

Minutes of the AGM of the Holton le Clay Pre-school Board of Trustees
Monday 15th May 2023

PRESENT

Lois Taylor (Chair)
Amy Martindale (Treasurer)

Trustee Members: Donna Broughton, Sue Goodhand (Manager), Hayley Reid, Rebecca Boulger

Pre-school Staff Members: none

Parents: Kelly Gidlow, Chloe Galyer, Elizabeth King

1. APOLOGIES:

Michala Speight

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 SG. The Manager's Report as at 15th May 2023 follows:

- It has been a very busy year as we have full sessions most days. The mix of 2, 3 and 4 year olds has worked well again and children have made friendships during the year.
- Transition was excellent with Reception teachers telling us that they had no issues with children settling again last September.
- Transitions into preschool have been amazing and all children have settled nearly instantly.
- We are still continuing to be an outdoor setting which is benefitting the children immensely with all areas of their development.
- Some highlights from the year include watching the chicks hatch from Living Eggs and also a visit from Mr Gruff and the Cheeky Christmas Elf from Once Upon a Party. We have had visits from a dental nurse, fire brigade, ambulance service and the police - the children have loved all the visits.
- We have employed a new member of staff this year and they have proven to be of great value to 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 have invested in an outdoor classroom where the children and staff can shelter from bad weather and has been a great area for craft, mark making, socialising and any activity that the children want to do in there.
- All staff are continuing to update their training including Safeguarding, Paediatric first aid, food hygiene and Early Years courses, one has completed

level 3, one is part way through a level 3, one level 5 and one just finishing her level 6.

- 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.
- We celebrated '40 years of Preschool' last Summer and hope to continue as strongly as we have been.
- We currently have no Safeguarding concerns to report but are monitoring and supporting a couple of families with Early Help Assessments.
- Caroline has decided to officially retire in September/early in the Autumn term but I'm sure she will still be of great support to us wherever and whenever she can. Also Corrina has decided to retire too in July - both ladies will be greatly missed and have contributed extensively to the success of the Preschool.
- And finally as always we would also just like to thank all the committee for 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.

4. TREASURER'S REPORT:

Net profit/loss Just over 7k for last year, fundraising last yr just under 3K,

Main running cost wages and PAYE

Money is half term running costs

AM 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 COMMITTEE ROLES:

- Chair – Lois Taylor (agreed to continue)
- Treasurer – Amy Martindale (agreed to continue)
- Secretary – Rebeca Boulger (Newly appointed)

Chair & Treasurer were voted back into their roles.

6. AOB:

Nothing raised.

The meeting closed at 8.20pm

Once the Meeting had closed Trustees continued with May Committee meeting

Holton le Clay Pre School

Accounts for the year 31st December 2023

Receipts

| | |
|---------------------|-------------------------|
| Fees | 25896.66 |
| EYE | 86442.09 |
| Bank Interest | 318.58 |
| Donation | 122.90 |
| Grants | 942.00 |
| Fundraising | 725.00 |
| Amazon | 34.01 |
| Easy Fundraising | 27.67 |
| TOTAL INCOME | <u>114508.91</u> |

| | |
|--------------------------|-------------------------|
| Wages (inc Pension) | 95780.97 |
| Rent | 5636.66 |
| Snacks | 539.76 |
| Insurance | 907.53 |
| Training | 165.00 |
| Stationery & Postage | 28.72 |
| Telephone | 240.00 |
| Craft Materials | 234.46 |
| Print/ Batteries | 177.96 |
| Toys & Equipment | 1788.73 |
| Books | 10.00 |
| Party / Entertainment | 492.59 |
| Cleaning & PPE | 297.74 |
| Charges | 63.35 |
| Ofsted/DP/NPA regs | 315.06 |
| Grants | 975.00 |
| Staff Gifts/Uniform | 1093.70 |
| Volunteer Gifts | 0.00 |
| Advertising | 203.76 |
| Repairs and Maintenance | 176.45 |
| DBS | 60.10 |
| Other | 21.60 |
| Childrens Gifts | 51.29 |
| Living Eggs | 294.00 |
| IT | 23.96 |
| Payroll/Tapestry/Twinkle | 1172.43 |
| TOTAL EXPENDITURE | <u>110750.82</u> |

Net Profit / Loss **3758.09**

Represented By:

| | |
|----------------------------------------|------------------------|
| Deposit Account 01/01/23 | 20000.00 |
| Current Account 01/01/23 | 15413.25 |
| Loss/Profit for the period to 31/12/23 | 3758.09 |
| | <u>39171.34</u> |

Represented By:

| | |
|--------------------------|------------------------|
| Deposit Account 31/12/23 | 22000.00 |
| Current Account 31/12/23 | 17171.34 |
| | <u>39171.34</u> |

£2000 moved from current account to deposit
account Feb 2023 for redundancy provision

RCB
26/4/2024



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HOLTON LE CLAY PRE SCHOOL

On accounts for the year
ended

31ST DECEMBER 2023

Charity no
(if any)

1184686

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 **31/12/2023**

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 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 (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

RCJ

Date:

26/4/2024

Name:

RICHARD CHARLES JONES

Relevant professional
qualification(s) or body
(if any):

Address:

12 WHISBY COURT

HOLTON LE CLAY

DN36 5BG

Only complete if the examiner needs to highlight 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.