MINUS FIVE PRE-SCHOOL

England & Wales · Charity number 296215

Details

Other names	MINUS FIVE PLAYGROUP
Status	Registered
Legal form	Other
Registered	1987-02-20
Register	View on the Charity Commission register

Contact

Address	7 Dudley Close Addlestone Surrey KT15 2EB
Phone	01932 820811
Email	info@minusfivepreschool.co.uk
Website	www.minusfivepreschool.co.uk

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Preschool Education

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£105,561	£96,061	-	-
2024-08-31	£99,277	£86,020	-	-
2023-08-31	£94,752	£85,733	-	-
2022-08-31	£80,931	£83,240	-	-
2021-08-31	£84,353	£73,896	-	-
2020-08-31	£55,266	£66,461	-	-

Trustees

Name	Role	Appointed
Eleanor Constable	Chair	2026-06-09
Adam Constable		2025-09-08
Karen Webster		2026-06-09
Shiobon Reed		2022-06-30

Accounts

Financial Statements for the Year Ended 31 August 2025

for

Minus 5 Pre-School

Minus 5 Pre-School

Income and Expenditure Account
for the Year Ended 31 August 2025

	31.8.25 £	£	31.8.24 £	£
Turnover				
Fees	84,438		77,039	
Grants received	19,702		19,892	
Food voucher income	885		1,650	
		105,025		98,581
Other income				
Fund raising	617		687	
Bank interest	9		9	
		626		696
		105,561		94,752
Expenditure				
Rent & electricity	3,043		2,966	
Wages & NIC	81,958		72,303	
Pensions	1,189		1,080	
Telephone	1,200		745	
Administration costs	977		680	
Provision costs	4,223		4,794	
Insurance	1,152		796	
Repairs & renewals	-		540	
Fund raising	628		-	
Staff courses	579		377	
Sundry expenses	228		89	
Food voucher purchases	885		1,650	
		96,061		86,020
		9,590		13,257
Finance costs				
Bank charges		108		102
		9,482		13,155
Depreciation				
Computer equipment		166		166
NET PROFIT / (LOSS)		9,316		12,989

Minus 5 Pre-School

Balance Sheet
31 August 2025

	Notes	31.8.25	31.8.24
		£	£
FIXED ASSETS			
Property, plant and equipment		28	194
CURRENT ASSETS			
Cash at bank and in hand		48,037	37,989
CREDITORS			
Amounts falling due within one year	6	(566)	-
NET CURRENT ASSETS		47,471	37,989
TOTAL ASSETS LESS CURRENT LIABILITIES		47,499	38,183
RESERVES			
Accumulated fund		38,183	25,194
Surplus / (Deficit)		9,316	12,989
		47,499	38,183

Report of the Accountants to the Committee of Minus 5 Pre-School

We have examined the books, records, balance sheet and income and expenditure account for Minus 5 Pre-School for the year ended 31 August 2025.

In our opinion and to the best of our knowledge and belief, proper accounting records have been kept and the balance sheet and income and expenditure account are:

1. Properly prepared and are in agreement with the accounting records of the playgroup.
2. Consistent with information and explanations we have received.

CSL Partnership Ltd.

CSL Partnership (Addlestone) Limited
Chartered Certified Accountants
238 Station Road
Addlestone
Surrey
KT15 2PS

21 April 2026

MINUS FIVE PRE-SCHOOL

England & Wales - Charity number 296215

Accounts

MINUS FIVE PRESCHOOL

MINUTES OF AGM 26TH JUNE 2025

Present : Karen Webster – Chairperson
Shiobon Reed – Preschool Manager/Trustee
Debbie Swindley – Deputy Preschool Manager
Hannah Street – Parent
Shaun Street – Parent
Ellie Constable – Parent
Adam Constable – Parent
Gill Parry – Preschool Admin Manager

Apologies for Absence : Lisa Firth – Secretary
Steph Cox – Trustee
Anna Parry – Parent
Maria Franklin – Staff

The meeting was due to start at 6.30pm. However, as there were not enough trustees present, we waited until 7.30pm, as per our constitution, and it was decided that those committee members present would now constitute a quorum and the AGM would go ahead.

Matters Arising from the Minutes

There were no matters arising from previous Minutes.

Financial Report

The accounts for the academic year 2023/24 were agreed by Shiobon Reed and seconded by Hannah Street.

