

Great Chart and Singleton Pre-School

Minutes of the Annual General Meeting held on Friday 11th October 2024 9.15am

Name of attendee	Name of child at Pre-school
Michelle Beerensson	Staff
Sanunar Guy	Ayla Guy
Angelika Bucior	Amy Bucior
Amy Smith	John Smith
Kezia Newman (Chair)	Lochlan Martin
Tracy Gorham-Brown	Staff
Nindra Thapa-Ale	Shrinika Ale
Simrat Rait	Existing Committee
Stephen Rose	Layla Rose
Samantha Rose	Layla Rose
Joanne Banning	Reigns Webster
Hayley Buckham	Toby Tilley
Emma Kolsteren	Existing Committee
Alisha Chhantyal	Yohan Chhantyal
Phoebe Banyard	Jasper Morgan
Jill Collins	Ania-Marie Woronecki
Amrita Pun	Yarush Chhantyal
Gemma Ritchie	Elliot Ritchie
Sarah Abdelrahim	Fatima Abdelrahim
Mayrab Abdelrahim	Mohamed Abdelarahim
Leanne Mayow	Lily Gathern
Lucie Pace	Existing Committee
Katerina Hurry	Matthias Hurry

Apologies: Existing Committee member Amanda Oliver

Welcome and Chair Report: The Co-Chair, Kezia Newman, welcomed everyone, reminded everyone of the need for confidentiality, introduced existing members of the committee and briefly described the role of the committee:

Role of the Committee: The preschool requires a committee to act as the Charity Trustees and is generally made up of parents of attending children. The committee is responsible for the overall management and smooth running of the setting. This includes recruiting, training & development of staff, as well as improving the preschool resources through fundraising activities.

Staff Report - Read by Michelle Beerensson:

We started last year employing two new qualified members of staff Sarah Level 3 and Charlotte Level 2. Mel who had been with us for many years left at the beginning of Dec to take an administrative post with the LA. In February 2024 we had our Ofsted inspection, and we were thrilled to retain our Outstanding grading. It was a huge confidence boost to the less experienced and new staff, as many had not experienced an Ofsted before. It was also Jane's first Ofsted as a Deputy and SENCO which must have been nerve racking but she was fantastic. Marie our senior lead had a thorough grilling on safeguarding as did our co-chairs Kez and Amanda. The lovely comments that were sent in by parents were really appreciated and were read by the inspector. Lisa and Susanna finished their Level 3 qualification just before the end of the summer term and Tash is due to finish by the end of the year. Which will mean we will be back to all staff qualified. It's increasing difficult to recruit staff and we sincerely hope our current team will be with us for some time.

We continue to ensure all staff are paediatric first aid trained which is a considerable cost to the setting however we feel it is vitally important, current legalisation still is that only one person on duty needs to be qualified. We have also purchased a life vac device to assist if a child chokes.

I have continued to be an active member of the Ashford Collaboration which does mean we can access money to spend on areas, as well as providing support to less experienced managers. This year we will have £900 to spend on enabling environments.

I would like to thank Jane, Marie and all the team for their continued support and Kez and the committee for all the voluntary work they do to support the preschool

Treasurer's report – read by Tracy Gorham-Brown (paid administrator):

This report shows any increases or decreases in certain areas from last year to help us assess where we can tweak things in the future to remain sustainable.

Fees The amount of fees is similar to last year's figures at approximately £26K. We saw a reduction in the number of fee-paying families but had increased our fees this year.

Funding Free Early Education funding from the KCC is the Preschool's main source of income, with 6 payments received each year and the hourly rate for 3 and 4year old funding increased in April. There was an increase of approximately £12K on last year which will partly be due to the increase in funding rate, and partly because more of our attending families now claim the working parent entitlement and do not pay fees.

Fund Raising and donations Fundraising efforts raised a fantastic £9.5K, our best year ever largely due to a grant of £6K received from Great Chart & Singleton Parish Council to be used towards our rent and boosted enormously by a fabulous Funday which was fundmatched with a further £500 by Amwins. Thank you to the committee for all their hard work this year! We raised a further £514 in uniform sales. We received donations of £750 from the Early Years Collaboration.

Interest The interest rate has increased significantly in recent years and the dedicated reserve account received over £2k in interest.

Deposits £650 is the total of £50 deposits each new family paid to secure the places for September 2024. These deposits will be returned to funded children in September 2024 or £50 will be taken off the invoice for fee paying children.

