



## **Pre-school AGM Meeting Minutes 29<sup>th</sup> June 2023, 8pm**

### **Present**

Staff: Sally Bryan, Wendy Denby, Keryl Massey, Rachel Viner

Trustees: (Wendy Denby), Michael Horwood-Smith, Perry Knight

Committee: Isobel Crowther, Ellen Frost, Rachel Grindrod, Rebecca Harwood, Caroline Knight, Freya Wallace joined by Zoom

Parents and carers: Sian Evans, James Nichols, Will Reeves, Aman Sehra, Lucinda Yates

**Apologies** - Karen McGowan, Carol Denley

### **Minutes from last meeting agreed**

Yes. Isobel made amendments correcting inaccuracies brought to her attention ahead of the meeting.

### **Chair report**

Lots of happy children.

Open 5 days a week, closed Friday pm and staff do planning in this time. Working well.

Forest School continues at Little Wild Things Thursday pm.

Introduced parent sessions last year, working out well.

Change of roles over last year. Linda, Karen and Jill retired. Sally took over as Supervisor, Keryl as Deputy, Wendy joined the team.

Massive thank you to staff for hard work and commitment to preschool.

Hourly rate increased in line with Government rates

3 - 4 years £4.74

2 - 3 years £6.33

Building – replace footings underneath building. 2 new gates, one into school, working v well and being enjoyed.

Front gate higher so can't be unlocked. Thanks to Michael for painting.

Replaced decking and fence posts, thanks to Martin Probetts.

New woodchip, free from school.

New toys from garden from fundraising.

Cleaning company took moss off roof over the summer.

Fundraising continues – Santa's sleigh raised lots of money, even more than last year. 2 Christmas tree lightings. Easter hunt. Thanks to the generosity of the village.

Website – still ongoing. Jill updating old site.

Thank you to the Committee for fundraising.

### **Adoption of Policies (including updates)**

Safeguarding report has been updated. Few minor corrections of old policies.

All held in lobby.

All adopted.

### **Treasurer report**

Rachel stepping down as treasurer.

Given last year's accounts to John Madden and will get back in the Autumn.

Have spent fundraising allocation.

Electricity bills were based on estimated figures, very high, now meter being put in.

We currently have

£8000 in the current account, 1.2K of remittances to come

£32,000 in the buildings account

£52,000 in the reserve Cambridge account – need to calculate what needed to cover redundancies, and future proof. Excess in the reserve account, to move to buildings account.

### **Supervisor report**

Change to children and parents waiting inside the preschool gate, away from the road, bench and books available. Library working well in the morning.

Waiting for Ofsted inspection.

Logo book bags from September.

Staff wear uniform t-shirts/jumpers.

### **Parents Questionnaire**

17/21 returns.

Very positive feedback from parents.

Staff welcome feedback and ideas.

Parents comments – Dropoff can be overwhelming for some children; Tapestry or something similar requested for updates about the children; book of the week and possible activities for home added to weekly email.

### **Committee**

Caroline is stepping down, joined the Committee in 2011 just as the building opened. Emotional goodbye.

Rachel also stepping down.

Many thanks to Caroline and Rachel! A great thank you for all you have done for preschool over the years.

### **New Committee**

Will put forward for Chair – Will is Rosie's Dad and has another baby arriving in just over a month. Head of Primary School in Eynsham which has just taken over community run preschool. Works for the County developing the curriculum. Enriched by Middle Barton's community and keen to play a role in it, raised lots of money for Busy Bees running the London Marathon.

James and Rebecca to share treasurer's role.

Voted yes to new committee.

Thank you very much to those joining our committee!

### **AOB**

Thanks to Caroline given from Michael Horwood-Smith on behalf of staff, trustees and committee. Thank you too from Sally.

Michael Horwood-Smith - Building Trustees signatures required for the Change of Trustee Documents following Jill Thorne's resignation and Perry Knight's Installation.

### **Date of next AGM:**

27<sup>th</sup> June 2024.

7:30pm for an 8pm start.

# MIDDLE BARTON PRE-SCHOOL

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## INDEPENDENT EXAMINER'S REPORT

### Independent examiner's report on the accounts

Report to the trustees for the year ended 31 March 2023 on the accounts set out on pages 2-6

### Respective responsibilities of Trustees and Examiner

The Trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (The 2011 Act)) and that an 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 Charity 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

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not give an audit opinion on the accounts.

