

Minutes of the St Oswald's Ladybirds AGM – 17th March 2026

This meeting was held on Zoon @ 7.30pm

Present : Mary Hutchinson, Becky Dutton, Ruth Smith, Louise Redfern (Trustees), Tracey Clarke-Kellow, Emma Sczesniok, Jordan Daughtry (staff)

Apologies : Emma Jackson, Martha Schofield, Liam Bailey, Charlotte Lee, Dan Lee, Katie Austin, Cal Woolley, Alice Kemp, Tom Kemp, Gill Graham (parents), Jo Ryle (financial administrator), Jess Bowring, Michelle Lemon (Staff)

1. Welcome and Introductions (Chairperson – Mary Hutchinson)

Mary welcomed everyone and we all introduced ourselves and the role we play at St Oswald's Ladybirds Pre-School

2. Chairperson report (Chairperson- Mary Hutchinson)

See attached report

3. Finance report (Chairperson in Jo's absence – Mary Hutchinson)

See attached report

4. Manager's report (Becky Dutton)

See attached report

5. Trustee nominations

Mary Hutchinson – nominated by Tracey Clarke-Kellow, seconded by Louise Redfern

Ruth Smith – nominated by Louise Redfern, seconded by Mary Hutchinson

Louise Redfern - nominated by Emma Sczesniok, seconded by Ruth Smith

Rebecca Dutton - nominated by Jordan Daughtry seconded by Louise Redfern

All the Trustees are happy to stay on this year and this will be reviewed before the next AGM.

6. Charity Commission

Becky Dutton will ensure all the AGM minutes and financial records are sent to the Charity Commission.

ACTION BD

7. Date of next meeting

The date of the next AGM will be arranged once the end of year accounts for September 2025 – August 2026 have been rectified.

8. Comments and Questions

Ruth Smith and Louise Redfern agreed and thanked the staff.

The meeting finished at 8pm

Chairperson Report – Mary Hutchinson - AGM for the period September 2024 – August 2025

“Good evening everyone and thank you for coming along to our Annual General Meeting.

I just want to take a few minutes to reflect on the past year and to start with some thank you’s.

First, to the wonderful staff. Your dedication, energy, and patience shine through every single day. The care, creativity, and warmth you bring to the children’s learning make such a difference. You are the heart of this setting, and we are truly grateful for everything you do.

I’d also like to give a heartfelt thank you to all our parents and carers. Your trust, your involvement, and your support mean so much. Whether you’ve joined in events, helped out, or simply worked closely with staff to support your child’s learning at home, it all contributes to the positive, welcoming community we’re so proud of.

And of course, thank you to our committee and volunteers. The behind-the-scenes work you do keeps everything running smoothly to supporting management and staff, to being their listening ear and critical friend. Your commitment is appreciated.

Lastly, I would like to give a special thank you to Becky, whose dedication and leadership truly keeps everything moving. You are the cog that makes the whole wheel turn — the person quietly but consistently making sure that systems run smoothly, that the team feels supported, and that the children and families receive the very best experience. Your hard work, calm guidance, and unwavering commitment often happen behind the scenes, but they are felt by all of us every day. We are deeply grateful for everything you do.

Together, we’ve created a nurturing, safe, and inspiring place for our children to grow, explore, and thrive. It’s been a year to be proud of, and I’m excited to see what the next one brings.

Thank you again to each one of you.

We had another busy year at Ladybirds. During the year the Trustees regularly reviewed the policies and met each half term to discuss matters concerning the running of Ladybirds to ensure we continue to be a viable setting within very tight financial pressures with reduce funding and more staff qualifying for the auto enrolment of pension and the NI increase for employers’ contributions. As Trustees, we have our legal requirements to follow to be a charitable setting.

Trustees

The Trustees for the year were myself, Mary Hutchinson, Louise Redfern, Ruth Williams and Becky Dutton. Emma Smail had the go ahead from Ofsted to join in December 2024.

Financially

There was a minimum wage increase in April 2025 to £12.21 a 77p increase. Yet again the funding didn’t go up the same amount as required for this increase. So, we had to decided how we could close the gap of funding rates and how much it actually costs to provide a place. The government does not cover the full cost of a child’s care in the setting., it provides funding towards the total cost. The cost of staffing Ladybirds exceeds the amount we are given for funding. This is without the additional costs of training, ensuring bills are paid and money for resources.