Manager’s Report

Shiobon reported that during the year 23/24 Debbie completed her Level 3 qualification. Claire completed Makaton Level 1 and Cath completed Makaton Levels 1 and 2. Debbie took on the role for safeguarding of Designated Teacher. Debbie spoke to someone from the council regarding having a section of the park purely for the preschool to use. This is still an ongoing conversation with the council. Shiobon reported that some of the Pupil Premium grant we receive on behalf of some of the less advantaged children, was used to purchase wellies and salopettes for all the children. We have quite a number of children who live in flats and for whom accessing outdoor play is particularly important. Inflatable hoppers were also purchased to add to our physical play. In April 2024 the working parent entitlement began to be rolled out to certain children, which meant that more children were entitled to more funded hours paid for by the government. Shiobon reported that it had been a very busy year, and everything was working well.

Chairperson’s report

Karen thanked the staff for their continued hard work. She is keen for us to bring the AGM back into the Autumn term, and stated that she would like the accounts for the year 24/25 to be completed by mid-September, sent to the accountants, with a view to holding the next AGM in November. Karen urged new parents to share any ideas they have for fundraising. Ellie then explained that her job is fundraising for the children’s hospice Shooting Star, so it will be great to hear any ideas she may have!

Election of Officers

Chairperson – Karen Webster was nominated by Shiobon Reed and seconded by Hannah Street.

Treasurer – Lisa Firth was nominated by Gill Parry and seconded by Karen Webster.

Secretary – this role is currently vacant but Gill Parry has agreed to do any admin required until a trustee is appointed.

Trustee - Shiobon Reed was nominated by Karen Webster and seconded by Ellie Constable.

New Trustees – Ellie Constable was nominated by Shiobon Reed and seconded by Debbie Swindley.

Anna Parry was nominated by Debbie Swindley and seconded by Ellie Constable.

Adam Constable was nominated by Shiobon Reed and seconded by Ellie Constable.

Any Other Business

Fees – this year the consumables charge has been changed from a standard amount charged to every child, to a rate charged per session. This was deemed a fairer system as some children only attend 2 sessions per week whilst others attend 8/9. The current charge is 70p per session, which was currently bringing in very slightly less than the old system. It was therefore agreed that from September the amount would increase to 90p per session.

As there are so few fee payers now, it was decided to leave the fees at £7.50 per hour.

There being no other business the meeting ended at 8.15pm.

Minus 5 Pre-School

Balance Sheet
31 August 2024

	Notes	31.8.24 £	31.8.23 £
FIXED ASSETS			
Property, plant and equipment		**194**	360
CURRENT ASSETS			
Cash at bank and in hand		**37,989**	29,935
CREDITORS			
Amounts falling due within one year	6	-	(5,101)
NET CURRENT ASSETS		**37,989**	24,834
TOTAL ASSETS LESS CURRENT LIABILITIES		**38,183**	25,194
RESERVES			
Accumulated fund		**25,194**	16,420
Surplus / (Deficit)		**12,989**	8,774
		38,183	25,194

Minus 5 Pre-School

Income and Expenditure Account
for the Year Ended 31 August 2024

	31.8.24		31.8.23	
	£	£	£	£
Turnover				
Fees	77,039		75,048	
Grants received	19,892		16,899	
Food voucher income	1,650		1,890	
		98,581		93,837
Other income				
Fund raising	687		913	
Bank interest	9		2	
		696		915
		99,277		94,752
Expenditure				
Rent & electricity	2,966		2,774	
Wages & NIC	72,303		72,857	
Pensions	1,080		1,040	
Telephone	745		936	
Administration costs	680		544	
Provision costs	4,794		3,524	
Insurance	796		760	
Repairs & renewals	540		-	
Fund raising	-		499	
Staff courses	377		540	
Uniform	-		59	
Sundry expenses	89		325	
Food voucher purchases	1,650		1,875	
		86,020		85,733
		13,257		9,019
Finance costs				
Bank charges		102		106
		13,155		8,913
Depreciation				
Computer equipment		166		139
NET PROFIT / (LOSS)		12,989		8,774

Financial Statements for the Year Ended 31 August 2024

for

Minus 5 Pre-School

Balance Sheet
31 August 2024

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		£	£
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Minus 5 Pre-School

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	£	£	£	£
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		86,020		85,733
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		13,155		8,913
Depreciation				
Computer equipment		166		139
NET PROFIT / (LOSS)		12,989		8,774

