



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.



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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

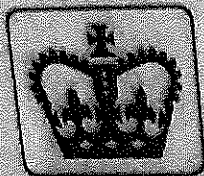
Wages	177485.53		150201.30		-27284.23
Snack	3080.17		2122.37		-957.80
PAYE	36465.22		34920.28		-1544.94
Telephone	4659.74		3033.03		-1626.71
electricity/water	926.77		2624.13		1697.36
Stationary	2425.81		1016.33		-1409.48
Uniform	358.02		1368.89		1010.87
Lunches	7393.49		4098.43		-3295.06
Equipment	11081.27		40057.89		28976.62
Cleaning	625.00		2261.25		1636.25
Activities	1177.50		2013.37		835.87
bank charges	455.25		1176.00		720.75
Training	1232.50		286.00		-946.50
Advertising	0.00		180.00		180.00
Accountancy	2043.00		1800.00		-243.00
Council Tax	773.53		363.00		-410.53
Repairs and renewals	2419.01		13309.97		10890.96
	<u>252601.81</u>		<u>260832.24</u>		<u>8230.43</u>

Total income retained for year

-21386.20

-23268.60

Furlough scheme makes a diff
water cooler now gone so these should reduce
correlates to salaries
credit to come and reduced internet lines
no bills throughout year now to be paid properly
consortium paid school bills to be sorted
no uniform costs since april however uniform to be reviewed
children now back in and paying for lunches that parent werent paying back for
dependant on current balances in accounts
sparkleclean now gone
dependant on resources
not paying cash in
first aid training 3 yearly costs
no advertising In current year
im worth it!!
council tax and other exps
nappy bin alarms air c



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