In February 2025, the government and county council reworted the statutory framework and the provider agreement. This meant that the invoices, the contracts, the admissions and charges policy had to be reworted to enable transparency for parents. So, the Trustees worked hard to update and implement the policy. Without the additional charges Ladybirds would not be a viable setting. The daily charge would

therefore be increased to £7.50 and the hourly rate increased to £8 per hour from September 2025. The additional charges were split up so that parents could see what they were paying for.

Fundraising

Nativity DVD raised some money as well as the sponsored walk which was very well supported by many members of the families.

Staffing

The government changed the 2 year old ratios from 1:4 to 1:5. We didn't believe that this was in the best interest of the children, so we have continued to keep the 1:4 ratios for 2 year olds and 1:8 for the 3 – 4 year olds. We are fortunate that we were able to have a higher staff to child ratio this year.

Michelle had an operation in March 2025 and returned in June. Staff covered her sessions between them.

Tracey had an operation in August 2025 and is still currently off. Becky is ensuring staffing levels are correct.

St Oswald's Ladybirds Pre-School Financial Statement
for the period 1st September 2024 – 31st August 2025
Annual General Meeting: Tuesday 17th March 2026

Financial Administrator: Joanne Ryle

Accounts audited and certified: Libra Business Essentials

This financial year for Ladybirds has been more successful than anticipated despite the rise in the minimum wage and employer national insurance contributions in April 2025.

The rise in expenditure was offset by an increase in the hourly funding rate along with a small increase in the fees paid by parents. One staff member also left Ladybirds during this year.

Our largest expenditure remains wages costs followed by rent and our largest income is the funding from Derbyshire Country Council and the fees paid by parents.

Trustees are always mindful to keep any increases in parent fees as low as possible whilst reflecting the reality of our operating costs.

The figures are as follows. Please note that the total expenditure includes the transfer of £173 per month to Leek Building Society to build up our financial reserves.

Total Income: 140225.42

Total Expenditure: 123365.38 (incl £2076.00 transfer to Leek Building Society)

Net Expenditure: 121289.38

Gain: 18936.04

The money gained this year has been retained by Ladybirds to put back into the pre school and help ensure its continued stability in line with our not for profit charity status.

Looking ahead to next year, the minimum wage is due to rise again in April 2026 and operating costs will remain high.

Manager's Report - Becky Dutton - for the period September 2024 – August 2025

Improvement Planning

Our garden was again our priority. Jess and I continued the role of maintaining the garden. The garden is loved by both the children and staff and it has such a calming effect for those children who sometimes find being inside tricky.

Training

The staff attended individual training in accordance with the EYFS framework this year such as food hygiene and safeguarding and ensured all these were updated on a regular basis and within our staff meetings. Any learning was then updated with the staff and if required, we put the necessary updates in place in the setting.

All staff completed the child online safety awareness training.

During the staff meetings, staff took part in quizzes to keep updated with the new regulations in Child Protection, Ofsted and SEND.

I attended the Leaders and Managers and SENCO briefings each half term. These are held in the evenings usually for 2 to 3 hours at a time.

Staff meetings and training are done in the evenings. I am thankful that the staff gave up their time to keep updated with all the various changes that seem to occur on a regular basis.

Ofsted / Early Years Derbyshire County Council

We continued to have regular updates from Ofsted and we continued to comply to the necessary expectations. We receive a yearly discussion with our improvement officer who challenges us and also talks about our setting and how we can improve the outcomes for the children.

Staffing

In March 2025 Michelle had an operation on her foot. She was able to return in June 2025. After looking at the risks, it seemed appropriate that Michelle would return to do office and sorting based work rather than being in the session with lots of children. This worked really well and lots of the sorting was done without the staff having to stay later in the summer term. Gemma handed her notice in from February 2025.

However, she would return in the winter months as a staff member. We were thankful for that as we were unable to appoint anyone in her role. Staff therefore continued to take on and accept more responsibilities to support me, often doing these in our own time to enable the setting to continue to be viable. Ladybirds is very lucky to have such dedicated members of staff who work for the good of the children.

