



## **Pre-School Committee (Trustees) Annual Report April 2021**

**This report covers the period March 2020 to April 2021.**

On the 20 March 2020 the Pre-School made the necessary decision to temporarily close the setting due to the increased Coronavirus risk. This decision was not one undertaken lightly but was taken with the understanding that the risk to staff and children and in line with the Government requirements. The Setting remained closed until September 2020 with the majority of staff placed on the Government Furlough Scheme.

Unfortunately the National Lockdown also meant that we were unable to hold our AGM as planned in April 2020. The ongoing restrictions and national lockdown's make running an AGM extremely difficult and we are delinquent in this for the year.

### **Setting and Operation**

At the Start of the National Lockdown the Pre-School was operating out of St Richard's School's Nursery Building, while the Church building where the setting is usually located had to undergo building work. While the work commenced in July 2019 the work unfortunately over-ran and although the roof was complete by Christmas the remedial repairs to make the building good meant the Pre-School was continuing to operate out of the School's Nursery Building. The decision was taken by the committee at the beginning of March 2020 (before the lockdown) and after discussion with the Local Authority that it would be best for the setting and the children attending the setting to remain operating out of the School Nursery building until end July (Summer term) then transition back over the summer. This however didn't happen as all schools were required to close.

Once the National Lockdown was eased and settings could consider opening St Richard's School asked us to vacate the nursery area in early June so that they could use the nursery space to enable the correct social distancing upon re-opening the School itself. This we did and while we gave serious thought to opening in the church building we ultimately decided to remain closed for the summer term and focus on re-opening in September 2020. We cannot express enough thanks to St Richard's School for allowing us to operate out of their Nursery Building during the building works.

The closure allowed the Staff led by Kristy to re-look at the outside space available at the Church setting. By thinking laterally and using the previously gated area – removing part of the high fence and revamping the available space - this has allowed the children to enjoy a much improved outdoor space for the setting. Huge thanks go to the staff and parents who fundraised for the materials and several local companies who kindly donated materials.

### **Committee and Staffing**

Although Kate Morgan Watts was appointed to the Committee at the AGM held 25 March 2019 – she decided to leave the committee in May 2020 as her son was due to transition to School in the September and the Setting was closed due to the National Lockdown and restrictions.

The Committee are delighted to welcome Debs Wignall who was appointed as vicar of St Richard's Church. She will take up a position as trustee and as the current incumbent of St Richard's Church will also take on the role of Chair of the Committee.

Throughout the very strange year that the Coronavirus pandemic has given us, Kristy has gone over and above the requirements of the manager and motivator of the staff. She also worked tirelessly during the national lockdown's to provide online content that could be accessed and physical activity packs for all the children.

To support the restrictions of the Pandemic and the now limited access to the setting– Kristy and the team have introduced an online observation tool, which parents can also access via an app to view observations on their child and comment upon them which has proved very popular.

In supervision, firstly with Debi Lagor and then with Debs Wignall - Kristy has consistently demonstrated excellent leadership and management of the staff all throughout the Lockdown's and transitions from the St Richards' School nursery building back to the Church setting.

We were very pleased that Kristy qualified as an Early Years Teacher in July 2020 which is a huge bonus for the setting having her as Manager. Kristy is also carrying on studying for her Masters at Kingston University that the setting fully supports.

### **Finances**

Financially the Setting largely thanks to the money reclaimed from the Job Retention Grant (Furlough) is in a more positive position than end of 2019. The decision was taken by the committee to furlough the staff on full pay rather than the 80% covered – which has resulted in higher salary costs which has been offset by the Grant

money. Otherwise the costs remain largely aligned to the 2019 position and the sustainability of the setting has improved with a positive balance showing on the accounts.

### **Conclusion**

While 2020 has been an unprecedented year which led to the setting having to temporarily close in line with National Lockdowns and Government advice we have come out of this stronger as a setting. During Lockdown's and restrictions we have moved locations, created a new garden, introduced a new online observation system all while providing excellent childcare to those children on roll.

While some restrictions related to the pandemic still exist the setting is finding new ways to communicate and engage the parents of the children attending which demonstrates the strength of the setting and the staff working here.

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.

