

## **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 19<sup>th</sup> 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**

	<b>2023</b>	<b>2023</b>	<b>2022</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Capital Account</b>				
<b>Balances Brought Forward</b>				
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>	
<b>(Excess) of Expenditure over Income</b>		(8,883)		1,589
 <b>Total Capital – Unrestricted Funds</b>		 <u>37,428</u>		 <u>46,311</u>
 <b>Represented by Bank Accounts</b>				
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**

	<b>Note</b>	<b>2022</b> <b>£</b>	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>	<b>2021</b> <b>£</b>
<b>Income - unrestricted funds</b>					
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	
<b>Total Income - unrestricted</b>			<b>60,321</b>		<b>81,490</b>
<b>Expenditure</b>					
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	
<b>Total Expenditure</b>			<b>69,203</b>		<b>79,901</b>
<b>Surplus Income / (Excess Expenditure)</b>			<b>(8,883)</b>		<b>1,589</b>
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 –

- 6<sup>th</sup> of December 2023 -



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

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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

31/08/2023

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 31/08/2023.

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").

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.**