

Great Chart and Singleton Pre-School

Minutes of the Annual General Meeting held on Friday 3rd October 2025 9.15am

Name of attendee	Name of child at Pre-school
Michelle Beerensson	Staff
Sanunar Guy	Existing Committee
Jess Heasman	Zac Heasman
Lisa Goss	Melody Cornwell
Kezia Martin (Chair)	Existing Committee
Tracy Gorham-Brown	Staff
Joanne Ruaux	Olivia Ruaux
Laura Cooke	Hattie Cooke
Sam Breeds	Lizzie Barham-Breeds
Dan East	Autumn East
Kamila Matysiak	Borys Szulc
Pamela Yarlett	Madison Fasoli
Rebecca Birch	Samuel Birch
Ellie Nason	Freddie Martin
Vladimir Semashkin	Maya and Sofiia Semashkina
Jill Collins	Existing Committee
Charlotte Barham	Elizabeth Barham-Breeds
Lucie Pace	Existing Committee
Mrs Talupula	Kritin Talupula

Apologies: Simrat Rait, Katarina Hurry, Allison Ovenden, Kim Dear, Gemma Ritchie

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:

Thank you for joining us for this year's AGM, as you may be aware, it's imperative that we have enough parents attend this meeting in order to allow us to continue, so Thank you for taking the time out to be here this morning!

This year has flown by. We have had a fantastic fundraising year and are lucky enough to have also had some of our events fund matched by Barclays, meaning the amount raised was dramatically increased. So a big thank you to Natalie who is our Barclays contact, everyone that joined in with our fund raisers and also a huge thank you to our staff and committee as none of it would be possible without them.

It has been a fun year for the committee. We have had two amazing fun days, one held here and one held at the Singleton Barn in the summer holidays. Both were great days that were thoroughly enjoyed by our attending families and the wider community.

We have amended policies and worked on updating our branding and signage. Some of our new signage is still to arrive and be fitted, and we are also due to update our website shortly. So it should all have a fresh new look before too long.

After 5 years, this will be my last committee or AGM meeting. My youngest started at Great chart this September, so it's time to step down as Chair and leave the committee in someone else's capable hands. It has been brilliant fun and I have made some wonderful friends just from being a committee member. You get a say in shaping the beginning of your children's educational life while being part of the Preschool community. I would definitely recommend joining the team.

Staff Report - Read by Michelle Beerensson:

This past year has certainly been challenging; we had a number of children with SEN and unfortunately the local authority has in the process of changing their level support for children with SEN which meant that the children concerned had very little if any outside support. Jane our SENCO and Deputy worked extremely hard to support both the children their families and staff to enable these children to have a positive experience at our setting. We hope that the new system in place will be more useful and supportive to children, families and settings.

Early this year a member of staff left, and we will be replacing them after half term. The new member of staff will be starting a level 3 qualification in the new year. In our experience we find staff that come to us with an interest for early years and share our passion for high quality care and education work much better in our setting.

Our setting continues to be a member of a large collaboration in Ashford which enables us to access some money for resources. We also have continued to support staff in their professional development encouraging them to access courses that will increase their knowledge of early years.

We are very grateful to our amazing committee who have worked tirelessly to this year to hold fundraising event which raise much needed funds for our setting.

Thank you to our parents who continue to support us.

I pleased to say that this academic has started very well the children have settled in and all seem very happy.

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 and funding: The amount of fees received has dramatically reduced from last year due to the expansion in Early Years funding for working parents which now includes children from 9 months old. This means that Early Education funding is the Preschool's main source of income, with the hourly rates determined by the Department of Education and KCC. Hence in the last term of the academic year we had to introduce a voluntary consumable fee for funded hours to try to cover the shortfall as the hourly funding rates do not cover the cost of providing an hour's education for 3- and 4-year-olds.

Fund Raising and donations:

Fundraising efforts raised a fantastic £6.2K, our best year without receiving any grants. Boosted enormously by a fabulous Christmas Raffle and Summer Funday which was fundmatched by Barclays Bank. Thank you to the committee for all their hard work this year! We raised a further £666 in uniform sales and received £900 from the Early Years Collaboration.

Wages: The wages figure is higher than the previous year due the increase of National Living Wage and associated pay rises and the increased employer NI.

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 a new photocopier lease which is more expensive. We are hoping this increased cost will be offset by the cancellation of the expensive landline phone contract.

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 and at Christmas. Michelle was given a company gift for 25 years of service and we also had work experience students who received a voucher or gift.