**Debi Lagor**



## **St Richards C E Preschool – Managers Report - March 2021**

On Friday 20<sup>th</sup> March 2020, due the increasing Coronavirus pandemic, we closed our doors and did not reopen them until September. It was an extremely sad day for all of us as it was the country and world. Coronavirus meant we were no longer able to operate which at the time, we hoped would only be for a month or so.

However, although tricky to get my head around working from home, I took on the challenge of home schooling and supporting our children and their families. All staff, even though they were furloughed and had families of their own at home, made videos of themselves reading books or singing nursery rhymes. These were shared with parents twice a week. I created ideas for parents to do at home with their child and tapped into the increasing available resources that families could access online.

All children, at the start of lockdown, received a pack containing lots of activity ideas, paper, templates, cress seeds and much more, as well as a book each to ensure they had something to do. All of this was either from resources we had in the setting or we brought it out of the EYPP money we receive. All families were also offered to choose one game/activity for their child from a list that we brought for them out of the deprivation payment we receive. This was very well received from families and we received some wonderful photos of the children with their gift from preschool.

I stayed in contact with all parents over lockdown, however there was an increase in contact for parents with a SEND child or who had been identified as vulnerable. I delivered food parcels to these families and extra resources if they needed them. I received regular updates from families about how they were getting on and they would reach out if they needed support.

Coronavirus has given us all a new set of skills and enabled us to work in different ways we probably thought was not possible.

Although we had the go ahead to reopen in June, understandably parents were hesitant about sending their child back to the setting and we ended up not opening. However, the staff were raring to go. The church roof was complete, and we were able to move back in. This time gave us an opportunity to have a good sort out of the equipment and resources and, somehow, we managed to fill 2 skips of rubbish!

However, it also gave us time and space to think about how to make our garden a more child friendly space. We came up with an amazing plan and all the staff worked tirelessly to execute it. We advertised on our Facebook page that we were looking for donations and the response was overwhelming. We had huge amounts of things donated to us, but most noticeably the best was a donation to provide and lay a large amount of turf. We also had a parent set up a funding page for us where she raised £500. I cannot thank the staff, parents and all the people who donated to us enough, without this our garden would not have gone through the transformation it has!





All staff wrote their key children's reports and these were either posted or hand delivered, along with a leaving present, at the end of term. This was the hardest thing for staff, not being able to say goodbye to the children as they prepared to move on to their new school, and due to ongoing restrictions, not being able to have our end of term picnic.

Parents feedback regarding the contact they had over lockdown was extremely positive and although we were not able to have our normal face to face contact, I am extremely pleased we were able to keep up contact and support parents virtually.

### **Quotes from parents**

"It's great that not only we keep in contact with you but that my child gets to keep visual contact with the staff too as he really does miss you all".

"My child is missing everyone so much. Thank you all for videos, him and his older brother (who used to attend) enjoy watching them".

"My child looks forward to the next book, thank you so much for this. Really appreciate your time for doing this".

"My child is loving the story, it's the most he has sat down all day!".

Since our return in September all staff have been extremely adaptable in their practice and routine. Cleaning was stepped up and less resources and activities were put out, however this did not stop the childrens learning and development progressing and the children having fun whilst in the setting. However, the biggest adaption we have had to make is not allowing parents to enter the setting to drop off or pick up their children. I was concerned about how parents would adapt to this, but also how the children would adapt. However, it has proved to work extremely well. Children like the independence of coming in on their own and I secretly think parents like being able to leave quickly.

For new children starting at the setting, as we already had a very adaptable and individual settling in process, we carried on doing what we normally do.

However another aspect of this, parents not being able to come into the setting, was the contact between key persons and parents. This is an important relationship to support the child. However during lockdown I worked on setting us up on an online observation platform. This is a safe and secure, free, basic platform that allows practitioners to upload observations of their key children that parents can access (of their own child only) via an app. This has proved extremely popular and has really helped with the parent partnership we were worried about losing. Not only do parents see the observations, but they comment on them and some parents have been uploading their own observations.

Some of the feedback we have received so far regarding the observation platform:

- It gives us a good idea of the activities the children do at nursery. Also, their progress and day to day learning.
- Keep going with Famly, pictures, posts and updates. Thank you.
- It's great, I love seeing what he's been doing.
- More videos and photos please.
- I really like Famly. As a working parent who cannot drop off or pick up my child, it is lovely to be kept in the loop. The photos also give us the opportunity to talk to our child about what he has been doing at nursery.
- I can use Famly and I love to see what my son is doing, participating, playing, activities and demonstrates being with other children or activities.

