Independent Examiner's Report to the Trustees of Swallowfield Pre-School Trust

I report on the accounts of the Trust for the year ended 5 April 2019, which are set out on the enclosed pages.

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Report

I have completed my examination. I confirm that no material matters have come to my attention 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.

P. Keys

Phil Keys
25 Foxborough
Swallowfield
Reading
RG7 1RW

Date: 30 November 2019

Swallowfield Pre-School
Parish Hall
Swallowfield
Berkshire

Registered Charity No. 1025250
PLA Number 27706/4058

Statement of Account for Swallowfield Pre-School 2019

	Amount	Total
Closing Bank Balances as at 5/4/2019		
Current Account	£27,920.77	
Savings Account	£19,709.82	
		£47,630.59
Current Debtors & Creditors		
Current Debtors (outstanding income)		
Mamut Lic Fee for FY18/19	£216.00	
Oustanding Fees for FY18/19	£0.00	
Current Creditors (outstanding expenditure)	£0.00	
Q4 PAYE	-£1,191.96	
Rent - Spring Term	£0.00	
Training	£0.00	
Photocopies	£0.00	
WBC Grant Funding for Summer Term 19 (FY19/20)	-£14,344.41	
WBC EYIG for Summer Term 19 (FY18/19)	£0.00	
WBC EYPP for Summer Term 19 (FY18/19)	£0.00	
WBC EYIF for Summer Term 19 (FY18/19)	£0.00	

		-£15,320.37
Total		**£32,310.22**
Less Opening Bank Balances as at 6/4/2018		
Current Account	£31,802.85	
Savings Account - A&L	£14,617.53	
		£46,420.38
Debtors & Creditors		
Debtors		
	£216.00	
	-£40.00	
	-£900.62	
	-£2,259.90	
	-£38.88	
Creditors		
	-£11,117.20	
		-£14,140.60
Total		**£32,279.78**
	Total Profit	**£30.44**

Swallowfield Pre-School

Receipts and Payments Account for the Year to 5th April 2019

Expenditure	Amount
Administrator Office Supplies & Phone	
Children's Special Events	£52.03
Arts & Crafts & Cooking	£158.34
DBS Expense	£104.58
Fundraising Expense	£1,124.12
Insurance	£455.53
Misc Expense	£320.80
NEST Pension	£535.98
PAYE/NIC	£3,184.36
Photocopying	
Pre-School Office Supplies, Printer & Phone	£308.59
Pre-School Sundries (Cleaning etc)	£245.51
Refund	£0.50
Rent	£6,380.42
Rent - Committee Mtgs	
Snacks	£345.12
Software & Other Annual Fees	£433.00
Staff Petty Cash	
Staff Uniform	£93.69
Toys	£280.63
Training	£804.00
Wages inc hol & Relief Staff	£44,008.04
Total:	**£58,835.24**

Income	**Amount**
Registration Fees	£450.00
Tutition Fees from Parents	£16,873.00
Free Entitlement Funding (Grant Funding)	£34,036.60
2 Year Old Free entitlement Funding	£1,196.64
Fundraising Events	£4,599.44
EYIG (Early Intervention Grant)	
EYIF (Inclusion Funding)	
EYPP (Early Years Pupil Premium)	£219.42
Other Grant	£1,348.29
Returned Monies	£50.00
Interest on Savings	£92.29
Donations	
Misc	
Total:	**£58,865.68**

Receipts and Payments Account
for the Year to 5th April 2018

Profit and Loss

Income	£58,865.68
Expenditure	£58,835.24
Total	**£30.44**

Chair's Report
Swallowfield Pre-School AGM
Monday 24th June 2019
8:00pm Davies Room

Welcome

Welcome all and thank you for coming along to the Annual General Meeting for Swallowfield Pre-School 2018-19. It has been a really fantastic year, where the team, Committee and parents have worked incredibly well together for the benefit of the children of Swallowfield Pre-School.

Charity Status

Swallowfield Pre-school, Parish Hall, Swallowfield, Berkshire, RG7 1QX is registered with the Charity Commissioners (No 1025250).

