

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