Financial Statements for the Year Ended 31 August 2024

for

Minus 5 Pre-School

Accounts

Minus Five Preschool AGM
Minutes of Meeting 5th June 2024

Present : Karen Webster – Chairperson
Shiobon Reed – Manager/Trustee
Gill Parry – Staff
Claire Anderson – Staff
Steph Cox – Trustee
Hannah Street – Parent
Shaun Street – Parent
Felix Mashedi - Parent

Apologies : Lisa Firth – Treasurer
Debbie Swindley – Staff
Maria Franklin – Staff
Lindsay Applegate – Parent
Cath Foster - Staff

Matters Arising from Previous Minutes

There were no matters arising.

Chairperson's report

Karen thanked the staff and parents on the committee for all their help with the running of the preschool. She explained that in September we will be looking for new trustees for the committee as we have lost Lindsay and Steph will be leaving us. Steph spoke to the other parents about the type of things she has been involved in since she joined the committee. Gill explained briefly how it works being a committee-run preschool. Karen explained that whilst the committee do get involved in decision-making, the final say regarding matters such as recruitment/staff issues lies with the Chairperson.

Financial report

The accounts for the academic year 2022/23 were agreed by Karen Webster, and seconded by Shiobon Reed. Gill reported that there is currently £49,389.97 in the current account, compared to £36,074.36 the same time last year.

Manager's report (academic year 2022/23)

Shiobon took over as Preschool Manager in September 2022, and Natalie was promoted to Deputy Manager. Claire started working at Minus Five in September 2022. We bought a projector, which has been used regularly and has been a great investment. Maria and Natalie both completed their Level 1 in Makaton during this year. Natalie left in January 2023, and Debbie took over as Deputy Manager. Shiobon completed the Level 3 qualification in Early Years SEN. Cath joined us in

April 2023 to replace Natalie. The Summer fundraiser raised just over £500, which was amazing … this was due, in a large part, to a golf day for 4 people at Foxhills being donated by a parent, which was auctioned and raised £257.38.
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Election of Officers

Chairperson – Karen Webster was nominated by Gill Parry, and this was seconded by Felix Mashedi.

Treasurer – Lisa Firth was nominated by Karen Webster and this was seconded by Shiobon Reed.

Secretary – Gill Parry was nominated by Shiobon Reed and this was seconded by Claire Anderson.

New trustees – Hannah Street was proposed by Claire Anderson and this was seconded by Karen Webster. Shaun Street was proposed by Shiobon Reed and this was seconded by Gill Parry.

Other officers – Shiobon Reed was nominated by Gill Parry and this was seconded by Karen Webster.

Any Other Business

Fees – It was agreed to raise the consumables charge by the rate of inflation in September 2024. There will be no increase in the hourly rate for fees.

Summer Event – there won't be a Summer event this year, due to the lack of time left to arrange anything, and the fact that the putting green, where we usually hold our event, is unusable now and there is no other area within the park that can be blocked off for our sole use. We will look at having just a picnic for all current and new families one Monday afternoon … however, for the same reason regarding the putting green, this could be difficult to find an appropriate location.

It was agreed that a committee meeting will be arranged soon after we return in September to discuss a Christmas fundraising event.

There being no other business, the meeting closed at 8.45 pm.

Financial Statements for the Year Ended 31 August 2023

for

Minus 5 Pre-School

Minus 5 Pre-School

Contents of the Financial Statements
for the Year Ended 31 August 2023

Minus 5 Pre-School

Income and Expenditure Account
for the Year Ended 31 August 2023

	31.8.23 £	£	31.8.22 £	£
Turnover				
Fees	**75,048**		65,086	
Grants received	**16,899**		12,151	
Food voucher income	**1,890**		2,445	
		93,837		79,682
Other income				
Fund raising	**913**		1,249	
Bank interest	**2**		-	
		915		1,249
		94,752		80,931
Expenditure				
Rent & electricity	**2,774**		2,774	
Wages & NIC	**72,857**		68,429	
Pensions	**1,040**		905	
Telephone	**936**		897	
Administration costs	**544**		664	
Provision costs	**3,524**		3,530	
Insurance	**760**		738	
Fund raising	**499**		613	
Staff courses	**540**		1,261	
Uniform	**59**		178	
Sundry expenses	**325**		806	
Food voucher purchases	**1,875**		2,445	
		85,733		83,240
		9,019		(2,309)
Finance costs				
Bank charges		**106**		-
		8,913		(2,309)
Depreciation				
Computer equipment		**139**		-
NET SURPLUS / (DEFICIT)		**8,774**		(2,309)

