

Ripponden Pre School

Management Committee Annual General Meeting - Minutes

Date:	17 th September 2025, 8.00pm	
Venue:	The Malt House, Ripponden	
Present:	Sharron Stretton Naomi Sugden Charlotte Armstrong Beverley Burton (staff) Amanda Butterworth (staff) Becky Cross Hannah Bray Kai Morton Caley Hill Hannah wood	SS NS CA BB AB BC HB KM CH HW
Apologies		

	Action
<ul style="list-style-type: none"> - <u>Open AGM Meeting</u> - <u>Committee Members Nominated and Elected</u> - <u>New Committee Members</u> <ul style="list-style-type: none"> o Welcome Saffron Greenwood o Welcome back Becky Cross, Hannah Bray, Hannah Wood, Caley Hill. o All members have been nominated and voted in for their new positions. o New members have also had their committee members induction policy pack, and signed their disclosure and confidentiality agreement - <u>Committee members retiring</u> - Charlotte Armstrong, Naomi Sugden, kia Moron - Caley will replace Naomi as treasurer, while Hannah Bray replace Charlotte Armstrong as secretary. - <u>New staff members</u>- Naomi- Vikki, Lily and Lexi, DBS Checks and inductions completed. Safeguarding and Sen training to complete. - The committee discussed the performance of the new apprentice, Hannah Clarke. It was noted that she has shown reluctance to engage positively with the children and has not accepted support or guidance from staff despite this being offered on numerous occasions. Following careful consideration, the committee reached a unanimous decision to terminate her employment 	BC SS SS SS

<p>during the probationary period, as she did not meet the criteria required to fulfil the role of an Early Years Practitioner.</p> <ul style="list-style-type: none"> - <u>Staff departures</u>- Mandie Searle has sadly left the pre school - The charity commission and Ofsted will be notified of the members of the committee for this year. - CIO constitution signed - Whistle blowing policy signed - Declaration forms and confidentiality policy signed 	SS
<ul style="list-style-type: none"> - The financial year end for 2024-5 has been completed, waiting to be checked and verified by Accountant before submitting to the charity commission. Profit made – There were no anomalies to report, nor any bad debtors - 11 youngsters have left to reception class this year; Few places are still available. - The same rates of £33.50 for a full day and £16.75 for a half day will apply. - Before and after school up and running, It's still very quiet but we are still in receipt of the sufficiency funding. Hopefully it will get busier from the baby room - New Baby room has opened and running smoothly. Lot of interest has been had and a waiting list is on the go for next September - Christmas outing at The Venue on 13th December at 7pm - Budget: The increase in wages as a result of NMW was anticipated.- Insurance costs have gone up, beyond what was budgeted. Overall, we were on target with a relatively steady year. - - Wages will be increased in 2025-2026 due to extra staff for the running of the baby room. Insurance has been completed to include the baby room and the contents sum has been increased to a more appropriate level of £20000. 	SS
<u>Any Other Business/Actions</u>	
<ul style="list-style-type: none"> ○ Think of fundraisers for the new year 	