In August 2025, Tracey also had a foot operation and would be off for many months from September 2025.

Parental involvement

We encouraged parents to come into the setting for parent chats. We started having them in September on the INSET days and these were very beneficial for children who could see the room before starting, the staff and parents who were able to talk and update each other. ECO week was again successful as well as the sponsored walk, helping to raise money for the garden.

Next year – September 2025 – August 2026

We will be discussing funding opportunities to support projects and help with the sustainability of Ladybirds. We will be accepting 2 year old funding for working families and this will have a significant

impact in the way we organise the staffing, still incorporating the ratio of 1:4, not going with the 1:5 ratio the government has changed it to.

We will be continuing to enhance the garden. Jess is looking into going on an outdoor training course and this may help towards gaining grants towards any projects.

We will be training on sensory processing as we are finding more children need sensory breaks within the sessions.

The Ofsted framework will be changing from November 2025. This will mean that we will change from a 6 year cycle to 4 year cycle. Our last inspection was June 2021.

Thanks

Firstly, thanks go to the parents for entrusting your children with us. It is a privilege to work with you and them. Next, my thanks go to the Trustees who have supported me and the staff this year.

My grateful thanks go to our amazing staff team who work so hard to ensure the children have the very best time at Ladybirds so that we can all “play, learn and grow together.” All the staff are so passionate about Early Years and go above and beyond their pay grade to enable Ladybirds to be the very special place it is for all children and each other. Through all the times when staffing has been tricky this year, we have supported each other through illness and stressful times both in our own families and in the setting. A saying goes “Unity is strength. When there is teamwork and collaboration, wonderful things can be achieved”.

PROFIT & LOSS
FOR ST OSWALD'S LADYBIRDS PRE-SCHOOL
FROM
SEPTEMBER 2024– AUGUST 2025
CHARITY NUMBER 1163362

INCOME: **140225.42**

DCC FUNDING 101504.91

FEES PAID BY BACS 36297.60

FEES PAID BY CASH 0

CONSUMABLE FEES 0

SWEATSHIRTS/T-SHIRTS 21.00

FUNDRAISING 1133.90

MILK REFUND 924.00

MISC 342.99

Petty Cash adj 1.02

TOTAL INCOME 140225.42

EXPENSES:

GROSS WAGES 95772.23

EMPLOYER NI 1904.34

PENSION CONTRIBUTIONS 3769.05

MISC (incl. transfer to Leek BSoc) 4741.71 (2076.00)

WAGE COST 708.72

STATIONERY 477.95

STAMPS 81.40

PLAYGROUP ACTIVITIES 2328.50

SNACKS 1114.57

SWEATSHIRTS 377.01

CLEANING MATERIALS 914.11

PHONE 218.77

MILK 1033.95

FUNDRAISING PURCHASES 898.98

FUNDRAISING COSTS 147.08

INSURANCE 862.16

PHOTOCOPIER LEASE 763.20

PHOTOCOPYING 1127.23

GARDEN 124.39

RENT 6000.00

PETTY CASH ADJ 0.03

**** This figure includes 2076.00 transferred to Leek Building Society for reserve fund**

TOTAL EXPENSES 123365.38

NET EXPENSES 121289.38

Libra Business Essentials Ltd



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20th November 2025

TO WHOM IT MAY CONCERN

**Independent Examiners Report
For
St Oswald's Ladybirds Preschool Ashbourne**

This report relates to the accounts for the year ended 31st August 2025 of St Oswald's Ladybirds Preschool. Samantha Heath FMAAT of Libra Business Essentials Ltd has independently reviewed the financial records.

As the examiner has not seen a diary of events, she is not able to confirm that there are no further fund-raising sources and income other than those reported by the Preschool, which were:

Nativity	£299.00
In Memory of Eve	£200.00
Stalls at School	64.70
Sponsored Walk	£570.20

The examination carried out included a review of the accounting records and a comparison of the bank accounts with those records. It also included considering any unusual items in the accounts and seeking explanations when required. There are no outstanding issues from the queries raised.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention which gives reason for any concern over the accounts of St Oswald's Ladybirds Preschool Ashbourne for the year to 31st August 2025.

Signed.....*S. Heath*.....

Dated.....20/11/2025.....

Samantha Heath FMAAT
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