

# UPLYME PRE-SCHOOL AGM MINUTES



**Held on Monday 20<sup>th</sup> November 2023, 7:00PM  
In the Village Hall**

## **1. Present**

Ellie Saunders, Janice Fowler, Alison Waters, Veronica Strawbridge, Charlotte Daubney, Louise Chambers, Kate Pitfield, Charlotte Matthews

## **2. Apologies**

Sara Pearce, Rachel Wason

## **3. Minutes of last AGM**

The minutes were read and agreed as a true record of the meeting.

## **4. Matters Arising from last AGM**

No matters arising from the last meeting.

## **5. Treasurer's Report**

The final figures for 22/23 show an overall loss of -£4051.50, this figure includes all of the playground costs. If these are taken out (as they aren't part of the usual running costs and were paid for from the fundraising account) we made a small profit of £1620.26.

Staff costs went up significantly from April 23, and the cost per child/hour went up from £3.63 in spring to £5.38 in the summer term, averaging out at £4.38. These increased costs will flow through into the new academic year.

## **6. Manager's Report**

At the end of the 22/23 academic year we had 52 children on roll, which means we had 28 children per session. We had to restrict the number of extra sessions we gave to parents as we were so full by the end of the year. The start to 23/24 has seen about a dozen new starters but the waiting list for the year is more manageable so we should be able to offer parents more choice next year.

A huge accomplishment for the year was the start of the refurbishment of the playground area. We spent approximately £8k on a new rubber mulch play surface to cover the area under the tree at the back of the garden. This has been a huge success and has really improved the play area and the children's enjoyment of the area. Now it really is an all year round play surface. We still have a small, grassed area at the front of the garden which we couldn't afford to do at the same time. This has been fenced off again as we've moved into Autumn and it has become muddy again. We have continued to fundraise for this last section and we hope to have it completed by Spring 24.

Unfortunately, things didn't work out with Izzy so she left us at the end of last year. She gave us plenty of notice so that we were able to recruit Emily Ditchfield who started with us in September. She has settled in incredibly well and once she has completed her three month probation period we will be starting an apprenticeship which should last approximately two years.

We have had a challenging financial year with the large increase in the minimum wage in April and smaller increases in funding from DCC. The whole funding system changes in April 24 with more funding being rolled out to younger children of working parents. With 23/24 projections estimating a loss we have decided to introduce a charge for snack and consumables from September 23 onwards.

## **7. Playleader's Report**

Once again it has been a year with lots of changes.

Izzy joined us in September and enjoyed working with the children, but after many months decided it wasn't the career for her, so she left in July. However, the staff are thrilled to have Emily join the team – she is a natural with the children and an asset to the team.

The children have had another busy year doing lots of exciting activities. Going on a bus trip to Lyme Regis, walking to the viaduct, going around the fields looking at the changing seasons, and some amazing animal visitors. They also took part in Sports Day, Lyme Regis Carnival, Easter egg & spoon races and the Christmas Nativity, to name just a few.

A big change has been using Tapestry and getting rid of those post-it notes and red books. I hope the parents enjoy being able to see what their child has been up to during a session and discussing it with them.

We are all thrilled with our wonderful all weather play surface – this has meant the children have been able to play safely outside in all weathers, keeping clean and dry. We are working hard to raise enough funds to complete the whole outside area, and with the help of Tesco, Lyme Regis Carnival Committee and Uplyme Parish council – we are nearly there to enable us to get rid of the fenced off muddy area.

Finally, I would like to thank Alison for all her hard work – and the committee, without them we couldn't survive.

## **8. Election of new Committee members**

No new committee members attended the meeting or were elected.

## **9. A.O.B**

None

## **10. Date of next Committee Meeting**

This will be arranged via email in the new year.

# UPLYME PRE SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2023

INCOME	£	2022/2023	£	2021/2022
External Government Funding	60,392		66,320	
Parent Fees	13,675		8,628	
Toddler Fees	1,032		1,015	
		75,099		75,964
Clothing Sales	68		21	
Fundraising	2,056		1,066	
Incoming Donations			25	
Furlough Scheme				
Other Income (Unassigned)	3,000			
		5,124		1,112
<b>TOTAL INCOME</b>		<b>80,223</b>		<b>77,076</b>
<b>EXPENDITURE</b>			£	
Staff Wages	60,420		58,446	
NEST Pension	385		441	
Rent	8,611		8,287	
Equipment	566		1,019	
Consumables	916		808	
OFSTED / Data Protection	35		70	
PLA Insurance / Membership	822		798	
Training	138		626	
		71,893		70,494
DBS Checks	374		77	
Mobile Phone	187		152	
Administration	871		1,036	
Fundraising Expenses	9,087		503	
Licence Fees	839		342	
Advertising	145		153	
Staff Uniform	102		369	
Clothing				
Misc			30	
COVID Expenses				
Other Payments (Unassigned)	776			
		12,381		2,663
<b>TOTAL EXPENDITURE</b>		<b>84,274</b>		<b>73,157</b>
<b>Net Movement in Funds</b>		<b>-4,051.50</b>		<b>3,920</b>
<b>Balance Brought Forward</b>		<b>58,117.79</b>		<b>54,198</b>
<b>BALANCE CARRIED FORWARD</b>		<b>54,066.29</b>		<b>58,117.79</b>

## Cash Funds

NatWest - Current

£52,040.27

NatWest - Fund Raising

£2,026.02

## TOTAL ASSETS

£54,066.29

£0.00

There being no other assets or liabilities

Signed.....*C. Daubney*.....

Trustee Name.....*Charlotte Daubney*.....

Date of Approval.....*20/11/23*.....

Signed.....*E. Saunders*.....

Trustee Name.....*E. Saunders*.....

Date of Approval.....*9/10/23*.....

## INDEPENDENT EXAMINERS REPORT

I have examined the attached Income and Expenditure Account for the year ended 31st August 2022 and report that they are in accordance with the accounting records and have been properly drawn up in accordance with the requirements of Charities (Accounts and Reporting) Regulations.

Signed.....*L Morgan*.....

Name.....*L MORGAN*.....

Date of Approval.....*23-9-23*.....

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Name.....*L MORGAN*.....

Date of Approval.....*23-9-23*.....