Professional Memberships: This includes 2 years of annual insurance premium and membership fee with the Early Years Alliance as they were late processing the direct debit the previous year. It also includes the 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 £5,614.37 surplus this year. We were expecting to see a loss earlier in the year, but the exceptional fundraising means the figures are much better than we expected. Although a £5K surplus does sound positive the annual financial reserve check, where we ensure we have ringfenced funds to ensure statutory redundancy costs, showed we need to increase the protected reserve by £10,000 due to increases in wages and the inclusion of staff who had previously not been included due to a shorter length of service. This means that we actually have £5,000 less available to use than we did the previous year so is something we need to be mindful of particularly as we will need to replace the garden playhouse relatively soon. However, we have sufficient funds above our dedicated reserve that we remain a going concern.

Question Time: No questions were asked.

New 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.

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 stood down.

The following new Committee members were voted in subject to EY2 / DBS checks:

Name of Committee Member	Nominated by:	Seconded by:
Simrat Rait (existing)	Michelle Beerensson	Kezia Martin
Michelle Beerensson (existing)	Kezia Martin	Jill Collins
Sananur Guy (existing)	Kezia Martin	Michelle Beerensson
Allison Ovenden (existing)	Michelle Beerensson	Kezia Martin
Kamila Matysiak	Michelle Beerensson	Kezia Martin
Pamela Yarlett	Michelle Beerensson	Kezia Martin
Rebecca Birch	Kezia Martin	Jill Collins
Ellie Nason	Jill Collins	Kezia Martin
Charlotte Barham	Kezia Martin	Michelle Beerensson
Laura Cooke	Kezia Martin	Michelle Beerensson
Jess Heasman	Kezia Martin	Michelle Beerensson
Lisa Goss	Kezia Martin	Michelle Beerensson
Joanne Ruaux	Michelle Beerensson	Kezia Martin

Officer Role	Name of Committee Member	Nominated by:	Seconded by:
Chair	Allison Ovenden	Michelle Beerensson	Sananur Guy
Secretary	Joanne Ruaux	Michelle Beerensson	Sananur Guy
Treasurer	Sananur Guy	Michelle Beerensson	Lisa Goss

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. MB to email Ofsted with EY3a information. Whatsapp group to be set up with new committee to assist new committee members through the EY2 and DBS check procedures 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.

Addendum to meeting post 3rd October: Laura Cooke and Charlotte Barham stood down as do not have suitable ID to fulfil EY2 requirements. Jessica Heasman and Pamela Yarlett stood down due to time constraints.

Approved by the committee of Great Chart and Singleton Preschool on 14th October 2025

GREAT CHART AND SINGLETON PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2025

Charity Number: 295122

GREAT CHART AND SINGLETON PLAYGROUP

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

TRUSTEES

Michelle Beerensson

Katerina Hurry

Dr Simrat Rait

Jill Collins

Allison Ovenden

Gemma Ritchie

Lucie Pace

Kezia Newman

Kimberley Dear

Sananur Meric Guy

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 2025**

	<u>2024</u>	<u>2024</u>
	£	£
INCOME		
Fees	8,412.00	26,219.40
KCC Funding	146,289.48	121,918.85
Fund Raising	6,251.98	9,545.37
Donations	900.00	750.00
Interest	2,158.70	2,151.29
Uniform sales	666.00	514.00
Deposits for September	1,821.00	650.00
Other income	-	-
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Net Income	166,499.16	161,748.91
EXPENDITURE		
Wages	123,441.43	118,228.72
Tax and NI	6,899.72	4,881.46
Pension	8,029.73	7,812.73
General running costs	1,731.64	2,413.23
Rent	9,626.25	9,443.50
Craft and equipment	2,684.57	3,857.03
Cafe	1,108.56	1,142.08
Telephone and internet	470.99	731.05
Training	135.00	450.00
Gifts	431.66	408.06
Fund raising	631.14	497.35
Professional memberships and insurance	3,309.75	756.87
Uniform	400.94	-
Waste collection	1,160.40	787.80
Photocopier	824.01	236.96
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	160,885.79	151,646.84
Surplus/(Defecit) for the year	5,613.37	10,102.07
<u>General Fund</u>		
Opening balance	125,170.14	115,068.07
Surplus/(Defecit) for the year	5,613.37	10,102.07
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	130,783.51	125,170.14
<u>Represented by:</u>		
Reserve account	127,886.20	120,727.50
Current account	1,852.81	3,418.75
Cash in hand	1,044.50	1,023.89
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	130,783.51	125,170.14
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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 2025

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 / 2025**.

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

Date:

26/09/2025

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.