

Minutes of the AGM of the Holton le Clay Pre-school Board of Trustees
Tuesday 17th May 2022

PRESENT

Lois Taylor (Chair)
Michala Speight (Secretary)

Trustees Sam Akkrill, Diane Boylan (Staff), Donna Broughton, Sue Goodhand (Staff),
Caroline Wright (Manager)

Pre-school Staff Members: none

Parents: Emma Carey, Chloe Gayler, Katy Johnson, Amy Martindale, Hayley Reid and
Kirsten Storey

1. APOLOGIES:
Heidi Dows (Treasurer)
2. WELCOME TO PARENTS:
The Chair welcomed the parents to the AGM. LT explained that we are a charity and as such need the support of our parents. LT also explained the need for an annual AGM.
3. MANAGER'S REPORT:
Trustees and parents were given an update by CW. The Manager's Report as at 17th May 2022 follows:
 - *It has been another challenging year due to Covid, but the staff team have supported one another through the ups and downs and we are hoping that the future will be a little more normal again.*
 - *Transition was excellent with Reception teachers telling us that they had no issues with children settling again last year despite having Covid restrictions.*
 - *Transitions into preschool have been amazing and all children have settled nearly instantly.*
 - *We are continuing to be an outdoor setting which is benefitting the children immensely with all areas of their development.*
 - *Some highlights from the year include Book Bingo which was a huge success encouraging children's love of books, watching the chicks hatch from Living Eggs and also a visit from Mr Gruff when we won the World Book Day competition from Once Upon a Party.*
 - *We have employed two new members of staff this year and they have proven to be valued members of our close team.*

- *The Mud kitchen area is greatly used and we currently have carrots, potatoes, peas, courgettes and strawberries growing with more to be planted. We were donated a wonderful tepee which the children love, this is used for a variety of activities including role play, reading area and for small group activities.*
- *We have a new flooring to our outside playground which has improved the safety for all as the old flooring became very slippery when icy or wet.*
- *All staff are continuing to update their training including Safeguarding, Paediatric first aid, food hygiene and Early Years courses, a level 3, one level 4 and one just finishing her level 5.*
- *We have many SEN children and children who need a little extra support in areas of development and the whole staff team put so much effort and time into supporting these children and their families (working together with outside agencies) for them to develop to their full potential.*
- *There have been no referrals to LCSB over the last year.*
- *And finally as always we would also just like to thank all the Committee for all their support over the last year as without our Committee we would cease to function. Also an extra big thank you for all of Donna's efforts in fundraising for us.*

One final point is speaking on behalf of the team (and me personally) we would all like to thank Caroline for keeping us going physically and mentally over the last 2½ years. It has been a rollercoaster of a time for everyone, and Caroline has always been there for us, the setting, the children, their families and the community. She cares so much about everyone and despite it being an extremely hard time for her she has put everyone before herself and I feel we all owe her so much.

4. TREASURER:

CW provided the Meeting with a breakdown of the Pre-school's financial position using the Return sent to the Charity Commission last year.

CW also explained to the parents about the redundancy fund which was in place for staff should the need arise and that there was also a contingency fund for half a term of running costs.

5. NEW TRUSTEE ROLES:

- Chair – Lois Taylor (agreed to continue)
- Treasurer – Heidi Dows (agreed to continue)
- Secretary – Michala Speight (agreed to continue)

All 3 Trustees were voted back into their roles.

SA gave notice that she would stand down from the Board of Trustees at the end of our next Meeting in June. CW expressed her gratitude personally and on behalf of the Trustees for the great support Sam has given during her time on the Board.

HD and MS both gave official notice that they would be standing down from the Board of Trustees once suitable replacements had been found for their roles.

New Members Amy Martindale and Emma Carey had agreed to step into these roles once their DBS/Suitability Letters have been completed.

6. AOB:
Nothing raised.

The meeting closed at 8.20pm

Once the Meeting had closed Trustees discussed the date and time of our next Meeting which was set for 15th June at 8pm.

Holton le Clay Pre School

Accounts for the year 31st December 2022

Receipts

Fees	14788.50
EYE	93244.84
Bank Interest	29.04
Donation	1000.00
Grants	1448.64
Fundraising	366.09
Amazon	21.44
Co op	1718.60
TOTAL INCOME	<u>112617.15</u>

Wages (inc Pension)	85275.79
Rent	4321.32
Snacks	475.46
Insurance	881.36
Training	322.04
Stationery & Postage	30.93
Telephone	677.88
Craft Materials	1057.60
Print/ Batteries	287.03
Toys & Equipment	6934.40
Party / Entertainment	230.85
Cleaning & PPE	276.96
Charges	58.39
Ofsted/DP/NPA regs	294.54
Grants	1430.00
Staff Gifts/Uniform	131.45
Volunteer Gifts	300.00
Advertising	150.00
Repairs and Maintenance	549.00
DBS	285.80
Bank Charges	11.38
Living Eggs	294.00
Payroll/Tapestry/Twinkle	1119.60
TOTAL EXPENDITURE	<u>105395.78</u>

Net Profit / Loss	<u>7221.37</u>
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Represented By:

Deposit Account 01/01/22	20000.00
Current Account 01/01/22	8191.86
Loss/Profit for the period to 31/12/22	7221.37
	<u>35413.23</u>

Represented By:

Deposit Account 31/12/22	20000.00
Current Account 31/12/22	15413.23
	<u>35413.23</u>

Ref



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

HOLTON LE CLAY PRESCHOOL

On accounts for the year ended

31/12/2022

Charity no
(if any)

118 4686

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2022**

Responsibilities and basis of report

As the charity's trustees, 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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

RCT

Date:

17/7/2023

Name:

RICHARD CARLOS JONES

Relevant professional
qualification(s) or body

(if any):

Address:

12 WHISBY COURT

HOLTSD HE CLM

GRIMSBY DJ36 5BG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.