



## **Annual General Meeting**

**Ditton Church Pre-School Management Committee**

**Monday 30<sup>th</sup> September 2024**

**8.00pm**

**Venue: The Church Centre**

### **Attendees:**

Ross Terranova	Chair
Jane Barwick	Secretary
Wendy Caldicott	Pre-School Manager
Mike Stevens	Committee - Treasurer
Caroline Gibbons	Vice Chair / PCC Member
Tom Kitchen	Committee
Sean Smith	Committee
Jenny Stout	Committee / PCC Member
Amy Lee	Deputy Manager/Leader of Learning
Lyn Taylor	Staff
Stacey Mannell	Staff
Lauren Jump	Staff
Sandie Thomas	Staff
Sheri McKeever	Staff
Debbie Allen	Parent
Charlie Allen	Parent
Kirsty Zweck	Parent
Karrigan Scamp	Parent
Jacob Scamp	Parent
Holly Pocket	Parent
Sarianna Heino	Parent
Chloe Reynolds	Parent
Phil Eades	Parent
Rosie Campbell	Parent

**1. Apologies**

Kirsty Letham (staff)

**2. Chair's Welcome and Report**

Please see attached report.

Ross gave his thanks to Staff, Committee, Friends Fundraising Group and Parents for their continued support.

**3. Pre-School Manager's Report**

Please see attached report from Wendy (Manager) and Amy (Deputy Manager/Leader of Learning)

**4. Treasurer's Report**

Please see attached report.

**5. Election/Re-Election of Committee Members**

Please see attached Nominations List.

All current committee members will continue in their roles.

Debbie Allen (parent) will join the committee.

**6. Comments/Questions from Parents/Guests**

- Rosie Payne mentioned that the Friends of DCPS group will be making plans for the year ahead and would welcome new members to help. Parents who would like to join should speak to Rosie or any member of staff.
- A parent asked for some clarification on how Pre-School is run. Mike (Treasurer) explained how Pre-School is a charity, managed by a committee of volunteers who meet regularly.

**7. Matters for the PCC**

The guttering around the Church Centre (particularly the back of the building), require attention. Ross to pass message onto PCC.

**8. Any Other Business**

None

Ross thanked everyone for attending the meeting.



### **Chair's AGM Report September 30<sup>th</sup> 2024**

It has been a real privilege to chair the Management Committee of Ditton Church Pre-School since we opened in January 2001. The past twenty-three years have seen the Pre-School develop in so many ways and I pay tribute to the hard work, dedication and professionalism of the staff.

Wendy Caldicott continues to lead the team with great skill and passion. This year she has moved into a different role becoming the business manager of the setting.

This has meant that Amy Lee has moved into the role of Leader of Learning and Deputy Manager. We believe that these changes to the team will strengthen the Pre-School and lead to its continuing flourishing. I would also like to thank Mike Stevens our Treasurer for his hard work over the past year. His attention to detail is legendary and we are truly grateful for the service he offers.

Once again this past year Mike has been heavily involved in the continued development of the garden which now offers a wonderful place of delight and learning for the children.

We are pleased that improvements have been made to the Centre including a ramp for much better disabled access to the Garden and also external lighting.

We look forward to the challenges of the coming year knowing that with a superb staff team and a strong committee we are well equipped to face the future. It is tremendous to continually hear how the Pre-School's reputation goes before it and that is the best testimony we could possibly have.





### Managers report for AGM Sept 2024

Before starting this report I read through my report from last year which ended with the following:

*Going forward, I hope that this time next year I will be reporting on successful progress towards or completion of Level 3 apprenticeships for Kirsty and Stacey, successful completion of an eight month intensive training programme called the Early Years Professional Development Programme, by me and Amy and the final stage of our garden development project being completed.*

I am pleased to say yes to all of the above. Amy and I completed our Early Years Professional Development Programme, Kirsty and Stacey still hope to complete their apprenticeship training by Easter and the final part of our garden project was completed during May half term, when the new turf was laid and our wooden climbing frame was installed.

However, having said that the final stage of the garden was completed – Amy and I are continually coming up with new ideas and don't really believe in the word 'final'! Extra work has already been completed, Amy has used some of her gardening time to paint the fences and Mike and his 'men's shed' team have built a 'buddy bench' around the apple tree and Mike has fixed some gold letters that he made to the fence.

