



Pre-

**Minutes
8th Annual General Meeting
22nd March 2025 at 1.30pm
Held at Stoke Climsland Primary School Hall**

Present: For members present, please see Attendance List attached.

Committee Members/Trustees Present: Nicola Evetts, Nikki Pethick, Megan Geeves, Claire Samuels.

Apologies: Russell Hollaway, Lucy Lloyd, Cat Sawford.

Welcome: NE welcomed everyone and thanked all for coming.

- 1. Minutes of the 7th Annual General Meeting held on 16th March 2024.** The minutes of the last AGM were agreed and signed by the Chair as a true and accurate record.
- 2. Chairman's Report – Please see attached full Chairman's Report.**

Chairperson Megan Geeves welcomed all attendees and expressed gratitude for their participation. This marks her second year as Chairperson. Special thanks were extended to Nicola, staff, and the trustees for their continued dedication and hard work.

- Ducklings Pre-School has had a successful year, maintaining strong attendance numbers. The primary focus in the last year was in preparing children for primary school transitions, with 11 pupils successfully moving to Stoke Climsland Primary School.
- The team has demonstrated exceptional commitment and flexibility. Staff members participated in mandatory and statutory training to enhance skills and stay updated on government policies.
- Ducklings organized several activities to provide enriching experiences for children:
 - May 2024: Sponsored village waddle
 - June 2024: Family sports day & BBQ
 - July 2024: Magic Martin performance & end-of-term party; Leavers trip to Donkey Park
 - December 2024: Trip to St Joseph's Nativity, Christmas party, Nativity welcoming parents
 - March 2025: Starts trip for school leavers
 - Annual visits from local police, dentist, and fire service.
- Thanks were given to Lucy and the fundraising committee for their dedication. Our biggest fundraiser for the year was the Sponsored Walk raising £1088.

Ducklings Pre School Stoke Climsland, Venterdon Chapel, Venterdon, Callington, Cornwall PL17 8PD
Tel 01579 371045 Mob 07813929171 www.ducklings-preschool.uk ducklings-callington@btconnect.com
Registered as a Charitable Incorporated Organisation No. 1162825

- Ducklings received an 'Outstanding' rating in July 2024, recognizing its nurturing and stimulating environment. This milestone reflects the dedication and excellence of staff, parents, and children. The team remains committed to continuous improvement in early years education.
- Trustees are vital for Ducklings' operation as a Charitable Incorporated Organisation. A call for volunteers was made, encouraging individuals to join as trustees or to assist with fundraising efforts. Committee meetings are held half-termly, requiring a quorum (⅓ of trustees +1) for decision-making.

Treasurer's Report – See attached full report.

NE introduced CS who has just completed her first year as Treasurer for Ducklings. CS gave the Treasurer's Report:

- Overall financial position for this period 1st September 2023 – 31st August 2024 shows Ducklings made a loss of £994. This was expected due to a huge increase in costs across wages, premises and general costs.
- CS explained Ducklings has two bank accounts, one being the current account and the other for unfortunate events/redundancies etc. Both are looking healthy.
- The main area of expenditure is staffing in salaries and National Insurance contributions etc. and with the national living wage increase this expenditure will rise again.
- Fund raising made a big impact this year- £2610 raised. CS expressed her thanks to those who organise and support the events.
- Central funding and fees are the main income for Ducklings, and this will increase with the new funding coming in September 2025 for all over 9 months old to benefit from 30 hours free childcare.
- NE added that going forwards, Alex Mortimore would be completing the Ducklings accounts.

3. Appointment and Ratification of Trustees

NE explained Ducklings is a Charitable Incorporated Organisation and explained the role of the committee and trustees and that without them Ducklings wouldn't be able to operate. NE asked if anyone is interested in joining the committee or fundraising or even baking a cake for events, please do speak to someone on the Ducklings Team or committee.

The committee member roles are as follows and all are happy to remain in position: -

- Chairperson – Megan Geeves
- Secretary – Cat Sawford
- Treasurer – Claire Samuels
- Trustees – Lucy Lloyd, Russ Holloway, Nicole Evetts and Nikki Pethick

All above were re-elected as committee members or trustees into the roles. Any new members to the Committee always are welcome.

4. Any other business – None

Meeting closed.

DUCKLINGS PRE-SCHOOL
STOKE CLIMSLAND

YEAR ENDED 31st AUGUST, 2024

Registered Number
1162825

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

DUCKLINGS PRE-SCHOOL STOKE CLIMSLAND

Registered number 1162825

INCOME & EXPENDITURE ACCOUNT**FOR THE YEAR ENDED****31st AUGUST, 2024**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2023	Total 2022
	£		£	£	£
<u>RECEIPTS</u>					
Central & SEND Funding, ASC Fees & Vouchers	78499			78499	82538
Ducklings Pre-School Fees and Vouchers	30145			30145	18224
Fundraising	2610			2610	2455
Other Income & Refunds	792			792	145
Interest Received	615			615	244
<u>TOTAL RECEIPTS</u>	112661	0	0	112661	103606
<u>PAYMENTS</u>					
Bank Charges	113			113	127
Premises Costs	10237			10237	7872
Food, and Consumables	2178			2178	3554
Play Equipment & Materials	4252			4252	3081
Salaries, National Insurance & Pension Contributions	91150			91150	85149
Printing, Stationary, Telephone and Office Costs	1279			1279	1677
Clothing Purchases	337			337	800
Subscriptions and Registration Fees	520			520	255
Payroll and Administration	432			432	609
Garden & Trees Work	230			230	1600
Insurance	796			796	760
Training & Staff welfare	755			755	554
Other Payments	313			313	1719
Depreciation	583			583	648
Professional Fees	480			480	450
<u>TOTAL PAYMENTS</u>	113655	0	0	113655	108,855
<u>(DEFICIT)/SURPLUS</u>	(994)	0	0	(994)	(5249)
Adjustment to accruals accounting		0	0		0
<u>BALANCE BROUGHT FORWARD</u>	76170	0	0	76170	81419
<u>BALANCE CARRIED FORWARD</u>	75176	0	0	75176	76170

DUCKLINGS PRE-SCHOOL STOKE CLIMSLAND
Registered number 1162825

BALANCE SHEET AS AT 31st AUGUST, 2024

	Unrestricted Funds	Restricted Fund	Endowment Funds	Total
	£	£	£	£
FIXED ASSETS				
Tangible Assets	5251	0	0	5251
CURRENT ASSETS				
Debtors & Prepayments	0	0	0	0
Current Account	23540	0	0	23540
Redundancy Reserve Account	49102	0	0	49102
	72642	0	0	72642
Less: Creditors falling due within one year				
Creditors	2717	0	0	2717
NET CURRENT ASSETS	69925	0	0	69925
NET ASSETS	75176	0	0	75176
Income and Expenditure Account	75176	0	0	75176

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of Approval

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees of

Ducklings Pre-School Stoke Climsland

On Accounts for the year ended

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Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of Ducklings Pre-School Stoke Climsland (the Trust) for the year ended 31st August 2024.

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').

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 all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the 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 Trust 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**

**Professional Qualification
Address**

	Date 18 th March 2025
Alex Mortimore	
FCCA	
52 Fore Street, Callington, Cornwall, PL17 7AJ	

DUCKLINGS PRE-SCHOOL
STOKE CLIMSLAND

YEAR ENDED 31st AUGUST, 2024

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