Balance Sheet
31 August 2023

	31.8.23	31.8.22
	£	£
FIXED ASSETS		
Property, plant and equipment	360	-
CURRENT ASSETS		
Inventories	-	59
Cash at bank and in hand	29,935	16,914
	29,935	16,973
CREDITORS		
Amounts falling due within one year	(5,101)	(553)
NET CURRENT ASSETS	24,834	16,420
TOTAL ASSETS LESS CURRENT LIABILITIES	25,194	16,420
RESERVES		
Accumulated fund	16,420	18,729
Surplus / (Deficit)	8,774	(2,309)
	25,194	16,420

Report of the Accountants to the Committee of Minus 5 Pre-School

We have examined the books, records, balance sheet and income and expenditure account for Minus 5 Pre-School for the year ended 31 August 2023.

In our opinion and to the best of our knowledge and belief, proper accounting records have been kept and the balance sheet and income and expenditure account are:

1. Properly prepared and are in agreement with the accounting records of the playgroup.
2. Consistent with information and explanations we have received.

CSL Partnership Ltd.

CSL Partnership Limited
Chartered Certified Accountants
238 Station Road
Addlestone
Surrey
KT15 2PS

Date: 21st March 2024

Financial Statements for the Year Ended 31 August 2023

for

Minus 5 Pre-School

Minus 5 Pre-School

Contents of the Financial Statements
for the Year Ended 31 August 2023

Minus 5 Pre-School

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for the Year Ended 31 August 2023

	31.8.23 £	£	31.8.22 £	£
Turnover				
Fees	**75,048**		65,086	
Grants received	**16,899**		12,151	
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		93,837		79,682
Other income				
Fund raising	**913**		1,249	
Bank interest	**2**		-	
		915		1,249
		94,752		80,931
Expenditure				
Rent & electricity	**2,774**		2,774	
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Food voucher purchases	**1,875**		2,445	
		85,733		83,240
		9,019		(2,309)
Finance costs				
Bank charges		**106**		-
		8,913		(2,309)
Depreciation				
Computer equipment		**139**		-
NET SURPLUS / (DEFICIT)		**8,774**		(2,309)

Minus 5 Pre-School

Balance Sheet
31 August 2023

	31.8.23 £	31.8.22 £
FIXED ASSETS		
Property, plant and equipment	360	-
CURRENT ASSETS		
Inventories	-	59
Cash at bank and in hand	29,935	16,914
	29,935	16,973
CREDITORS		
Amounts falling due within one year	(5,101)	(553)
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Accumulated fund	16,420	18,729
Surplus / (Deficit)	8,774	(2,309)
	25,194	16,420

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238 Station Road
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Surrey
KT15 2PS

Date: 21st March 2024

Accounts

Minus Five Preschool
Minutes of meeting on 30th June 2022
AGM financial Year 2020-2021

Present:

Lisa Firth – Treasurer
Lindsay Applegate – Secretary
Karen Webster - Trustee
Caroline Venner – Manager/Trustee
Gill Parry – Admin Manager
Shiobon Reed – Deputy Manager
Debbie Swindley – Staff/DSL
Kayleigh Hepburn - Parent

Apologies

Michael O'Connor – Chair
Anamaria Vartic
Charlotte O'Connor
Elena Creanga
Kirsty Coombes
Marwa Louhichi
Dara Farrer

Matters arising from last AGM – Karen queried whether Gill and Michael had liaised with Runnymede regarding the lease/rent – the lease is valid till 22.08.2025 follow up with regards to rent review will be taken on by Karen and Gill.
Proposed by Caroline Venner
Seconded by Karen Webster

Chairs report
Michael has stepped down as chair from the committee.
He has advised that he has no report for finance year 2020-2021.

Managers report
For academic year 2020-2021 we continued to work our way through the pandemic following government guidelines, implementing a COVID outbreak management plan and a robust risk assessment.
Numbers continued to be consistent in the number of children registering to join the preschool.
Staff have continued with the CPD and have attended many courses to support their own learning.