The Charity is administered by a voluntary Committee of parents and carers. Working closely alongside the Manager, it is responsible for the overall management and smooth running of the Pre-School, such as fundraising activities, staffing and recruitment and financial issues. It is composed of three key officer roles – the Chair, Secretary and Treasurer along with General Committee members. This year we have been very fortunate to continue to have a hard-working Committee with members contributing to fundraising events and meetings. This team work has been vital to the success of fundraising efforts and the academic year.

During the year to March 2019 members of this committee were:

Chair	Emma Kelly
Secretary	Samantha Peacock
Treasurer	Dave Lamont

General Members:
Claire Green, Caroline Milton, Jessica Singh, Petya Todorova and Angharad West

Object of the Charity

The object of the Charity is to advance the early years foundation stage learning of the children in the Pre-School with emphasis on learning through play. The Charity seeks to excel in the delivery of this by

(a) Developing extended relationships between the staff, parents and others associated with the Pre-School.
(b) Engaging in activities which support the Pre-School including fund raising activities.
(c) Providing and assisting in the provision of facilities and items for the children at the Pre-School to enhance their learning experience.
(d) Running events for the enjoyment of the Pre-School children and families, and the wider community.

Risk Management

The major risks, to which the Charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate these risks. A waiting list is in place to ensure continued interest and intake of children. Disclosure and Barring Service (DBS) checks are carried out on all members of staff and of the committee. The Pre-School is a member of the Pre-School learning Alliance, is registered with and regularly inspected by OFSTED Early Years, follows the Early Years Foundation Stage (EYFS) curriculum and is a fully inclusive setting. Swallowfield Pre-School was rated as 'Good' by Ofsted in June 2016.

Review of Progress and Achievements 2018/19

Fundraising

This year we continued to hold our popular bi-annual Jumble Sales. The events are always well attended by people in the local community and beyond; it is so nice to see familiar faces come back year after year for this community event. The sale in the Autumn was moved to a slightly later weekend in the term to allow new parents additional time to get settled at Pre-School. This worked well and we saw a slight increase on usual takings. Despite the later weekend, we were still quite low on parent helpers for the sale. This may have been to do with a having a slightly lower number of children on roll in the Autumn term this year as we did not face the same problem in March when numbers were higher. We are very fortunate that people in the local village and ex-parents of the Pre-School are very supportive of the Jumble Sale and were able to lend their support – thank you.

A local estate agent continued to support the Jumble Sale this year with their eye-catching sale boards. Due to a very busy workload at the estate agents, the boards were not put up as early as we might have hoped for the March sale. Going forwards, it has been decided that Pre-School will look after and put up the sale boards and the estate agent will print the updated date stickers for each sale. We continue to advertise on social media and posters around the villages which is effective. From next year we will be able to include the information on our new website.

Other fundraising events this year include the Christmas Raffle and refreshments at the Carol Concert. Thank you to the parent who organised donations to the raffle and running the event on the day. Two parents supported the children creating handprints for tea-towels which were printed and sold as an additional fundraiser at Christmas. Whilst the tea-towels do not create a large fundraising sum for the Pre-School, it is a nice keepsake for parents to remember their child's time at Swallowfield.

Thank you to another parent who organised a local photographer to take the children's photographs. They donated 10% of their profits to Pre-School.

Last July the annual auction continued in the same format as the previous year and was a big success, raising around £900 which was put towards new ICT resources

for the Pre-School. The online auction catalogue, alongside the paper catalogue has helped to encourage interest and bidding on items before the event.

I would like to say a particular thank you to a Dad who has, for the second year, secured all of the fantastic prizes for the Christmas Raffle and the Auction.

Further Highlights of the Year

A big achievement this year was the launch of our new website. It has been in the pipeline and under construction for some time, so it was really exciting to see it being launched this year. Our sincere thanks to the parent who donated his time and expertise to this project. It looks fantastic; lots of clear content alongside charming photographs of the setting and the children give a picture of what life is like at Swallowfield Pre-School. Due to healthy numbers on roll, the Committee have decided against a marketing campaign to accompany to new website. This will happen as and when it is needed. Going forwards, a parent has kindly agreed to maintain and update the website.

Committee members have hosted two coffee morning this year, one in the Autumn term and another in the Spring term. These coffee mornings have been well attended and are a positive and friendly event. They are an effective tool for getting to know new parents and encouraging them to become even more closely involved in their child's time at Pre-School. We now encourage members of the team to pop in for a few minutes to have a chat with parents in this more relaxed setting which has been a beneficial addition to the coffee mornings.