We also launched our new website in September and our new logo. Although the logo is not on our uniform at the moment, this will be introduced in September 2021.

Our start to September was again slow and staff worked hard to walk around the local area posting leaflets to promote us. We are unsure if Coronavirus is impacting on our low numbers or if there are less children in the area, however our numbers are lower than normal.

We currently have 34 children on roll, this is made up of paid places, 2-year old funding, 3 and 4 year old funding and 30 hour funding. Our fees were increased in September 2020 in line with funding received from the Local Authority. This will be reviewed again in September 2021.

Due to ongoing Coronavirus restrictions, we have not been able to hold any open sessions for parents and our Christmas play was streamed live to parents for them to watch. This was a completely new way of doing it, however we had wonderful support from Paul in the church and thank him very much. And although Santa was unable to visit the children this year, they all had a wonderful party and Santa's elves handed out his gifts to the children instead.

**Feedback from parents**

"What a lovely performance well done everyone".

"Lovely little performance! Well done".

"They were all so cute, well done to all of you!".

"Thank you so much! It was lovely to watch".

"Well done, it was so beautiful".

"Thank you so much 😊 God bless them all ".

All staff had a quiet Christmas due to the new restrictions that were brought in however the return to the setting was a hesitant one. With rates rising throughout the country staff were nervous to reopen, however we had a lot of discussions around this on our first day back which was an inset day and were ready to welcome the children back the next day. Then it was announced schools were shutting but Early Years had to remain open! A lot of parents were obviously very hesitant also, as out of 24 children on roll, only 7 children continued to attend the setting. We used this time to give the children in the setting lots of learning opportunities that is not always as easy to do when we are busy. For children who stayed at home, daily activities, stories and songs were posted on Family and an activity pack was delivered at the beginning of lockdown and at half term.

Schools re-opened on the 8<sup>th</sup> March and we are currently welcoming children back into the setting. We suspended new intakes after Christmas, but we restarted this after February half term and are doing these via Zoom.

We haven't been able to hold as much training as we would like to have due to restrictions in place, however all staff have been keeping their knowledge up to date with online courses over lockdown. I am pleased to announce Jane and Sarah have both completed their Level 3 qualification and Jade and Lynsey are due to finish theirs any day. Sam has completed the first year of her foundation degree and has started her second year. And Kristy is now a qualified Early Years Teacher and has started her Masters of (Education) Research this month. The dedication that staff

show to continue their knowledge of Early Years is an asset to our setting and will have a positive impact of the children's development.

As you can see, we have had a busy and turbulent year, the children are progressing well considering the upheaval and disruption they have had. We are starting to plan ahead for the summer term and look forward to supporting the children to get ready to move on to new and wonderful things.

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 parent quotes that we have received over the last term:

- Thank you all for the pack and special popcorn 🍿 she was so excited to see someone from the nursery .Thank you
- Very good information, thanks
- Thank you for this video, she was watching it over and over again
- He loved the story and hear it 3 times today! 😊Thank you
- Child really enjoyed listening to the story. Thank you!
- Thank you so much for home pack that was dropped today
- Thanks for the art craft stationary drop off. My child was so pleased; she called her cousins and told them.
- Thank you so much, lovely to see you. He enjoyed the story and song and he miss you so much.

Kristy Bartlett  
Manager



St Richard's CE Preschool

Charity No. 1178927

Accounts 31 December 2020

# St Richard's CE Preschool

## Report & Accounts

### Contents

	Page
Independent Examiner's Report on the Accounts	1
Receipts & Payments Account	2
Statement of Assets & Liabilities	3

---

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 2020

**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: See below

Date:

