



Pre-school AGM Meeting Minutes 06/07/22

Present- Caroline Knight, Kelly Peedell, Linda Horwood-Smith, Keryl Massey, Karen McPhillips, Rachel Viner, Gill Chisnall, Sally Bryan, Craig Moss, Rachel Grindrod and Isabel Crowther. Lauren Ross via Zoom

Apologies - Jill Thorne, Carol Denley, Karen Mc Gowan and Michelle Moylan (parent).

Minutes from last meeting agreed – yes.

Chair report

Our last AGM in June last year during Covid. A lot has happened since then. Restrictions have been relaxed quite a bit making things seem semi-normal.

Little wild things Forest School has reopened, something are children have really missed out on through lockdown.

Preschool was able to go on a a trip to Fairytale Farm on the Bartons Bus.

We have been able to have open sessions where we have been able to invite parents on to the premises at set times. It has been very nice, as we used to pre-Covid, to be able to show parents what the children have been doing.

We have received good feedback from parents with the continued changes, we hope this continues throughout the academic year.

This year we are back down to 4 days a week, this is to accommodate staff planning on a Friday. We shall look at this again if the numbers rise. We have 18 children leaving in September, and 11 remaining. We have very healthy numbers, but September will see a calmer transition and settling in time.

Last summer preschool was redecorated inside. This is done every five years. It was also cleaned within an inch of its life!

I now move on to staff thank yous. It has been another tough year and, Things have still been very up and down staff have dealt with a huge amount and have continued to keep our preschool a wonderful environment for our children.

Sadly Gill Chisnall will be leaving us at the end of July. She has been with us for around 25 years and is to retire to enjoy (soon to be) grandmother-hood, her loved garden and visiting National Trust properties. Her organisation skills will be very, very missed. Thank you Gill for everything you have done for our preschool.

To Jill Thorne who is stepping down. A trustee from many, many years. Helping secure the building of the new preschool, we owe her massive thanks. She will be remembered for her 'challenging' quizzes.

The website. This is still on going, it has not been abandoned. Leigh-Ann has been contacted. It has been updated as much as possible by Gill.

Halloween, fireworks were back. This was the first time parents had been allowed back to socialise within our preschool grounds. It was a lovely event.

Santas Sleigh had its best year yet! Even through Covid, people came to their doors and were very generous. It was a huge joy to see so many smiling faces throughout our village.

We had an Easter egg hunt on the school field. It was cold, very cold, but there were lots of happy children.

Our fundraising is essential for preschool. For upkeep, for replacing equipment, and to buy lovely new toys for the children to play with. We thank our community for its on-going generosity.

And finally to the committee, the backbone of preschool. What would we do without them?

Some are sadly stepping down, and I would like to take this opportunity to thank them with all my heart, we couldn't have done it without you.

Adoption of Policies (including updates)

Updated folder, safeguarding and adoption of policies renewed. There are no 'new' policies, but all that we have are updated.

Treasurer report

Review from Craig Moss:

We have a very healthy account due to fees. £83,000 this year compared to £54,000 at the same time last year.

Fundraising has been great and has bought him more than we expected.

Bills are up-to-date and we are now being correctly billed for the water.

We have £11,000 left after expenditure, £8000 has been moved into the Building and £5000 in to the reserve account.

We currently have,

£35,000 in the current account,

£29,000 in the buildings account and

£55,000 in the reserve account.

We need to spend some money as we are a charity, but we are future proofing for the next few years – just in case.

Amazon Smile needs pushing, this is free money.

Budgets for next year – we need to take into consideration bills increasing and money that will need to be spent on the outside structure of the building The cross beams under the front decking will need replacing and reinforcing, this is a summer job. There is also a post that is rotten and needs replacing and postcreting in, it is causing drainage issues. The roof also needs 'de-mossing' and will be swept by Josh.

The accounts are currently with John Madden. Thanks again to him for his help.

Pre-school AGM report from Questionnaire 2022 – Gill Chisnall

Our annual Parent questionnaire for 2022, has been slightly adapted to take account of changes over the past few years.

