

# UPLYME PRE-SCHOOL AGM MINUTES

Held on Monday 24<sup>th</sup> November 2025, 7:00PM  
In the Village Hall



## 1. Present

Alison Waters, Charlotte Daubney, Jess Coombe, Kate Pitfield, Rachel Wason, Emily Ditchfield

## 2. Apologies

Sara Pearce, Janice Fowler, Ellie Saunders

## 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

## 5. Treasurer's Report

Please see the attached report.

- We were budgeted to finish the 24/25 financial year at -£4.4k, in the end we finished in a much more positive position at -£509.99. Several factors improved our position during the course of the year;
- funding rates from Devon CC increased in April 25 and significantly the rate for 2y olds increased by 36p/hour. As we are currently enrolling eight 2y olds per session, double our usual amount, that had a significant impact on the bottom line bring in an extra £3k.
- In the summer term we also stopped providing the baby and toddler group on a Tuesday afternoon and switched to a full pre-school session which brought in an extra £4k.
- Despite another minimum wage increase in April 25 the above income increases helped to cover the extra costs.
- Employers NI contributions also increased in April 25 but fortunately, as we are a charity, we qualify for Employment Allowance which credits back all of our Employers NI contributions.
- Pension payments came in higher than expected, a detailed pension budget was completed for 25/26 to ensure we had the correct figures; especially as we now have less staff doing more hours – therefore more qualifying earnings - which will result in higher pension contributions again for 25/26.
- Consumables also came in over budget due to the general increase in the cost of living.
- Costs per hour per child finished at £6.07/hour which meant we made the right decision to raise parent fees to £6.00 & £6.50 /hour and to raise the consumables charge to £2/session from September 25.

## 6. Manager's Report

At the end of the 24/25 academic year we had 45 children on roll versus 43 last year, so pretty stable numbers but our ratio of 2y olds has changed. We've historically always taken 24 x 3-4y olds and 4 x 2y olds, because of birth rate changes post covid for all of last year we doubled the number of 2y olds we enrolled to 8 and reduced the 3-4y olds to 18. This has had an effect on the dynamic of the room and the needs of the children. The numbers are set to reverse to normal ratios in Spring 26.

With the introduction of the new working parent funding for all age groups approximately 80% of our funding now comes from DCC. Finances have been challenging as the funding hasn't kept up with increases in costs but our parents have been really understanding and the majority haven't questioned the increases.

The start of 24/25 was a challenging time for all staff with the introduction of a new deputy, who didn't settle well and left us in November. All staff members learnt some important lessons about teamwork and management style.

Louise & Jade joined us in the spring term and they have both settled really well and have become invaluable members of the team. Emily has settled incredibly well into her role as Playleader & SENDCo, she just goes from strength to strength.

Janice & Jane retired at the end of July 25, after a grand combined total of 79 years service. They are still available to help us with outings and trips and emergency cover if needed which is a great help.

We launched a new website at the end of the year, thanks to funding from the Norman Family Trust, it now really reflects what we do and is more informative and user friendly.

### **Playleader's Report**

24/25 was the first full year with Emily in the role as Playleader. A detailed 2 year child led curriculum has been put into place, this is regularly reviewed with input from all of the team in a new Friday weekly meeting.

New starters Louise and Jade have been a great support and the consistency of staff each day has really helped the team dynamic. Louise started on part time hours but from Sept 25 joined us for all sessions so she will now start her Level 3 training.

We were involved in some detailed transitions up to Mrs Ethelston's and those children with extra needs have settled well.

We have secured an area in the school's forest school site and some funding from Candles on the Cobb for equipment so we will start developing our outdoor learning area in Spring 26.

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

All members agreed to stay on the committee, no new parents attended the meeting.

### **8. A.O.B**

None

### **9. 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 2025

INCOME	£	2024/2025	£	2023/2024
External Government Funding	78,912		74,397	
Parent Fees	13,706		13,462	
Toddler Fees	413		1,012	
		93,030		88,872
Clothing Sales	109		63	
Fundraising	3,591		1,377	
Interest	1,920		797	
Other Income - Grants		5,620	4,510	
				6,746
<b>TOTAL INCOME</b>		<b>98,650</b>		<b>95,618</b>
<b>EXPENDITURE</b>				
Staff Wages	79,770		67,051	
NEST Pension	742		372	
Rent	9,123		8,945	
Equipment	241		624	
Consumables	1,484		1,409	
OFSTED	35		35	
EYA Insurance / Membership	806		861	
Training	638		63	
		92,840		79,358
DBS Checks	139		128	
Mobile Phone	164		190	
Administration	404		926	
Fundraising Expenses	3,112		5,910	
Licence Fees	1,225		1,039	
Advertising			651	
Staff Uniform				
Clothing	548		226.7	
Misc / credit card fees	14			
EYPP Expenses	654		392	
Other Payments	60		-3	
		6,320		9,461
<b>TOTAL EXPENDITURE</b>		<b>99,160.05</b>		<b>88,818.95</b>
<b>Net Movement in Funds</b>		<b>-509.99</b>		<b>6,798.56</b>
<b>Balance Brought Forward</b>		<b>60,864.85</b>		<b>54,066.29</b>
<b>BALANCE CARRIED FORWARD</b>		<b>60,354.86</b>		<b>60,864.85</b>
<b>Cash Funds at 31/08/25</b>				
Co-Op - Current			£19,322.50	
Co-Op - Fundraising			£1,850.30	
UTB Savings 6 Month Bond			£40,000.00	
<b>TOTAL CASH</b>			<b>£61,172.80</b>	
Less PAYE Liabilities			£817.94	
<b>TOTAL ASSETS</b>			<b>£60,354.86</b>	

There being no other assets or liabilities

Signed..... 

Trustee Name..... E. Saunders

Date of Approval..... 13/10/25

Signed..... 

Trustee Name..... C. DABNET

Date of Approval..... 13/10/25

#### Independent examiner's report to the trustees of Uplyme Pre School

I report to the trustees on my examination of the accounts of the Uplyme Pre School for the year ended 31<sup>st</sup> August 2025.

#### Responsibilities and basis of report

As the charity's trustees of the Uplyme Pre School 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 Uplyme Pre School accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Uplyme Pre School as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Mrs Sarah TenBroeke ACA

Institute of Chartered Accountants England & Wales

Address:  
8 Clappentail Park  
Lyme Regis  
Dorset  
DT17 3NB

Date: 6 October 2025

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