Treasurers report
Caroline thanked CSL for their continued support with doing the accounts and wages.
Accounts for financial year 2020-2021 agreed and proposed by Debbie Swindley
Accounts seconded Karen Webster

Income £84,353
Outcome £73,896
Profit £10,457
Fundraising income £221.00
Fundraising outgoing £317.00

Find out if we can get a card for the fundraising account.

Karen has proposed that by the end of September 2022 that the accounts will be up to date for financial year 2021-2022. Lisa and Gill will work together each month to maintain them and keep Karen advised. This was unanimously agreed and will be actioned moving forward.

Karen is working with Surrey early years business development team to formulate a reserves policy/procedures to put in place as soon as possible.

Election of Trustees

Chair – Lisa Firth nominated Karen Webster to the position of chairperson, this was seconded by Shiobon Reed
Treasurer – Caroline Venner nominated Lisa Firth to the position of treasurer, this was seconded by Gill Parry
Secretary – Kayleigh Hepburn nominated Lindsay Applegate to the position of secretary, this was seconded by Debbie Swindley.

Other trustees
Caroline Venner
Shiobon Reed

Kayleigh would like more information on joining the committee from September 2022. Caroline to liaise with her and provide an overview.

Any other business

Fees
Hourly rate has not gone up for a number of years, it was proposed to increase the hourly rate to £7.50 per hour from September 2022, this was unanimously agreed.

Consumables
Lisa proposed to increase the consumables by £2.50 to £37.50 per half term, this was unanimously agreed.

Gill to update fees policy, parent contract, and prospectus.
Caroline to update website

Term dates

There was a discussion about the amount of weeks that the preschool is open; we are currently open for 37 weeks. Surrey fund 38 weeks per academic year. It was explained that the last weeks of the summer term are the hardest. Gill reported that the extra income would only be about an extra £200. As we are not required to open for 38 weeks as long as we make parents aware that they can get it somewhere else should they want it. It is felt it is not financially viable. It was agreed that we will keep to 37 weeks

Incorporation

Karen is driving the change to become a CIO. She is working with early years with this process.
It is a big piece of work and will involve all the committee and staff in the coming months.
DBS and EY2 are a priority before we can move forward.
Karen is drawing up a action plan to work through.

Fundraising

We will organise a separate meeting in the September

Meeting closed 9pm.

Financial Statements for the Year Ended 31 August 2021

for

Minus 5 Pre-School

Minus 5 Pre-School

Contents of the Financial Statements
for the Year Ended 31 August 2021

Minus 5 Pre-School

Detailed Profit and Loss Account
for the Year Ended 31 August 2021

	31.8.21		31.8.20	
	£	£	£	£
Turnover				
Fees	58,037		48,995	
Grants received	23,515		5,955	
Food voucher income	2,580		-	
		84,132		54,950
Other income				
Fund raising		221		316
		84,353		55,266
Expenditure				
Rent and electricity	2,644		2,600	
Wages and NIC	60,457		59,163	
Pensions	707		701	
Telephone	867		839	
Provision costs	3,998		1,574	
Insurance	726		726	
Fund raising	317		-	
Staff courses	810		338	
Uniform	244		100	
Sundry expenses	546		420	
Food voucher purchases	2,580		-	
		73,896		66,461
NET PROFIT/(LOSS)		10,457		(11,195)

Minus 5 Pre-School

Balance Sheet
31 August 2021

	31.8.21	31.8.20
	£	£
CURRENT ASSETS		
Inventories	**237**	249
Debtors	**59**	-
Cash at bank and in hand	**18,887**	8,117
	19,183	8,366
CREDITORS		
Amounts falling due within one year	**(454)**	(94)
NET CURRENT ASSETS	**18,729**	8,272
TOTAL ASSETS LESS CURRENT LIABILITIES	**18,729**	8,272
RESERVES		
Other reserves	**4,000**	4,000
Retained earnings	**14,729**	4,272
	18,729	8,272

Report of the Accountants to the Committee of
Minus 5 Pre-School

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Financial Statements for the Year Ended 31 August 2021

for

Minus 5 Pre-School

Minus 5 Pre-School

Contents of the Financial Statements
for the Year Ended 31 August 2021

Minus 5 Pre-School

Detailed Profit and Loss Account
for the Year Ended 31 August 2021

	31.8.21		31.8.20	
	£	£	£	£
Turnover				
Fees	58,037		48,995	
Grants received	23,515		5,955	
Food voucher income	2,580		-	
		84,132		54,950
Other income				
Fund raising		221		316
		84,353		55,266
Expenditure				
Rent and electricity	2,644		2,600	
Wages and NIC	60,457		59,163	
Pensions	707		701	
Telephone	867		839	
Provision costs	3,998		1,574	
Insurance	726		726	
Fund raising	317		-	
Staff courses	810		338	
Uniform	244		100	
Sundry expenses	546		420	
Food voucher purchases	2,580		-	
		73,896		66,461
NET PROFIT/(LOSS)		10,457		(11,195)