To keep in touch with old parents of the Pre-School, the Manager has created the 'Friends of Swallowfield Pre-School' group. Ex-parents are very occasionally emailed to keep up to date with events such as the Jumble Sale and with invitations to the coffee mornings. It was great to see some 'Friends' at the Autumn coffee morning.

The snack provision this year offered a variety of healthy foods and has been enjoyed by all children together in the café area. Many thanks to the parent who bought the snack each week.

A new Committee Guide has been produced to provide all of the information that new members may need, such as applying for a DBS and what is expected of them within their role beyond fundraising.

We have had two visits from local settings. These were positive meetings in which we were able to demonstrate good practice and answer questions about how we operate.

We are compliant with GDPR legislation and new data protection and privacy policies have been created/updated.

In its last inspection (May 2016), Swallowfield Pre-School was rated 'Good' by Ofsted. The team have addressed the two key development points and are always striving to deliver the absolute best for the children. From their excellent practice to their dedication to nurture a love of learning, the team at Swallowfield Pre-School

shape the setting to make it the special place it is. As such, the children who attend Swallowfield Pre-School are very happy, creative and excited learners. My sincere thanks to the Manager and all the Staff.

Staffing

Manager	Helen Coulter
Deputy Manager	Alexandra Harrison
Practitioners	Amshawu Alhassan Liz Collings Hayley Freeman Ayse Toktay Toktay Janet Steel (support) Emily Paul (student) Wallis Ferne (volunteer)

In July last year, we were very sad to see a member of staff leave to become the owner and Manager of her own setting. She brought valuable skills and teaching knowledge to the role which we will continue to build on in the future. We wish her all the best at her new Pre-School.

We were delighted to appoint Ally Harrison to the role of Deputy Manager. It is fantastic to develop and nurture the skills of our own team. Ally's excellent relationships with the children and parents are a real asset to the role.

We were so pleased to welcome a new member of staff to the team this year. Alongside her gentle and caring nature, she brings with her lots of practical experience as well as academic childcare theory.

This year two members of staff have undertaken the SENCO role, both attending several training sessions and distributing knowledge to the team.

One member of staff has progressed extremely well with her Level III childcare course and she is very close to qualifying. This would mean that all of the team now hold a Level III qualification. Congratulations!

We have been joined a volunteer this year, supporting in sessions twice a week. She is a talented musician and has volunteered regularly for several charities.

A placement student joined us in the Spring term as part of her Level III qualification. Best of luck to her with finishing her studies and to a bright career in childcare.

Many thanks to our support team for stepping in, sometimes at short notice, to provide an experienced pair of hands.

I (Emma) stepped down from the role of Committee Chair at the end of March this year. I have loved being the Committee Chair for the last few years and hope I have

been able to provide valuable support for the Manager and the team. I will now be able to continue this support for the Pre-School in a slightly different way as the Administrator/Bursar for the setting. Thank you to Samantha Peacock for stepping up so happily to become the new Chair of the Pre-School.

All staff training is up to date, including Safeguarding and Prevent training. These courses have also been undertaken by several Committee Members. Staff have also attended further courses run by the Local Authority, shared this information with other members of staff and put these new methods into practice within the setting.

30 Hours Funding

From September 2017, working families with children aged 3 or 4 are entitled to 30 hours a week free childcare from the Government. Due to restrictions on hall availability, Swallowfield Pre-School is not able to offer 30 hours to parents but continues to offer 15 hours and the additional extended session from 9:15-9:30 for which parents pay a small additional fee. The 30 hours entitlement can be split between Swallowfield Pre-School and another setting or childcare provider and parents have been made aware of this.

Conclusion

In conclusion, Swallowfield Pre-School continues to provide excellent care and learning opportunities for local children. The team work continually to develop their practice and build on their successes. This dedication and close collaboration with parents ensure that the children of Swallowfield Pre-School are truly happy and enjoy learning. On behalf of the Committee and parents, a sincere thank you to the team for all that they do.

Emma Kelly (Exiting Chair) **Date: 24th June 2019**
On behalf of the Trustees

Samantha Peacock (Chair)