

CODICOTE PRE-SCHOOL (CIO)

England & Wales · Charity number 1195618

Details

Other names	CODICOTE PRE-SCHOOL
Status	Registered
Legal form	CIO
Registered	2021-08-24
Register	View on the Charity Commission register

Contact

Address	Codicote Pre School St. Giles Parish Centre Bury Lane Codicote Hitchin SG4 8XX
Phone	07542285412
Email	codicotepreschooloffice@gmail.com
Website	http://codicotepreschool.co.uk/

Activities

Objects: THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Early-years education for Pre-school children in and around the village of Codicote, Hitchin

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£118,632	£89,047	-	-
2023-08-31	£60,321	£69,204	-	-
2022-08-31	£81,066	£79,477	-	-

Trustees

Name	Role	Appointed
April Schofield / Knapper		2024-09-01
Craig Bayliss		2022-09-13
Emily Jones		2022-09-13
Kimbley Jo Cartwright		2024-01-16
Selena Jackson		2024-11-19

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England & Wales - Charity number 1195618

Accounts

Codicote Pre-school (CIO) Annual General Meeting Minutes 19/11/2024

1. Welcome and Introduction
2. Present & Apologies
 - Present - Helen Allum (Chair), Craig Bayliss (Secretary), Emily Jones, Amy, Sara, Annabell, Georgia. Lisa, Lindsey, Jo, Jodie, Kelly, Sam, Selina, Louise (ADMIN), Anya
 - Apologies – Hayley, April, Kerri, Nicki
3. Minutes of the last AGM (to be read and signed by the Chair on agreement)
 - Proposed by Helen and Second by Amy- Included at end for formatting
4. Matters arising (from previous AGM minutes)
 - No Matters to review
5. Members adopt setting constitution
 - Setting Constitution reviewed and accepted by all. (available from Chair on request)

6. Chair's report

Really successful year with expansion of hours, which we have tried doing for a very long time since initial 30 hours working parents funding was brought in. We managed to successfully bid to HCC and access some of the 106s money from Taylor Wimpey developments. It wasn't a smooth journey but we got there in the end.

A huge thanks to staff for all the adjustments and work put into making it happen and seems to have started really well this academic year. Huge thanks to our Church contact Ian Macfarlane, Frances Maddox for work supporting communication as PCC secretary, Catherine Jupp and Church Wardens Jane Palmer, Sue Grant and the PCC, it's been a real team effort! And the parental uptake of the Pre-school has already shown it was needed which looks very positive for the future.

Staff has been very stable in the last year (September 23- August 24) and have been led well by Amy with Sara completing her L3 and continuing her role as deputy and SENCo. We've had a few new additions to bank staff and successful recruitment has taken place for the academic year 24-25.

7. Leader's report

September 2023 to July 2024

First of all, I would just like to thank the staff committee and parents for a successful year without everyone hard work we wouldn't have the lovely preschool that we do,

The academic year started off slowly but numbers picked up between Spring and Summer and we ended up at pretty much full capacity due to finding it difficult to recruit qualified staff this did put pressure on staffing as we became busier but as a team we pulled through with minimal disruptions and with the good news of Sara completing her level 3 congratulations (we did recruit bank staff Ania and Poppy who really supported as we got busier)

A lot was happening over the summer term with the idea of being able to open the provision up for children from 9 months and to extend our hours to support families who receive 30 hours the go a head was given on the last day of term resulting a lot of hard work and dedication from staff and committee to get us September ready and we did it making September looking very busy and with two new level 3 staff and lots of children we were ready

Looking back over the year we had some lovely things planned we held our raffle and nativity play in autumn term and celebrated mothers and Father’s Day with a lovely tea, over summer we took part in our first ever sports day and was lucky to have extracurricular activities such as Francis and her music and tetra football we had fun with splash day and enjoyed going out in our local community to pick apples and strawberries and spending time in the outdoors over the park and woods and then ending the year with our graduation party.

Staff training was kept at a minimum and focusing on making sure first aid was up to date making use of free training to help support staff CPD

Our big spends were on the garden sheds as these needed replacing and renovating the preschool over the summer with 106

Looking ahead September 2024 – July 2025

Current staffing

NAME	POSITION	QULIFICATION
AMY WILSON	MANAGER	LEVEL 3
SARA STAGG	DEPUTY MANAGER	LEVEL 3
GEORGIA ALLEN	ROOM LEADER	LEVEL 2
ANNABEL BREADIN	KEY WORKER	LEVEL 3
LISA WICKES	KEYWORKER	LEVEL 3
SAM ELLIS	KEYWORKER	LEVEL 3
CHESLEA OLIVER	KEYWORKER	LEVEL 2 (JAN START APPREN)
KELLY RICHARDSON	BANK	N/A
ANIA B	BANK	N/A
JODIE NICHOLS	BANK	LEVEL 3
LINDSEY COPE	BANK	N/A