We are grateful for the money received from the Tesco grants, which went towards our new climbing frame, sand house and other garden resources. As a registered charity we rely on fundraising and grants so will now be looking for ways to raise money towards purchasing more ICT resources, such as a projector, toy computers and remote control toys.

One of our biggest areas of reflection this year has been about restructuring our leadership and administration teams. Due to the ever evolving changes to Early Years, largely linked to Government decisions we need to ensure that we can continue to allocate sufficient time and attention to all areas of management and so contacted our sustainability officer for advice on how best to manage this. She advised that it is usual practice now for managers to focus on business management and staff training and employ a room leader type role to focus on planning for the curriculum and overseeing the room.

After talking this through in detail it did seem that the natural solution was to extend Amy's role to being our leader of learning as well as Deputy Manager. This means that she now does the planning for the curriculum and oversees the day to day activities and staff deployment in the main room, allowing me to focus more on business management, staff inductions and training and supporting our senco and other staff when needed.

We also need to plan for Sandie's retirement next July after many years of loyal service to preschool. Over the next year Sandie will be supporting Jane in taking on some of her duties, whilst I support Amy in developing her new role and then next year Jane and I will absorb Sandie's duties between us.

Having referred to Government decisions the area which has had the most impact on us so far is the introduction and development of the working parents funding entitlement. Now that working parents can claim funding for their children from 9 months of age we could potentially lose custom to nurseries who can offer childcare from that age. Thank fully this year we have a full register with additional children on a waiting list.

We have had to consider the provision we offer and unlike nurseries who have more staff and different rooms for different age groups we are not able to offer care to babies or younger children who need to sleep during the day as our environment is not set up for that. We have compromised on our policy by agreeing to take children from two years and four months and by allowing children to stay all day from the term after the term in which they turn three. Currently the impact is that, due to receiving funding, we have more parents accepting places for their two year olds and wanting them to attend more sessions. This impacts on the required ratios of staff.

Admissions – year on year we are finding that parents are applying for their places at preschool very late in the day – either just before the end of term or at the beginning of the new academic year. This year we had 15 enquiries within the first two weeks back, seven of those on the first day of term. Due to this ongoing trend Mike and I have realised we cannot finalise the budget for an academic as early as we would ideally like as there are always changes in the first couple of weeks of term. This impacts on many things such as confirming staff hours, registers, invoices etc.

The next year will be a period of gradual adaptation to our evolving roles, but we already feel the positive impact of the changes we are making. We will continue to reflect and adjust as the Early Years sector and expectations evolve but will always keep the children at the heart of every decision or change that we make. As always a big thank you to my hard working amazing team.





### **Deputy Manager's report for Sept 2024 AGM**

Looking back at last year we have had our usual services at Harvest, Christmas and Easter.

Following the previous success of performing our Christmas nativity service here in Pre-school, we will continue to do this in the future. The children are more relaxed and more confident to sing to their parents and loved ones, especially our new starters.

We had a busy and fun packed year last year. The children enjoyed visits from the lollypop lady, community warden and a visit from a tractor at Harvest time.

They learnt lots about road safety. They loved caring for and releasing caterpillars in the summer term. The children always enjoy getting involved in making playdough and any type of messy play.

Thanks to our Tesco grant the children have been loving the new climbing frame in the garden. Not only has it been great for the children's physical development it also been a great accessory to their role-play ideas. It's been a castle, a cave, a tree house and a water slide. The children have also enjoyed our Pre-school allotment, they have grown beans, tomatoes, sweetcorn, courgette, carrots, potatoes and sweet peas all from seed which we are very proud of. It's been lovely to see the children keen to help care for the plants and then excited about tasting them too.

We made slight changes to our Rising Star routine during the summer term last year. We worked closely with Ditton infants to support children with becoming school ready. We did this by having lots of fun activities that encouraged children with their self-care, such as getting their coat on by themselves, being able to change for P.E independently and being able to use a knife and fork.

As my new role as leader of learning I'm very much looking forward to our new academic year, welcoming our new starters and supporting our Rising stars to become school ready.

Children learn through play and as a setting we will ensure the children have a rich environment in which they can access many activities independently which will cover all seven areas of learning throughout the setting.

In their time with us they will be supported with learning how to share, self-awareness, independence, building their vocabulary, activities that build their fine and gross motor skills and their social skills.

We have lots to look forward to already such as our yearly tractor visit and harvest festival. The children have been working hard at learning the songs and creating some lovely craft. So, I hope you'll enjoy it.

