

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 Anya 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>
		37,428		46,311

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)	(8,883)	1,589
note 3	<u> </u>	<u> </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)	£16,604.50	£24,022.00
Other Income (EYFS Funded hours)	£62,808.15	£33,026.00
Other Income (106s Grant)	£37,476.47	
Donations/ fundraising *3	£1,310.73	Restricted funds Included donation from Thoney pre-school
Interest	£432.61	£3,108.00
	£118,632.4	£164.00
Total all income	6	£60,320.00
		*2
Entertainment (bouncy castle)	£130.00	
Equipment	£265.50	included with resources
Food and Drink	£384.19	some snack spending recorded separately
Fuel	£15.00	
Insurance	£790.02	£754.00
Marketing	£118.08	£100.00
Materials	£4,767.74	previously advertising
Phone	£240.00	Higher due to 106s purchases
Repairs	£9,306.17	£384.00
Subcontractors	£525.00	£73.00
		previously repairs includes 106s improvements
		accounting
		£348.00
		previously only admin gov fees now all
		£70.00
		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	
Staff Pension	£729.50	£1,641.00
		£857.00

Staff Wages	£58,218.16	£54,563.00
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Total expenses	£89,046.97	£69,204
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Surplus income/ (excess income)	£29,585.49	-£8,884.00
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Surplus income/ (excess income) adjusted 106s grant (restricted funds £29122.2 remaining)	£463.29	
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Notes

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|---|---|---------|---------|
| 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 |
| | | £0.00 | £14.00 |
| | Photography sessions | £120.00 | £139.00 |
| | Christmas raffle | £390.00 | £0.00 |
| | Nativity | £51.00 | £100.00 |
| | Mother's day | £9.50 | £18.50 |
| | Father's day | £12.50 | £12.50 |
| | graduation/ class photos | £0.00 | £160.00 |
| | sports day - previously disco & movie night | £115.00 | £35.00 |
| | Snack | £612.73 | n/a |
| | End of term graduation & party | £0.00 | £0.00 |

Total	£1,310.73	£340.00
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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):

73 BRIDGE WAY
CROWBOROUGH
EAST SUSSEX TN6 2XD

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

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