

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