CURRENT NUMBERS AND AVAILABLE SPACES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
20	20	20	20	20
17	19	18	18	15
3 PM SPACES	1 PM SPACE	2 PM SPACE	2 PM SPACE	5 PM SPACES

WE ARE AT FULL CAPACITY ONLY HAVE A FEW PM SPACES AVAILABLE

Sneak peek into the future

We are already preparing our numbers for September 2025 in preparation of the 30-hr rolling out from 9 months as it stands, we have very limited spaces and expected to be at full capacity Before summer 2025

8. Presentation of accounts
Included at end for formatting

Accounts Accepted by Helen Seconded by Craig Bayliss

9. Resignation of current committee
 - Helen Allum (Chairperson)
10. Nominations and election of new committee members and roles (Chairperson/ Treasurer/ Secretary/ fundraising/OFSTED contact)
 - Francis Maddox – Affiliate Member
 - Selina (parent member)
11. Items for discussion (2024-2025 PIP)
 - Improvement plan –
 - Tapestry – Parents need to be more committed to review and communicate.
 - Parents need to contribute at the end of 2 - year reports.
 - Holiday Club/Breakfast Club Potential

12. Date of next committee meeting

Monday 20th January 2025

13. AOB

Minutes - Codicote Pre-school (CIO) Annual General Meeting Agenda 07/11/2023

1. Welcome and Introduction – Helen (Chair) Welcomed all and introductions were completed
2. Present & Apologies –
Attendees – Helen Allum (Chair), Craig Bayliss (Secretary), Emily (Committee), Hayley Gray (Parent), Jo Cartwright (Parent), Amy Wilson (Staff - leader), Sara Stagg (Staff – Deputy), Georgia (Staff – room leader), Nicki Main (Staff – business/ admin), Ian McFarlan (Parish centre contact) & Dianne Main (Church representative)

No apologies
3. Minutes of the last AGM (to be read and signed by the Chair on agreement) -
No arising matter signed off by Helen Allum and Amy
4. Matters arising (from previous AGM minutes) -

Helen Allum Sign and Sara signed
5. Members adopt setting constitution -
Amy reviewed last year and it is available as hardcopy. Just need to upload to laptop and website –
All present happy to continue to use early years alliance model constitution. (Amy or Helen to upload website)
6. Members agree and adopt reviewed policies (Adopt latest Early years Alliance policies) -
Amy and Helen Signed off
7. Chair's report -
Tough financial year due to numbers, with more on this when we present the accounts, however staff have been amazing as always. The mock inspection by Herts for learning showed how strong the team are, how good children's learning is and how effective we are as a setting. Well done and thank you to the team especially leader Amy and new deputy Sara
8. Leader's report -
 - Successful year with the despite the low birthrate. Numbers were helped with the 6 children that did go up to nursery.
 - Annabel never replaced and Sara stepped up to take on the deputy role and is completing level 3 apprenticeship
 - Wooden house come from the added fund from closed nursery.
 - Additional learning toys purchased
 - Successful Mothers day, graduation, nativity, movie night and disco.
 - Moving forward number are steady for a typical autumn term
 - January coming with additional funding and possible 4 new starters
 - April new funding for working parents coming in for younger children (15 hours aged 2 plus).
 - Sara Level 3 should be complete by April 2024
 - Mock Ofsted carried out and passed with couple of minor things highlighted by these were already noted and things implemented to fix.
COMING UP
 - Fundraising photos, and Christmas raffle,

- Children's Xmas concerts if available 19th DEC 11.45 – 12.15
- ELF ON SHELF Xmas Party

Baby and toddler session –

Look into holding a baby and toddler session x 1 a week to network with parents prior to pre-school age to showcase. Staff happy to stay and help pack away.

9. Presentation of accounts -**Codicote Pre-School**

Summary of Receipts and Payments Account

For the year ended 31 August 2023

	2023	2023	2022	2022
	£	£	£	£
Capital Account				
Balances Brought Forward				
Current Account		20,010		18,424
Savings Account		<u>26,301</u>		<u>26,298</u>
		46,311		44,722
Total Income – Unrestricted	60,321		81,066	
Total Expenditure	<u>69,204</u>		<u>79,477</u>	
(Excess) of Expenditure over Income		(8,883)		1,589
Total Capital – Unrestricted Funds		<u>37,428</u>		<u>46,311</u>
Represented by Bank Accounts				
Current Account		10,963		20,010
Savings Account		<u>26,465</u>		<u>26,301</u>
		<u>37,428</u>		<u>46,311</u>