Wages The wages figure is higher than the previous year due the increase of National Living Wage and associated pay rises such as NI and the company pension scheme. This is to be expected as we apply the same pay increase across the whole staff structure to maintain salary boundaries.

Rent The rent rate has not increased this year and remains roughly the same as last year.

General running costs show an increase from last year, which is not unexpected with the current inflationary pressures, and we have bought a new photocopier/printer.

Gifts The staff were given gifts at Christmas and the end of the school year. Leaving gifts were bought for the children leaving us to start primary school. We also had work experience students who received a voucher or gift.

Professional Memberships This includes our annual insurance premium and membership fee with the Early Years Alliance, Ofsted annual fee, Music Licence, Bank charges, Sage accounts package, Accountant verification fees and Information Commission membership. We continue to use a payroll company for processing wages and pensions. We also paid for several DBS checks for new members of the committee.

Conclusion The figures show we made a £10,102.07 surplus this year. We were expecting to see a loss earlier in the year, but the exceptional fundraising and Parish Council grant means the figures are much better than we expected. This puts us in a good position to navigate the recent changes in funded childcare schemes where we will see a reduction in the number of fee-paying children as more parents will be able to access funding earlier. As fees are the only variable within our control, we will need to monitor our outgoings carefully as historical funding increases have not matched the increases in National Living wage and sustainability remains an issue throughout the childcare sector. However, we have sufficient reserves above our dedicated reserve that we remain a going concern.

Question Time: No questions were asked.

New Committee

As required, the current committee will now stand down and a new committee will be elected, by nomination & seconding.

The committee is needed to ensure the continuation of the preschool, requiring a Chairperson, Treasurer & Secretary, as well as other committee members - so please do consider taking on one of these roles.

The existing committee, including Amanda Oliver and Emma Kolsteren stood down.

Approved by the committee of Great Chart and Singleton Preschool on: _____

Signed: _____

Dated: 8/11/24

Great Chart and Singleton Pre-School
Minutes of the General Meeting held on Friday 11th October 2024 9.30am

Michelle Beerensson headed the meeting until the new committee members and officers were appointed:

New Committee

The following new Committee members were voted in:

Name of Committee Member	Nominated by:	Seconded by:
Simrat Rait (existing)	Michelle Beerensson	Katerina Hurry
Michelle Beerensson (existing)	Katerina Hurry	Kezia Newman
Katerina Hurry (existing)	Kezia Newman	Michelle Beerensson
Allison Ovenden (existing)	Michelle Beerensson	Simrat Rait
Sananur Guy (new)	Gemma Ritchie Gemma Ritchie	Michelle Beerensson
Phoebe Banyard (new)	Michelle Beerensson	Simrat Rait
Gemma Ritchie (existing)	Simrat Rait	Jill Collins
Kezia Newman (existing)	Jill Collins	Simrat Rait
Jill Collins (existing)	Kezia Newman	Michelle Beerensson
Lucie Pace (existing)	Simrat Rait	Michelle Beerensson

We have 10 elected committee members. TGB stayed in the meeting to take minutes.

Officer Roles:

Officer Role	Name of Committee Member	Nominated by:	Seconded by:
Chair	Kezia Newman	Michelle Beerensson	Simrat Rait
Vice chair	Allison Ovenden	Kezia Newman	Simrat Rait
Secretary	Jill Collins	Kezia Newman	Simrat Rait
Treasurer	Lucie Pace	Kezia Newman	Simrat Rait

The Secretary and Treasurer roles will be supported by the paid administrator TGB. Committee member information sheets and data consent forms were handed out for immediate completion. TGB to change Charity Commission information w/c 14th October 2024. TGB to email preschool parents regarding the committee changes. MB to email Ofsted with EY3a information w/c 14th October 2024.

Whatsapp group to be set up with new committee to assist new committee members through the EY2 and DBS check procedures w/c 14th October 2024 and hopefully new members will be able to complete on-line at home. The existing committee agreed to help new members through the process and the preschool will pay for coffee if the committee need to meet up to do so. TGB handed out an instruction letter on the EY2/DBS procedure plus hard copies of the Identity Checking Form which MB will need to check and submit to Ofsted.

New members to submit receipt of DBS cost and own bank details to TGB via the preschool email (approximately £8) which will be reimbursed by BACS immediately. DBS and EY2 should be completed as soon as possible and certainly within 2 weeks of this meeting.

