



NOAH'S ARK PRE-SCHOOL

Company Number: 1077417

Minutes of the annual general meeting of the committee of Noah's Ark Pre-School (**Pre-School**) held at The Bungalow, 401-403 Ewell Road, Tolworth, KT6 7DG on 2 December 2025 at 19:30.

PRESENT: Richard Mendez (**Chairperson**)
Bettina Campion (**Manager**)
Hena Lachman (**Secretary**)
Caleb Dadson

STAFF PRESENT: Nevila Mansaku
Theresa D'Souza
Rosie Kanyiki
Thara Al-Thalebi (student)
Terri Doolan (Apprentice)
Soraia Fortes
Teresa Marshall (Bank staff)

PARENTS PRESENT: Adelina Peka
Griselda Lazri
Nomzamo Mshibe
Jacqueline Edward
Claire Woolford
Nicholas Campion (observer and taking minutes)

1. Chairperson's welcome

- 1.1 The Chairperson opened the meeting and thanked everyone for their attendance.
- 1.2 The minutes of the previous meeting were approved.

2. Purpose of the meeting

- 2.1 The Manager explained the legal requirement for Pre-School to hold an annual general meeting, as part of its charity status with the Charities Commission.
- 2.2 The Manager explained the purpose of the meeting was to:
 - (a) Provide a general update of the Pre-School's operations;
 - (b) Provide a summary of the Pre-School's financial position;
 - (c) Arrange membership of the Pre-School's committee for year ahead; and

- (d) Confirm details of the next Committee meeting.

3. Update from the Manager

- 3.1 The Manager introduced the Staff present at the meeting, for the benefit of the parents. Particular note was given to Terri Doolan, the Pre-School's apprentice.
- 3.2 The hiring of an apprentice represented a conscious choice by the Pre-School to grow local talent. It was noted that the Pre-School had a significant history of home grown, local talent.
- 3.3 An overview of the responsibilities and requirements of being a committee member was provided by both the Chair and the Manager, including:
 - (a) The level of time commitment required;
 - (b) The distinction between the operational role of the Manager versus administrative of the Committee (e.g. approving or assessing spending requests);
 - (c) The Committee's overall responsibility, in the event Ofsted identified deficiencies;
 - (d) Meeting 3 times per year and the AGM
 - (e) Conversations regarding the status of the Pre-School.
- 3.4 With respect to the Pre-School's 2024/2025 pupils, it was noted that:
 - (a) The Pre-School had finished the year with 36 children, despite beginning with just 20. This number had ensured the Pre-School's stable financial footing;
 - (b) 17 pupils had been retained by the Pre-School for the next year;
 - (c) All but 5 pupils had moved on to Our Lady Immaculate;
 - (d) There was presently a split in the number of full paying pupils (3), partly funded pupils (16) and fully funded pupils (9).
 - (e) The Pre-School expected a total of 36 children for the year ahead, with more to join in April 2026. This would again ensure the Pre-School's stable financing footing.
- 3.5 The Pre-School had celebrated its 25th anniversary in July 2025, with the anniversary celebration being "very successful".
- 3.6 The Pre-School had transitioned away from hard-copy "learning journeys" for pupils in favour of electronic ones. The software had come with additional unanticipated benefits, including being a means of sending out the Pre-School's newsletter.
- 3.7 The Manager announced her intention to resign by the end of the academic year. A successor had already been identified and confirmed; however, this would be announced publicly at a later date.

3.8 The rental arrangements of the Pre-School's premises were discussed, with particular note being given to the requirement for the Pre-School to fund its own arrangements. The Parish, who the Pre-School rented from, would not contribute to any building refurbishment, in line with the tenancy agreement. It was noted that some trees in the Pre-School's back garden required cutting and that this would be a major expense necessitating full covering by the Pre-School.

4. Financial update

4.1 The Pre-School's accounts for the financial year ending August 2025.

4.2 were presented to the meeting. The Chair and Manager drew particular attention to:

- (a) The Pre-School's has an adjusted surplus of £9,911. This represented a turnaround from last financial year's loss of £11,273
- (b) The Manager noted that the Surplus was small and limited the funds available for investment or staff salary rises;
- (c) The Pre-School expected the Surplus to rise over the coming financial year, as a result of expected increases in government funding and private funding
- (d) Overall, the Surplus was described as "precarious" but it was noted the Pre-School had, in all but one year, enjoyed a surplus at the end of the financial year.

4.3 More generally, parental scheduling choices have posed significant administrative and funding challenges for the Pre-School.

4.4 The total spending for the year was £160,383, with the main expenditure being salary (including National Insurance Contributions rises and property rental).

4.5 The Pre-School's overall income for the year had been £201,167 which includes an early payment of Government funding in August 2025 which was £30,873. This money was paid for funding in Autumn term, but arrived early and is therefore counted in the financial year 24/25. The overall income also includes fundraising of £1,188.

4.6 There were further unrestricted funds available; however, the tenancy arrangement prevents major investment in the property, preventing its use here. As a result, the Manager implores to use of the funds for improvements of the interior such as flooring, cupboards and for outside major gardening maintenance.

5. Committee members, voting and confirmation of roles.

5.1 The Pre-School encouraged the parents in attendance to join the Committee to ensure the continuation of the Pre-School's existence.

5.2 The following individuals were put forward for election:

- (a) Richard Mendez (as Chairperson);

- (b) Hena Lachman (as Secretary);
- (c) Maria Leon (as a Committee Member);
- (d) Carole Hornton (as a Committee Member); and
- (e) Caleb Dadson (as a Committee Member)

(the **Nominations**).

- 5.3 It was explained that the Pre-School's accountant was the Treasurer, and therefore would not require voting.
- 5.4 Voters were taken on the Nominations for the new academic year by way of a show of hands.
- 5.5 It was noted that all Nominations (as listed in Paragraph 5.2) had been approved.

6. DBS Ofsted process including suitable person

The procedure for onboarding was explained for the benefit of the new Committee members. This included the administrative arrangements of submitting their details to Ofsted and the requirement to complete a DBS and arrange an EY2. It was noted that there were no costs associated with this. Existing and previous members of the Committee shared their experience and tips relating to the DBS.

7. Any other business

There was no other business raised at the meeting.

8. Confirmation of next meeting

It was noted that the next meeting of the Committee was expected in March 2026.

9. Close

The meeting was closed.

Maria Leon G. / Richard Mendez C.

SIGNED