

Harrold Pre-School Annual Report

2015 - 2016

1 Chairman Review

Good evening and welcome to you all, for those who don't know me I'm Steve Hinchliffe chair of the Pre-School Committee. With me are Sally the Treasurer, John Head of fund raising and Sarah the school secretary and tonight standing in for Patsy our leader who unfortunately is ill and unable to attend. The purpose of the meeting this evening is to review the past academic year and to invite people to put their names forward to join the pre-school's management committee and fund raising team for the coming year.

I envisage the meeting will last approximately thirty minutes and we will be happy to answer any questions you have at the end of the meeting.

The first item on the agenda for this evenings meeting is my report on this academic year.

This is a very special year in that the school is 50 years old, an event we still need to acknowledge in some way!

The last year has been a challenging one again but for different reasons. The limitations of the new building, the organising of the staff, around the two classes have brought added pressure to both the staff and Patsy in particular. This has meant looking afresh at the way in which we have done things in the past in order to make the learning process an enjoyable one for the children, whilst keeping the staff motivated and maintaining our educational standards.

The year started off very well in that we were presented with four cheques at the AGM the Parish Council gave us £2,500 towards our canopy, a donation of £1,400 from the Coop, £25,000 the grant which had previously been applied for from the Borough and a further £4000 from the Parish Council. (Total £32,900).

This helped, that in December we had to pay for the new building, so we didn't have that money in our bank account for long.

Looking at the numbers over the past year – as expected the number of children increased over the year and next year we expect numbers to fluctuate as usual but our aim is to be fully subscribed by the summer term, I'm sure Sarah will expand on this later.

It goes without saying that the success of the Pre -School is down to the hard work, dedication and commitment of the staff. As Chair it has been a pleasure to work with such an enthusiastic and hardworking team for the past three years. Staff training and personal development continued throughout the year and staff appraisals took place in April. We have continued to keep abreast of the numerous policies and procedures that are required of us and we have taken advantage of the training which is now being offered by the Borough for committee members. I suggest that future committee members take advantage of these courses, both for their own benefit, but it reflects well with the professional bodies, particularly Ofsted. I am also suggesting that the purchase of new staff uniforms should take place this year.

This year two aspects needed to be addressed, staff pensions and the minimum wage. We went through the process required of us with regard to staff pensions, but in the end none of the staff wanted to participate and we acknowledge their decision.

We also had to facilitate the introduction of the minimum wage from 2016 through to 2020. This meant a few extra meetings with both Sally and I looking at our finances and to project what our income and expenditure will be over those five years.

The minimum wage structure is in place and as part of this exercise it was agreed at committee level that we would increase our charges from the autumn term to £4.00 per hour.

Committees- I would like to thank the Management committee for giving up their personal time every couple of months in ensuring that the needs of the Pre-School are met both procedurally and financially and the Fund Raising committee for all their hard work throughout the year in raising money through local events and donations which as a charity the school is very dependent upon. We approached The Harpur Trust for a grant of £1,000 to go towards the cost of erecting a canopy next to the school building. The monies will be forthcoming under certain conditions once the canopy has been erected. I will ask John to expand on monies raised later.

This year has been a relatively inexpensive one compared to last year, but as always any money spent is in the improvement of the facilities and for the benefit of the children. The Astro turf has made a great difference to the playground and further meterage will be purchased once the canopy has been erected. I will ask Sally to go through her report shortly.

There are two items which have taken up much of the year, the need for a canopy in order to give additional space for the children and more flexibility for the staff and the legal document between the pre- School and the lower School, our landlords.

With regard to the erection of a canopy, after much discussion and suggestions from many different bodies as to whether we would need planning permission or not, whether we would need to have professional advice on submitting plans etc. Eventually Graham, Patsy's husband did the drawings and we put into the Borough a planning request, the outcome of which we are still awaiting.

Regarding the legal document, Mrs Royden and I have been throughout the year drawing up a legal document to ensure that each of us are protected both now and in the future. The final document was put to our committee and accepted, also to the Governors of the Lower School who in principle accepted it but requested that it was drawn up as a legal document. This is currently in the hands of the solicitors and hopefully it will finalised before the 1st October when our landlords may change.

We have always worked closely with the Lower School with the children spending time in visiting the reception class. This year there has been an increase in these visits to the benefit of the children before their transfer. This together with the new system of tracking the children's progress has been beneficial to all concerned. I would like to thank Vicki (reception teacher) for her help in making this happen.

