



Ditton Church Pre-School Management Committee
Annual General Meeting

Monday 13th October 2025 at 7.45pm
St Peters Church, New Road, Ditton

Agenda

- | | | |
|---|--|-------------------|
| 1 | Apologies | |
| 2 | Chair's Welcome and Report | Ross Terranova |
| 3 | Pre-School Managers Report | Wendy Caldicott |
| 4 | Treasurer's Report | Mike Stevens |
| 5 | Election/Re-Election of Committee Members | Ross Terranova |
| | <ul style="list-style-type: none">• Vice Chair• Treasurer• Secretary• 1st Elected Member• 2nd Elected Member• Other Elected Members | |
| 6 | Friends of Ditton Church Pre-School | Catherine Kitchen |
| 7 | Comments/Questions from Parents/Guests | |
| 8 | Matters for the PCC | |
| 9 | Any Other Business | |



Annual General Meeting

Ditton Church Pre-School Management Committee

Monday 13th October 2025

7.45pm

Venue: St Peters Church

Attendees:

Ross Terranova	Chair
Jane Barwick	Secretary
Wendy Caldicott	Pre-School Manager
Mike Stevens	Committee - Treasurer
Tom Kitchen	Parent / Committee
Catherine Kitchen	Parent / Friends of DCPS Committee
Jenny Stout	Committee / PCC Member
Bev McCrum	Deputy Manager/Leader of Learning
Lauren Jump	Staff
Sheri McKeever	Staff
Kirsty Scott-Bowles	Staff
Jess Creatura	Staff / Parent
Syeda Nurr-E-Zannat	Staff
Sarianna Heino	Parent
Natalie Brothers	Parent
Michael Hackwell-Read	Parent

1. Apologies

Lyn Taylor (staff), Stacey Mannell (Staff)

Caroline Gibbons (Vice Chair/1st PCC member)

2. Chair's Welcome and Report

Please see attached report.

Ross Terranova acknowledged the challenges Ditton Church Pre-School have faced over the last year (notably changes to funding and staff) and 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 Caldicott (Manager).

4. Treasurer's Report

Please see attached report from Mike Stevens (Treasurer).

5. Election/Re-Election of Committee Members

Please see attached nominations List.

All current committee members will continue in their roles.

No new nominations to join the committee.

6. Friends of Ditton Church Pre-School

Catherine Kitchen explained that the 'friends' group organise a variety of fundraising events through the year, including raffles, Christmas craft competitions, quiz night, coffee mornings, Mother/Father's day sales, etc.

This group is a vital part of Pre-School fundraising, and new members would be welcomed to help in any capacity; large or small.

The friends keep in touch via a WhatsApp group. All are welcome to join the group – please see Catherine or any member of staff/committee for details.

7. Comments/Questions from Parents/Guests

- Sheri McKeever asked for some clarification on the role of a committee member. Ross Terranova explained that the committee meet 6 times during an academic year. They

discuss the general running of the Pre-School and each member will usually take on a role such as health and safety rep/GDPR lead, etc.

8. Matters for the PCC

None.

Ross Terranova told the group that PCC had agreed not to make any increases to the rent Pre-School pay for use of the Church Centre until June 2026, in order to support Pre-School through a difficult financial time.

9. Any Other Business

None

Ross thanked everyone for attending the meeting.



Chair's AGM Report 13th October 2025

It has been a real privilege to chair the Management Committee of Ditton Church Pre-School since we opened in January 2001. The past 24 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. The past year has seen many challenges which she has handled with real assurance. We were sorry to see Amy Lee leave the team and want to thank her for her very real contribution over the years she worked in the Pre-School. Sandie Thomas also left the team at the end of the academic year, for a well-earned retirement! Sandie has been at Pre-School almost since its beginning and was someone held in great regard for her competence and experience.

We are delighted to have welcomed Bev McCrum as Deputy Manager and Leader of Learning, and also Syeda Nurr E Zannat, Kirsty Scott-Bowles and Jessica Creatura as new Practitioners to the team.

We continue to be greatly blessed by the commitment of our treasurer Mike Stevens who gives of his time and expertise so freely and graciously. My thanks to him for his guidance over the complexity and challenge of funding for Pre-School especially over the past year. I'm also so grateful to Jane Barwick for her superb efficiency as our administrator which makes my life so much easier.

The coming year will be a challenging year for us as it will be for all Pre-Schools but we face with a strong staff team and a committee determined to do all we can to support them.



