

Bassetts Farm Preschool Trustee's annual report for September 19-August 20

Registered charity number 900102

Address - St Johns Road, Exmouth, Devon, EX8 4GB

The charities objectives and activities including social investment

In setting out our objectives and planning our activities our Trustee's have followed the charity commission's general guidance and in particular the guidance on public benefit through providing continued provision of high quality accessible and Inclusive early years childcare for children age 2-4 years from within the local community. We do this by employing qualified staff who deliver the EYFS using OFSTED and safeguarding guidance to ensure a stimulating and challenging curriculum is provided that encourages all children to become independent learners who can take risks and are school ready by the time they start their reception year. The staff work closely with children and their families within the key work groups, providing individual learning plans and ideas that are shared with parents and families on a weekly basis. We encourage parents to be as involved as possible with their children's progress and offer extended support and family intervention to anyone who requires it. This could be for additional learning, behaviour support or emotional development.

To help close the achievement gap we employ a full time specialist SENDco who works alongside all children who may need extra and continued support to make progress in all areas.

The preschool employ's two managers, one level two apprentice from Exeter college and six Early years professionals, (one of which is our SENDco.)

As a team we encourage other professionals to visit our setting and work alongside staff, families and children in whatever role required. We welcome parents to visit the preschool both before and when they start so that the whole family feels happy with the setting and has developed a good relationship with their keyworker. We are a community preschool that enjoys an excellent working relationship with the primary school that we rent our premises from and that 97-100% of our children transition to.

Trustee's are elected to the committee at each AGM which is held in the Autumn term. Members are sent out information in advance of the meeting, explaining the importance of the committee and what is expected of the different roles. Members who are willing to serve on the committee are nominated and seconded by other members. All members must stand down at each AGM and be elected again if they wish to serve for another year. All Trustee's are volunteers and at no point are paid for any work or services they undertake while on the committee.

Once Trustee's are elected they will have to complete DBS and Ofsted EY2 checks and have an induction including all details of safeguarding and preschool policies and procedures.

Trustee's elected in the year Sept19-Aug 20

Daniel Moore - Chair and safeguarding Jodie Parker - Secretary Kelly Wilks - Treasurer

Jayne Marchant , lynne Burnard-Evans, Lisa Clements

Co-opted member- Karen Bamsey (Manager and nominated person.)

Our governing document is the PLA Model Preschool constitution 2011.

The policies and procedures we use for induction, training and the safeguarding of the committee and the preschool as a business are

- Committee -Safeguarding, running of preschool, conflict of interest and volunteer policy
- Main safeguarding and child protection Policy
- The prevent duty
- Fundamental British Values
- Admissions policy and statement of intent and aim
- Managing allegations
- Whistleblowing Policy
- Management responsibility
- Concerns and complaints
- Investment, Risk assessment and Reserves
- Payment of staff
- Committee members code of conduct
- Race, equality and diversity
- Induction and training of trustee's

The preschool constitution is adopted at the AGM and at the first committee meeting for policies and procedures.

Organisational structure

The committee are responsible for the overall management of the preschool. The managers are employed by them to run the preschool on a daily basis as the policies above state. All issues that are not considered as day to day running must be explained to and agreed by the committee and recorded in the minutes of the meeting. As well as the main and fundraising account the Trustee's have been adding to a reserves/emergency account over the years, which now holds enough to cover all redundancies in the case of an emergency. The building we operate from is leased from Devon County Council and so no major repairs would be funded by the preschool. All legal and relevant insurances are held and displayed in the foyer of the preschool with the registration certificate.

Finances

Nearly all of the Preschool's funding comes from government funding received over the year, with a few payments being made directly into the main account through the government childcare vouchers and parents paying for two year olds.

Account records, balances of accounts, cash flow forecasts and annual audit checks are presented by the trustee's and are available for any member and are discussed by Trustees at the meetings held throughout the year. The accounts are presented to an external auditor each year before being submitted to the charities commission along with this report and displayed on their website.

