their after-school provision due to being unable to staff it. Not only did this generate a little extra income for our staff and the setting it demonstrated our commitment to supporting the wider community.

All staff are pro-active about training and personal development which continues to be a high priority for all. We have this year been working closely with the Early Years SEN team and OCC who are impressed with the hard work and dedication the team have put into providing a long-term placement for one family. It was commented that everything that could possibly be done has been and all future plans are looking great. As well as the previously referred to child we have a further two SEN children with higher needs and continue to work with the outside agencies to provide the best possible start to their academic career.

Forest School is being received very well and loved by the children. Kelly completed her training and is now level 3 certified, huge congratulations to Kelly.

We saw 27 children attending Clanfield Preschool during the period September 2022 – August 2023 with 13 leaving us to go to reception class. 14 remained with us. A smooth transition was had as the leavers went on to their new settings.

Looking to the future, we returned in the new year already full to capacity and with a waiting list for 2024/25.

We welcome this academic year Stephanie Puffitt to the team as a SEN 1-1 and continue our search for another 1-1 to continue providing the high-quality provision for our SEN attendees – we send thanks to Adam for his continued support as he fills this position on a temporary basis.

We feel we have good relationships with our families past and present and are keen to maintain this or improve it should there be a need. In the coming academic year, we will be awaiting our next Ofsted inspection.

Over the coming year Leila and Zoe should complete or be near to completing their Level 3 training which will be a fantastic achievement.

❖ ALL members present unanimously voted in favour of accepting the Annual Report, none voted against, none refrained from voting.

2. Receive the Annual Accounts of Clanfield Preschool (proposer, seconder and general vote required)

Summary presented at this AGM is for financial year for preschool running from September 2022 to August 2023, all of the figures are subjected to successful auditing by our accountants so are presented subject to approval, there is slightly more detail in the report that has been shared via email.

Overall total income increased to £146,891 for the financial year, which was an increase of £37,869 year on year, mainly due to the increase in extended services income due to the provision of after school club on behalf of the primary school. Although this was also supported by an increase in 2yr private fees and 3yr Government funded hours.

Overall total expenditure increased to £133,782 for the financial year, which was an increase of £40,651 year on year, mainly due to the significant increase in staffing costs and increase in general running costs.

As of the 31st of August 2023, the pre-school held the following funds:

- £5,922.48 in the Pre-School Main Account. (HSBC)
- £47,975.30 in the Pre-School Reserves Account. (HSBC)
- £994.01 in the Pre-School PayPal Account.
- £43.21 in the Petty Cash Tin.
- £44.03 in the Clearing Account.

The Pre-School started the year with a total cash position of £48,203 which increased to £54,980 by the end of the year, this included an increase in the Pre-School Reserve Fund from £40,121 to £47,976 which ensures that the running costs of the Pre-School can be covered without income for a period of 3-4 months.

Expenditure grew at a greater rate of 43.6% than Income which grew by 34.7% from the previous financial year, this led to a reduction in overall profitability by 17.5% to £13,109.

The Pre-school is close to being at full capacity for the normal morning and afternoon sessions across both 2-year and 3 & 4-year places, with additional income generated through the extended services provided by breakfast club and stay and play. Forest school and Holiday Club are both well attended and expected to continue similarly over the next financial year.

Income is expected to drop slightly in the coming financial year due to the Primary School taking back the running of their After-School provision, as this provided around £22,000 additional income in 2022-23, although there will be a slight reduction in staffing costs.

It is likely that operating costs will continue to rise due to the current external factors involved in cost-of-living crisis that also affect the pre-school, such as increases in utility and consumables costs. National Living Wage rates are yet to be announced for 2024, but with a high level of inflation to ensure staff are adequately supported this will likely need to be a similar increase to the 9.6% applied in February. Once the new rates are announced the Treasurer will present figures to the finance committee meeting in January for approval, with a hope to increase towards paying the UK Real Living Wage rate if financial position is suitable.

- ❖ ALL members present unanimously voted in favour of accepting the Annual Accounts, none voted against, none refrained from voting.

3. Resolution to Elect a Chair in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)

Chris Regent stood as chair for the previous 2022/23 year. However with no child attending the setting he will not continue in this position.

Steph Lewendon put herself forward for the position of chair.

Jayne Strickland seconded the election of Steph Lewendon to the position of Chair.

- ❖ ALL members present unanimously voted in favour of Steph Lewendon being elected to the position of Chair, none voted against, none refrained from voting.

4. Resolution to Elect a Secretary in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)

Jayne Strickland currently stands as Secretary and proposes to remain in the role.

Aaron Harris seconded the election of Jayne Strickland to the position of Secretary.

- ❖ ALL members present unanimously voted in favour of Jayne Strickland being elected to the position of Secretary, none voted against, none refrained from voting.

5. Resolution to Elect a Treasurer in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)

Aaron Harris currently stands as Treasurer and proposes to remain in the role.

Jayne Strickland seconded the election of Aaron Harris to the position of Treasurer.

