

ST OSMUNDS PRE SCHOOL

England & Wales · Charity number 1140389

Details

Status	Registered
Legal form	Charitable company
Company number	06665257
Registered	2011-02-11
Register	View on the Charity Commission register

Contact

Address	St. Osmunds Pre School Exeter Street Salisbury SP1 2SG
Phone	01722329238
Email	stosmundspreschool@btconnect.com
Website	www.stosmundspreschool.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:- 3.1 OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;3.2 ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS;3.3 INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: St Osmunds PreSchool in Salisbury offers sessional preschool education for 2 - 5 year olds. They also run Sunshine Clubs offering breakfast clubs, after school clubs and holiday clubs for 3 - 11 year olds.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE WILTSHIRE.
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£299,338	£278,909	-	-
2024-08-31	£299,762	£251,492	-	-
2023-08-31	£260,286	£239,182	-	-
2022-08-31	£231,216	£252,602	-	-
2021-08-31	£237,564	£260,832	-	-
2020-08-31	£272,972	£259,591	-	-

Trustees

Name	Role	Appointed
Beth Simkin-Park	Chair	2021-10-13
Helen Evans		2017-10-12
Jessica Stokes		2022-02-03
Polly Swannell		2022-04-25

Accounts

St Osmund's Preschool & Wraparound Care Annual General Meeting
Thursday 16th October 2025 – 6pm at St. Osmund's Preschool

Agenda

- o Opening remarks/welcome
- o Attendees (BSP, JA, PS, NR, HE, JS, TH)
- o Minutes of previous AGM
- o Matters arising from the Minutes
- o Chairpersons Report
- o Adoption of Chairpersons Annual Report
- o Presentation of Manager's Report
- o Adoption of Manager's Report
- o Election of Committee Members
- o Any changes to Constitution
- o Any Other Business
- o Closing remarks

Welcome

Welcome to the St. Osmund's Preschool & Wraparound Care Annual General Meeting 2025, and thank you all for attending.

In order for this meeting to be quorate in line with our constitution, the following must be adhered to.

The minimum number of committee members shall be 3 and the maximum shall be 12, together with up to a further 3 co-opted members.

The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary (“the Officers”) and
(b) not less than 2 nor more than 9 other elected Member; and
if the Committee decides it can co-opt up to further Members on to the Committee at
any time after the AGM

The constitution states; A quorum for committee meetings is not less than half the committee, including two of the officers.

Matters arising from the Minutes of the 2024 AGM

Proposer and seconder vote to adopt the 2024 AGM minutes as a true and accurate record.

Proposed by: BSP

Seconded by: JA, PS, NR, HE, JS, TH

Chairperson's Report

1. Welcome and Introductions

Good evening everyone. On behalf of the committee, I would like to extend a warm welcome to all parents, staff and committee members present today. I appreciate you all taking the time to attend this Annual General Meeting for St Osmund's Preschool

2. Overview of the Year

This has been an exciting and eventful year for St Osmund's Preschool with both challenges and achievements that we have faced together as a team. Despite some of the uncertainties and adjustments we've had to make, our focus has always remained on providing a safe, engaging, and nurturing environment for the children.

3. Key Achievements

- **Enrolment and Attendance:**
 - o **Preschool:** This year, our enrolment has remained steady with 43 children on roll, with 5 ready to join in January. We have welcomed new families, which is a testament to our reputation and the quality of care we provide.
 - o **Wrap Around Care:** The sessions continue to be well attended with regular children and we are able to help families at short notice if their needs change. .
- **Staff Development:** Our staff members are the backbone of our preschool, and we have invested in professional development opportunities. At the end of last term all staff refreshed their first aid training as well as safeguarding training. Emily renewed her advanced safeguarding training in relation to her role as Deputy Designated Safeguarding Lead.
- **Events and Activities:** We were able to organise various events for the children and their families, such as the winter and autumn celebration, end of term Graduation Ceremony, and World Book Day. We had a tree at the Christmas tree festival and all children were able to visit with preschool. These events have helped to build a sense of community and provide enriching experiences for the children. Planned events for this year so far include an Autumn disco, decorating a tree for St Thomas's Church Christmas Tree Festival and a winter festival.
- **Fundraising and Donations:** I would like to thank everyone involved in our fundraising efforts. We raised £302 through events such as cake sales, Autumn Festival and Bag 2 School collection which is our most profitable fundraising initiative. We have also raised funds through the Easy fundraising scheme as well as receiving a generous donation from Quack Quack Golf. These funds have been crucial for supporting the day-to-day running of the preschool and purchasing new resources.

4. Financial Overview

Our Treasurer will provide a more detailed overview of our finances shortly, but I would like to highlight that, despite the challenges faced this year, of increases to running costs we have managed our budget carefully, investing £6000 in classroom furniture ensuring we meet our obligations and maintain a healthy reserve for future needs.

6. Future Plans

Looking forward, we have ambitious plans to further enhance the preschool environment:

- **Curriculum Development:** We plan to enhance our curriculum by integrating more outdoor activities, enhancing the mud kitchen and continuing to develop the children's interest in growing vegetables and caring for the environment. This will ensure a holistic development approach, catering to the diverse interests of our children.
- **Facility Improvements:** We intend to upgrade the lighting to softer lights which promotes calm and supports the children's wellbeing.
- **Community links:** We also want to continue strengthening our relationship with the local community through visits to the Library, continuing links with the Primary School and building a relationship with the residents of the Robert Stokes Alms house.

7. Acknowledgements

I would like to take this opportunity to thank:

- **The Staff:** for their hard work, dedication, and passion. The high standard of care and education we provide would not be possible without your commitment.
- **The Parents:** for your trust in us and for supporting our activities throughout the year.
- **The Committee Members:** for volunteering your time and skills to ensure the smooth running of the preschool.
- **Volunteers:** for your generous support, which has enabled us to continue providing quality education and care.

8. Election of Committee Members

9. Conclusion

In conclusion, I am proud of what has been achieved this year as a preschool and as a community. Under Polly's leadership great strides have been made in providing a nurturing, educational environment for our children, and I am confident that with your continued support, St Osmund's Preschool will go from strength to strength.

Thank you again for attending today, and I now pass over to Polly for the financial report.

Beth Simkin-Park Chairperson, St Osmund's Preschool

Adoption of Chairs Report;

Proposed by: BSP

Seconded by: JA, PS, NR, HE, JS, TH

Manager's Report – Polly Swannell

This year has gone by extremely quickly. Firstly, I would like to thank the staff who are dedicated to the children and the reputation of the setting. They provide brilliant play opportunities for all children to learn and develop from. They have adapted to changes in the cohort brilliantly and I am lucky to have such a good team.

This year we have been using the Primary school woodland area and school hall on a regular basis which the children all benefit from.

We have spent time out in the community visiting the park, took part in the Christmas Tree Festival, visited the Cathedral, attended the Remembrance service and had regular visits to the library.

Wraparound care is busy but not at capacity. We have a wide age range with 2 year olds from preschool up to 11 year olds some with additional needs. The staff manage these well and liaise with parents when they are collected

Staffing and training

Currently we have 11 members of staff on roll.

The staff have continued with their own professional development and have completed statutory training of safeguarding, first aid refresher and Prevent duty

Miss Emilia is now a qualified Level 3 practitioner.