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 2020

	Year Ended 31 December 2020		Year Ended 31 December 2019	
RECEIPTS	£	£	£	£
<b>Contract &amp; Grant Funding</b>				
Kingston University grant		4,900		2,100
London Borough Hounslow funding		101,072		98,964
Job Retention Scheme grant		34,518		
		<u>140,489</u>		<u>101,064</u>
<b>Other Fees &amp; Income</b>				
Subscriptions & other receipts	9,035		13,933	
Fundraising	500			
Donations	10		260	
Bank deposit interest	113		228	
		<u>9,658</u>		<u>14,420</u>
		150,147		115,484
<b>PAYMENTS</b>				
Wages & salaries	113,952		99,996	
NEST pension contributions	3,299		2,900	
Printing, postage & stationery	1,753		306	
Materials and other resources	1,309		1,534	
Rent	7,000		12,000	
Insurance	494		482	
OFSTED registration	50		156	
Computer equipment	649		1,130	
Staff training			1,244	
Uniforms	449		377	
Subscription to Early Years Alliance	112			
Telephone	90		142	
Gifts	70		286	
Payroll management software	410		258	
Cooking	81		137	
Early Years Consortium - consultancy fees			424	
Repairs & renewals, inc. skip hire	908			
Pest control			50	
Travel & subsistence			620	
Staff recruitment advertising			500	
		<u>(130,627)</u>		<u>(122,542)</u>
<b>Surplus / (deficit) for the year</b>		<u>19,521</u>		<u>(7,058)</u>

St Richard's CE Preschool

Charity No. 1178927

Detailed Statement of Assets & Liabilities  
for the year ended 31 December 2020

	31 December 2020	31 December 2019
	£	£
<b>Current Assets</b>		
Bank savings A/c	31,044	30,932
Bank current A/c	<u>68,450</u>	<u>31,010</u>
	99,494	61,942
<b>Creditors: amounts falling due with one year</b>		
Deferred income	15,000	
PAYE/NIC's	1,466	
Sundry accruals	<u>1,565</u>	<u></u>
	<u>81,463</u>	<u>61,942</u>
<b>Unrestricted Income Reserves</b>		
Balance b/fwd	61,942	69,000
Surplus / (deficit) of receipts over expenditure	<u>19,521</u>	<u>(7,058)</u>
Balance c/fwd	<u>81,463</u>	<u>61,942</u>

**Approval of the Accounts**

The accounts have been approved by the trustees on  
28.06.21

28.06.21

Debbie Lagor

Trustee

**Signature:**  Debi Baggs (Oct 25, 2021 14:20 GMT+1)

**Email:** almostanangel@hotmail.co.uk

**Signature:** *David Baggs* David Baggs (Oct 25, 2021 15:18 GMT+1)

**Email:** david.j.baggs@gmail.com




# St Richard's CE Preschool 2020 accounts

Final Audit Report

2021-10-25

Created:	2021-10-25
By:	Deborah Wignall (debswignall@strichardshanworth.church)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3osjZhj-IZNTrlbo5mphvDKVMR9bgZEc


## "St Richard's CE Preschool 2020 accounts" History

 Document created by Deborah Wignall (debswignall@strichardshanworth.church)

2021-10-25 - 1:06:13 PM GMT- IP address: 81.151.143.38

 Document emailed to Debi Lagor (almostanangel@hotmail.co.uk) for signature


2021-10-25 - 1:06:56 PM GMT

 Email viewed by Debi Lagor (almostanangel@hotmail.co.uk)

2021-10-25 - 1:17:23 PM GMT- IP address: 82.41.62.203

 Document e-signed by Debi Lagor (almostanangel@hotmail.co.uk)

Signature Date: 2021-10-25 - 1:20:41 PM GMT - Time Source: server- IP address: 82.41.62.203

 Document emailed to David Baggs (david.j.baggs@gmail.com) for signature

2021-10-25 - 1:20:42 PM GMT

 Email viewed by David Baggs (david.j.baggs@gmail.com)

2021-10-25 - 2:17:29 PM GMT- IP address: 66.249.93.89

 Document e-signed by David Baggs (david.j.baggs@gmail.com)

Signature Date: 2021-10-25 - 2:18:31 PM GMT - Time Source: server- IP address: 82.12.212.28

 Agreement completed.