Minus 5 Pre-School

Balance Sheet
31 August 2021

	31.8.21 £	31.8.20 £
CURRENT ASSETS		
Inventories	**237**	249
Debtors	**59**	-
Cash at bank and in hand	**18,887**	8,117
	19,183	8,366
CREDITORS		
Amounts falling due within one year	**(454)**	(94)
NET CURRENT ASSETS	**18,729**	8,272
TOTAL ASSETS LESS CURRENT LIABILITIES	**18,729**	8,272
RESERVES		
Other reserves	**4,000**	4,000
Retained earnings	**14,729**	4,272
	18,729	8,272

Report of the Accountants to the Committee of
Minus 5 Pre-School

We have examined the books, records, balance sheet and income and expenditure account for Minus 5 Pre-School for the year ended 31 August 2021.

In our opinion and to the best of our knowledge and belief, proper accounting records have been kept and the balance sheet and income and expenditure account are:

1. Properly prepared and are in agreement with the accounting records of the playgroup.
2. Consistent with information and explanations we have received.

CSL Partnership Ltd.

CSL Partnership Limited
Chartered Certified Accountants
238 Station Road
Addlestone
Surrey
KT15 2PS

Date: 21 June 2022

MINUS FIVE PRE-SCHOOL

England & Wales - Charity number 296215

Accounts

Minus Five Preschool
Minutes of meeting on 28th July 2021
AGM financial Year 2019-2020

Present:

Hannah Furse – Deputy Chair
Caroline Venner – Preschool Manager
Jennie Cheung – Trustee
Gill Parry – Admin Manager
Michael O'Connor – Parent
Lindsay Applegate – Parent

Apologies:
Lisa Firth

Matters arising from previous meeting – Caroline Venner proposed the minutes and Hannah Furse seconded them.
Caroline chaired the meeting at Hannah's request.
Caroline reported that she has received confirmation from the Early Years Alliance that the new constitution is now registered with the charities commission.
Ofsted have confirmed the changes of the manager/nominated individual.
Caroline has had ongoing support from early years with her role as manager in the last year.

<u>Chair's Report</u>
Hannah will be stepping down formally as chair. Caroline thanked Hannah for her assistance.

<u>Managers Report</u>

Caroline reported that it has been a very interesting year since her return as manager. We have had 29 children on role by the end of the summer term 2021. The staff has worked tiresley to support the children and families of the preschool. We have had a number of SEN children and this has involved a lot of paperwork which has at times been stressful.
Shiobon took on the role of SENCO in Sept 2020 and has risen to the challenge and with lots of support and training is now feeling confident in her role.
Debbie took on the role of DSL in Sept 2020 and again with lots of training and support has a great understanding of her role. Debbie has also started her Level 3 training. We have secured an apprenticeship for her with Brooklands College which is supported 95% by the government; there will be a small cost to the preschool.
All Staff have completed successful supervision for the year and have undertaken lots of CPD training in various areas.
In September 2021 the new Statutory Framework will be implemented. Caroline reported that she has attended several training forums in preparation for these changes and that they staff have all received in house training in readiness for the changes. Parents have also been informed of the changes, the biggest being the amount of paperwork that staff produce. The focus is now more on being with the children and only recording what is significant.
The statutory framework needs to be read by all new trustees so they have an understanding of how their roles and responsibilities are affected by these changes.
We will also be working with the new Development Matters to inform our curriculum and planning for the learning of all the children.
Caroline reported that now COVID restrictions have lifted we will return to a somewhat normal state of business. We will continue to manage the risks, and regularly monitor local levels and act accordingly.
We have about 9 families staying with us for September and currently it is estimated about 14 families will be joining us, which are really good numbers for the new academic year.

We are receiving enquiries through the holidays and are actioning them accordingly. We have been advised that Ofsted are working on a 6 year cycle and we can expect to not receive an inspection until possibly 2023, however, Caroline reported that she will be working with the staff to ensure we are ready in case they come any earlier which is always a possibility.

