



## **ANNUAL GENERAL MEETING OF CLANFIELD PRESCHOOL, OXFORDSHIRE**

*Thursday 14th November 2024, 20:00 via TEAMS online meeting*

### **Introduction**

**1. Attendees:**

Aaron Harris (Treasurer), Jayne Strickland (Secretary), Steph Lewendon (Chair), Lou Hughes-Taylor (Manager), Laura Gibney (Assistant Manager), Veronika Sas, Fran Hichens

**2. Apologies:**

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)**

At the end of another successful year there is a lot to reflect on and appreciate.

Further to Kellie receiving her Forest School qualification, we are able to offer a reduction in the fees which was a welcome change. This led to Forest School being booked to capacity for most of the academic year.

We thoroughly enjoyed our sports day, which turned out to be a lovely sunny day. We were chuffed with the attendance we received,, and the participation in the parents' race and the colour run was great fun. Later on in the year, we welcomed many parents and carers to watch the children in their nativity show and the graduation for the school leavers.

OCC health & safety and fire assessments have been completed and passed with no concerns raised.

We've made some improvements to the setting over the course of the year:

- lockers have been added for staff possessions to be stored safely
- a doorbell intercom has been installed at the green gate making it easier for staff and parents outside of normal times
- and it was time to replace the blue carpet after many years of use

As can be expected, we've also had to carry out a number of repairs:

- from the waste pump
- to the electronic doors,
- as well as the unfortunate electrical issues at the start of the new academic year.

These have all been managed and handled fantastically by staff and children.

The office staff have updated all policy and procedure documents, and these have been reviewed and accepted by the committee. We have also discussed converting to a CIO at length and started looking into the process and requirements to get this started, more updates to follow as the process continues.

The fantastic team have had a very busy year too:

- Gemma has been made deputy manager and welcomed another member to her family.
- We have welcomed two new apprentices, Skye Gibson and Amelia Smith,
- as well as Kerrie Rees who is covering for Kim while she is on maternity leave with Lily-Mae.
- Zoe and Leila have been busy continuing their level 3 qualifications which are nearly complete.

On a personal note I would like to thank everyone involved with such a wonderful preschool, you truly give the children under your care the best footing into education.

#### Impact

33 children attended Clanfield Pre-School during the period September 2023 - August 2024 with 15 leaving us to go to reception class and another 2 moving on to other settings due to house moves and family circumstances. 16 remained with us and were joined by another 8 in term one with a further 5 or 6 waiting to join by January 2025.

- ❖ 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 2023 to August 2024, 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 £171,855 for the financial year, which was an increase of £24,965 year on year, which was mainly due to the increase in 3yr Government funded hours income generated.

Overall total expenditure increased to £155,732 for the financial year, which was an increase of £21,950 year on year, mainly due to the significant increase in staffing costs and increase in general running costs.

As of the 31st of August 2024, the pre-school held the following funds:

- £1,574.28 in the Pre-School Main Account. (HSBC)
- £65,117.38 in the Pre-School Reserves Account. (HSBC)
- £1,425.23 in the Pre-School PayPal Account.
- £43.21 in the Petty Cash Tin.

The Pre-School started the year with a total cash position of £54,980 which increased to £68,161 by the end of the year, this included an increase in the Pre-School Reserve Fund from £47,976 to £65,118 which ensures that the running costs of the Pre-School can be covered without income for a period of 3-4 months.

Income generally peaks 3 times a year around the regular payments from Oxfordshire County Council (OCC) of the funded hours, this was no exception in 2023-2024, with spikes in December, March, and July. Expenditure is generally consistent throughout the year and this pattern continued in 2023-2024 with a small peak in March when the regular utility bills and several maintenance tasks were due.

Expenditure grew at a slower rate of 16.4% than Income which grew by 17.0% from the previous financial year, this led to a increase in overall profitability by 23% to £16,124.

The Pre-school is 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 stay stable in the coming financial year due to the similar profile to last year, there will be a reduction in Forest School income with the fee reduced by the committee last year from £9.95 per session to £1.50 per session, however this is likely to be offset by increases in the funded hours rate from April 2025.

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 have been announced for 2025 as £12.12, and the real living wage of £12.60, the preschool committee made the decision to raise the minimum rate to match the real living wage last year at an increase of 15.2%. To keep up with the real living wage increase to £12.60 would require a 5% uplift the Treasurer will present figures to the finance committee meeting in January for approval, with a minimum proposal of keeping pace with real living wage.

- ❖ 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)**

Stephanie Lewendon stood as chair for the previous 2023/24 year. However with no child attending the setting she will not continue in this position.

Fran Hichens put herself forward for the position of chair.

Jayne Strickland proposed, and Aaron Harris seconded the election of Fran Hichens to the position of Chair.

- ❖ ALL members present unanimously voted in favour of Fran Hichens 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 proposed and Fran Hichens 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 proposed and Fran Hichens 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)**

**Chloe Foley** (by proxy via Jayne Strickland) 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 2025. The second meeting of the Committee in November 2025 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.

**Emma Harris** (by proxy via Aaron 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 2025. The second meeting of the Committee in November 2025 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.

**Veronkia Sas** 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 2025. The second meeting of the Committee in November 2025 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 Veronika Sas to the position of Committee Member.

Aaron Harris seconded the election of Veronika Sas to the position of Committee Member.

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

**Laura Gibney** 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 2025. The second meeting of the Committee in November 2025 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 Laura Gibney to the position of Committee Member.

Aaron Harris seconded the election of Laura Gibney to the position of Committee Member.

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

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

**Rachel Haste** has stepped down and will not be re-elected as committee member.

**Charlotte Bamford** has stepped down and will not be re-elected as committee member.

**7. Accept the minutes of the AGM November 2023 (proposer, seconder and general vote required)**

Jayne Strickland proposed to accept the AGM November 2023 minutes.

Stephanie Lewendon seconded to accept the AGM November 2023 minutes.

- ❖ ALL members present unanimously voted in favour of accepting the minutes of the AGM November 2023, 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 2024 AGM closed at 20:40. Jayne Strickland thanked all for attending.

Minutes to be approved at AGM November 2025

Signed by Chair.....

# Balance Sheet

## Clanfield Pre-School As at 31 August 2024

31 AUG 2024

### Current Assets

#### Cash at bank and in hand

PayPal	1,425.23
Petty Cash Tin	43.21
Pre-School Main Account	1,574.68
Pre-School Reserves	65,117.38
<b>Total Cash at bank and in hand</b>	<b>68,160.50</b>

Accounts Receivable	5,367.10
Petty Cash	10.00
<b>Total Current Assets</b>	<b>73,537.60</b>

### Creditors: amounts falling due within one year

Accounts Payable	54.81
Income in Advance	0.10
Rounding	1.07
Wages Payable - Payroll	62.92
<b>Total Creditors: amounts falling due within one year</b>	<b>118.90</b>

<b>Net Current Assets (Liabilities)</b>	<b>73,418.70</b>
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<b>Total Assets less Current Liabilities</b>	<b>73,418.70</b>
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<b>Net Assets</b>	<b>73,418.70</b>
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### Capital and Reserves

Current Year Earnings	16,123.93
Retained Earnings	57,294.77
<b>Total Capital and Reserves</b>	<b>73,418.70</b>

Central Office – Cobweb Buildings  
The Lane  
Lyford  
Oxon  
OX12 0EE  
31 December 2024

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 31<sup>st</sup> August 2024, 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  
Senior Consultant