## Treasurer's Report 2023-24



### Overview

Pre-School reports in different ways to two separate bodies. We have to report in a prescribed manner to the Charities Commission (CC) and the enclosed financial statement (Appendix i) shows our Income and Expenditure for the year (to 31<sup>st</sup> August 2024). For the CC we are required to show how much money we receive in the year and how much we spend (Receipts and Payments). However, this means that we can receive and/or spend money in one financial year that is actually intended for the next.

We also report Income and Expenditure to the pre-school membership, however, we also report on preschool's performance against its annual budget.

### Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £2,534.43 more in its accounts at the 31<sup>st</sup> August 2024 than it did on the 1<sup>st</sup> September 2023.

At 1<sup>st</sup> September 2023 our balance at bank (all accounts) was £109,240.74. Receipts for the year were £143,395.47 and expenditure amounted to £140,861.04. The balance at bank (all accounts) at 31<sup>st</sup> August 2024 was £111,775.17. There was no cash-in-hand.

Appendix i shows a detailed breakdown of Pre-school's income and expenditure for presentation to the CC for the year ended 31<sup>st</sup> August 2024.

A reconciliation of income and expenditure for all accounts (including transfers of cash ) can be seen below.

Cashbook Reconciliation FY23-24	Current £	Deposit £	Shopping Fund £	Total £
Opening Balance at Bank 01/09/2023	23,388.57	85,452.17	400.00	109,240.74
Income for the year	142,170.38	1,225.09		143,395.47
	165,558.95	86,677.26	400.00	252,636.21
Expenses for the year	(139,498.73)		(1,362.31)	(140,861.04)
Transfers between accounts	(21,362.31)	20,000.00	1,362.31	0.00
Closing Balance at Bank 31/08/2024	4,697.91	106,677.26	400.00	111,775.17
Change in cash position	(£18,690.66)	£21,225.09	£0.00	£2,534.43

**Appendix ii** shows a Statement of Assets and Liabilities as at 31<sup>st</sup> August 2024. As can be seen from the statement preschool holds very few assets - other than cash at bank. There are three creditors listed amounting to £2,947 all of which relate to work carried out in the garden over the summer break and all due for payment in Term 1.

At last year's AGM I introduced to the membership the fact that we (preschool) have certain funds (or pots of money) on which we can draw to pay for things that arise and for which we would not normally budget. A good example of this is the Garden Refurbishment project. In addition we retain cash for contingencies such as unexpected closure.

Fund	Opening Balance	Money In / Transfers	Money Out / Transfers	Cash at Bank	Promised / Required	Fund Value
Day to Day Funds	£18,540	£133,436	(£119,527)	£32,449	(£5,000)	£27,449
Training Grants	£0	£2,250	(£2,250)	£0		
SEN	£1,478	£1,919	(£1,897)	£1,500		£1,500
Disability Access	£2,595	£1,110		£3,705	(£2,500)	£1,205
Forest School	£731		(£120)	£611		£611
Closure Contingency	£45,000			£45,000	£5,000	£50,000
Other Contingencies	£20,000			£20,000	(£10,000)	£10,000
Holding Fees	£275	£500	(£275)	£500	(£500)	£0
Prepaid Fees	£3,406	£2,056	(£3,406)	£2,056	(£2,056)	£0
Garden	£17,216	£2,125	(£13,387)	£5,954	(£72)	£5,882
	£109,241	£143,396	(£140,862)	£111,775	(£15,128)	£96,647

I would stress that these are not budgets. Preschool's budget for the year (see below) should be managed from the income received during the year. The exceptions being

- prepaid fees (£2,056) which is cash received from parents received during August 2024 but which is meant for Term 1 in September 2024.
- and holding fees (£500) which has been collected during Terms 5 and 6 – that have to be repaid to parents.

In light of April's increase in the National Living Wage (NLW) and subsequent increase in preschool's wage bill of 9.8% there is now insufficient in the Closure contingency to cover the statutory redundancy payout to staff in the event that preschool has to close. I have, therefore, already ringfenced £5000 of the Day to Day Funds to top up the Closure contingency.

We expect to spend £10,000 of our Other contingency over the course of the coming year and subject to there being sufficient funds available at 31<sup>st</sup> August 2025 this fund will be topped up to £20,000.

Preschool received £1,110 in the form of Deprivation Allowance. As this was unbudgeted income the DAF fund was topped up to allow preschool staff access to funds in case they have to provide for a child with needs that are not supported by the local authority.