Codicote Pre-School
Income & Expenditure Account
For the year ended 31 August 2023

	Not	2022	2022	2021	2021
	e	£	£	£	£
Income - unrestricted funds					
Fees		24,022		33,572	
Grants		33,026		47,464	
Net Fundraising Income – note 1		40		451	
Donations & Gift Aid – note 2		3,068		0	
Interest Received		164		3	
Total Income - unrestricted		<u>60,321</u>		<u>81,490</u>	

Expenditure

Staff Pay	54,563	62,632
Pension	857	639
Tax / NI	1,641	3,335
Training	491	313
Resources – note 2	4,395	5,920
Uniforms	51	98
Admin & Government Fees	70	140
Rent	5,477	5,121
Telephone & Internet	384	394
Premises	73	66
Advertising	100	30
Accounting	348	480
Insurance	754	733
Total Expenditure	<u>69,204</u>	<u>79,901</u>
Surplus Income / (Excess Expenditure)		
note 3	<u>(8,883)</u>	<u>1,589</u>

Note 1 fundraising summary.

Most of the money raised in fundraising is done in cash & then used as petty cash to save on trips to the bank so the accounts don't show accurately as we run on a cash basis.

	income	expenses	net	
T-shirts	£14.00	£0.00	£14.00	*Expenses £0 as bought in previous year
Photography sessions	£174.00	£35.00	£139.00	
Christmas nativity	£100.00	£0.00	£100.00	
Mother's day	£73.50	£55.00	£18.50	
Father's day	£52.50	£40.00	£12.50	
movie night	£35.00	£30.00	£5.00	
uv disco	£90.00	£20.00	£70.00	
graduation/class photos	£195.00	£35.00	£160.00	
End of term graduation & party	£85.00	£264.00	-£179.00	* agreed that fundraising from photos/ disco/ movie would be used to fund party & graduation
	£819.00		£340.00	
	0	£479.00	0	

Note 2 – We bided for money from Thorley Preschool and received £3000. Spending was used as defined in our bid to pay for the new Wendy house, Tiny Mites, specific staff development & training activities. These costs are included under resources and staff training.

Note 3 -

The overspend was on staffing because of a low birth rate where the drop in numbers and grant/fees income wasn't matched by staffing. Unfortunately the impact of the reduction in grants from county council only became apparent later on in our finance year due to Hertfordshire County Council over payments in August, September, October 2022 & January, February 2023 with corresponding claw backs later on in the year (no payments of grants amounting to approximately £13,000)

10. Acceptance of accounts -
Helen Allum and Amy Second

11. Any questions (should ideally be previously submitted)

12. Resignation of current committee
No Resignations.

13. Nominations and election of new committee members and roles (Chairperson/ Treasurer/ Secretary/ fundraising)

Helen Allum (Chairperson) second by Amy

Craig – Secretary Second by Helen

Jo – Fundraising

Craig, Emily, Jo, Hayley. Second by Amy – Nominated Committee.

Emily - Parent

Helen and Craig Affiliate member

14. Items for discussion/proposals (agreement of current PIP)

- Continue with Tapestry for time being and agreement Pre-school Improvement Plan for next academic year

15. Date and time agreed for the first meeting of the new committee –

- 6th of December 2023 -

8. Presentation of accounts

	23/24		22/23		21/22	
	£	£	£	£	£	£
Capital Account						
Balances Brought Forward						
Current Account		10,963		20,010		18,424
Savings Account		26,465		26,301		26,298
		<u>37,428</u>		<u>46,311</u>		<u>44,722</u>
Total Income – Unrestricted	118,632		60,321		81,066	
Total Expenditure	89,047		69,204		79,477	
(Excess) of Expenditure over Income	<u>29,585</u>		<u>-8,883</u>		<u>1,589</u>	
Total Capital – Unrestricted Funds	<u>67,013</u>		<u>37,428</u>		<u>46,311</u>	
Represented by Bank Accounts						
Current Account		40,258 *1		10,963		20,010
Savings Account		26,756		26,465		26,301
		<u>67,013</u>		<u>37,428</u>		<u>46,311</u>

Notes

- 1 Current account includes 29122.20 of 106s grant money
£463.29 excess of expenditure adjusted for 106s grant (£29122.2 remaining 31/8/24)

	Year End 31/08/2024	Year End 31/08/2023
Income (fees)		
Other Income (EYFS Funded hours)	£16,604.50	£24,022.00
Other Income (106s Grant)	£62,808.15	£33,026.00
Donations/ fundraising *3	£37,476.47	
Interest	£1,310.73	
	£432.61	
	£118,632.4	
Total all income	6	£60,320.00