<u>Treasurer's report</u>
Caroline would like to thank CSL, our accountant for their continued support with payroll and for auditing the annual accounts.
Please check and sign the annual accounts for 2019-2020, these will be submitted to the Charities Commission with the annual return
Income: £55,266
Outgoing: £66,461
Gill Parry proposed and accepted the accounts, Lindsay Applegate seconded.
The accounts show a significant deficit of £11k due to the COVID pandemic. Both Gill and Caroline have worked incredibly hard with the support of the staff to keep the setting open and viable for another year
Fundraising: for this financial year 2019 -2020 due to COVID we were unable to raise any funds for the preschool

<u>Election of trustees:</u>
Chair – Hannah Furze nominated Michael O'Connor to position of Chair; this was seconded by Jennie Cheung
Treasurer – Caroline Venner nominated Lisa Firth in her absence to the position of treasurer; this was seconded by Gill Parry.
Secretary – Gill Parry nominated Lindsay Applegate to position of secretary; this was seconded by Caroline Venner

Other Trustees
Jennie Cheung will be stepping down as a trustee.
Caroline Venner is happy to stay as a trustee/nominated individual.

All trustees to have Enhanced DBS checks and to start the EY2 process with Ofsted. Gill will assist with getting all the checks done that are necessary upon returning in September. All information will be updating and submitted with the Charities Commission when Caroline and Michael complete the annual return for 2019-2020

<u>Any other business</u>

Preschool fees – general fees which are £7.00 per hour will currently stay the same. It was felt with the current COVID situation families would appreciate no increases. There was a discussion about the provisions costs; Michael is really keen to look to other sources to provide revenue for the preschool. The provisions will stay the same and will be review at the next AGM. This was agreed by all members.

Building lease – Michael will work with Gill and liaise with Runnymede Borough Council to start open dialogue with regards to renewing the lease. Caroline will pass on Early Years Business Advisors contact information, they are happy to assist in any negotiations.

Recruitment of trustees – Lindsay will work with Gill to compose a letter to go in the new starter pack and start on ideas for future fundraising and recruitment of new members.

Fundraising events – These will be decided at a future date once all the new families have settled.

Trustees training – Caroline advised that there is training available with the Early Years Alliance. She will pass on the information. Caroline has also been talking with early years who can also assist our new trustees with understanding their roles and responsibilities.

Date of next meeting – to be decided once the new term has started and all families are settled.

Meeting finished 8pm

Financial Statements for the Year Ended 31 August 2020

for

Minus 5 Pre-School

Minus 5 Pre-School

Contents of the Financial Statements
for the Year Ended 31 August 2020

Minus 5 Pre-School

Detailed Profit and Loss Account
for the Year Ended 31 August 2020

	31.8.20		31.8.19	
	£	£	£	£
Turnover				
Fees	48,995		68,651	
Grants received	5,955		13,216	
		54,950		81,867
Other income				
Fund raising		316		732
		55,266		82,599
Expenditure				
Rent and electricity	2,600		2,771	
Wages and NIC	59,163		70,442	
Pensions	701		771	
Telephone	839		1,012	
Provision costs	1,574		2,997	
Insurance	726		425	
Fund raising	-		1,652	
Staff courses	338		538	
Uniform	100		175	
Sundry expenses	420		349	
		66,461		81,132
NET (LOSS)/PROFIT		(11,195)		1,467

Minus 5 Pre-School

Balance Sheet
31 August 2020

	Notes	31.8.20	31.8.19
		£	£
CURRENT ASSETS			
Inventories		**249**	267
Cash at bank and in hand		**8,117**	19,550
		8,366	19,817
CREDITORS			
Amounts falling due within one year	4	**(94)**	(350)
NET CURRENT ASSETS		**8,272**	19,467
TOTAL ASSETS LESS CURRENT LIABILITIES		**8,272**	19,467
RESERVES			
Other reserves		**4,000**	4,000
Retained earnings		**4,272**	15,467
		8,272	19,467

Report of the Accountants to the Committee of Minus 5 Pre-School

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Date: 06 April 2021

Financial Statements for the Year Ended 31 August 2020

for

Minus 5 Pre-School

Minus 5 Pre-School

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for the Year Ended 31 August 2020

Minus 5 Pre-School

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