



Pre-School Committee (Trustees) Annual Report March 2020

This report covers the period March 2019 to March 2020.

The Pre-School has had another challenging year due to a number of changes that have affected the Committee, and the setting location. The Pre-School operate out of St Richard's Church Building which had to undergo extensive building work during this year to make the structure sound including replacing the entire roof. With the work commencing in July and was due to complete by Christmas.

Thanks to the close connections with St Richard's School that Kristy and the team have built - they kindly allowed the Pre-School to operate out of their unused nursery building around the corner for the duration of the building works. Unfortunately the work over-ran meaning that the Pre-School remained an additional term in the School. We are very grateful to St Richard's School for allowing us to use the facilities while the Church was undergoing the necessary building work.

We have tried to recruit several parent representatives to the committee with minimal success. Kate Morgan Watts was appointed to the Committee at the AGM held 25 March 2019 – she comes with a wealth of experience as she is a Level 4 Early year's practitioner herself at a different setting and used to be employed by the Pre-School and has enriched the Committee meetings with her insights and support.

The most noticeable Committee loss of the year was that of Revd Craig Holmes who took up a new position within the Church of England in November 2019 in a different diocese and left St Richard's Church and the Pre-School. Debi Lagor was appointed acting chair until the new incumbent vicar was appointed and could take up the position as trustee and regain the role of Chair.

Throughout the year, Kristy has continued to build on the progress made during her first year. In supervision, Kristy has been able to demonstrate how she has continued to help the staff to develop best practice and provide excellent leadership and management of the staff all throughout the difficult transitions to St Richards' School nursery setting.

As part of her role, Kristy provides management reports to the committee on a monthly basis and attends the monthly Committee meeting to discuss any concerns, and to report on the operation of playgroup.

Although there have been additional costs to get the Pre-School through the past year, the sustainability of the setting has improved with a much smaller deficit showing on the accounts than in 2018. The reputation of the setting has also continued to improve along with improvement in the numbers on roll as Kristy continues to work closely with the Local Authority.

The Committee fully expects the setting to continue to make improvements, and is committed to working closely with the Manager and Staff to provide the best Early Years provision possible.

The rising issue of the global pandemic has affected the Pre-School operation and temporarily closed the setting in March 2020 according to Government advice and in line with the UK National Lockdown. Until the wider implications of the pandemic are understood the Committee are currently unable to run an AGM.



St Richards C E Preschool – Managers Report - March 2020

This has been a year of changes and we are constantly mindful of changes still to come.

The repairs on the roof of the church finally got underway and at the end of the Summer term (July) we moved into our temporary premises of the school to start our new academic year. The school have been very accommodating in allowing us to use their unused nursery building, rent free, for the term until we were able to move back in at Christmas. Unfortunately, the works over-ran and the school were happy for us to stay another term. We can not thank the school enough for their support and understanding.

We have received positive feedback from parents regarding the space, and the children are all enjoying the facilities also. As well as this, the staff are enjoying the benefits of not packing away most nights and resetting up the next morning. This has led to staff having more time to think about quality activities to provide and why they are providing these.

This is an area which will be exploring when we move back to the church, especially our outdoor area and how to make it more accessible for the children.

We have been inspected and audited by the Local Authority on Safeguarding and Learning and Development, and both reports were positive. This shows how the setting and staff are moving forward in practice to support the children's care and development.

Staff have undertaken a number of training days, which includes:

- Maths
- Observation and assessment
- Child development
- Superhero play

Regular training, inset days and questionnaires keep staff knowledge up to date and keeps them on their toes! As well as this, four members of staff are undertaking their Level 3 in childcare, Sam has started her Foundation Degree in Early Years and I (the Manager) have started a qualification to become a Qualified Early Years Teacher. All of these are positive steps to continue giving our children the best start to their educational journey.

In July we said goodbye to lots of children who moved on to either nursery or Reception; and were lucky to celebrate their time at St Richards C E Playgroup with an end of term picnic held indoors as the weather was awful, after all the children enjoyed the mobile farm that visited us. All children leaving were presented with a certificate and small gift.

Our return in September was not as slow as the previous year, however staff delivered our leaflets to all houses in the local area.

We currently have 38 children on roll, this is made up of paid places, 2-year old funding, 3 and 4 year old funding and 30 hour funding. We have discussed increasing our fees, so it falls in line with the funding we receive from the Local Authority, however due to still being in a temporary building, we have decided to wait till September 2020.