*2

Entertainment (bouncy castle)	£130.00		
Equipment	£265.50		
Food and Drink	£384.19		included with resources
Fuel	£15.00		some snack spending recorded separately
Insurance	£790.02	£754.00	
Marketing	£118.08	£100.00	previously advertising
Materials	£4,767.74	£4,395.00	Higher due to 106s purchases
Phone	£240.00	£384.00	
Repairs	£9,306.17	£73.00	previously repairs includes 106s improvements
Subcontractors	£525.00	£348.00	accounting
		£70.00	previously only admin gov fees now all subscriptions
Subscriptions	£667.70	£491.00	
Training	£759.60		
Web hosting	£144.00		previously included with resources/ materials
Rent	£6,684.02	£5,477.00	
Other	£247.19	£51.00	clothing last year DBS this
PAYE and NI	£5,055.10	£1,641.00	
Staff Pension	£729.50	£857.00	

Staff Wages £58,218.16 £54,563.00

Total expenses £89,046.97 £69,204

Surplus income/ (excess income) £29,585.49 -£8,884.00

Surplus income/ (excess income) adjusted 106s grant (restricted funds £29122.2 remaining) £463.29

Notes

- 1 Current account includes £29122.20 of 106s grant money
- 2 use of software has changed category names and the place of some expenses
- 3 fundraising summary table

T-shirts	23-24	22-23
Photography sessions	£0.00	£14.00
Christmas raffle	£120.00	£139.00
Nativity	£390.00	£0.00
Mother's day	£51.00	£100.00
Father's day	£9.50	£18.50
graduation/ class photos	£12.50	£12.50
sports day - previously disco & movie night	£0.00	£160.00
Snack	£115.00	£35.00
End of term graduation & party	£612.73	n/a
	£0.00	£0.00

Total £1,310.73 £340.00

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Report to the trustees

Charity Name: CODICOTE PRE-SCHOOL

On accounts for the year ended

31st August 2024 Charity no (if any) 1195618

Set out on pages

(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 DD / MM / YYYY.

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:

RE Woodhams

Date:

02.06.25

Name:

ROSEMARY ELISABETH WOODHAMS

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

CODICOTE PRE-SCHOOL (CIO)

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- ELF ON SHELF Xmas Party

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Staff happy to stay and help pack away.

9. Presentation of accounts -

**Codicote Pre-School
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Premises		73		66	
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Surplus Income / (Excess Expenditure)		(8,883)		1,589	
note 3					

Note 1 fundraising summary.

Most of the money raised in fundraising is done in cash & then used as petty cash to save on trips to the bank so the accounts don't show accurately as we run on a cash basis.

	income	expenses	net	
T-shirts	£14.00	£0.00	£14.00	*Expenses £0 as bought in previous year
Photography sessions	£174.00	£35.00	£139.00	
Christmas nativity	£100.00	£0.00	£100.00	
Mother's day	£73.50	£55.00	£18.50	
Father's day	£52.50	£40.00	£12.50	
movie night	£35.00	£30.00	£5.00	
uv disco	£90.00	£20.00	£70.00	
graduation/ class photos	£195.00	£35.00	£160.00	
End of term graduation & party	£85.00	£264.00	£179.00	- * agreed that fundraising from photos/ disco/ movie would be used to fund party & graduation
	£819.00	£479.00	£340.00	

Note 2 – We bided for money from Thorley Preschool and received £3000. Spending was used as defined in our bid to pay for the new Wendy house, Tiny Mites, specific staff development & training activities. These costs are included under resources and staff training.

Note 3 -

The overspend was on staffing because of a low birth rate where the drop in numbers and grant/fees income wasn't matched by staffing. Unfortunately the impact of the reduction in grants from county council only became apparent later on in our finance year due to Hertfordshire County Council over payments in August, September, October 2022 & January, February 2023 with corresponding claw backs later on in the year (no payments of grants amounting to approximately £13,000

10. Acceptance of accounts -
Helen Allum and Amy Second

11. Any questions (should ideally be previously submitted)

12. Resignation of current committee
No Resignations.

13. Nominations and election of new committee members and roles (Chairperson/ Treasurer/ Secretary/ fundraising)

Helen Allum (Chairperson) second by Amy

Craig – Secretary Second by Helen

Jo – Fundraising

Craig, Emily, Jo, Hayley. Second by Amy – Nominated Committee.

Emily - Parent

Helen and Craig Affiliate member

14. Items for discussion/proposals (agreement of current PIP)

- Continue with Tapestry for time being and agreement Pre-school Improvement Plan for next academic year

15. Date and time agreed for the first meeting of the new committee –

- 6th of December 2023 -

- Fundraising photos, and Christmas raffle,
- Children's Xmas concerts if available 19th DEC 11.45 – 12.15
- ELF ON SHELF Xmas Party

Baby and toddler session –

Look into holding a baby and toddler session x 1 a week to network with parents prior to pre-school age to showcase.