2021-10-25 - 2:18:31 PM GMT

St Richard's CE Preschool

Charity No. 1178927

Accounts 31 December 2020

# St Richard's CE Preschool

## Report & Accounts

### Contents

	Page
Independent Examiner's Report on the Accounts	1
Receipts & Payments Account	2
Statement of Assets & Liabilities	3

---

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 2020

**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: See below

Date:

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 2020

	Year Ended 31 December 2020		Year Ended 31 December 2019	
RECEIPTS	£	£	£	£
<b>Contract &amp; Grant Funding</b>				
Kingston University grant		4,900		2,100
London Borough Hounslow funding		101,072		98,964
Job Retention Scheme grant		34,518		
		<u>140,489</u>		<u>101,064</u>
<b>Other Fees &amp; Income</b>				
Subscriptions & other receipts	9,035		13,933	
Fundraising	500			
Donations	10		260	
Bank deposit interest	113		228	
		<u>9,658</u>		<u>14,420</u>
		150,147		115,484
<b>PAYMENTS</b>				
Wages & salaries	113,952		99,996	
NEST pension contributions	3,299		2,900	
Printing, postage & stationery	1,753		306	
Materials and other resources	1,309		1,534	
Rent	7,000		12,000	
Insurance	494		482	
OFSTED registration	50		156	
Computer equipment	649		1,130	
Staff training			1,244	
Uniforms	449		377	
Subscription to Early Years Alliance	112			
Telephone	90		142	
Gifts	70		286	
Payroll management software	410		258	
Cooking	81		137	
Early Years Consortium - consultancy fees			424	
Repairs & renewals, inc. skip hire	908			
Pest control			50	
Travel & subsistence			620	
Staff recruitment advertising			500	
		<u>(130,627)</u>		<u>(122,542)</u>
<b>Surplus / (deficit) for the year</b>		<u>19,521</u>		<u>(7,058)</u>

St Richard's CE Preschool

Charity No. 1178927

Detailed Statement of Assets & Liabilities  
for the year ended 31 December 2020

	31 December 2020	31 December 2019
	£	£
<b>Current Assets</b>		
Bank savings A/c	31,044	30,932
Bank current A/c	<u>68,450</u>	<u>31,010</u>
	99,494	61,942
<b>Creditors: amounts falling due with one year</b>		
Deferred income	15,000	
PAYE/NIC's	1,466	
Sundry accruals	<u>1,565</u>	<u></u>
	<u>81,463</u>	<u>61,942</u>
<b>Unrestricted Income Reserves</b>		
Balance b/fwd	61,942	69,000
Surplus / (deficit) of receipts over expenditure	<u>19,521</u>	<u>(7,058)</u>
Balance c/fwd	<u>81,463</u>	<u>61,942</u>

**Approval of the Accounts**

The accounts have been approved by the trustees on  
28.06.21

28.06.21

Debbie Lagor

Trustee



**Signature:**  Debi Baggs (Oct 25, 2021 14:20 GMT+1)

**Email:** almostanangel@hotmail.co.uk

**Signature:** *David Baggs* David Baggs (Oct 25, 2021 15:18 GMT+1)

**Email:** david.j.baggs@gmail.com


# St Richard's CE Preschool 2020 accounts

Final Audit Report

2021-10-25

Created:	2021-10-25
By:	Deborah Wignall (debswignall@strichardshanworth.church)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3osjZhj-IZNTrlbo5mphvDKVMR9bgZEc


## "St Richard's CE Preschool 2020 accounts" History

 Document created by Deborah Wignall (debswignall@strichardshanworth.church)

2021-10-25 - 1:06:13 PM GMT- IP address: 81.151.143.38

 Document emailed to Debi Lagor (almostanangel@hotmail.co.uk) for signature


2021-10-25 - 1:06:56 PM GMT

 Email viewed by Debi Lagor (almostanangel@hotmail.co.uk)

2021-10-25 - 1:17:23 PM GMT- IP address: 82.41.62.203

 Document e-signed by Debi Lagor (almostanangel@hotmail.co.uk)

Signature Date: 2021-10-25 - 1:20:41 PM GMT - Time Source: server- IP address: 82.41.62.203

 Document emailed to David Baggs (david.j.baggs@gmail.com) for signature

2021-10-25 - 1:20:42 PM GMT

 Email viewed by David Baggs (david.j.baggs@gmail.com)

2021-10-25 - 2:17:29 PM GMT- IP address: 66.249.93.89

 Document e-signed by David Baggs (david.j.baggs@gmail.com)

Signature Date: 2021-10-25 - 2:18:31 PM GMT - Time Source: server- IP address: 82.12.212.28

 Agreement completed.

2021-10-25 - 2:18:31 PM GMT