Again, this year, we have had an excellent response, with 76% forms returned.

As you will have seen, most parents feel very positive about all of the statements. Everyone said their child enjoys attending, feels happy & secure and receives good care. All parents feel that we offer an interesting range of experiences and offer good support to children with any additional needs that they may have.

As we are all aware, Covid is still very much part of our lives and this still impacts Pre-school life. However, the staff were delighted this year to have parents in to visit during a session, to play with their child, look around and chat with staff. We also held parent's evenings and had other visitors such as the Community Police officers.

Here are the comments from parents – which we always read out. I have removed names to keep them anonymous at this meeting.

Comments.

Response to parent's comments.

- Our settling-in process is always explained at the New Starters meetings and is very much tailored to the individual child and their family. Although this may seem slow to begin with, we're glad that this parent appreciated that a very young child does need more time to settle and, ultimately, settles so much better in the long-term.
- Our drop-off and picking-up procedure has remained at the main gate – partly due to Covid but also because staff found that it enabled children to manage their own needs confidently & independently. This may not suit every parent, but 95% of parents indicated that they are happy, many prefer it too.
- We do appreciate that this only allows for short chats at the gate, but we make every provision for confidential chats and phone calls at better times and new children have extra opportunities to chat with their Key Person at their personal pick-up time.

We will continue to invite parents in to visit next year, but we have also been posting more photos on Facebook, making children's folders available so that parents can see what their children are doing and using the Dorn Free Press to share our news. Please let us know whenever you'd like to see your child's folder.

Finally, one parent had a query about a specific need for their child, and staff discussed this personally with the parents.

Committee

We unfortunately have three members stepping down. Many thanks to, Kelly Peedell (Secretary), Craig Moss (Treasurer) and Lauren Ross (Media). Thank you for you have done for preschool over the years.

New Committee – Proposed by Caroline Knight, seconded by Linda Horwood-Smith.

We are please to elect, Isabel Crowther (as Secretary, who joined us three months ago), Freya Wallace, Rebecca Horwood-Smith, Vicky and Ellen.

Thank you to those joining our committee, you get to know lots of lovely people, it really is fun.

The Preschool **CANNOT** run without you!

AOB

Come September the hourly rates for children attending preschool Will be going up. The government have increased everything.

It will now be £4.50 per hour for three year olds and £6 per hour for two-year-olds.

Linda Horwood-Smith. The Staff and I would like to thank all committee, past and present for their ongoing hard work. We really do appreciate everything if you have done to keep the preschool open and running smoothly.

And finally to Gill. Thank you for everything you've done for our preschool. You shall be very missed by everyone. I promise not to phone you too much!

Date of next AGM:

Wednesday 21st June 2023.

7:30pm for an 8pm start.

INDEPENDENT EXAMINER'S REPORT

Independent examiner's report on the accounts

Report to the trustees for the year ended 31 March 2022 on the accounts

Respective responsibilities of Trustees and Examiner

The Trustees are responsible for the preparation of the accounts, and they is not required for this year (under section 144(2) of the Charities Act 2011 (The independent examination is needed. It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Commissioners (under Section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of independent examiner's statement

Commissioners.

An examination includes a review of the accounting records kept by the c comparison of the accounts present sideration of a disclosures in the accounts, an concerning any procedures undertaken do not provide all the evidence that would be required in an a I do not express



Independent examiner's statement

In connection with my examination, no matter has come to my attention

- a) which gives me reasonable cause to believe that in any material respect
- * to keep accounting records in accordance with section 130 of The 2011
 - * to prepare accounts which accord with the accounting records and c accounting requirements of The 2011 Act have not been met; or
 - b) to which, in my opinion, attention should be drawn in order to enable understanding of the accounts to be reached

Signed:

John Madden
Home Farm, South Street,
Middle Barton, Oxon

OX7 7BU

set out on pages 2-6

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Dated: 15/11/2022

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating Income & Expenditure Account)
for the year ending 31 March 2022