### 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 Act
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of The 2011 Acthave not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



John Madden  
Home Farm, South Street,  
Middle Barton, Oxon  
OX7 7BU

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**Dated: 18/12/23**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating Income & Expenditure Account)**  
**for the year ending 31 March 2023**

		Year ended 31 March 2023
		£
<b>INCOME</b>		
Donations and similar income	1	302
Activities in furtherance of the Charity's objectives	2	78,169
Fundraising	3	4,396
Other income		
<b>TOTAL INCOME</b>		<b>82,867</b>
<b>EXPENDITURE</b>		
Costs of generating funds:		
Fundraising & Publicity	4	1,862
Charitable expenditure:		
Management & admin	5	92,159
Government JRS	5	0
Depreciation	6	8,866
<b>TOTAL EXPENDITURE</b>		<b>102,887</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR</b>		
(net Income/Expenditure for the year)		-20,020
<b>TOTAL FUNDS AT 1 APRIL 2022</b>		<b>226,987</b>
<b>TOTAL FUNDS AT 31 MARCH 2023</b>		<b>206,967</b>

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**Year ended  
31 March 2022**

**517**

**86,352**

**4,484**

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**91,353**

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**1,216**

**78,311**

**0**

**8,866**

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**88,392**

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**2,960**

**224,027**

**226,987**

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**BALANCE SHEET**  
**for the year ending 31 March 2023**

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Year ended  
31 March 2023

**FIXED ASSETS**

Tangible Fixed Assets	7	106,475
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**CURRENT ASSETS**

Cash at bank and in hand		102,992
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Debtors and Prepayments	8	0
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Stock in hand	9	0
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**CREDITORS**

amounts falling due within one year:	10	<u>2,501</u>
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<b>NET CURRENT ASSETS</b>		<b>100,492</b>
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<b>NET ASSETS</b>		<u><b>206,967</b></u>
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**CHARITY FUNDS**

General Funds		<u><b>206,967</b></u>
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**Year ended  
31 March 2022**

**115,341**

**114,338**

**0**

**0**

**2,692**

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**111,646**

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**226,987**

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**226,987**

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Year ended  
31 March 2023

<b>1 DONATIONS</b>	240.00
Gift Aid	0.00
Amazon Smile	61.50
<b>2 INCOME FROM ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES</b>	
Fees & OCC payments	75,837.83
Outings	137.00
Little Wild Things	1,274.00
Interest	920.66
	<b>78,169.49</b>
<b>3 FUND RAISING EVENTS</b>	
100 Club	644.00
Bean Bags	86.00
Advent Trail	0.00
Christmas Lights	119.95
Easter Party	38.00
Jam	0.00
Monsters Ball	206.73
Potato Night	305.00
Santa's Sleigh	2,250.00
Quiz	585.00
Uniform	87.00
Obstacle Course	0.00
Other fundraising events	74.23
<b>Income from Fund-raising:</b>	<b>4,395.91</b>

**Year ended  
31 March 2023**

**4 FUND RAISING & PUBLICITY EXPENDITURE**

100 Club	70.00
Christmas Lights	48.24
Easter Party	0.00
Monsters Ball	248.06
Santa's Sleigh	0.00
Potato Night	89.36
Quiz	204.79
Uniform	497.20
Other fundraising events	704.35
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<b>5 Fund-raising expenditure:</b>	<b>1,862.00</b>
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**PRE-SCHOOL EXPENDITURE**

Wages & N.I.	69,271.04
Government JRS	0.00
Training	1,083.81
Land Rent	0.00
Equipment, material & goods	1,533.23
Insurance	2,500.69
Repairs & maintenance	3,023.53
Utilities	10,362.96
Toys	550.30
Outings & parties	217.00
Little Wild Things	2,790.00
Telephone	618.48
Rates	0.00
Professional Fees	208.07
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**92,159.11**

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**6 MISCELLANEOUS EXPENSES**

Depreciation	8,865.88
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**8,865.88**

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## 7 TANGIBLE FIXED ASSETS

### Cost

at 1 April 2022:

Additions

At 31 March 2023:

### Depreciation

at 1 April 2022:

Charge for the period

At 31 March 2023:

### Net Book Value

at 1 April 2022:

At 31 March 2023:

### Land & Buildings

221,646.92

0.00

221,646.92

106,306.00

8,865.88

115,171.87

124,206.80

106,475.05

### Year ended 31 March 2023

## 8 DEBTORS & PREPAYMENTS

Unpaid fees

Land Rent

Insurance

£

-

0.00

0.00

0.00

## 9 STOCK

0.00

## 10 CREDITORS

### Amounts falling due within one year

Accruals and deferred income

Insurance

OCC Food Support

Land Rent

2,500.69

0.00

0.00

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**Year ended  
31 March 2022**

**£**

196.00

320.92

83,569.36

30.00

2,043.60

709.07

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**86,352.03**

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312.00

130.00

0.00

680.87

84.88

0.00

736.07

740.00

1,112.12

441.78

189.00

0.00

56.90

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**4,483.62**

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**Year ended  
31 March 2022**

300.00

204.05

0.00

379.62

0.00

136.06

196.09

0.00

0.00

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**1,215.82**

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58,173.28

0.00

389.63

500.00

1,654.87

2,472.09

6,520.55

2,854.83

294.94

54.00

1,728.00

726.43

0.00

2,942.09

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**78,310.71**

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8,865.88

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**8,865.88**

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**Furniture, fittings  
& equipment**

0.00

-

**0.00**

0.00

0.00

**0.00**

**0.00**

**0.00**

**Year ended  
31 March 2022**

**£**

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0.00

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# MIDDLE BARTON PRE-SCHOOL

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**Year ended  
31 March 2022**

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