Staff happy to stay and help pack away.

9. Presentation of accounts -

Codicote Pre-School
Summary of Receipts and Payments Account
For the year ended 31 August 2023

	2023	2023	2022	2022
	£	£	£	£
Capital Account				
Balances Brought Forward				
Current Account		20,010		18,424
Savings Account		<u>26,301</u>		<u>26,298</u>
		46,311		44,722
Total Income – Unrestricted	60,321		81,066	
Total Expenditure	<u>69,204</u>		<u>79,477</u>	
(Excess) of Expenditure over Income		(8,883)		1,589
Total Capital – Unrestricted Funds		<u>37,428</u>		<u>46,311</u>
Represented by Bank Accounts				
Current Account		10,963		20,010
Savings Account		<u>26,465</u>		<u>26,301</u>
		<u>37,428</u>		<u>46,311</u>

Codicote Pre-School
Income & Expenditure Account
For the year ended 31 August 2023

	Note	2022	2022	2021	2021
		£	£	£	£
Income - unrestricted funds					
Fees		24,022		33,572	
Grants		33,026		47,464	
Net Fundraising Income – note 1		40		451	
Donations & Gift Aid – note 2		3,068		0	
Interest Received		164		3	
		<hr/>		<hr/>	
Total Income - unrestricted			60,321		81,490
 Expenditure					
Staff Pay		54,563		62,632	
Pension		857		639	
Tax / NI		1,641		3,335	
Training		491		313	
Resources – note 2		4,395		5,920	
Uniforms		51		98	
Admin & Government Fees		70		140	
Rent		5,477		5,121	
Telephone & Internet		384		394	
Premises		73		66	
Advertising		100		30	
Accounting		348		480	
Insurance		754		733	
		<hr/>		<hr/>	
Total Expenditure			69,203		79,901
 Surplus Income / (Excess Expenditure)					
note 3			<hr/> (8,883) <hr/>		<hr/> 1,589 <hr/>

Note 1 fundraising summary.

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Mother's day	£73.50	£55.00	£18.50	
Father's day	£52.50	£40.00	£12.50	
movie night	£35.00	£30.00	£5.00	
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10. Acceptance of accounts -
Helen Allum and Amy Second

11. Any questions (should ideally be previously submitted)

12. Resignation of current committee
No Resignations.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
CODICOTE PRE-SCHOOL

**On accounts for the year
ended**

31/08/2023

**Charity no
(if any)**

1195618

Set out on pages

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

**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").

**Independent
examiner's statement**

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.

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:

Date:

16. 9. 2023

Name:

JEFFREY MICHAEL CHAPMAN

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

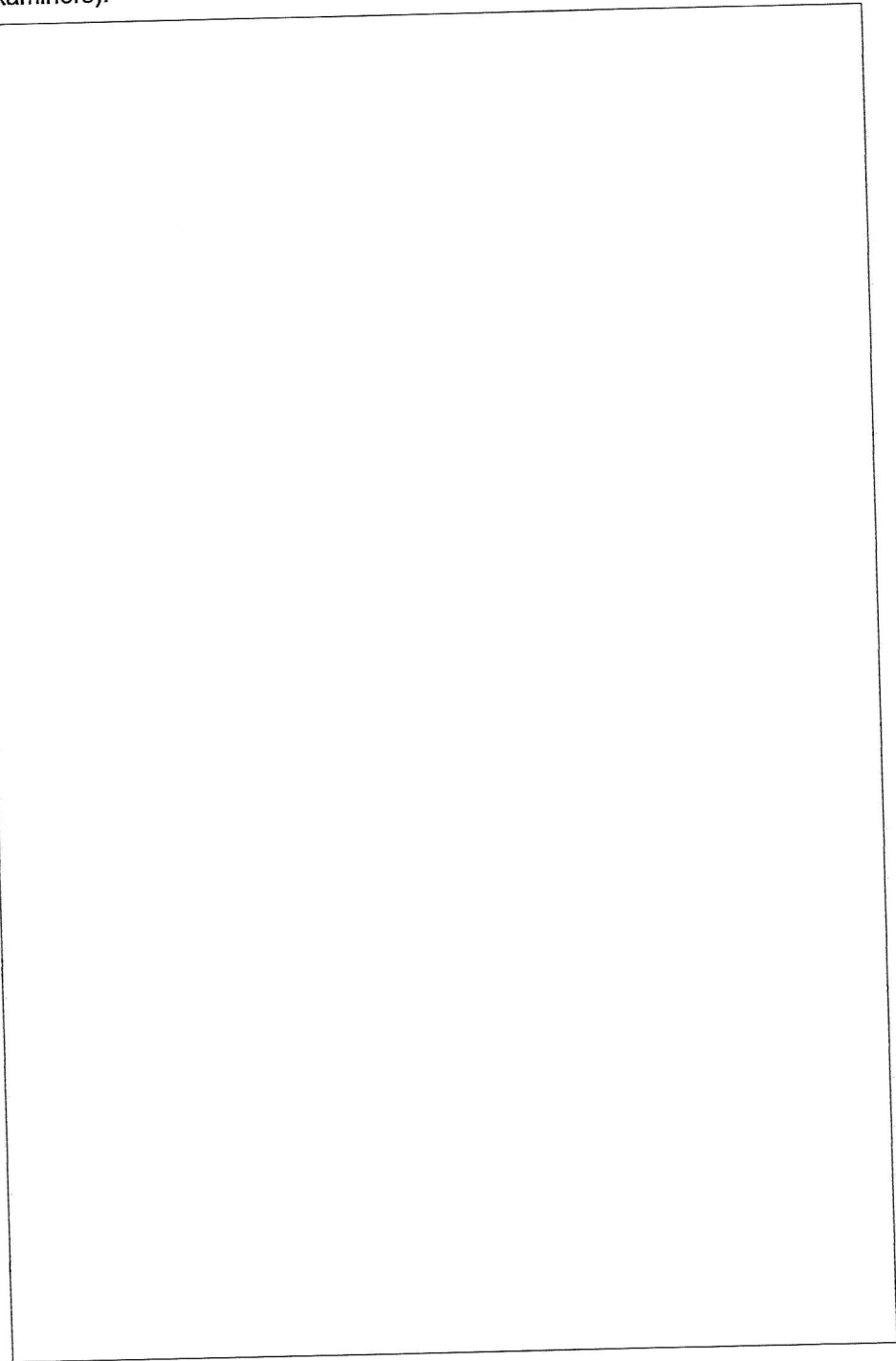
(EX) CHARTERED ACCOUNTANT

Address:

**22, ST ALBANS RD
CODICOTE
HERTS SG4 8UT**

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.



CODICOTE PRE-SCHOOL (CIO)

England & Wales - Charity number 1195618

Accounts



CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

Codicote Pre-School AGM

Minutes of Annual General Meeting held on Monday 3rd October 2022 at 8pm at the Parish Centre.

Welcome, Introductions & Apologies

Attendees: Amy Wilson (Leader), Nicki Main (Business Manager), Helen Allum (In-coming Chair), Charlotte van der Welle (Secretary), Ian and Jan Macfarlane, Annabel Bredin, Sara Stagg, Georgia Allen, Lisa-Marie Wickes, Amy, Vlad (current parents)

Apologies: Emma Fleckney, Craig Bayliss, Charlotte Bliss, Stephen and Leanne Claydon, Emily Jones.

Minutes of the last AGM

Proposed by Helen Allum

Seconded by Amy Wilson

Matters arising (from previous AGM minutes) - None

Members adopt setting constitution

Pre-school Learning Alliance (now early years alliance)- Model CIO Constitution for Childcare Providers 2013

Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees.

The name of the Charitable Incorporated Organisation ("the CIO") is Codicote Pre-School (CIO)

Proposed by Helen Allum

Seconded by Amy Wilson

Members agree and adopt reviewed policies (Adopt latest Early Years Alliance automatically & annually updated policies and procedures)

Proposed by Helen Allum

Seconded by Amy Wilson

Chairpersons Report

Last AGM was March 2022 and this one is much sooner than normal as we had a shorter



CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

reporting year so our finance year runs from 1st September to 31st August each year. So the meetings will be annually each October from now on. This should make reporting much easier at each meeting.

We have just finished our first year as a CIO under the new constitution which gives all our members (parents of our children & trustees) greater legal/financial protection. Apart from a new constitution, which is our charity governing document required by the charity commission for registration as a charity, there are no other changes to the way we run.

We've had a successful "normal" year with a very stable team with low staff turnover (1 member in 2 academic years)

Amy (pre-school leader) with support of Annabel (deputy) & the rest of the team have a clear vision and know what they're targeting to change over the next year. Through writing the clear pre-school improvement plan (PIP) each year & evaluate at the end of each year.

The numbers of children still looking good over the whole year where we have the usual dip in Autumn term (as most universally funded 3-year-olds attend Nursery school) and each Spring/Summer we reach capacity. The efforts of staff and the parish centre being flexible meaning we can extend times for breakfast/lunch/afternoon sessions to increase capacity as needed and is really appreciated.