Katie and Tess are doing the experienced based route to becoming a Level 3 practitioner.

Finance and Budgeting

Parent Fees decreased to £98364.16 compared to £118,385.04 last year.

We received £ 728.00 grant from Wiltshire council to support the changes to having a higher number of 2 year olds.

We also distributed food vouchers as part of the Early Years additional support for vulnerable families' scheme.

As of 15/10/2025

the bank accounts stand at:

- £51876.43 Main Account: for paying salaries, cleaning products, resources etc.
- £340.33 Fundraising Account.
- £60786.95 Subsidiary Account: for unexpected expenses and utilities. We are required under Charities Commission rules to keep sufficient funds in this account to cover redundancies in the event of the preschool having to close due to circumstances beyond our control.
- £2133.32 Wraparound Account

Please see below for the total expenditure, income and bank balances of the main account over the past three years;

	2021-22	2022-23	2023-24	2024-25
Income	£231,215.61	£260,285.61	£299761.52	£299338.12
Expenditure	£252,601.81	£239,182.46	£251491.68	£278908.81
Closing balance	-£21,386.20	£21,103.15	£48629.84	£20429.31

The retained profit is lower this year due to:

Our wage bill has increased due to Emily returning from maternity leave and having another member of staff alongside the increase in minimum wage.

The cost of food for snacks has increased by approximately £15 per week this is due to increasing prices.

The school have changed provider for electricity and the bills are noticeably less.

With the introduction of reusable hand towels we have made a saving of approximately £300 whilst being more sustainable.

Fees Increase/Sessions:

We implemented the fees increase previously signed off by the committee for Wraparound care with effect from April 2025.

Funding

	2022-2023	2023 - 2024	2024-2025	2025-2026
Total No: Children on Roll	51	46	45	43
3-4 year old Universal Funding	21	18	13	13
3-4 year old 30 hours funding	14	13	14	15
2 year old disadvantaged funding	6	4	2	1
2 year old working Parent funding	N/A	N/A	8	9

Fee Paying	10	11	8	5
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This year we receive £5.52 per hour for a funded 3-year-old
£7.45 per hour for a funded working parent 2-year-old
£7.76 per hour for a disadvantaged family 2-year-old

Although our overall numbers are lower, the children are attending more sessions and we have a high number of 2 year olds.

With 5 more children to start in January taking us to 48 on roll.

Admissions:

This year we have had a larger number of 2 year olds applying for places, this is due to the working parent 2-year-old funding. From September 2025 2 year olds became entitled to 30 hrs funding resulting in a lower number of 3 year olds applying as they are eligible for funding at 2.

Advertising:

This has been generally by word of mouth and our website. We have not paid for external advertising.

Policies and Procedures

Policies have been updated for the coming year. A selection of these will be uploaded onto the website and tapestry online learning journal for parents'/carers' reference. Paper copies can be found in the relevant folder in the Office. All staff will be required to read these and be aware of all relevant changes. On completion staff will be required to sign confirmation of this. Hard copies of policies are available upon request from the office.

Fundraising

Our termly bag2school collection has not been that successful due to a lower price per kilo so we have not booked one for this term.

Easy fundraising is an effective way to raise funds when online shopping and we have several parents who use every time they shop.

Current Fundraising plans;

Autumn Disco

Children's Christmas cards.

Christmas Raffle

Quiz night

Games night

We rely heavily on the generosity and support of the families involved. We are continually looking for support to raise funds for the preschool, which will benefit both the setting and the children who attend.

Other changes

In September 2025 we implemented our online learning journal system “Tapestry”. All parents are now interacting with the App and the feedback has been positive from parents and staff.

I have attended training on the changes to the Ofsted inspection that will come into effect on the 3rd November and this will be cascaded to the staff.

Adoption of Managers Report (2024-2025)

Proposed by: PS

Seconded by: BSP, JA, NR, HE, JS, TH

Changes in Constitution

We currently adhere to the Pre-School Learning Alliance – Model Pre-School Constitution 2011. I propose that we continue with this.

Adoption of the proposal of no changes to constitution.

Proposed by: PS

Seconded by: BSP, JA, NR, HE, JS, TH

Election of Committee Members

N/A

Any other Business

No other business put forward

Date of Next Meeting:

Thursday 8th January 2026 at 6pm

Combined profit and loss account year end 2023-24

4 main bank accounts

Income	2024-25 £	2024-25 £	2023-24 £	2023-24 £	diff
Wiltshire Council		200671.34		175934.48	24736.86
Parent Fees		98364.16		118385.04	-20020.88 parents invoices plus discounts for multiples
Grants		0.00		4407.50	4407.50
Other		0.00		300.80	300.80
Fund raising		302.62		733.70	431.08 easy fundraising /bags to school/charity donation
Interest		0.00		0.00	0.00
		<u>299338.12</u>	299035.50	<u>299761.52</u>	<u>-423.40</u>

Expenditure

Wages	241545.41		203639.06	-37906.35 includes wages pension and life ins
Snack	3126.72		2598.07	-528.65
PAYE	4772.82		6896.12	2123.30
Telephone	1564.11		2620.33	1056.22
electricity/water	1905.65		8424.32	6518.67
Stationary	3503.91		2505.33	-998.58
Uniform	1503.51		1243.11	-260.40
Lunches	0.00		4819.91	4819.91
Equipment	7133.66		7918.98	785.32
Cleaning	462.12		996.66	534.54
Activities	0.00		0.00	0.00
bank charges	538.07		446.09	-91.98
Training	1143.00		1824.95	681.95
Accountancy	3692.60		3596.20	-96.40
Council Tax	650.84		580.87	-69.97
Repairs and renewals	7366.39		3381.68	-3984.71
	<u>278908.81</u>		<u>251491.68</u>	<u>-27417.13</u>

Total income retained for year
20429.31
48269.84



Section A

Independent Examiner's Report

(remember to include the page numbers of additional sheets)

Report to the
trustees/
members
of

Address: Exeter Street Salisbury SP1 2SG

I report to the trustees on my examination of the accounts of the
above charity ("the Trust") for the year ended 31/03/2025

On accounts for the
year ended

As the charity trustees of the Trust, you are responsible for the
preparation of the accounts in accordance with the requirements of
the Charities Act 2011 ("the Act").

Set out on pages

I report in respect of my examination of the Trust's accounts carried
out under section 145 of the 2011 Act and in carrying out my
examination, I have followed the applicable Directions given by the
Charity Commission under section 145(5)(b) of the Act.

Responsibilities
and basis of
report

I have completed my examination. I confirm that no material
matters have come to my attention (other than that disclosed
below *) in connection with the examination which gives me cause
to believe that in, any material respect: • accounting records were
not kept in accordance with section

130 of the Act or

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.

Independent
examiner's statement

Date:

04/05/2025

Cherry Goddard

Signed:

Name:

Relevant professional
qualification(s) or body
(if any): MAAT

Accounts

St Osmund's Preschool & Wraparound Care Annual General Meeting

Thursday 3rd October 2024 – 6pm at St. Osmund's Preschool

Agenda

- Opening remarks/welcome
- Attendees (BSP, PS, JS, GM, MK, HE) and apologies (S'ON, JA)
- Minutes of previous AGM
- Matters arising from the Minutes
- Chairpersons Report
- Adoption of Chairpersons Annual Report
- Presentation of Manager's Report
- Adoption of Manager's Report
- Election of Committee Members
- Any changes to Constitution
- Any Other Business
- Closing remarks

Welcome

Welcome to the St. Osmund's Preschool & Wraparound Care Annual General Meeting 2024, and thank you all for attending.

