

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