



Ripponden Pre-School		
Committee Meeting: AGM		
Date: 27.09.21	20.00-20.45	
Venue:	Virtual meeting via Zoom	
Present:	Sharron Smith Claire Johnson Beverley Burton Caroline Ward Stephanie Dearlove Louise Morton Becky Cross	SS CJ BB CW SD LM BC
Apologies	Sally Berry	SB

Leaders Report	Action
<ul style="list-style-type: none"> <li>• Welcome everybody to our Annual General Meeting. I would like to thank all our committee members for all their hard work and continuous support over the past year or so... I'd also like to say a big warm welcome to Steph, who's taking over as Chair, Sally, who's taking over as Treasurer and Caroline, who's taking over as Secretary. Without the support of parents, Ripponden Pre School would be unable to continue. EY2 forms are in progress.</li> <li>• We will need to sign our new CIO constitution. I will inform Ofsted and the Charity commission of this year's committee members. I will also organise to have our accounts externally verified before submitting them to the Charity Commission.</li> <li>• We have lost 20 children to big school this year and still have some available sessions.</li> <li>• We didn't manage to get on an official school trip this year due to COVID, but we did enjoy a day at the park.</li> <li>• We covered various topics over the year and all children progressed well in their learning and development, some school leavers achieving some Early Learning Goals.</li> <li>• We will continue to be in receipt of DCATCH funding for one child and staff ratios have been increased accordingly</li> <li>• We have only raised our prices as from September by 50p and this is the second year in a row with no real increase. However, other settings are now charging quite a bit more. Given our low turn over and evidence of increasing costs I feel we should review this from next term (Easter) and then again in Autumn term next year (September), to bring it into line in two increments. What's everyone's thoughts?</li> <li>• We are still preparing for a new Ofsted inspection under our new registration following the CIO change over</li> <li>• We have welcomed Megan and Rachel to our team due to Chloe and Ashleigh leaving due to family commitments. We now have an exceptionally high qualified staff team. Fingers crossed we have no more staff leave. Staff contracts and inductions have been carried out</li> <li>• I would like to thank all the team for their hard work, commitment, support and continuous reflection to improve practice, because we would not be the successful setting that we are without the dedication of the full team.</li> <li>• Finally, I would like to say a MASSIVE thank you to all our committee members for volunteering your precious time, but more importantly I'd like to say a very sad goodbye to Becky, Anne Marie and Claire for all your help and support over the past few years. And Good luck Becky with Baby Cross number three.... We cant wait for cuddles.</li> </ul> <p><b>Discussion</b></p> <p>SS explained that new members will need to sign the new whistleblowing and criminal disclosures policy documents and the constitution. SS highlighted that once the constitution was signed it would be sent on to Ofsted and the Charity Commission would be informed of the change of officers.</p> <p>SS reviewed the situation regarding numbers of children attending and the impact of COVID on place take-up and fund-raising. The matter of raising fees in two stages in 2022 was discussed and the committee supported the increase which will align Ripponden with other local pre-school providers.</p>	SS

## Management Committee Meeting via Zoom on 27<sup>th</sup> September 2021

### AGM Annual Treasurer's Report

**Report Author – Sharron Smith**

**Period covered in the report - 1<sup>st</sup> September 2020 – 31<sup>st</sup> August 2021**

**Analysis of Income & Expenditure**

For year to date **£124842.90- Income £112949.11 – Expenditure (£11893.79) Profit**

**Large Expenditure Items / Significant Expenditure**

**Wages, Rent, HMRC & Pensions (see attached Profit & Loss sheet)**

**Available Funds**

Current account funds – £178854.44

Reserve Funds - **£84405.60**

**Reserves**

**At target level**

**We had £7058.92 less income this year**

**We had £24176.58 more expenditure.**

**We increased our reserve fund by over £15000.**

**We have shown less profit this year than the last several years, however, things to consider;**

**We ran at less capacity which is an after effect from COVID**

**Tots did not run all year**

**HMRC tax, NI and pension contributions have significantly increased, along with minimum wages**

**We purchased a lot of new equipment, toys, furniture and a new computer**

#### Discussion

The reduced income and increased costs have impacted profits and made the margins tight. The reserve funds are substantial, but all underlines the need to fill available spaces and raise fees to ensure a sustainable future. It is hoped that fund raising will be possible in the next academic year.

Anne-Marie will sign off all budget documents and forward to SB who is taking over as treasurer. SS will have the accounts independently verified.

<p><b>AOB</b></p> <p>A photography session is arranged for 17.10.21 and a Santa's grotto is scheduled for 11.12.21 with the Christmas party on 16.12.21. A new Santa will be needed as, sadly the current and long-serving incumbent is seriously ill. LM will ask for potential volunteers for the role via the Newsletter.</p> <p>SS asked all committee members to think about fund raising activities for 2021-2022 and bring suggestions to the next meeting.</p> <p><b>Actions</b></p> <p>AH will sign off budget documents &amp; forward to SB. CJ will complete meeting notes &amp; pass file (memory stick) to SS to be passed to CW.</p> <p><b><u>Next Meeting:</u> TBC</b></p> <p>Cpj02.10.21</p>	

## To

F-CA No: 451371



**STEPHEN DRY** DipPFS  
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5<sup>th</sup> January 2022

Dear Sir/Madam,

**Re. Verifying Accounts for Ripponden Pre-School**

I am a financial adviser and run my own business which operates under the banner of St. James's Place Wealth Management, which is a FTSE 100 Company. I have over 20 years' experience working in Financial Advice and Wealth Management.

I have externally examined all the annual accounts, bank statements and receipts, and I can confirm that all the information provided is correct and there are no issues to report to the Charity Commission.

Yours faithfully,

Stephen Dry  
BSc(Hons) DipPFS

Email: [stephen.dry@sjpp.co.uk](mailto:stephen.dry@sjpp.co.uk)

The Partner represents only St. James's Place Wealth Management plc (which is authorised and regulated by the Financial Conduct Authority) for the purpose of advising solely on the Group's wealth management products and services, more details of which are set out on the Group's website at [www.sjp.co.uk/products](http://www.sjp.co.uk/products). The title 'Partner' is the marketing term used to describe St. James's Place representatives.