It now comes to the point of electing/re-electing the new committee members. You are probably aware that both Sally and I are standing down as Treasurer and Chairman. Our replacements (Gareth and Chris) have agreed to stand and I would ask anyone else who is interested in joining either the management committee, fund raising team or both to attend the next meeting to be held on Thursday the 22nd September at The Oakley Arms at 8pm. I would urge you to become involved for both your own enjoyment and commitment to the school and your child's education.

I would like to take this opportunity to thank my colleagues on the committees who have devoted their time during the year to ensure the good name of the Pre-School prevails as a thriving establishment for the education of our young children and grandchildren.

Are there any questions?

It only remains for me to thank you all for attending this year's AGM. Our continued commitment is to support the staff, children, parents and carers in making Harrold Pre-School the school of choice. We look forward to another successful year for all concerned, thank you.

2 Leaders Report

Thank you Steve.

As Steve said it has been a challenging year for various reasons.

I would like to start by saying that these challenges have not affected the smooth running of the pre-school due to the dedication of the members of staff and support from the Management and Fund Raising Committees. This year, extra pressures, not usually required of a Chair or Treasurer, have been placed on Steve and Sally's shoulders, due to the necessity of a contract being drawn up between the school and ourselves. Once agreed, the contract had to be legalized, requiring more time and effort in quickly finding and paying solicitors to authorize the documentation. Then there were the extra hours looking into pension schemes and minimum wage entitlements for the staff and all the legalities involved. Last, but not least, there is the ongoing saga of obtaining planning permission for a canopy, which with the help of my husband, Graham, is now hopefully going smoothly through the necessary procedures! So Steve and Sally have had a lot to contend with this year, supported by Gareth, Cheryl, Chris and John and on behalf of all of the staff I would like to acknowledge their efforts and say a huge thank you.

Also supporting our pre-school has been the Fund Raising Committee, led by John, who has been busy coming up with and implementing ideas to raise funds for the children. Without their support we would be unable to purchase all of the extras that go towards making the pre-school a fun and exciting place for your children to achieve their developmental goals. We received a large amount of money through match funding, organized by Sam's sister Rachel and also monies from an anonymous donor, for which we are most grateful. All of these monies have contributed to things such as the Astro turf, which I think you will agree looks fantastic and is a much better surface for the children to play on. So thank you John and your team for all of your time and efforts.

Speaking of teams, I may have the title of Leader but your pre-school is run very much as a team effort. I would like to thank Sam, Eileen, Jane and Sarah for all of their support throughout the year in making your children's journey through pre-school a fun and exciting one, in a safe learning environment.

The children have settled in well, even our new children, which again is due to the efforts of the staff.

Currently we have 15 Sea lions and 11 Dolphins on our books, some of whom are not due to start until the next few months, when they become two and a half. These numbers will increase over the year as new parents request places.

I do apologise for not attending this evening, especially as Steve and Sally have been Committee members for a number years and I would have preferred to thank them personally, but we have another meeting together before they leave and they have kindly said they will be around to support our new committee members. Thank you.

3 Treasures Report

This year has been a very good year with a large amount of fundraising money helping towards out overall total.

As always our biggest expenditure is wages.

We have had a healthy year of income from grants and fees.

4 Fundraising Report

This year our fundraising total is an amazing £2841.02

Doing teas and coffees, raffles, a 80s disco, the pit run and bank matching.

Harrold Pre School
Income and Expenditure Summary
Period: September-01-2015 To August-31-2016

		2015-2016
Income		£
	Fees/donations/fundraising	24,281.40
	Grant Income	44,377.00
	Total Income	68,658.40
Expenditure		
	Cleaning	84.94
	Consumables	106.90
	Fixtures & Furniture	1,044.20
	Fundraising events	30.00
	Insurance	631.75
	Misc cost	2,790.28
	Postage	18.32
	Registration	
	Donation	
	Stationery	959.90
	Subscriptions	816.27
	Training	80.00
	Wages	41,543.12
	Books	
	Phone	100.00
	Uniforms	
	Total Expenditure	48,205.68
Net Profit/(Loss)		20,452.72
Current Account Balance*		£47,724.99
Restricted Funds**		£8,900.00

Signed By:

Sally Norton

(Treasurer 2015/16)

Steve Hinchliffe

(Chair 2015/16)

Auditor

Name: Jessica Mantini

Address: Jem Accountancy
79 High Street
Harrold MK43 7BJ

In my opinion the financial statement gives a true and fair view of the state of affairs of Harrold Pre-school as at 31 August 2016

Signed: J Mantini

Date: 28/09/16