



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



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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.



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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



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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.



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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		26,298		26,290
		<u>44,722</u>		<u>38,085</u>
 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		26,301		26,298
		<u>46,311</u>		<u>44,722</u>



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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			81,066		68,783
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		79,477			62,146
Surplus Income / (Excess Expenditure)			1,589		6,637



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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	



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~~**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.



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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)



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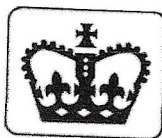
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**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

CODICOTE PRE-SCHOOL

**On accounts for the year
ended**

31 / 08 / 2022

**Charity no
(if any)**

119 5618

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 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. 2022

Name:

JEFFREY MICHAEL CHADMAN

**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.