Financial review September 2019-2020

The cash flow projections for year ending August 20 originally showed we would make an expected profit of around £1200, however due to the Covid-19 situation and the fact we were unable to open for all children in the summer term we are now looking to break even. WE consider ourselves very fortunate that we have been able to make necessary cutbacks and have not had to use any of our savings to get through the year. The books will be externally audited in the next few months and final numbers displayed on the Charities commission website and then presented to the committee and at the next AGM.

Fundraising

Some fundraising ideas were planned for the summer term 2020 but due to the government restrictions put in place these were cancelled.


The preschool year

- Izzie our apprentice joined us for her Level two childcare qualification, She managed to pass this even with all of the disruptions of 2020.
- During the lockdown (summer term 2020,) the preschool remained open for vulnerable children and those of critical workers. Key workers kept in contact with their families who weren't attending and tried to offer support to families throughout. On the 1st June 2020 we opened up for all children, but many parents decided to keep their children off until they had a better understanding of what was happening. Claire continued to work from home on the days she wasn't working at the preschool, to keep up with all of the usual paperwork, the ever changing guidelines and to prepare for the full return in September 2020.
- The primary school who we rent our building from reported that the children who transitioned from The Preschool are making really good progress and settled into the reception class quickly so making good progress in other areas of learning.
- Sadly our end of term party was cancelled due to covid-19 government restrictions.

Looking Ahead.....

- September 20 sees our apprentice Izzie start her level 3 childcare qualification.
- We will concentrate closely on professional development within the team as picked up as a target in our last Ofsted.
- It has been very hard to make accurate financial forecasts for the coming year due to the ongoing covid-19 situation and parents not starting their children when they would of done plus the likely hood of further local and national lockdowns we are preparing ourselves to make a loss on our annual income/expenditure 2020-2021. We have put measures in place to insure there is no negative impact on the business.

Full name KAREN BANSBY
Position held CO MANAGER/nominated person
Date 15.10.2020

Signature 
Full name D. Moore
Position held Chair
Date 15.10.2020

Signature Claire Precious
Full name CLAIRE PRECIOUS
Position held CLAIRE PRECIOUS
Date 15.10.2020

[illegible]

Chair

[illegible]

BASSETTS FARM PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNT **FOR THE YEAR ENDED 31ST AUGUST 2020**

2019		2020
£		£
<u>Income</u>		
132,659.91	DCC (Voucher Agency)	137,892.09
11,588.18	Playgroup Fees	12,177.00
5,541.30	Other	822.67
0.00	Interest	0.00
0.00	Other Grants	0.00
<u>149,789.39</u>	Total Income	<u>150,891.76</u>
<u>Expenditure</u>		
126,119.88	Staff Wages	128,570.59
15,914.60	Expenditure & Replacements	10,425.53
7,771.00	Premises Costs	8,266.93
0.00	Insurance	0.00
2,947.43	Other Expenses	3,339.20
<u>152,752.91</u>	Total Expenditure	<u>150,602.25</u>
<u>(2,963.52)</u>	Surplus / (Deficit)	<u>289.51</u>

BALANCE SHEET AS AT 31ST AUGUST

<u>Assets</u>		
20,000.00	Equipment at Valuation	20,000.00
9,058.31	Cash at Bank	9,347.82
26,131.58	Cash at Building Society	26,131.58
<u>55,189.89</u>	Total Assets	<u>55,479.40</u>
<u>Liabilities</u>		
0.00	Wages and PAYE	0.00
<u>0.00</u>	Total Liabilities	<u>0.00</u>
<u>55,189.89</u>	Net Assets	<u>55,479.40</u>
<u>Accumulated Fund</u>		
55,189.89	Balance at 1/9/2019	55,479.40
<u>(2,963.52)</u>	Surplus / (Deficit) for the Year	<u>289.51</u>
<u>52,226.37</u>	Net Funds	<u>55,768.91</u>
	Discrepancy	<u>0.00</u>

I have examined the records for the year ended 31st August 2020.

Nicola Price MCIBS
20th Feb 2021