		Year ended 31 March 2022 £
INCOME		
Donations and similar income	1	517
Activities in furtherance of the Charity's objectives	2	86,352
Fundraising	3	4,484
Other income		
TOTAL INCOME		91,353
EXPENDITURE		
Costs of generating funds:		
Fundraising & Publicity	4	1,216
Charitable expenditure:		
Management & administration	5	78,311
Government grants	5	0
Depreciation	6	8,866
TOTAL EXPENDITURE		88,392
MOVEMENT IN TOTAL FUNDS FOR THE YEAR		
(net Income/Expenditure for the year)		2,960
TOTAL FUNDS AT 1 APRIL 2021		224,027
TOTAL FUNDS AT 31 MARCH 2022		226,987

ount)

Year ended
31 March
2021

£

48

61,483

3,582

65,113

610

60,974

-4,803

8,866

65,647

-535

224,561

224,027

BALANCE SHEET for the year ending 31 March 2022

		Year ended 31 March 2022	Year ended 31 March 2021
		£	£
FIXED ASSETS			
Tangible Fixed Assets	7	115,341	124,207
CURRENT ASSETS			
Cash at bank and in hand		114,338	100,320
Debtors and Prepayments	8	0	0
Stock in hand	9	0	0
CREDITORS			
amounts falling due within one year:	10	<u>2,692</u>	<u>500</u>
NET CURRENT ASSETS		111,646	99,820
NET ASSETS		<u>226,987</u>	<u>224,027</u>
CHARITY FUNDS			
General Funds		<u>226,987</u>	<u>224,027</u>

Notes to the Accounts for the year ending 31 March 2022

	Year ended 31 March 2022	Year ended 31 March 2021	£
1 DONATIONS	196.00	47.62	
Gift Aid	320.92	0.00	
2 INCOME FROM ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES			
Fees & OCC payments	83,569.36	60,179.98	
Outings	30.00	0.00	
Little Wild Things	2,043.60	480.00	
Interest	709.07	823.27	
	86,352.03	61,483.25	
3 FUND RAISING EVENTS			
100 Club	312.00	452.07	
Bean Bags	130.00	0.00	
Advent Trail	0.00	73.84	
Christmas Lights	680.87		
Easter Party	84.88	126.37	
Feb Fit	0.00	135.00	
Jam	0.00	104.00	
Monsters Ball	736.07	0.00	
Potato Night	740.00	740.00	
Santa's Sleigh	1,112.12	1,219.17	
Quiz	441.78	0.00	
Uniform	189.00	68.00	
Obstacle Course	0.00	663.50	
Other fundraising events	56.90		
Income from Fund-raising:	4,483.62	3,581.95	

	Year ended 31 March 2022	Year ended 31 March 2021
4 FUND RAISING & PUBLICITY EXPENDITURE		
100 Club	300.00	140.00
Christmas Lights	204.05	0.00
Easter Party	0.00	0.00
Monsters Ball	379.62	0.00
Santa's Sleigh	0.00	0.00
Feb Fit	0.00	120.00
Potato Night	136.06	0.00
Quiz	196.09	0.00
Uniform	0.00	296.00
Other fundraising events	0.00	53.96
	<hr/>	<hr/>
5 Fund-raising expenditure:	1,215.82	609.96
	<hr/>	<hr/>
PRE-SCHOOL EXPENDITURE		
Wages & N.I.	58,173.28	46,347.72
Government JRS	0.00	-4,802.78
Training	389.63	275.00
Land Rent	500.00	500.00
Equipment, material & goods	1,654.87	1,259.08
Insurance	2,472.09	2,452.65
Repairs & maintenance	6,520.55	7,261.19
Utilities	2,854.83	1,371.23
Toys	294.94	432.81
Outings & parties	54.00	0.00
Little Wild Things	1,728.00	96.00
Telephone	726.43	562.44
Rates	0.00	0.00
Professional Fees	2,942.09	416.21
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	78,310.71	56,171.55
	<hr/>	<hr/>
6 MISCELLANEOUS EXPENSES		
Depreciation	8,865.88	8,865.88
	<hr/>	<hr/>
	8,865.88	8,865.88
	<hr/>	<hr/>