In order for this meeting to be quorate in line with our constitution, the following must be adhered to.

The minimum number of committee members shall be 3 and the maximum shall be 12, together with up to a further 3 co-opted members.

The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers") and
 - (b) not less than 2 nor more than 9 other elected Member; and
- if the Committee decides it can co-opt up to further Members on to the Committee at any time after the AGM

The constitution states; A quorum for committee meetings is not less than half the committee, including two of the officers.

Matters arising from the Minutes of the 2023 AGM

Proposer and seconder vote to adopt the 2023 AGM minutes as a true and accurate record.

Proposed by: BSP

Seconded by: JS, PS, GM, MK, HE

Chairperson's Report

1. Welcome and Introductions

Good evening everyone. On behalf of the committee, I would like to extend a warm welcome to all parents, staff and committee members present today. I appreciate you all taking the time to attend this Annual General Meeting for St Osmund's Preschool

2. Overview of the Year

This has been an exciting and eventful year for St Osmund's Preschool with both challenges and achievements that we have faced together as a team. Despite some of the uncertainties and adjustments we've had to make, our focus has always remained on providing a safe, engaging, and nurturing environment for the children.

3. Key Achievements

- **Enrolment and Attendance:**
 - **Preschool:** This year, our enrolment has remained steady with 46 children on roll, with 7 ready to join in January. We have welcomed new families, which is a testament to our reputation and the quality of care we provide.
 - **Wrap Around Care:** The sessions continue to be well attended with regular children and we often are able to help families at short notice if their needs change. The preschool early bird session continues to be popular since it was introduced in response to the school changing its start and finish times.
- **Staff Development:** Our staff members are the backbone of our preschool, and we have invested in professional development opportunities. At the end of last term all staff renewed their first aid training as well as Makaton training to aid their communication with children within the setting. All staff have regular safeguarding updates and are having regular staff meetings for any updates. Helen renewed her advanced safeguarding training in relation to her role as Deputy Designated Safeguarding Lead.
- **Events and Activities:** We were able to organise various events for the children and their families, such as the Autumn Festival, end of term Graduation Ceremony, Olympic Week, Winter Celebration and World Book Day. These events have helped to build a sense of community and provide enriching experiences for the children. Planned events for this year so far include an Autumn Festival, decorating a tree for St Thomas's Church Christmas Tree Festival and collecting for the foodbank.
- **Fundraising and Donations:** I would like to thank everyone involved in our fundraising efforts. We raised £733 through events such as cake sales, Autumn Festival and Bag 2 School collection which is our most profitable fundraising initiative. We have also raised funds through the Easy fundraising scheme as well as receiving a generous donation from Quack Quack Golf. These funds have been crucial for supporting the day-to-day running of the preschool and purchasing new resources.

4. Financial Overview

Our Treasurer will provide a more detailed overview of our finances shortly, but I would like to highlight that, despite the challenges faced this year, of increases to running costs we have managed our budget carefully, investing £1015 in the outdoor environment and £580 on sensory resources while ensuring we meet our obligations and maintain a healthy reserve for future needs.

6. Future Plans

Looking forward, we have ambitious plans to further enhance the preschool environment:

- **Curriculum Development:** We plan to enhance our curriculum by integrating more outdoor activities, enhancing the mud kitchen and continuing to develop the children's interest in growing vegetables and caring for the environment. This will ensure a holistic development approach, catering to the diverse interests of our children.
- **Facility Improvements:** We intend to upgrade the classroom furniture and tables to continue to make the setting an extension of the home not of school to ensure the safety and enjoyment of our children.
- **Community links:** We also want to continue strengthening our relationship with the local community through visits to the Library, continuing links with the Salisbury Museum and Primary School.

7. Acknowledgements

I would like to take this opportunity to thank:

- **The Staff:** for their hard work, dedication, and passion. The high standard of care and education we provide would not be possible without your commitment.
- **The Parents:** for your trust in us and for supporting our activities throughout the year.
- **The Committee Members:** for volunteering your time and skills to ensure the smooth running of the preschool.
- **Volunteers and Donors:** for your generous support, which has enabled us to continue providing quality education and care.

8. Election of Committee Members

Two committee members are leaving the primary school this academic year and so wish to stand down. I would like to take this opportunity to thank them both for their support.

Gail Moore - Vice Chair

Maria Kalfas - Vice Treasurer

9. Conclusion

In conclusion, I am proud of what has been achieved this year as a preschool and as a community. Under Polly's leadership great strides have been made in providing a nurturing, educational environment for our children, and I am confident that with your continued support, St Osmund's Preschool will go from strength to strength.

Thank you again for attending today, and I now pass over to Polly for the financial report.

Beth Simkin-Park Chairperson, St Osmund's Preschool

Adoption of Chairs Report;

Proposed by: BSP

Seconded by: JS, PS, GM, MK, HE

Managers' Report – Polly Swannell

I have been at the setting for 2 and a half years now and the staff are dedicated to the children and the reputation of the setting. They provide brilliant play opportunities for all children to learn and develop from. They have all stepped up covering shifts when Miss Emily was on maternity leave and I am immensely proud of the whole team.

This year we have been using the Primary school woodland area and school hall on a regular basis which the children all benefit from.

We have spent time out in the community visiting the park, Christmas Tree Festival, Cathedral and shopping to buy ingredients for cooking.

Wraparound care is thriving and we are operating at capacity. We have a wide age range with 2 year olds from preschool up to 11 year olds some with additional needs. The staff manage these well and liaise with parents when they are collected

Staffing and training

Currently we have 11 members of staff on roll.

The staff have continued with their own development and have completed statutory training of safeguarding and first aid. All staff attended Makaton training in the summer and this is being implemented throughout the setting.

Miss Emily returned from maternity leave in July and has settled back in she is now working 4 days a week.

Miss Shannon was appointed the role of senior practitioner and is positive role model for all staff.

Miss Emilia is nearing the end of her apprenticeship and has become more confident within her role.

Miss Chloe started with us in the summer and now has her own key group she is working alongside Emily to develop her skills.

Finance and Budgeting

Parent Fees increased to £118,385.04 compared to £81,930.73 last year.

We have received £500 grant from Wiltshire council, £2400 in inclusion support funding, £900 Disability Access Fund and a £600 from Wiltshire College from their apprenticeship fund.

We also distribute food vouchers as part of the Early Years additional support for vulnerable families' scheme.

As of 02/10/2024 the bank accounts stand at:

- £49,074.49 Main Account: for paying utility bills, salaries, cleaning, etc.
- £682.02 Fundraising Account.
- £35,314.00 Subsidiary Account: for unexpected expenses. We are required under Charities Commission rules to keep sufficient funds in this account to cover redundancies in the event of the preschool having to close due to circumstances beyond our control.
- £7134.58 Wraparound Account

Parent fees and council funding amounts to £5660 per week. This is averaged out over 52 weeks although income is only for 38 weeks.