- ❖ ALL members present unanimously voted in favour of Aaron Harris being elected to the position of Treasurer, none voted against, none refrained from voting.

6. Resolution to elect further committee members (not in 'Officer' roles) in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)

Charlotte Bamford (nee Donaldson) put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November 2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Charlotte Bamford to the position of Committee Member.

Aaron Harris seconded the election of Charlotte Bamford to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Charlotte Bamford being elected to the position of Committee Member, none voted against, none refrained from voting.

It has been suggested that Charlotte Donaldson also be elected as Safeguarding Officer based on her past training and experience with safeguarding. This will be discussed again once Charlotte has completed the onboarding process, but in principle it was accepted by all members.

Chloe Foley put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November 2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Chloe Foley to the position of Committee Member.

Aaron Harris seconded the election of Chloe Foley to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Chloe Foley being elected to the position of Committee Member, none voted against, none refrained from voting.

Rachel Haste (by proxy via Lou Hughes-Taylor) put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November 2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Rachel Haste to the position of Committee Member.

Aaron Harris seconded the election of Rachel Haste to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Rachel Haste being elected to the position of Committee Member, none voted against, none refrained from voting.

Lucy Simpson put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November

2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Lucy Simpson to the position of Committee Member.

Aaron Harris seconded the election of Lucy Simpson to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Lucy Simpson being elected to the position of Committee Member, none voted against, none refrained from voting.

Emma Harris put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November 2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Aaron Harris proposed the election of Emma Harris to the position of Committee Member.

Jayne Strickland seconded the election of Emma Harris to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Emma Harris being elected to the position of Committee Member, none voted against, none refrained from voting.

Laura Gibney has stepped down and will not be re-elected as committee member.

Lucy Roberts has stepped down and will not be re-elected as committee member.

7. Accept the minutes of the AGM November 2022 (proposer, seconder and general vote required)

Jayne Strickland proposed to accept the AGM November 2022 minutes.

Aaron Harris seconded to accept the AGM November 2022 minutes.

- ❖ ALL members present unanimously voted in favour of accepting the minutes of the AGM November 2022, none voted against, none refrained from voting.

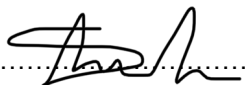
8. Any other business properly put to the meeting (in advance of the meeting, received by letter or email to the setting manager)

There were no further items to be discussed.

Meeting Closure

The 2023 AGM closed at 20:33. Jayne Strickland thanked all for attending.

Minutes to be approved at AGM November 2024

Signed by Chair.....

Profit and Loss

Clanfield Pre-School

For the year ended 31 August 2023

2023

Turnover

2yr Government Funded Hours	10,823.22
2yr Private Fees	21,251.90
3yr Government Funded Hours	66,728.46
3yr Private Fees	4,346.55
Donations Received	122.30
Extended Services Income	23,936.00
EY Milk Subsidy	256.80
EYPP, Inclusion and Disability Funding Received	3,767.70
Forest School Income	3,402.90
Fundraising	2,186.27
Grants Received	1,355.00
Interest Income	506.51
Play Scheme Income	5,255.00
Snack and Sundries Charge	2,951.50
Total Turnover	146,890.11

Gross Profit

146,890.11

Administrative Costs

Advertising & Marketing	4.50
Audit & Accountancy fees	1,100.40
Bank Fees	301.85
Cleaning	896.71
Committee Costs	8.10
Consumables (Groceries)	1,247.41
Early Years Resources	914.36
Extended Services Costs	2,096.19
EYPP/Inclusion Funding Purchase	1,110.99
Forest School Costs	283.06
Fundraising Costs	1,258.01
Fundraising Purchases	1,377.13
General Expenses	2,478.69
Household Support Fund Gift Cards	(45.00)
Insurance	746.62
IT Software and Consumables	837.23
Light, Power, Heating	2,401.58
Milk	430.00
Pensions Costs	1,443.28
Play Scheme Expenses	470.67
Postage, Freight & Courier	2.85
Pre-School Equipment	1,425.53

2023

Printing & Stationery	510.83
Professional Fees	35.00
Rent	150.00
Repairs & Maintenance	3,540.06
Salaries	104,323.38
Staff Costs	782.09
Staff Training	776.55
Subscriptions	439.76
Telephone & Internet	1,457.62
Waste Disposal	534.86
Water Supply	441.16
Total Administrative Costs	133,781.47
Operating Profit	13,108.64
Profit on Ordinary Activities Before Taxation	13,108.64
Profit after Taxation	13,108.64

Central Office – Cobweb Buildings
The Lane
Lyford
Oxon
OX12 0EE
20 December 2023

To Whom It May Concern,

Independent Examiner's Report to the Trustees of Clanfield Pre-School, Charity Registration No. 1119060.

I report on the accounts of the pre-school for the year ended 31st August 2023, as attached to this letter.

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

The Assistant Manager and Manager, prepare the accounts on a receipts/payments basis and these are reconciled with the bank statement on a monthly basis. The Treasurer reviews the accounts on a regular basis. Funds are held in a current account and a deposit account.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely



Lesley Carson FCCA
Director