Fundraising/ bidding for funds has been quite low so that's an area committee can really support in over the next year as we look at improving our outside provision in line with Herts advisor analysis and recommendations of our provision.

Committee has changed quiet a lot and as people's children have moved through the preschool but lovely to have a good number of volunteers, thanks you for your time and efforts.

CIO structure & committee minimum requirements trustees

Number of charity trustees

- (1) There must be **at least three** charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or to appoint a new charity trustee.
- (2) The **maximum** number of charity trustees is **12**. The charity trustees may not appoint any charity trustee if, as a result, the number of charity trustees would exceed the maximum.



CODICOTE PRE-SCHOOL

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Appointment of charity trustees

The charity trustees are appointed at the AGM of the charity to serve for two successive years and shall retire from office with effect from the conclusion of the second AGM following their appointment.

Any person who retires as a charity trustee at the annual general meeting or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for five consecutive terms may not be reappointed for a sixth consecutive term, but may be reappointed after an interval of at least one year.

– So we will need to big good buy and a huge thank you to Charlotte VW at the end of this meeting

Unlike previous constitution there are no official named roles, all trustees have equal responsibility to the charity commission.

However for simplicity I think it is easier to have named roles/ responsibilities which we will discuss further (we'll do election under points 12 & 13 on agenda)

Leaders Report

Current staffing

Heidi left us over the summer holidays and sara has replaced Heidi as a keyworker working 3 days a week

Annabel out of numbers whist quite to help with her SEN work and deputy duties

Kelly is doing lunch cover Monday and Tuesday

Staff name	Position	Qualification	Current working days	First aid
Amy Wilson	Leader	Level 3	F/T	Yes
Annabel Breadin	Deputy /keyworker	Level 3	F/T	Yes
Nikki main	Business/admin		4 DAYS	no
Sara Stagg	Keyworker	LEVEL 2	3 DAYS	Yes
Lisa Wickes	Keyworker	NNEB	F/T	Yes
Georgia Allen	Keyworker	Level 2	4 DAYS	Yes
Jodie Nichols	Bank staff	NNEB	WHEN NEEDED	no
Helen gentle	Bank staff		WHEN NEEDED	no
Kelly Richardson	Bank staff		2 DAY L/C COVER	No



CODICOTE PRE-SCHOOL

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Review of academic year 2021/22

We enjoyed another amazing successful year at pre-school, the children got to experience some lovely experiences some of our high lights were

1. Visit from Welwyn Garden fire station last November children loved firing the hose and sitting in the fire engine and setting of the siren
2. Having tetra tykes visit fortnightly to get the children involved in physical activity and help develop PSE and Physical development.
3. Purchasing some lovely more natural outdoor equipment and sensory equipment.
4. Fundraising for graduation!!!! We held graduation on the hottest day on record and was lucky to be able to use the church to accommodate parents and family like always graduation is one of the biggest highlights that we can share with parents and family.

Moving forward into 2022/23 we have some lovely ideas and plans for our Autumn term.

1. Continue to fundraise and to purchase new equipment to replace plastic furniture in garden
2. Support our current cohort of children with their C&L through music and movement with tiny mite sessions fortnightly (to speak with committee about how to fund this? £40.00 per session per fortnight £120 per half term maybe ask parents to pay half towards this at £1.50 per session on a Monday 11-11:30)
3. Visits from local police and fire station to support our topic of people who help us
4. Christmas nativity/concert in church to speak with Ian Jan and Phillip.

Staff training

July 2022

Amy and Annabel completed annual DSL training that is compulsory with HFL

September 2022

All staff did their safe guarding and refresher course on educate on safe guarding and prevent

Annabel completed her first aid that has run out

Amy and Annabel did a free course via HFL on supporting children and staff

Staff had their supervisions during week 26/09/22 where training was discussed to tailor staffs interests and needs

Also possibility off apprenticeship for current staff some staff are keen to either further there qualification or to train to become qualified.



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Sara is currently level 2 and would like to become level 3.

Both Helen G and Kelly our bank staff are keen to do a level 2 apprentice through work.