Please see below for the total expenditure, income and bank balances of the main account over the past three years;

	2021-22	2022-23	2023-24
Income	£231,215.61	£260,285.61	£299761.52
Expenditure	£252,601.81	£239,182.46	£251491.68
Closing balance	-£21,386.20	£21,103.15	£48629.84

Fees Increase/Sessions:

We implemented the fees increase previously signed off by the committee for Wraparound care with effect from 3rd June 2024. A separate hourly rate for 2yr olds was implemented at £6.00 per hour and 3 year olds and over increased to £5.75.

Funding

	2022-2023	2023 - 2024	2024-2025
Total No: Children on Roll	51	46	45
3-4 year old Universal Funding	21	18	13
3-4 year old 30 hours funding	14	13	14
2 year old disadvantaged funding	6	4	2
2 year old working Parent funding	N/A	N/A	8
Fee Paying	10	11	8

This year we receive **£ 5.21 per hour for a funded 3-year-old**
 £7.17 per hour for a funded working parent 2-year-old
 £7.48 per hour for a disadvantaged family 2-year-old

Although our overall numbers are lower, the children are attending more sessions and we have a high number of 2 year olds.

Admissions:

This year we have had a larger number of 2 year olds applying for places, this is due to the working parent 2-year-old funding. These children should then be eligible for the 30 hour working parent funding which helps us plan ahead for each terms cohort.

Advertising:

This has been generally by word of mouth and our website. We have not paid for external advertising.

Policies and Procedures

Policies have been updated for the coming year. A selection of these will be uploaded onto the website for parents/carers reference. Paper copies can be found in the relevant folder in the Office. All staff will be required to read these and be aware of all relevant changes. On completion staff will be required to sign confirmation of this. Hard copies of policies are available upon request from the office.

Fundraising

Our termly bag2school collection is a simple way for us to raise funds and is always well supported.

Easy fundraising is an effective way to raise funds when online shopping and we have several parents who use every time they shop.

This year we were lucky to have two lump sum donations from Quack Quack Golf and NFP research.

In-excess have also supported us by supplying the raised beds, wood for the sandpit and compost for the raised beds.

Current Fundraising plans;

Autumn Festival

Children's Christmas cards.

Christmas Raffle

Bag2School collection

We rely heavily on the generosity and support of the families involved. We are continually looking for support to raise funds for the preschool, which will benefit both the setting and the children who attend.

Adoption of Managers Report (2023-2024)

Proposed by: PS

Seconded by: BSP, JS, GM, MK, HE

Changes in Constitution

We currently adhere to the Pre-School Learning Alliance – Model Pre-School Constitution 2011. I propose that we continue with this.

Adoption of the proposal of no changes to constitution.

Proposed by: PS

Seconded by: BSP, JS, GM, MK, HE

Election of Committee Members

Vice Chair - Gail Moore to stand down

Vice Treasurer – Maria Kalfas to stand down

Any other Business

Proposed by:

Seconded by:

There was no other business put forward

Date of Next Meeting:

Thursday 23rd January 2025 at 6pm

Combined profit and loss account year end 2023-24

4 main bank accounts

	2023-24	2023-24	2022-23	2022-23	diff
Income	£	£	£	£	
Wiltshire Council		175934.48		174571.08	1363.40
Parent Fees		118385.04		81930.73	36454.31
Grants		4407.50		2400.00	-2007.50
Other		300.80		449.79	148.99
Fund raising		733.70		934.01	200.31
Interest		0.00		0.00	
		<u>299761.52</u>		<u>260285.61</u>	<u>39475.91</u>
Expenditure					
Wages	203639.06		181744.19		-21894.87
Snack	2598.07		2666.31		68.24
PAYE	6896.12		21665.94		14769.82
Telephone	2620.33		1196.00		-1424.33
electricity/water	8424.32		2080.00		-6344.32
Stationary	2505.33		2686.45		181.12
Uniform	1243.11		754.40		-488.71
Lunches	4819.91		6311.79		1491.88
Equipment	7918.98		9066.77		1147.79
Cleaning	996.66		404.43		-592.23
Activities	0.00		2205.00		2205.00
bank charges	446.09		435.85		-10.24
Training	1824.95		1126.00		-698.95
Accountancy	3596.20		3013.00		-583.20
Council Tax	580.87		590.08		9.21
Repairs and renewals	3381.68		3236.25		-145.43
	<u>251491.68</u>		<u>239182.46</u>		<u>-12309.22</u>
Total income retained for year		<u>48269.84</u>		<u>21103.15</u>	



Section A

Independent Examiner's Report

any

Report to the
trustees/
member
s of

On accounts for
the year ended

Set out on pages

Responsibilities
and basis
of report

Independent
examiner's
statement

(remember to include the page numbers of additional sheets)

Address: Exeter Street Salisbury SP1 2SG

I report to the trustees on my examination of the
accounts of the above charity ("the Trust") for the
year ended 31/03/2024.

As the charity trustees of the Trust, you are responsible
for the preparation of the accounts in accordance with
the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's
accounts carried out under section 145 of the 2011
Act and in carrying out my examination, I have
followed the applicable Directions given by the Charity
Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no
material matters have come to my attention (other
than that disclosed below *) in connection with the
examination which gives me cause to believe that in,
any material respect: • accounting records were not
kept in accordance with section
130 of the 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. * Please

Date:

08/05/20
25

Signed:

SPA o DE

delete the words in the brackets if they do not apply /

Name:

Relevant
professional
qualification(s) or
body (if any): MAAT

Accounts

St Osmund's Preschool & Wraparound Care Annual General Meeting

Thursday 12th October 2023 – 6pm at St. Osmund's Preschool

Agenda

- Opening remarks/welcome
- Attendees and apologies
- Minutes of previous AGM
- Matters arising from the Minutes
- Chairpersons Report
- Adoption of Chairpersons Annual Report
- Presentation of Manager's Report
- Adoption of Manager's Report
- Election of Committee Members
- Any changes to Constitution
- Any Other Business
- Closing remarks

Chairperson's Welcome - Chantel Rowe

Welcome to the St. Osmund's Preschool & Sunshine Clubs Annual General Meeting 2023, and thank you all for attending.

In order for this meeting to be quorate in line with our constitution, the following must be adhered to.

The minimum number of committee members shall be 3 and the maximum shall be 12, together with up to a further 3 co-opted members.

The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers") and
 - (b) not less than 2 nor more than 9 other elected Member; and
- if the Committee decides it can co-opt up to further Members on to the Committee at any time after the AGM

The constitution states; A quorum for committee meetings is not less than half the committee, including two of the officers.

Matters arising from the Minutes of the 2022 AGM

Proposer and seconder vote to adopt the 2022 AGM minutes as a true and accurate record.

Proposed by: PS

Seconded by: JS

Chairperson's Report: Chantel Rowe

Firstly, thank you, thank you to our team of committee members who have strategically planned and shaped the preschool this year to ensure it is the best it can be for the children in our care. Thank you to our dedicated staff team, we have had a number of staff changed this year, but our motivated and enthusiastic staff team have provided a very high standard of commitment and care to the children, although further changes may happen, we can be assured that this professional team of highly skilled and professional people will always put the children and their welfare first.