## Performance against budget

Each year preschool sets out an operational budget – that covers the costs of running preschool but excludes expenditure from retained funds (the Pots).

The budget for FY2023/24 allowed for a surplus of £6,701. The actual surplus was £14,438

### Budget v Actuals (Summary)

Period Ending 31st August 2024

	Actuals	Budget	Variance
	<u>Full Year</u>	<u>Full Year</u>	<u>Full Year</u>
<b><u>Income</u></b>			
Local Authority Funding	£101,468	£95,342	£6,126
Fee Payer	£29,733	£33,103	(£3,370)
Fundraising	£2,556	£1,525	£1,031
Other	£2,093	£150	£1,943
<b>Total Income</b>	<b>£135,850</b>	<b>£130,120</b>	<b>£5,730</b>
<b><u>Expenditure</u></b>			
Staff	£108,609	£109,681	£1,073
PreSchool	£3,838	£5,000	£1,161
Admin	£8,163	£8,311	£148
Fundraising	£802	£428	(£375)
<b>Total Expenditure</b>	<b>£121,412</b>	<b>£123,419</b>	<b>£2,007</b>
<b>Surplus/(Defecit)</b>	<b>£14,438</b>	<b>£6,701</b>	<b>£7,736</b>

## Income

**Local Authority Funding** is £6,126 better than expected. This is because increased funding rates from the government continued and some unbudgeted income such as EYPP and FF2 were received.

**Fee Payer Income** is £3,370 less than expected. Child numbers attending and also those staying for lunch were very close to budget. Therefore, likely explanation for the deficit is a budgeting error.

**Fundraising Income** is £1031 better than expected. This is because uniform sales were almost double that in the budget. The 'Friends' worked very hard and preschool staff also joined in with their fundraising event.

**Other Income** – is £1,943 better than expected. Increased income from bank interest played a large part and donations via the 'Friends', parents and staff partners made up the rest.

## Expenditure

**Staff Costs** – although staff costs were £1,073 higher than planned this is actually a very good result. Preschool's monthly wage bill increased by 9.8% in April, however, only 5% was budgeted. In reality wages would have been better than expected without the extra 4.8% increase.

**Preschool Costs** are £1,161 better than planned. This due to a large amount of craft supplies being donated by parents and well managed expenditure on day to day consumables and other items.

**Admin Costs** were £148 better than expected with most of the larger expenses such as rent, insurance and IT being close to or less than expected.

**Fundraising Costs** were £375 more than budgeted. This is almost entirely due to the increased sales in children's uniforms

## Financial Year 2024 – 2025

Setting the budget for FY2024/25 has been a protracted experience this year. The increased government funding has continued - a welcome sign. However, the changes to funding that brought two-year-olds into the mix has meant that some of the children now attending preschool were enrolled very late (by our usual standards). This meant that we didn't actually finalise the budget until the start of Term 1.

### DITTON CHURCH PRESCHOOL Operational Budget for FY2024/25

	T1	T2	T3	T4	T5	T6	Full Year
<b>Income</b>							
Funded	£17,432	£17,432	£16,307	£16,307	£19,808	£19,808	£107,094
Fee Payer	£6,204	£4,859	£5,256	£5,292	£3,404	£6,075	£31,089
Fundraising	£550	£850	£60	£220	£40	£240	£1,960
Other	£350	£450		£350		£350	£1,500
<b>Total Income</b>	<b>£24,536</b>	<b>£23,590</b>	<b>£21,623</b>	<b>£22,169</b>	<b>£23,252</b>	<b>£26,473</b>	<b>£141,643</b>
<b>Expenses</b>							
Admin	£2,116	£250	£2,123	£1,400	£2,123	£250	£8,262
Preschool	£830	£1,030	£830	£830	£830	£830	£5,180
Staff	£18,917	£20,467	£9,935	£19,419	£19,703	£29,343	£117,784
Fundraising	£440	£56	£48	£32	£32	£48	£656
<b>Total Operating Expenses</b>	<b>£22,303</b>	<b>£21,803</b>	<b>£12,936</b>	<b>£21,681</b>	<b>£22,688</b>	<b>£30,471</b>	<b>£131,882</b>
<b>Surplus/(Deficit)</b>							
Excluding Expense from Retained Funds	£2,233	£1,787	£8,687	£488	£564	(£3,998)	£9,761

Although it is difficult to predict what the increase in the National Living Wage will be in April 2025 being able to set a budget with a £9,761 surplus is a very welcome experience.