<u>Next Meeting</u>	
Wednesday 19th November @ The Malt House, Ripponden, 8.00pm	

Ripponden Preschool
Annual Income & Expenditu 2024-2025

		Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
Income	1	Parents Fees	£ 4,720.50	£ 851.51	£ 3,750.00	£ 1,311.25	£ 2,299.25	£ 753.50	£ 2,237.50	£ 230.50	£ 1,708.25	£ 883.17	£ 4,762.92	£ 1,477.17	£ 24,985.52
	2	EEF funding	£ 29,682.52	£ -	£ 11,605.20	£ 37,544.40	£ -	£ 469.80	£ 681.90	£ 39,399.12	£ -	£ 4,644.36	£ 53,056.92		£ 177,084.22
	4	OOSC Grant	£ 9,573.00	£ -	£ -	£ -	£ 5,396.50	£ -	£ -	£ -	£ -	£ 6,094.00	£ 6,510.00	£ -	£ 27,573.50
	5	Grant income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 22,358.64	£ -	£ -	£ -	£ -	£ 22,358.64
	6	Training Funding	£ -	£ -	£ -	£ -	£ -	£ 284.00	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ 784.00
	7	Fundraising Income	£ 41.70	£ -	£ 80.43	£ -	£ -	£ -	£ -	£ -	£ 648.24	£ -	£ 44.50	£ -	£ 814.87
	8	Milk Refunds	£ 62.48	£ -	£ -	£ 340.80	£ -	£ 198.80	£ -	£ -	£ 261.28	£ 90.88	£ -	£ 204.48	£ 1,158.72
	9	Inclusion Funding	£ 945.00	£ -	£ -	£ -	£ 810.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,755.00
															£ -
														Check	£ 256,514.47
Total			£ 45,025.20	£ 851.51	£ 15,435.63	£ 39,196.45	£ 8,505.75	£ 1,706.10	£ 2,919.40	£ 62,488.26	£ 2,617.77	£ 11,712.41	£ 64,374.34	£ 1,681.65	£ 256,514.47
Expenditure	11	Wages	£ 9,044.86	£ 8,622.47	£ 8,745.53	£ 8,799.26	£ 8,907.40	£ 8,813.61	£ 8,879.60	£ 9,436.29	£ 9,486.41	£ 9,721.69	£ 9,432.03	£ 12,212.69	£ 112,101.84
	12	HMRC Tax & NI	£ -	£ 3,399.85	£ -	£ -	£ 4,424.11	£ -	£ -	£ 5,441.12	£ 1,263.93	£ 1,286.89	£ 1,410.62	£ 1,300.92	£ 18,527.44
	14	Training Costs/ HR	£ 28.80	£ 20.00	£ 104.40	£ 11.15	£ 203.20	£ 90.00	£ -	£ -	£ 90.00	£ 12.00	£ -	£ 90.00	£ 649.55
	15	OOSC Expenditure	£ -	£ -	£ -	£ -	£ -	£ -	£ 47.41	£ -	£ -	£ -	£ -	£ -	£ 47.41
	16	Fundraising Expenses	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00	£ -	£ -	£ -	£ 200.00
	17	Christmas / Leaving Gifts	£ -	£ -	£ -	£ 70.57	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 70.57
	18	Pensions	£ 899.54	£ 580.11	£ 554.88	£ 584.82	£ 598.12	£ 600.66	£ 611.22	£ 616.88	£ 656.32	£ 656.48	£ 688.32	£ 642.94	£ 7,690.29
	19	Provisions	£ 60.02	£ 65.90	£ 172.32	£ 97.71	£ 58.28	£ 43.70	£ 97.84	£ 36.36	£ 79.51	£ 91.53	£ 228.36	£ -	£ 1,031.53
	20	Milk	£ 40.00	£ 68.75	£ 48.75	£ 65.00	£ 27.50	£ 60.00	£ 96.25	£ -	£ 23.75	£ 92.50	£ 55.00	£ 7.50	£ 585.00
	21	Baby room Expenses	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,420.00	£ 16,471.53	£ 5,342.84	£ 656.24	£ 4,712.24	£ 28,602.85
	22	Toys & Equipment	£ 348.20	£ 12.00	£ 16.69	£ 151.59	£ 279.86	£ 117.69	£ 766.39	£ -	£ -	£ -	£ -	£ 228.32	£ 1,920.74
	24	Advertising	£ 74.88	£ -	£ -	£ -	£ 130.00	£ 170.56	£ -	£ -	£ -	£ 70.56	£ 148.20	£ -	£ 594.20
	25	Ofsted/Pla charges	£ -	£ -	£ -	£ 124.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 220.50	£ 35.00	£ 379.50
	26	Insurance	£ -	£ -	£ 760.22	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 760.22
	27	Telephone	£ 95.49	£ 95.49	£ 95.49	£ 95.49	£ 95.49	£ 95.49	£ 87.80	£ 100.71	£ 100.71	£ 100.71	£ 100.71	£ 100.71	£ 1,164.29
	28	Printing & Stationery	£ 70.23	£ -	£ -	£ -	£ -	£ 101.07	£ -	£ -	£ 3.15	£ -	£ -	£ -	£ 174.45
	29	Bank Charges	£ 7.85	£ 7.85	£ 7.85	£ 8.50	£ 10.20	£ 8.50	£ 8.50	£ 8.50	£ 8.50	£ 8.50	£ 9.35	£ 8.50	£ 102.60
	31	Rent	£ -	£ -	£ -	£ -	£ 2,528.00	£ -	£ -	£ -	£ 1,920.00	£ -	£ -	£ 2,173.00	£ 6,621.00
	33	Repairs & Renewals	£ -	£ -	£ 372.38	£ -	£ 189.88	£ -	£ 80.00	£ 1,140.00	£ -	£ -	£ -	£ -	£ 1,782.26
	34	Miscellaneous Expenses	£ 96.56	£ 399.89	£ 54.69	£ 28.50	£ -	£ 1,202.40	£ 117.05	£ -	£ 369.70	£ 202.50	£ -	£ -	£ 2,471.29
															£ 185,477.03
			£ 10,766.43	£ 13,272.31	£ 10,933.20	£ 10,036.59	£ 17,452.04	£ 11,303.68	£ 10,792.06	£ 18,199.86	£ 30,673.51	£ 17,586.20	£ 12,949.33	£ 21,511.82	£ 185,477.03
Operating Profit/(Loss)			£ 34,258.77	-£ 12,420.81	£ 4,502.43	£ 29,159.86	-£ 8,946.29	-£ 9,597.58	-£ 7,872.66	£ 44,288.40	-£ 28,055.74	-£ 5,873.79	£ 51,425.01	-£ 19,830.17	£ 71,037.44

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10/11/2025

Independent Examiner's Report to the Trustees of Ripponden Pre School

I report to the trustees on my examination of the accounts of Ripponden Pre-school for the year ended 31/ 08/ 2025.

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.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination I have completed. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- The accounting records were kept in accordance with section 130 of the Charities Act;
- The accounts did comply with the applicable requirements concerning the form and content of accounts set out in the Charities Accounts and Reports other than any requirement that the accounts give a 'true and fair' view.

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.

Yours sincerely

Franck Messou, BCom (Acct)