I would also like to say a huge thank you to our amazing manager Polly. Polly was recruited due to her impeccable track record of providing outstanding child care. However, the role of preschool manager requires a unique skill set including finance, maintenance, safe guarding, training and risk assessments to name a few. Polly has taken these challenges in her stride and has trained implemented and embedded these procedures to support the preschool we see before us today. I am totally grateful that she is so dedicated and passionate about her role – ensuring that children in our care always get a first class level of care.

I have been Chair now for over 9 years, and think it is time to pass this position on to the next person to support and guide the preschool for the coming years.

Adoption of Chairs Report;

Proposed by: PS

Seconded by: JS

Managers' Report – Polly Swannell

The team at St Osmund's are dedicated to the children and the reputation of the setting. They provide brilliant play opportunities for all the children to learn and develop from.

This year we have been using the Primary school woodland area and school hall on a regular basis which the children all benefit from.

We have spent time out in the community including singing Christmas songs at a nursing home, visiting the cathedral, having outreach sessions from Salisbury museum, paddling in the river at Elizabeth gardens, watching the primary school nativity, attending the Remembrance parade at the Guildhall and shopping at the market to name a few activities.

Wraparound care is thriving and we are operating at capacity. We have a wide age range with 2 year olds from preschool up to 11 year olds some with additional needs. The staff manage these well and liaise

with parents when they are collected

Staffing and training

Currently we have 10 members of staff on roll.

The staff have continued with their own development and have completed statutory training of food hygiene and safeguarding. We have had training on managing behaviours from Wiltshire Council.

Miss Emily will be going on Maternity leave at Christmas and is hoping to return towards the end of the academic year.

We have interviewed internally this week for a senior practitioner role and

Miss Emilia is halfway through her apprenticeship and has taken on some shifts in wraparound care to gain more experience

We currently have a student who spends 2 days a week with us as well as block week, she is studying a T-Level in education and childcare and is proving to be an asset to the setting.

Finance and Budgeting

Parent Fees increased £81,930.73 vs last year £57,378.26

We have received £1000 grant from Wiltshire Council this year alongside £1260 inclusion support funding and £1400 which was distributed to vulnerable families for holiday periods.

An overview of payments and receipts across our three bank accounts:

Main Account: for paying utility bills, salaries, cleaning, etc.

- Fundraising Account.
- Subsidiary Account: for unexpected expenses. We are required under Charities Commission rules to keep sufficient funds in this account to cover redundancies in the event of the preschool having to close due to circumstances beyond our control.
- The main account is at approximately **£26.191**
- Subsidiary account **£25,000**
- Sunshine Clubs Account **£50**

Fees for Preschool amount to **£3500** and on average **£1400** a week for Sunshine Clubs. This is averaged out over 52 weeks although income is only for 38 weeks.

The fundraising account remains steady at currently at **£50** with the money raised during the year being used to buy equipment and resources.

All attendees given a copy of the profit and loss for year ending 2022/2023

Please see below for the total expenditure, income and bank balances of the main account over the past three years;

	2020-21	2021-22	2022-23
Income	£237,563.64	£231,215.61	£260,285.61
Expenditure	£260,832.24	£252,601.81	£239,182.46
Closing balance	-£23,268.60	-£21,386.20	£21,103.15

Fees Increase/Sessions:

We implemented the fees increase previously signed off by the committee for Wraparound care with effect from 1st September 2023. Our hourly rate increased by 10 pence to £5.60. Preschool fees remained the same.

Funding

	2021-2022	2022-2023	2023 - 2024
Total No: Children on Roll	51	51	46
3-4 year old Universal Funding	36	21	18
3-4 year old 30 hours funding	16	14	13
2 year old funded	7	6	4
Fee Paying	7	10	11

This year we receive £4.68 per hour for a funded 3-year-old

£5.75 per hour for a funded 2-year-old

From September 1 2023 until 31st March 2024 the government has added a supplementary rate for bringing the funding up to:

£5.01 for a funded 3-year-old

£7.61 for a funded 2-year-old

This is a temporary supplement and will be reduced on the 1st April 2024

Although our overall numbers are lower the children are attending more sessions and the level of need is higher.

Admissions:

This year we held an open day in June, this generated a lot of children taking up places in September. We have allocated spaces to 4 children for a January start and 4 for an April start. With these additional children we are at capacity. We have a waiting list for September 2024 and beyond.

Advertising:

This has been generally by word of mouth and our website. We have not paid for external advertising.

Policies and Procedures

Policies have been updated for the coming year. A selection of this will be uploaded onto the new website for parents'/carers reference. Paper copies can be found in the relevant folder in the office. All staff will be required to read these and be aware of all relevant changes. On completion staff will be required to sign confirmation of this. Hard copies of policies are available upon request from the office.

Fundraising

The total we raised this fundraising year (2022-2023) was approximately **£1146.31**

How was this money raised?

Term 1 Sept – Oct 2022	Cake sales, Donation	£193.90
Term 2 Nov – Dec 2022	Disco. Cake sale, Bag2school, Christmas cards	£360.68
Term 3 Jan – Feb 2023	Cake sale	£71.18
Term 4 March – April 2023	World book day, bag2school	£181.05
Term 5 April – May 2023	No fundraising free event for the Coronation	
Term 6 June- July 2022	Bag2School	£121.00
Easy Fundraising		£218.75

Current Fundraising;

Autumn Festival

Children's Christmas cards.

Preschool disco

Christmas event

Bag2School collection

We rely heavily on the generosity and support of the families involved. We are continually looking for support to raise funds for the preschool, which will benefit both the setting and the children who attend.

Our next project will be to replace the covers on the front of the tent, we are researching how this could be made practical for the setting as well as cost effective.

Adoption of Managers Report (2022-2023)

Proposed by: BSP

Seconded by: CR

Changes in Constitution

We currently adhere to the Pre-School Learning Alliance – Model Pre-School Constitution 2011. I propose that we continue with this.

Adoption of the proposal of no changes to constitution.

Proposed by: _____ CR _____

Seconded by: _____ BSP _____

Election of Committee Members

Chantal Rowe would like to step down as Chair and I would like to thank her for her commitment to the Preschool.

Gail Moore has asked if there would be anyone who would like to take on her role as Vice Chair. She will stay on if required but we are mindful that her Son will be leaving Primary school at the end of the academic year.

Any other Business

Beth Simkin-Park agreed to be Chair

Proposed by: JS

Seconded by: PS

It was agreed to use existing members with current DBS and EY2 to fill roles to enable the process of becoming a CIO to begin.

Date of Next Meeting:

Thursday 7th December 2023 at 6pm.