M T Stevens

Treasurer

## Appendix i

### DITTON CHURCH PRESCHOOL Financial Statements



For the period from 01/09/2023 To 31/08/2024

#### Receipts and Payments (to the nearest pound)

	Unrestricted Funds				Last year Total funds
	General Fund	Designated Funds	Restricted Funds	Total funds	
	£	£	£	£	£
<b>Receipts</b>					
Local Authority Funding	103,068	2,695	1,600	107,363	100,518
Fee Payers	26,328	2,281		28,609	33,447
Fundraising Activities	2,556	-	-	2,556	3,318
Other income	2,093	-	650	2,743	1,351
Garden Project	-	-	2,125	2,125	-
Forest School	-	-	-	-	-
	-	-	-	-	-
<b>Total receipts</b>	<b>134,045</b>	<b>4,976</b>	<b>4,375</b>	<b>143,396</b>	<b>138,634</b>
<b>Payments</b>					
Staff Expenses	110,209	1,778	2,250	114,237	107,750
Preschool Expenses	3,838	119	-	3,957	6,815
Admin Expenses	8,163	-	-	8,163	9,663
Fundraising Expenses	997	-	-	997	927
Garden Project	-	11,351	2,036	13,387	
Forest School	-	-	120	120	120
<b>Total payments</b>	<b>123,207</b>	<b>13,248</b>	<b>4,406</b>	<b>140,861</b>	<b>125,275</b>
<b>Net of receipts/(payments)</b>	<b>10,838</b>	<b>- 8,272</b>	<b>- 31</b>	<b>2,535</b>	<b>13,359</b>
Transfers between funds	2,946	- 3,072	126		
Cash funds last year end	18,539	44,970	45,731	109,240	95,882
<b>Cash funds this year end</b>	<b>32,323</b>	<b>33,626</b>	<b>45,826</b>	<b>111,775</b>	<b>109,241</b>



Appendix ii



Statement of Assets and Liabilities at 31st August 2024

Unrestricted funds					
	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
Cash funds					
Current Account	4,698		(0)	4,698	23,389
Deposit Account	27,225	33,626	45,826	106,677	85,452
Shopping Account	400			400	400
Total cash funds	32,323	33,626	45,826	111,775	109,241

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
Assets for re-sale					
Stock of uniforms	843			843	648

	Details	Fund to which asset belongs	Cost	Current value
			£	£
Assets retained for the charity's own use	Laptops	General	2,250	754

	Details	Fund to which liability relates	Amount due	When due
			£	
Liabilities	Garden Project Expenses	General	297	Term 1 FY24/25
	DAF Expenses	General	2,500	Term 1 FY24/25
	Garden Project Expenses	General	150	Term 1 FY24/25

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval

## AGM NOMINATIONS LIST - 2024

Election/Re-Election of Committee Members



	MEMBER	NOMINATED BY	SECONDED BY	PREFERRED ROLE ?
	Chair – The Rector (Ross Terranova)			
a.	Vice Chair and 1st Parochial Church Council Member (Caroline Gibbons)	Sean Smith	Jenny Stout	
b.	Officer: Treasurer (Mike Stevens)	Caroline Gibbons	Sean Smith	
c.	Secretary (Jane Barwick)	Mike Stevens	Tom Kitchen	
d.	3 <sup>rd</sup> Elected Member and 2nd Parochial Church Council Member (Jenny Stout)	Sean Smith	Caroline Gibbons	
e.	1 <sup>st</sup> Elected Member (Thomas Kitchen)	Caroline Gibbons	Mike Stevens	
f.	2 <sup>nd</sup> Elected Member (Sean Smith)	Rosie Campbell	Jenny Stout	
g.	4 <sup>th</sup> Elected Member (Debbie Allen)	Caroline Gibbons	Sean Smith	

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**DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP**

*I have as requested examined the books and records for the year ended 31.08.24.*

*The records and petty cash ledger are full and comprehensive.*

*I have not carried out a full audit and do not consider one is necessary. In the areas I selected for examination and in the spot checks I made I did not find anything unsatisfactory.*

*In my opinion the financial statement for the year fairly represents the affairs and transactions of the year and the closing bank balances totalling £111775.17p correctly state the balances held at the end of the year and I have accordingly countersigned the statement.*

Peter Tite

A handwritten signature in dark ink, appearing to read 'Peter Tite', with a long horizontal flourish underneath.