Chair Report: Please remember that everything we discuss is confidential. If you need to be let out, please ask a member of staff. If you need the toilet, please use the disabled toilets. This will be a mini meeting as we will have a proper meeting after the half term. Previous minutes were signed off.

Staff Report: Children are settling in but we already know we will have a few challenges this year. We will be getting £900 from the Early Years Collaboration. Susanna and Lisa are now qualified, Tash will finish soon. We have purchased a new camera at a cost of £100. The BT landline costs are going up dramatically so we will be cancelling the contract and using a pay as you go mobile phone (to be purchased) and plug into a speaker. We have had an issue with the free milk we received tasting odd but not off. The dairy has been notified and we are to report if it happens again but we may have to start buying our own. MB asked if we could promote LR to senior practitioner and raise wages from £11.78 to £11.90 and increase MF from £12.39 to £12.50 as she is a senior Lead. Voted in favour and new rate will take effect from 11th October.

Treasurer's report: During the month of September, we technically made a £9K surplus as we received our first funding payment but as we started the year on a loss, it means we are currently running at a £3K deficit this financial year. As explained before this is to be expected at this stage of the year because we pay staff annual holiday during August when we have no income.

Newsletter: SR to compose.

Welcome to new families and returners.

Thank you for coming to the AGM

New committee

Inclement weather procedure and coat always required. Change of shoes if coming in wellies

Name bags etc please

Meet the staff (2 at a time?)

Nativity Date 6th December 1.15pm – more details to follow

Uniform available to order via email

AOB: TGB to be the name on the lottery licence as AO has stood down

Next meeting: Week commencing November 4th (day to be confirmed) 2024 at 9.15am

Approved by the committee of Great Chart and Singleton Preschool on: _____

Signed: _____

Dated: 8/11/24

GREAT CHART AND SINGLETON PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2024

Charity Number: 295122

GREAT CHART AND SINGLETON PLAYGROUP

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

TRUSTEES Michelle Beerensson

Katerina Hurry

Dr Simrat Rait

Jill Collins

Allison Ovenden

Gemma Ritchie

Lucie Pace

Kezia Newman

Emma Kolsteren

Amanda Oliver

ACCOUNTANT Catt Accountancy Limited

Church Barn, Westwell Court

Westwell

Ashford

Kent

TN25 4JX

GREAT CHART AND SINGLETON PLAYGROUP

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2024**

	<u>2024</u>	<u>2023</u>
	£	£
INCOME		
Fees	26,219.40	26,352.90
KCC Funding	121,918.85	109,777.85
Fund Raising	9,545.37	4,505.58
Ashford EY Collaborations	-	850.00
Donations	750.00	530.00
Interest	2,151.29	873.34
Uniform sales	514.00	659.50
Deposits for September	650.00	750.00
Other income	-	4,507.20
Net Income	161,748.91	148,806.37
EXPENDITURE		
Wages	118,228.72	107,049.47
Tax and NI	4,881.46	3,436.77
Pension	7,812.73	7,033.78
General running costs	2,413.23	2,201.91
Rent	9,443.50	9,537.00
Craft and equipment	3,857.03	2,448.57
Cafe	1,142.08	859.22
Telephone and internet	731.05	685.90
Training	450.00	417.20
Gifts	408.06	449.76
Fund raising	497.35	451.83
Professional memberships and insurance	756.87	2,629.36
Uniform	-	1,016.94
Waste collection	787.80	655.20
Photocopier	236.96	237.54
	151,646.84	139,110.45
Surplus/(Defecit) for the year	10,102.07	9,695.92
<u>General Fund</u>		
Opening balance	115,068.07	105,372.15
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	125,170.14	115,068.07
<u>Represented by:</u>		
Reserve account	120,727.50	108,576.21
Current account	3,418.75	3,708.71
Cash in hand	1,023.89	2,783.15
	125,170.14	115,068.07

GREAT CHART AND SINGLETON PLAYGROUP

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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

Great Chart and Singleton Playgroup

On accounts for the year
ended

31 July 2024

Charity no
(if any)

295122

Set out on pages

1-2

(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 / 07 / 2024**.

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").

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.

Independent
examiner's statement

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:

Catt Accountancy Limited

Date:

05/09/2024

Name:

Catt Accountancy Limited

Relevant professional
qualification(s) or body
(if any):

Association of Certified Chartered Accountants (ACCA)

Address:

Church Barn, Westwell Court

Ashford, Kent

TN25 4JX

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.