We held another wonderful and packed out Christmas performance in the nursery, and although we didn't have as much space as we do in the church, parents and family members crammed into the nursery to watch the children. The children had a wonderful Christmas party and received a special visit from Santa.

We have held some wonderful stay and play sessions for parents. This is a chance for parents to come in, play with their child, see what we do, and have a chat with their child's keyperson. These are well attended, and we try to hold these on different days and have AM and PM sessions to ensure they are accessible to everyone.

We also held our first parents evening. This was very well attended and definitely something we will be repeating.

We started our lending library in January this year. This is a popular resource and a great opportunity for parents to sit and read a book with their child. Books are changed weekly and we encourage children to borrow a variety of books including picture books and information books.

My plans last year to join up more with the church in their lunch club, coffee mornings and scramblers group have not been successful due to our current situation, however once back in the church I hope to be able to support parents to access these groups more.

As you can see, we have had a busy year, the children are progressing well and already we are planning for the summer term, getting the children ready to move on to new and wonderful things. However, we are hitting uncertain times with the growing Coronavirus pandemic and we may be in for a rocky time.

As a team we thank all the parents for their continued support at Preschool and for allowing us the opportunity to watch their children grow.

To close this report, I would like to provide some quotes taken from a recent parent questionnaire:

- Extremely happy with the playgroup
- Great friendly staff, have no problem with the way they look after my son
- I feel confident when I leave my child at playgroup, I know she will be cared for like I care for her, she is happy and loves her friends and teachers. The staff do an amazing job and help you feel confident when leaving your child, they teach a great range of things as well as having fun
- Everything is going well, so pleased with all the staff here, cannot thank them enough.



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St Richard's CE Preschool

Charity No. 1178927

Accounts 31 December 2019

St Richard's CE Preschool

Report & Accounts

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St Richard's CE Preschool

Charity No. 1178927

**Independent Examiners' Report to the Trustees of the St Richard's CE
Preschool for the year ended 31 December 2019**

**Respective responsibilities
of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:
examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's
statement**

In connection with my examination, no matters has come to my attention to indicate that:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the Charities Act:
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met: or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

4th December '20

Mr David Baggs A.C.A.

11 Seymour Gardens, Hanworth, Middlesex, TW13 7PQ.

St Richard's CE Preschool

Charity No. 1178927

Detailed Receipts & Payments Account
for the year ended 31 December 2019

	Year Ended 31 December 2019		Year Ended 31 December 2018	
RECEIPTS	£	£	£	£
Contract, Grant funding & donations				
Kingston University grant		2,100		
London Borough Hounslow funding		98,964		97,922
Donations		<u>260</u>		<u>566</u>
		101,324		98,488
Other Fees & Income				
Subscriptions & other receipts	13,933		15,297	
Bank deposit interest	<u>228</u>		<u>243</u>	
		<u>14,160</u>		<u>15,540</u>
		115,484		114,028
PAYMENTS				
Wages & salaries	99,996		115,150	
NEST pension contributions	2,900		1,543	
Printing, postage & stationery	306		2,998	
Materials and other resources	1,534		3,425	
Rent	12,000		11,167	
Insurance	482		464	
OFSTED registration / DBS checks	156		50	
Computer equipment	1,130		792	
Staff training	1,244		2,996	
Staff uniforms	377		162	
Telephone	142		198	
Gifts	286		100	
Payroll management software	258		582	
Cooking	137		252	
Early Years Consortium - consultancy fees	424		10,343	
Tracey Monk - consultancy fees			6,123	
Pest control	50			
Travel & subsistence	620			
Staff recruitment advertising	<u>500</u>			
		(122,542)		(156,343)
(Deficit) for the year		<u>(7,058)</u>		<u>(42,315)</u>

St Richard's CE Preschool


Charity No. 1178927

**Detailed Statement of Assets & Liabilities
for the year ended 31 December 2019**

	31 December 2019	31 December 2018
	£	£
Current Assets		
Bank savings A/c	30,932	50,689
Bank current A/c	<u>31,010</u>	<u>20,833</u>
	61,942	71,522
Creditors: amounts falling due with one year		
Sundry accruals	<u> </u>	<u>2,522</u>
	<u>61,942</u>	<u>69,000</u>
Unrestricted Income Reserves		
Balance b/fwd	69,000	111,315
(Deficit) of receipts over expenditure	<u>(7,058)</u>	<u>(42,315)</u>
Balance c/fwd	<u>61,942</u>	<u>69,000</u>

Approval of the Accounts

The accounts have been approved by the trustees on

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Debbie Lagor

Trustee

St Richard's CE Preschool

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