

Clockhouse Preschool

Playgroup CIO AGM

Minutes



**Clockhouse
Preschool**
Learning through play

Date	19/09/2025	<u>Committee Members</u>
Time	6.30pm	Allison Pendergast (Chair)
Location	37 Cedars Road, Beckenham, Kent BR3 4JG	Marie Read (Treasurer)
Present	Rosie White (Minutes) Allison Pendergast (Chair) Sarah Campbell Marie Read	Rosie White Sarah Campbell Michael Gallagher Graham McLeod Craig Dallender
Apologies	Graham McLeod Craig Dallender	

											Action			
Declarations of Interest														
<div><div>-</div>Graham McLeod remains a member of the Church Council in Beckenham Methodist Church</div>														
<div><div>-</div>Rosie White and Sarah Campbell are employees of Clockhouse Preschool</div>														
Minutes of the last meeting														
These were deemed to be an accurate record of proceedings by those present														
Matters arising from the last meeting.														
None														
Manager's report														
We are almost full, with home visits and settling sessions being carried out. Our longer days are very popular, and we are considering increasing our Monday and Friday sessions, as they still have spaces, perhaps because they are shorter days. We need to work out the logistics of these														
We again, have fewer children with SEN at present than in the past year, with 1 EHCP, 1 at assessment stage and two more receiving SENIF.														
We are fully staffed. Hollie has recently completed her Level 3 apprenticeship, so we now have 4 level 3 staff, and no level 3 apprentices.														
		Now	-1	-2			Now	-1	-2					
Total Occupancy		80%	103%		Children on roll			44	50					
3&4yo		26	36		Funded 3&4yo			25	36					
2YO		18	14		Funded 2YO			16	11					
SEN														
	Now	-1	-2		Now	-1	-2		Now	-1	-2			
EHCPs FINALISED		1	2		EHCPs AT DRAFT		1	2		EHCPs AT APPLICATION		0	5	
SEN SUPPORT – WITH SENIF		2	0		LA SEN - NO SENIF		4			IEP SUPPORT		3		

Clockhouse Preschool Playgroup CIO 2799543

Learning through play since 1990

www.clockhousepreschool.org Charity No: 1204785

Methodist Church Hall, Clockhouse Road, Beckenham, BR3 4JP

T: 020 8663 6149

e: admin@clockhousepreschool.org



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ENGLISH ADDITIONAL LANGUAGE	18	11		EARLY YEARS PUPIL PREMIUM	4			CHILD IN NEED / CHILD PROTECTION PLAN	0		
STAFF											
EYTS	2	L3	4	L3 Apprentices	0	L2	1	L2 Apprentices	2	Unqualified	1
Joiners	2			Leavers		0			Vacancies		0
Treasurer's report											
Marie Read tabled the latest accounts showing the holding in the bank along with the income and expenditure for the year to date.										MR/ RW	
There has been much difficulty with the banking processes due to changes with the CAF banking systems, which have caused unpaid direct debits, difficulty with processing the wages payments and much confusion with preparing the accounts, which now do not balance by approx. £1300											
It was agreed that MR and RW would meet to carry out a line-by-line check of the transactions between 3/6/25 and 16/6/25, when the changes took place at CAF and when the discrepancy occurred.										MR/ RW	
Once the accounts are corrected, they will be shared with the committee electronically and once agreed electronically, they will be independently verified by Alan Houston and then submitted to the charity commission.										MR	
It was agreed that the reserve should be increased to £40000										MR/ RW	
Election of Officers											
Nominations had been received for Craig Dallender and Graham McLeod, who were elected to stand for a further 1 year and 3 years respectively.										RW	
Michael Gallagher has stepped down from his role and will no longer serve on the committee. This will be reported to OFSTED with 14 days											
These updates will be reported to the charity commission along with the annual return										RW	
Next Meeting Date											
The next meeting will be arranged by email to be held in January.											
The meeting closed at 8.15pm											

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[illegible]

A A Houston
4 Embassy Gardens
Beckenham
Kent
BR3 1HE
9th October 2025

Attention Marie Read
Clockhouse Preschool Playgroup CIO
Methodist Church
Clock House Road
Beckenham
BR3 4JP

Financial year 2024 to 2025
Clockhouse Preschool Playgroup CIO

This is to certify that I have audited the submitted accounts for the above year and have found them to be a true and accurate record of the years activities

Signed

A handwritten signature in dark ink, appearing to read 'A A Houston', is written over a faint, light-colored circular stamp or watermark.