Managers report for October 2025 AGM

Staff

I think it is important to start by acknowledging that this past year has not been the easiest for our staff team. I will only share information which I have been given permission to share but feel it is important to explain the changes we have had within our team and reasons for them.

Sadly we lost Amy, my previous deputy from our team after she suffered a life changing bereavement and we will soon be losing Lyn from our team, who is taking early retirement for medical reasons, having been advised that the physical requirements of the job are no longer suitable for her. Our two apprentices, Kirsty and Stacey, reached the end of their training and chose to move on to alternative, higher paid jobs. Sandie stayed on for an extra year after retirement age and left us at the end of July for a very well deserved retirement after an amazing 24 years of service to our preschool. I think it is really important to acknowledge that our staff are our most important and valuable resource and sadly thousands of practitioners are leaving the sector due to the poor pay and ever increasing demands of the job, or the need for full time employment, rather than term time only.

However, we welcomed both Bev and Syeda to our team in April. Bev has taken on the role of Deputy Manager and room leader enabling me to focus more on business management and staff training. Syeda had been working with us as bank staff and then became a full time practitioner. Both ladies already had their Level 3 qualifications and Syeda is working hard to complete her Level 2 English qualification. We are now welcoming a new Kirsty to our team. Kirsty was made redundant from her role as TA at Ditton Infant School in July and is keen to continue working with younger children so we are pleased to have her on board. We are also welcoming Jessica to the team to begin her journey into childcare as bank staff. Lyn will be with us until the beginning of November and we are still advertising her role. I feel it is important to be patient and find the right fit for our team after the difficult year we have had.

Children

Moving on to the reason why we do this job – the children. Over this last year we have worked hard to ensure that staff changes did not impact on the children more than could be helped and this has gone well. We said goodbye to a lovely group of children in

July as they moved onto Infant school and we are pleased at how well and quickly our new children have settled in, particularly as we have accepted children slightly younger than usual, for financial reasons.

We are supporting children with a range of ages, stages of development and additional needs and our staff team work extremely hard to ensure each child's unique needs are met. Additional funding is getting harder to come by and we have put some of our own, limited funds into increasing staff levels where possible. At this point I would like to mention Lauren, our senco, who is really passionate about supporting our children with additional needs and works really hard at this role.

Changes

Many changes were enforced on us this year by the Government, Department for Education and Local Authority and these have been at times both frustrating and challenging as well as increasing workload significantly.

I won't get into politics or finances but in summary these changes include the following:

- 1) Putting together a new business plan that may be able to keep us sustainable whilst meeting the new Government guidelines (this is linked to the new working parents funding entitlement). This took five meetings with our Local Authority before an agreement was reached.
- 2) New nutrition guidelines and policy requirements.
- 3) Updated safeguarding welfare requirements.
- 4) The requirement to have a Climate Action Plan and Sustainability lead by the end of the Year.
- 5) The introduction of the new Ofsted framework due to be launched in November.

Due to having to slightly change our opening hours to ensure 15 hours of funded childcare can be accessed across four mornings (subject to availability) we are now working hard to ensure the curriculum is covered during the extended morning times and that we deliver something 'above and beyond' in the afternoons. The Government state that funding is intended to cover a basic Early Years Education, but as non-working parents have to pay for the afternoon sessions we are trying to include something a little extra.

So far this term we have had visits from the lollipop lady to add to our discussions about road safety, a tortoise, a bearded dragon and a real tractor to link in with Harvest, so quite a diverse mix!

The Future

Despite the challenges that not just our Preschool, but the Early Years sector as a whole have faced this year we move forward with positivity and gratitude to all those who support us and look forward to celebrating Preschool's 25th Anniversary in January, so I

will end by saying thank you firstly to my amazing, hard working team and to our preschool committee who are all volunteers, our Friends of Ditton Church Preschool fundraising group and to the parents and carers who put their trust in us.

Wendy Caldicott, Preschool Manager



Treasurer's Report 2024-25

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 31st August 2025). 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.
- For the pre-school membership (parents, carers, staff, volunteers etc) we prepare an Operational Budget that we then compare to our Actual performance in the financial year.

Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £1,646.09 less in its bank accounts at the 31st August 2025 than it did on the 1st September 2024.

At 1st September 2024 our balance at bank (all accounts) was £111,775.17. Receipts for the year were £149,730.72 and expenditure amounted to £151,376.81. The balance at bank (all accounts) at 31st August 2025 was £110,129.08. 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 31st August 2025.