Combined profit and loss account year end 2021-22

4 main bank accounts

	2022-23	2022-23	2021-22	2021-22	diff	
Income	£	£	£	£		
Wiltshire Council		174571.08		172136.48	2434.60	monthly money plus inclusion fund and extra funding
Parent Fees		81930.73		57378.26	24552.47	parent fees
Grants		2400.00		1000.00	-1400.00	1000+ grants listed for families over holidays
Other		449.79		0.00	-449.79	lunch money/supplier refunds/lottery money
Fund raising		934.01		700.87	-233.14	easy fundraising /golf course donation/cake sale/donations
Interest		0.00		0.00		
		<u>260285.61</u>		<u>231215.61</u>	<u>29070.00</u>	
Expenditure						
Wages	181744.19		177485.53		-4258.66	
Snack	2666.31		3080.17		413.86	
PAYE	21665.94		36465.22		14799.28	
Telephone	1196.00		4659.74		3463.74	
electricity/water	2080.00		926.77		-1153.23	
Stationary	2686.45		2425.81		-260.64	
Uniform	754.40		358.02		-396.38	
Lunches	6311.79		7393.49		1081.70	
Equipment	9066.77		11081.27		2014.50	
Cleaning	404.43		625.00		220.57	
Activities	2205.00		1177.50		-1027.50	
bank charges	435.85		455.25		19.40	
Training	1126.00		1232.50		106.50	
Advertising	0.00		0.00		0.00	
Accountancy	3013.00		2043.00		-970.00	
Council Tax	590.08		773.53		183.45	
Repairs and renewals	3236.25		2419.01		-817.24	
	<u>239182.46</u>		<u>252601.81</u>		<u>13419.35</u>	
Total income retained for year		<u>21103.15</u>		<u>-21386.20</u>		



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent
examiner's report on
the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St Osmunds Pre-School

**On accounts for the year
ended**

31/8/2023

**Charity
no
(if any)**

1140389

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent
examiner's statement**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

15/5/24

Name:

CHERRY GADOARD

**Relevant professional
qualification(s) or body
(if any):**

AAT

Address:

6 GLYN PLACE, EAST MELBURY,
SHAFTESBURY, DORSET, SP70DP

Accounts



ST OSMUND'S PRE-SCHOOL & SUNSHINE CLUBS

Exeter Street, Salisbury, SP1 2SG

Telephone: 01722 329238

Email: stosmundspreschool@btconnect.com

Web address- www.stosmundspreschoolandsunshineclubs.co.uk



St Osmund's Preschool and Sunshine Clubs Annual General Meeting Thursday 13th October 2022 - Minutes

Present

- Chantel Rowe - Chair
- Gail Moore - Vice Chair
- Jess Stokes - Treasurer
- Polly Swannell - Manager
- Helen Evans - Secretary
- Daniel Venter
- Susannah Venter
- Tracy Lodge

Apologies

- Beth Simkin-Park
- Maria Kalfas - Treasurer
- Shane O'Neill - Company Secretary

Minutes/Actions:

Chairperson's Report (CR)

CR welcomed all present and confirmed the number of attendees at the meeting enabled the meeting to go ahead as quorate and compliant with the constitution.

HE to email minutes of the EGM to attendees to read through - on receipt, all present to send email to confirm acceptance as a true and accurate record for minutes to be adopted.

Manager's Report (PS)

PS covered all aspects of the preschool: Staffing and Training, Finance and Budgeting, Admissions, Advertising, Policies & Procedures and Fundraising.

Discussion points arising were:

Fees Increase - All present agreed to the preschool termly snack payment to be set as mandatory and increased from £5 per term to £10. PS to inform parents/carers giving a term's notice. Change to be effective from January 2023. Also agreed to introduce the termly snack payment to Sunshine Clubs parents. Parents to be given the choice of whether they wish to pay or bring in their own snack.



ST OSMUND'S PRE-SCHOOL & SUNSHINE CLUBS

Exeter Street, Salisbury, SP1 2SG

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Need to advertise Holiday Club well in advance of the school holidays to promote. CR to outline strategy for driving this area of the business forward.

Avoid at all costs cancelling any days even if numbers are low. Ensure our provision is listed in the relevant publications regarding Holiday Clubs

Fundraising – focus attention and efforts on the larger projects – tell parents exactly what we are raising money for – visual to see how we are reaching/working towards

our target. JS to promote preschool events in the new school noticeboard once they have received it.

Full attention and efforts to be focused on resolving the ongoing issues with the outside classroom especially with the colder months rapidly approaching

Approach local businesses to see if they can help with the 'tent' use existing structure to avoid any planning applications needing to be made.

GM to make contact with builders, CR to ask husband about sourcing cost price wood. HE to provide DV with measurements of the outside space

Admissions – Preschool flyer to go out in school welcome packs? Mr. Sanderson identified an additional 5 children to access the Breakfast Club? Current trend of Indian families moving to the area to work at the hospital set to continue – only able to access the 15 hours of Universal free government funding due to working visa restrictions.

Election of Committee Members:

Committee members all agreed to stay in elected roles – no changes to the structure to be made.

Any changes to Constitution:

None

Any other business: Preschool underwent Ofsted inspection on 17th March 2022 overall outcome was a "Good" rating. _____

Date of next meeting: Core Committee Meeting to be held on Thursday 10th November 2022 at 6pm.

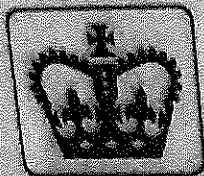
Combined profit and loss account year end 2021-22

4 main bank accounts

	2021-22	2021-22	2020-21	2020-21	diff
Income	£	£	£	£	
Wiltshire Council		172136.48		176332.80	-4196.32
Parent Fees		57378.26		60169.73	-2791.47
Grants		1000.00		0.00	-1000.00
Other		0.00		435.00	435.00
Fund raising		700.87		626.11	-74.76
Interest		0.00		0.00	
		<u>231215.61</u>		<u>237563.64</u>	<u>-6348.03</u>

Expenditure

Wages	177485.53		150201.30	-27284.23	Furlough scheme makes a diff
Snack	3080.17		2122.37	-957.80	water cooler now gone so these should reduce
PAYE	36465.22		34920.28	-1544.94	correlates to salaries
Telephone	4659.74		3033.03	-1626.71	credit to come and reduced internet lines
electricity/water	926.77		2624.13	1697.36	no bills throughout year now to be paid properly
Stationary	2425.81		1016.33	-1409.48	consortium paid school bills to be sorted
Uniform	358.02		1368.89	1010.87	no uniform costs since april however uniform to be reviewed
Lunches	7393.49		4098.43	-3295.06	children now back in and paying for lunches that parent werent paying back for
Equipment	11081.27		40057.89	28976.62	dependant on current balances in accounts
Cleaning	625.00		2261.25	1636.25	sparkleclean now gone
Activities	1177.50		2013.37	835.87	dependant on resources
bank charges	455.25		1176.00	720.75	not paying cash in
Training	1232.50		286.00	-946.50	first aid training 3 yearly costs
Advertising	0.00		180.00	180.00	no advertising In current year
Accountancy	2043.00		1800.00	-243.00	im worth it!!
Council Tax	773.53		363.00	-410.53	council tax and other exps
Repairs and renewals	2419.01		13309.97	10890.96	nappy bin alarms air c
	<u>252601.81</u>		<u>260832.24</u>	<u>8230.43</u>	
Total income retained for year		<u>-21386.20</u>		<u>-23268.60</u>	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

St Osmunds Pre-School

On accounts for the year
ended

31/8/22

Charity
no
(if any)

1140389

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

28/6/23

Name:

CHERRY GOODARD

Relevant professional
qualification(s) or body
(if any):

MAAT

Address:

6 GLYN PLACE, EAST MELBURY
SHAFTESBURY, DORSET
SP7 0DF

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None

Accounts

St Osmund's Preschool and Sunshine Clubs Annual General Meeting
Wednesday 13th October 2021 – 6pm at St. Osmund's Preschool

Present

- Kate Renouard – Company Secretary
- Katie Maguire - Treasurer
- Helen Evans - Secretary
- Beth Simkin-Park
- Megan Buckerfield
- Siddika Begum – Deputy Manager

Apologies

- Trudy Surman

Agenda

- o Opening remarks/welcome
- o Attendees and apologies
- o Minutes of previous AGM (Secretary)
- o Matters arising from the Minutes
- o Presentation of Annual Report (Chair)
- o Adoption of Annual Report
- o Presentation of Accounts (Treasurer)
- o Adoption of Accounts (2020-2021)
- o Presentation of Manager's Report
- o Adoption of Manager's Report
- o Presentation of Administrator's Report
- o Adoption of Administrator's Report
- o Presentation of Fundraiser's Report
- o Adoption of Fundraiser's Report
- o Motions to be put to the AGM
- o Any Other Business
- o Closing remarks

Acting Chairperson's Welcome - Helen Evans

As the acting Chairperson, welcome to the St. Osmund's Preschool & Sunshine Clubs Annual General Meeting 2021, and thank you all for attending.

In order for this meeting to be quorate in line with our constitution, the following must be adhered to.

The minimum number of committee members shall be 3 and the maximum shall be 12, together with up to a further 3 co-opted members.

The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers") and
- (b) not less than 2 nor more than 9 other elected Member; and
- (c) if the Committee decides it can co-opt up to further Members on to the Committee at any time after the AGM

The constitution states; A quorum for committee meetings is not less than half the committee, including two of the officers.

With KR, KM and HE present we are quorate and subsequently the meeting can take place.

Matters arising from the Minutes of the 2020 AGM (copies of previous minutes emailed to those present on 11th October 2021)

No matters raised - proposer and seconder vote to adopt the 2020 AGM minutes as a true and accurate record.

Proposed by: _____

Seconded by: _____

Chairperson's Report: Written in the absence of the Chair, by Helen Evans

Staffing

Trudy Surman tendered her resignation to the Trustees on 27th August 2021. Her employment officially ends today (Wednesday 13th October 2021) Siddika Begum (Deputy Manager) and myself Helen Evans (Office Manager) have been overseeing the day to day running of the preschool in Trudy's absence since April 2021.

With this in mind after this term we will have 11 members of staff on roll.

Jessica Surman is due to leave at some point in the near future. The police force she wishes to join has contacted the Trustees requesting an employer reference. Preschool have yet to be approached to provide the second of the two employer references needed for Jessica's application to progress.

Shannon Glover successfully completed her apprenticeship and obtained her Level 3 Early Years Educator on 28th May 2021.

Theresa Fitz obtained her Level 2 Diploma as Early Years Practitioner on 1st June 2021.

Katie Maguire returned to work in November 2020 after concluding her Maternity leave. She was furloughed until the end of March. Since April 2021 Katie has been working 3 days a week.

The preschool has signed up the Health Assured Programme to support the staff's health and wellbeing at a cost of £75.00 a month

Trustees/Committee Restructure

Since the last AGM I (Helen Evans) am now officially recognised as nominated individual with Ofsted.

The following Trustees are to step down from their current positions: Chantel Rowe (Chair) Kate Renouard (Company Secretary, Trustee, Director and Data Protection Officer) and Trudy Surman (Director)

I'd like to take this opportunity to offer my sincere thanks on behalf of all the committee, management team, staff and parents alike for all your support.

In spite of many restrictions being eased, as we are not inviting parents in to the setting it is proving difficult to sign up new parents to the committee.

Finance and Budgeting

Parent Fees lost vs last year £27,750.94

No grants received from Wiltshire Council TY. Last Year we received £5,300 in incentive to stay open payments.

No parent contributions. LY parents donated a substantial amount (£1,910 to the preschool)

Summer Holiday Club: This year we kept the club in house generating £5,397.75 against £7436.54 last year.

Siddika Begum, Helen Evans & Katie Maguire met with Vicki Regan (Accountant) on 1st October 2021 to discuss the end of year accounts and financial position of the preschool.

Actions to discuss in relation to the above points:

Trustees: It is proposed that Megan Buckerfield stand as Chair of the Committee. Discuss appointment of other individuals to fill vacant positions. Time frame to action DBS checks/EY2 applications. At least one committee member will be required to undertake Safeguarding training. Any committee member who will be involved in recruitment will have to complete a "Safer Recruitment" online course.

Staff: Exit interview for Trudy Surman? Collection of belongings and delivery of preschool items to be finalised. Manager vacancy advertisement internally/externally and recruitment process.

List of people/organisations that require notification, who and how will they be notified (most notably Ofsted)

Remaining actions to take: update all relevant paperwork/displays/flow charts/website/central records, meeting with Mr Sanderson.

Ofsted visit/inspection preparation timeline.

Management structure in absence of Manager.

Siddika Begum and Helen Evans salary (Trudy Surman authorised an extra £1000 to be paid to Siddika Begum and £500 to Helen Evans per month from May 2021 to August 2021)

Replacement staff for upcoming vacancies

Staff DBS checks

Training provider

Any questions?

- **Adoption of Chairperson's Annual Report**

Proposed by:_____

Seconded by:_____

Treasurer's Report by Katie Maguire

All those present given a copy of the accounts for the year ending 31 August 2021. The accounts give an overview of payments and receipts across our three bank accounts:

- Main Account: for paying utility bills, salaries, cleaning, etc.
- Fundraising Account.
- Subsidiary Account: for unexpected expenses. We are required under Charities Commission rules to keep sufficient funds in this account to cover redundancies in the event of the preschool having to close due to circumstances beyond our control.
- The main account is healthy at approximately **£21,200.**
- Subsidiary account **£18,000.00**
- Sunshine Clubs Account **£2800.00**

On average, depending on how many weeks are in the term, fees for Preschool amount to **£3500** and on average **£1250** a week for Sunshine Clubs.

The fundraising account remains steady at **£610.00** with the money raised during the year being used to buy equipment and resources.

Please see below for the total expenditure, income and bank balances of the main account over the past three years;

	2018-19	2019-20	2020-21
Income	£275,507.54	£272,972.87	£237,563.64
Expenditure	£267,104.57	£259,591.07	£260,832.24
Closing balance	£8402.97	£13,381.80	-£23,268.60

Monies spent over the year include:

Marc Computers - Computer upgrade: £1830.00

McCoy Health - Covid-19 testing kits: £1698.00

Just Floors Ltd - New flooring in main preschool room: £7,565.66

Staff Bonus: £3,000.00

Argos - New cooker: £519.99

Trudy Surman - Hypnotherapy: £600.00

Sparklean Cleaning Services - Viral deep cleaning: £2,261.25

When we met with Vicki Regan we discussed the option of opening an online business account to enable us to have access to a credit/debit card for

expenses. The existing Unity Trust Bank does not have this facility and so Siddika and Helen have to pay monies out of their own accounts and be reimbursed by preschool.

- Any questions?