7 TANGIBLE FIXED ASSETS

	Land & Buildings	Furniture, fittings & equipment
Cost		
at 1 April 2021:	221,646.92	0.00
Additions	0.00	-
At 31 March 2022:	###	0.00
Depreciation		
at 1 April 2021:	97,440.12	0.00
Charge for the period	8,865.88	0.00
At 31 March 2022:	###	0.00
Net Book Value		
at 1 April 2021:	###	0.00
At 31 March 2022:	###	0.00

	Year ended 31 March 2022	Year ended 31 March 2021
8 DEBTORS & PREPAYMENTS	£	£
Unpaid fees	-	-
Land Rent	0.00	0.00
Insurance	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
9 STOCK	<u>0.00</u>	<u>0.00</u>

##CREDITORS**Amounts falling due within one year**

Accruals and deferred income		
Insurance	2,472.09	0.00
OCC Food Support	220.00	
Land Rent	0.00	500.00

Bank and Cash Reconciliation for the year ending 31 March 2022

Santander DEPOSIT ACCOUNT

Opening balance 01/04/21	
Less: Transfers to Santander current account	£0.00
Add: Transfers from Santander current account	£0.00
Add: deposits	£0.00
Interest received	£53.49
	£53.49

Closing balance 31/03/22 (per Accounts)

Closing balance 31/03/22 (Bank Statement)

CAMBRIDGE & COUNTIES 1 yr BOND

Opening balance 01/04/21	
Less: Transfers to Santander current account	£0.00
Add: Transfers from Santander current account	£0.00
Interest received	£655.58

Closing balance 31/03/22 (per Accounts)

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Santander CURRENT ACCOUNT

Opening balance 01/04/21	
Tfrs from Santander Deposit a/c:	£0.00
Tfrs to Santander Deposit a/c:	£0.00
Tfrs from CCB Bond	£0.00
Tfrs to CCB Bond:	£0.00
Receipts	£91,333.50
Payments	(£76,618.11)
Stock purchases	£0.00
To Petty Cash	(£1,400.00)
	£13,315.39

Closing balance 31/03/22 (per Accounts)

Closing balance 31/03/22 (Bank Statement)

PETTY CASH

Opening balance 01/04/21	
From Bank	£1,400.00
Payments	(£1,406.33)
Floats paid back	£0.00

Closing balance 31/03/22 (per PCB)

CASH MOVEMENT FOR THE YEAR & RECONCILIATION TO P&L

Total Cash per Accounts @ 01/04/21:

Total Cash per Accounts @ 31/03/22:

Cash surplus (loss) for Year:

Non-cash movements:

Bank Rec Apr 21 - Mar 22

Depreciation	(£8,865.88)
CapEx	£0.00
Movement in stock:	£0.00
Movement in Prepayments & Debtors	£0.00
Movement in Accruals:	<u>(£2,192.09)</u>
Total non-cash movements:	
Surplus (loss) for Year	
Surplus (loss) for Year per P&L	

Bank Rec Apr 21 - Mar 22

£28,254.07

£28,307.56

£28,307.56

£50,535.10

£51,190.68

£51,190.68

£21,467.73

£34,783.12

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£62.92

£56.59

£100,319.82

£114,337.95

£14,018.13

Bank Rec Apr 21 - Mar 22

<u>(£11,057.97)</u>
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Closing balance 31/03/22 (Bank Statement)

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Tfrs to Santander Deposit a/c:	£0.00
Tfrs from CCB Bond	£0.00
Tfrs to CCB Bond:	£0.00
Receipts	£91,333.50
Payments	(£76,618.11)
Stock purchases	£0.00
To Petty Cash	(£1,400.00)
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Cash surplus (loss) for Year:

Non-cash movements:

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