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

Cashbook Reconciliation FY24/25

	<u>Current</u>	<u>Deposit</u>	<u>Shopping</u>	<u>All Accounts</u>
Opening Balance	£4,697.91	£106,677.26	£400.00	£111,775.17
<i>Income</i>	£148,235.33	£1,495.39		£149,730.72
<i>Expenditure</i>	£150,719.75		£657.06	£151,376.81
<i>Transfers</i>	£4,566.49	(£5,000.00)	£433.51	
Closing Balance	£6,779.98	£103,172.65	£176.45	£110,129.08
Surplus/(Deficit)	£2,082.07	(£3,504.61)	(£223.55)	(£1,646.09)

Appendix ii shows a Statement of Assets and Liabilities as at 31st August 2025. As can be seen from the statement other than cash at bank (£110,129.08) its only asset is a stock of uniforms held for resale of £654. At the 31st of August it had no outstanding debts.

The cash asset (£110,129.08) held at bank is divided up into 'Funding Pots' in order that preschool management can spend money on a particular need or project. The funding pots are not budgets (see below) they are an accumulation of cash surpluses, grants and fundraising from prior years.

There are three types of 'Fund':

- General** Can be used for any purpose.
- Designated** Set aside for a particular project or activity but could be transferred to the General fund.
- Restricted** Set aside for a particular project or activity and cannot be used for any other purpose.

The 'Closure Contingency' pot is considered to be a 'Restricted Fund'. Holding Fees and Prepaid fees are transferred to the General fund at the start of each financial year.

Fund	Opening Balance	Money In	Money Out	Transfers	Fund Value	Type
Day to Day Funds	£32,448.37			-£14,259.47	£27,822.13	General
SENIF	£1,500.00	£472.40	£102.26		£1,870.14	Designated
Disability Access	£3,704.76	£1,848.00	£2,623.23		£2,929.53	Designated
Forest School	£611.83			-£611.83	£0.00	Designated
Closure Contingency	£45,000.00			£5,000.00	£50,000.00	Restricted
Other Contingencies	£20,000.00		£11,927.30	£11,927.30	£20,000.00	Designated
Holding Fees	£500.00	£350.00	£390.00		£460.00	Designated
Prepaid Fees	£2,056.00	£2,029.50		-£2,056.00	£2,029.50	Designated
Garden	£5,954.21		£936.43		£5,017.78	Designated
	<u>£111,775.17</u>	<u>£149,730.72</u>	<u>£151,376.81</u>	<u>£0.00</u>	<u>£110,129.08</u>	

Comparison of Actual Performance to the Operational Budget

	<u>Actual</u> <u>Full Year</u>	<u>Budget</u> <u>Full Year</u>	<u>Variance</u> <u>Full Year</u>
Income			
<i>Funded</i>	£115,838	£107,094	£8,744
<i>Fee Payer</i>	£27,833	£31,089	(£3,256)
<i>Fundraising</i>	£1,990	£1,960	£30
<i>Other</i>	£4,136	£1,500	£2,636
Total Income	£149,797	£141,643	£8,154
Operational Expenses			
<i>Admin</i>	£10,085	£8,262	(£1,823)
<i>Preschool</i>	£4,594	£5,180	£586
<i>Staff</i>	£133,752	£117,784	(£15,968)
<i>Fundraising</i>	£188	£656	£468
Total Operational Expenses	£148,618	£131,882	(£16,737)
Surplus/(Defecit) from Operations	£1,179	£9,761	(£8,582)

Income

Funded +£8,744

Analysis

Increased numbers of parents accessed government funding and an unbudgeted increase in funding rates (in April) determined this better than expected figure.

Fee Payer (£3,256)

Slightly reduced child numbers and the switch to Funding are the cause of this adverse result.

Fundraising +£30

Lower uniform sales impacted this figure but the 'Friends' and preschool staff boosted the figure back to expectation.

Other +£2,636

£1,500 of grants from Tesco and £1,000 in donations that came via the 'Friends' boosted this figure very positively.

Expenses

Admin (£1,823)

Increases in all expenses (predominantly IT and Insurance) plus the acquisition of a new photocopier increased preschool admin costs.

Preschool +£586

There have been increases in virtually all aspects of preschool day to day expenses. However, fewer new toys and less equipment being purchased reduced the overall expense bill.

Staff (£15,968)	To reduce the reliance on Bank staff another permanent staff member was employed, preschool pension costs increased and preschool had to start paying Employers National Insurance.
Fundraising +£468	The reduction in uniform sales resulted in a far lower purchase cost.