- **Adoption of Accounts (2020 -2021) and Treasurer's report**

Proposed by: _____

Seconded by: _____

Manager's Report : Written in the absence of the Manager, by Helen Evans

Policies and Procedures

Siddika Begum has worked tirelessly to ensure that all the policies and procedures have been updated in line with the new Early Years Foundation stage. These have been loaded onto the website for parents/carers reference. Paper copies can be found in the relevant folder in the office. All staff will be required to read these and be aware of all relevant changes. On completion staff will be required to sign confirmation of this. Hard copies of policies are available upon request from the office.

In light of recent events, it has become apparent that the policies and procedures around 'people' including contracts of employment need to be reviewed and rewritten. This also applies to staff wage structure/banding, holiday entitlement, sickness and absence.

Improvements/Repairs to the preschool

October 2020 saw the long awaited repairs to the ramp and back stairs completed. The preschool closed on 19th October 2021 (a week before the half term holiday) During the holiday the flooring was also laid in the main room. The ongoing problems with the sewerage saw several days of closure but was finally rectified in February 2021.

The main problem we are experiencing now lies with the outside classroom. The canopy has rips in and there are areas that are badly damaged, as a result when it rains some of the outside part of the area floods; presently the equipment is on pallets. This is obviously only a short term fix rather than a solution to the problem.

In July I approached Broxap, the company that erected the structure for us originally. I requested a quote for replacement side panels which came in at £5,991.00

Fees Increase/Sessions:

We implemented the fees increase previously signed off by the committee, with effect from 1st September 2021. Our hourly rate increased by 50 pence to £5.00 From the beginning of this term we are now only open on a Friday afternoon to those children who are in receipt of 30 hours government funding. This enables us to have a weekly staff meeting and discuss important matters as a team.

Covid-19:

We as a preschool stayed free of any Covid-19 cases until the penultimate day of the Summer Holiday Club (12th August 2021) when we received one confirmed case. We closed for the last day of clubs and followed all the necessary procedures.

- o **Any questions?**
- o **Adoption of Manager's report**

Proposed by: _____

Seconded by: _____

Administrator's Report by Helen Evans

Funding

	2021-2022	2020-2021
Total No: Children on Roll	51	49
3-4 year old Universal Funding	36	34
3-4 year old 30 hours funding	16	19
2 year old funded	7	6
Fee Paying	7	9

Admissions:

This year we held a "Welcome Day" on 3rd September 2021 (1:30pm-2:30pm) for all those families whose children were enrolled with us for September intake. This meet and greet session gave the children the opportunity to meet their key person and the parents submit paperwork and ask questions. Off the back of this approximately 80% of the children readily started their sessions the following week. The others required further stay and play sessions. All in all, this proved to be very successful.

We continue to receive regular enquiries for places. Generally speaking, we are contacted due to word of mouth, we have also picked up a number of children whose siblings have started at St Osmund's Primary School this September. We have 8 children on the waiting list for January 2022 intake, 2 for April and 2 for September 2022 already.

Sunshine Clubs numbers are at a sustainable level, meaning we are full to capacity.

Wiltshire Council Establishment Portal:

This online system which is now fully operational, is an extremely efficient way of capturing and submitting data about our cohort for funding purposes. We have just submitted our headcount for the Autumn term.

Advertising:

We have renewed our quarter page advertisement in the Local IQ publication. We didn't print any flyers for the Summer Holiday Clubs to save costs.

General:

This year I want to focus my attention on improving systems we have place to become more thorough and increase our accuracy and efficiency.

Any questions?

o Adoption of Administrator's report

Proposed by: _____

Seconded by: _____

Fundraisers Report by Helen Evans

The last two years have sadly seen many of our usual preschool fundraising activities and events cancelled due to the pandemic, but that hasn't prevented us from raising money where we can:

The total we raised this fundraising year (2020-2021) was approximately **£768.16**

So how was this money raised?

IQ Christmas Cards – December 2020: **£71.50**

Christmas Jumper Week and Christmas Photographs –December 2020: **£178.00**

World Book Week Gruffalo Dress Up – March 2021: **£43.00**

Easter Bonnet Parade – April 2021: **£70.00**

Easy Fundraising (Amazon) –May 2021: **£15.66**

Wessex Community Contact Centre Donation – May 2021: **£195.00**

Sunflower Growing Competition – June 2021: **£30.00**

Graduation Photographs – July 2021: **£165.00**

We are currently fundraising for children's Christmas IQ cards.

Like last year, we will take photographs to sell in replacement of the Children's Nativity play if we are not able to go ahead.

We rely heavily on the generosity and support of the families involved. It also depends on donations from local companies and businesses which have been very limited this year. We are continually looking for support to raise funds for the preschool, which will benefit both the setting and the children who attend.

o Adoption of Fundraiser's report

Proposed by: _____

Seconded by: _____

Motions to be put to the AGM

The following members were proposed and seconded to step down from their roles as Trustees:

Chair - Chantel Rowe

Proposed by: _____

Seconded by: _____

Company Secretary, Trustee, Director & Data Protection Officer - Kate Renouard

Proposed by: _____

Seconded by: _____

Director - Trudy Surman

Proposed by: _____

Seconded by: _____

Any Other Business

Closing remarks

Combined profit and loss account year end 2020-21

	2020-21	2020-21	2019-20	2019-20	diff
Income	£	£	£	£	
Wiltshire Council		176332.80		173355.60	2977.20
Parent Fees		60169.73		87920.67	-27750.94
Grants		0.00		2458.60	2458.60
Other		435.00		4479.19	4044.19
Fund raising		626.11		4758.81	4132.70
Interest		0.00		0.00	
		<u>237563.64</u>		<u>272972.87</u>	<u>-35409.23</u>

Expenditure

Wages	150201.30		174607.48		24406.18
Snack	2122.37		3508.95		1386.58
PAYE	34920.28		26818.12		-8102.16
Telephone	3033.03		2013.44		-1019.59
electricity/water	2624.13		1603.86		-1020.27
Stationary	1016.33		3033.48		2017.15
Uniform	1368.89		1945.99		577.10
Lunches	4098.43		7845.06		3746.63
Equipment	40057.89		27456.39		-12601.50
Cleaning	2261.25		0.00		-2261.25
Activities	2013.37		2817.31		803.94
bank charges	1176.00		546.83		-629.17
Training	286.00		2056.68		1770.68
Advertising	180.00		417.60		237.60
Accountancy	1800.00		1825.00		25.00
Council Tax	363.00		1782.50		1419.50
Repairs and renewals	<u>13309.97</u>		<u>1312.38</u>		<u>-11997.59</u>
	<u>260832.24</u>		<u>259591.07</u>		<u>-1241.17</u>

Total income retained for year**-23268.60****13381.80**



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

St Osmunds Pre-School

On accounts for the year
ended

Charity
no
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the
above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the
preparation of the accounts in accordance with the requirements of the
Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried
out under section 145 of the 2011 Act and in carrying out my
examination, I have followed the applicable Directions given by the
Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters
have come to my attention (other than that disclosed below *) in
connection with the examination which gives me cause to believe that
in, any material respect:

- accounting records were not kept in accordance with section
130 of the 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

9/5/22

Name:

CHERRY GOODARD

Relevant professional
qualification(s) or body
(if any):

MAAT

Address:

6 Glyn Place, East Melbury,
Shaftesbury, Dorset, SP7 0DP