CODICOTE PRE-SCHOOL

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Presentation of accounts

Codicote Pre-School
Summary of Receipts and Payments Account
For the year ended 31 August 2022

	2022	2022	2021	2021
	£	£	£	£
Capital Account				
Balances Brought Forward				
Current Account		18,424		11,795
Savings Account		<u>26,298</u>		<u>26,290</u>
		44,722		38,085
Total Income – Unrestricted	81,066		68,783	
Total Expenditure	<u>79,477</u>		<u>62,146</u>	
(Excess) of Expenditure over Income		1,589		6,637
Total Capital – Unrestricted Funds		<u>46,311</u>		<u>44,722</u>
Represented by Bank Accounts				
Current Account		20,010		18,424
Savings Account		<u>26,301</u>		<u>26,298</u>
		<u>46,311</u>		<u>44,722</u>



CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

Codicote Pre-School Income & Expenditure Account For the year ended 31 August 2022

	Note	2022 £	2022 £	2021 £	2021 £
Income - unrestricted funds					
Fees		33,572		16,153	
Grants		47,464		49,895	
Net Fundraising Income		27		935	
Donations & Gift Aid		0		1,792	
Interest Received		3		8	
Total Income - unrestricted			<u>81,066</u>		<u>68,783</u>
Expenditure					
Staff Pay		62,632		45,291	
Pension		639		92	
Tax / NI		3,335		1,474	
Training		313		680	
Resources		5,090		3,196	
Uniforms		98		0	
Admin & Government Fees		140		474	
Rent		5,121		4,955	
Telephone & Internet		394		451	
Premises		66		1,137	
Advertising		30		65	
Fundraising		406			
Accounting		480		1,279	
Insurance		733		719	
Business Administration		0		2,333	
Total Expenditure			<u>79,477</u>		<u>62,146</u>
Surplus Income / (Excess Expenditure)			<u>1,589</u>		<u>6,637</u>



CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

Notes

Does not include initial transfer of assets (**£44802.41 on 1/9/2021**) from unincorporated to CIO (as this wouldn't change income/ expenditure would make it look surplus very skewed and we are taking advice on the best way to report to charity commission)

Larger resource spend because;

- Tesco Grant received in last finance year and approximately half spent this year & half last
- Investment of funds raised in garden so children could benefit ASAP
- requirement to buy new leaders laptop & printer
- Invested additional SEN/ pupil premium funding in resources for children

Fundraising income & expenditure coded wrong (e.g. income often gets coded as parent fees & expenditure under resources – see table for breakdown)

Fundraising Sept 2021 - Sept 2022

Fundraising Sept 2021 - Sept 2022

	income	expenses	net	
T-shirts	£70.00	£0.00	£70.00	*expenses £0 as bought in previous year
	£260.0		£225.0	
Photography sessions	0	£35.00	0	
	£115.0		£115.0	
Christmas raffle	0	£0.00	0	
	£146.5			
Graduation & Party	0	£139.00	£7.50	
	£103.0			
Mother's day	0	£90.00	£13.00	
Father's day	£60.00	£40.00	£20.00	
	£180.0			
End of term party	0	£180.00	£0.00	
	£934.5		£450.5	
	0	£484.00	0	



CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

~~Acceptance of draft accounts vote~~ (if there are major changes to accounts not listed in notes then they will be voted on again by committee)

Proposed by Helen Allum

Seconded by Amy Wilson

Any questions (should ideally be previously submitted) **No Questions**

Resignation of current committee

Emma Fleckney

Stephen and Leanne Claydon

Sara Clarke

Charlotte van der Welle

Cara Wells

Continuing

Craig Baylis

Charlotte Bliss

Emily Jones

Nominations and election of new committee members

Nominations (from person) & vote (by members present)

Helen Allum - Chairperson

From the constitution "at least two thirds of the charity trustees shall normally at the time of election be family members. In the event that this figure cannot be achieved however, the CIO may elect affiliate members to make up the balance of the charity trustees"

Roles (to make running easier and to channel enquires)

Chairperson – Chairs meeting main point of contact for committee for staff or parents ect

Treasurer – Signs off on spends (CIO required to have two signatures), point of contact for bookkeeper/ business reports and passes on information to committee.



CODICOTE PRE-SCHOOL

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~~Secretary - responsible for keeping minutes and circulating agendas prior and minutes after a meeting~~

Fundraising – keeps and overview of annual activities. Organises activities / supports staff where required

Items for discussion/proposals (agreement of current PIP)

Amy Wilson detailed the current Pre-School Improvement Plan. Insufficient committee members present to vote.

Date and time agreed for the first meeting of the new committee

(Suggested Monday 7th November 2022 @8pm venue TBC)



CODICOTE PRE-SCHOOL

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CODICOTE PRE-SCHOOL

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Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

CODICOTE PRE-SCHOOL

On accounts for the year ended

31 / 08 / 2022

Charity no (if any)

1195618

Set out on pages

(remember to include the page numbers of additional sheets)

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Responsibilities and basis of report

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- 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:

[Signature]

Date:

16. 9. 2022

Name:

JEFFREY MICHAEL CHADMAN

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

(EX) CHARTERED ACCOUNTANT

Address:

22, ST ANDRWS RD

CODICOTE

HERTS SG4 8UT

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.