Financial Year 2025 – 2026

Setting the budget for this financial year has been a very protracted affair and the budget was not finalised until the start of September 2025. This was brought about by a number of circumstances:

- The switch to 2 year olds caused a delay with some parents looking for places in July, August and September.
- Government legislation turned preschool's (and every other Early Years Setting) financial world upside down and new ways to manage financially had to be thought through and implemented – complete with rewritten policies.
- The same legislation meant that every financial model (including the invoicing system) used by preschool had to be rewritten over the summer break.

DITTON CHURCH PRESCHOOL Summary Operational Budget for FY2025/26

	Full Year	Prior Year
Income		
<i>Funded</i>	£115,828	£107,094
<i>Fee Payer</i>	£21,022	£31,089
<i>Fundraising</i>	£1,710	£1,960
<i>Other</i>	£1,400	£1,500
Total Income	£139,960	£141,643
Expenses		
<i>Admin</i>	£9,725	£8,262
<i>Preschool</i>	£5,030	£5,180
<i>Staff</i>	£130,153	£117,784
<i>Fundraising</i>	£456	£656
Total Operating Expenses	£145,364	£131,882
Surplus/(Deficit) Excluding Expense from Retained Funds	(£5,404)	£9,761

It is extremely disappointing to set a negative budget, however, preschool will use some of its **Designated** funds to balance the books. There is an expectation that there will be further changes to legislation in January aimed at easing the plight of Early Years – we await this with anticipation.

I fully expect there to be another significant increase in the National Living Wage in April and this has been budgeted for. What is more uncertain is whether there will be an increase in funding to offset this. In this financial year preschool will also be significantly impacted by the changes to Employers National Insurance.

Budgeted Admin costs are expected to rise as pressure from inflation and government policy force prices up.

M T Stevens

Treasurer

DITTON CHURCH PRESCHOOL

Financial Statements



For the period from 01/09/2024 To 31/08/2025

Receipts and Payments (to the nearest pound)

	Unrestricted Funds				Last year
	General Fund	Designated Funds	Restricted Funds	Total funds	Total funds
	£	£	£	£	£
Receipts					
Local Authority Funding	113,518	2,320		115,838	107,363
Fee Payers	25,387	2,380		27,767	28,609
Fundraising Activities	1,990			1,990	2,556
Other income	4,136			4,136	2,743
Garden Project	-			-	2,125
Forest School	-			-	-
Total receipts	145,031	4,700	-	149,731	143,396
Payments					
Staff Expenses	131,027			133,752	114,237
Preschool Expenses	6,604	2,725		6,604	3,957
Admin Expenses	10,085			10,085	8,163
Fundraising Expenses	-			-	997
Garden Project	-		936	936	13,387
Forest School	-			-	120
Total payments	147,716	2,725	936	151,377	140,861
Net of receipts/(payments)	2,685	1,975	936	1,646	2,535
Transfers between funds	8,759	13,869	5,110		
Cash funds last year end	32,323	33,626	45,826	111,775	109,240
Cash funds this year end	38,397	21,732	50,000	110,129	111,775

Michael Stevens



Statement of Assets and Liabilities at 31st August 2025

Unrestricted funds					
	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
Cash funds					
Current Account	6,780			6,780	4,698
Deposit Account	31,441	21,732	50,000	103,173	106,677
Shopping Account	176			176	400
Total cash funds	38,397	21,732	50,000	110,129	111,775

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
Assets for re-sale					
Stock of uniforms				654	843

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

Details	Fund to which liability relates	Amount due	When due
		£	
Liabilities			

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

[Signature]
M. J. Stevens

Ross Terranova
MIKE STEVENS

9.9.25
11.9.25

AGM NOMINATIONS LIST - 2025

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)	Michael Hackwell-Read	Sarianna Heino	
b.	Officer: Treasurer (Mike Stevens)	Natalie Brothers	Michael Hackwell-Read	
c.	Secretary (Jane Barwick)	Jenny Stout	Natalie Brothers	
d.	1 st Elected Member (Thomas Kitchen)	Sarianna Heino	Natalie Brothers	
e.	2 nd Elected Member and 2 nd Parochial Church Council Member (Jenny Stout)	Catherine Kitchen	Michael Hackwell-Read	
f.	3 rd Elected Member			
g.	4 th Elected Member			
h.	5 th Elected Member			
i.	6 th Elected Member			

DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP

I have as requested examined the books and records for the year ended 31.08.25.

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 £110129.00p correctly state the balances held at the end of the year and I have accordingly countersigned the statement.



Peter Tite