



Swallowfield Pre-School
Parish Hall
Swallowfield
Berkshire

Registered Charity No. 1025250
PLA Number 27706/4058

Statement of Account for **Swallowfield Pre-School 2017**

	Amount	Total
Closing Bank Balances as at 5/4/2017		
Current Account	£25,283.66	
Savings Account	£14,571.22	
		£39,854.88
Current Debtors & Creditors		
Current Debtors (outstanding income)		
Mamut Lic Fee for FY16/17	£216.00	
Oustanding Income for FY16/17	£0.00	
Current Creditors (outstanding expenditure)	-£126.00	
	-£705.74	
WBC Grant Funding for Summer Term 17 (FY17/18)	-£9,348.45	
WBC EYIF for Summer Term 17 (FY17/18)	-£1,033.50	
		-
		£10,997.69

Total		<hr/>
		£28,857.19
Less Opening Bank Balances as at 6/4/2016		
Current Account	£29,628.14	
Savings Account - A&L	£14,511.62	
		£44,139.76
Debtors & Creditors		
Debtors	£352.00	
	-£154.00	
	-£398.59	
	£216.00	
Creditors	-£9,061.29	
	-£250.00	
	-£87.45	
	-£1,000.00	
		-
		£10,383.33
Total		<hr/>
		£33,756.43
	Total Profit	<u>-£4,899.24</u>

Swallowfield Pre-School

Receipts and Payments Account for the Year to 5th April 2017

<u>Expenditure</u>	<u>Amount</u>
-	
Administrator Office Supplies & Phone	£143.26
Children's Special Events	£104.16
Classroom Supplies / Craft	£226.82
DBS Checks	£269.55
Dues & Subscriptions	£166.00
Fundraising Expense	£1,531.71
Insurance	£433.51
Misc Expense	£377.64
PAYE/NIC	£1,387.37
Photocopying	£163.46
Pre-School Office Supplies	£141.18
Pre-School Sundries (Cleaning etc)	£563.69
Rent	£6,303.99
Rent - Committee Mtgs	£85.19
Rent - Coffee Mornings	£21.59
Snacks	£308.02
Software & Other Lic Fees	£383.00
Staff Mobile Phone	£10.00
Staff Petty Cash	£30.00
Staff Uniform	£151.20
Toys	£181.52
Training	£462.00
Wages inc hol	£45,378.77
Wages - Relief Staff	£512.78
<u>Total:</u>	<u>£59,336.41</u>

<u>Income</u>	<u>Amount</u>
Registration Fees	£330.00
Tuition Fees from Parents	£19,250.00
Free Entitlement Funding (Grant Funding)	£27,705.21
Fundraising Events	£5,351.56
EYIG (Early Intervention Grant)	£250.00
EYIF (Inclusion Funding)	£1,000.00
EYPP (Early Years Pupil Premium)	£190.80
Interest on Savings	£59.60
Training Supply Payment	£300.00
<u>Total:</u>	<u>£54,437.17</u>

Receipts and Payments Account
for the Year to 5th April 2017

Profit and Loss

Income	£54,437.17
Expenditure	£59,336.41
Total	<u>-£4,899.24</u>

Chair's Report
Swallowfield Pre-School AGM
12th June 2017
8:00pm

Introduction

It has been a fantastic year for the Pre-School, one in which a strong staff team and a dedicated committee have worked together to support, nurture and move the Pre-School forwards.

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.

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 2016/17

Fundraising

This year we have continued to hold fundraising events which have been enjoyed by children, family and friends of the Pre-School and many members of the local village community. September and March were busy months in preparation for the bi-annual Jumble Sales, which are key fundraising occasions. These events couldn't happen without the attendance (and enthusiasm!) of the staff, committee, parents and many local villagers who regularly volunteer their time. On behalf of the Committee, thank you for your support.

We had further success with fundraising at the Christmas Carol Concert, holding a small raffle and providing refreshments. In July, we will be holding a Silent Auction after the Sport's Day and Leaver's Ceremony. We have secured excellent donations from local businesses and are hoping to raise further funds to support the Pre-School.

Further Highlights of the Year

The Committee have hosted Coffee Mornings' each term to encourage parent involvement. These have been enjoyable events and generally well attended due to the composition of the current parents, their working patterns and existing friendships.

The snack provision in the Pre-School this year has offered fantastic variety and has been enjoyed by all children who come together in the café area.

The Pre-School is now compliant with the new workplace Pensions regulations. We have set up a NEST Pension and enrolled staff members opting into the scheme. This has been a very involved and time-consuming matter. Many thanks to the Business Manager.

Over the year, the team has significantly developed planning procedures. This has ensured that activities are closely suited to the learning needs and interests of the children and encouraged staff to take greater ownership of the planning process; enabling assessment and monitoring of children's progress in a detailed and accurate manner. Moreover, flexible and pro-active changes to group arrangements, deployment of staff and the organisation of the morning and the physical space ensures that 'no child is left behind'.

In its last inspection (May 2016), Swallowfield Pre-School was rated 'Good' by Ofsted. The staff have addressed an action from the report to gather information about what the children are learning at home by introducing a 'Learning Tree'. Parents are encouraged to share 'wow' moments with the staff through recording these achievements on a leaf and adding them to the tree. These leaves will later be kept in Learning Journeys. Our aim is for Swallowfield Pre-School to be an 'Outstanding' setting for Early Years education. We have had highly positive visits

from our Early Years Advisor and, I believe, we are on our way to achieving this goal. This would not have been possible without the effort and dedication from the staff who provide such thoughtful learning opportunities and excellent care. As such, the children who attend Swallowfield Pre-School are very happy, inquisitive and thoughtful learners. My sincere thanks to the Staff.

Staffing

At Christmas, the Deputy Manager moved onto a Manager's role in another setting. A new Deputy Manager has been appointed with many years' experience as an EYFS classroom teacher. At the same time, we appointed an additional Practitioner to our fantastic team.

For the Spring and Summer Terms we were joined by a placement student from a local college for two mornings a week. Through the coaching and support from the wider team, she has flourished and we wish her well with the rest of her training in her Level II qualification.

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 will be entitled to 30 hours a week free childcare from the Government. Due to restrictions on hall availability, Swallowfield Pre-School will not be able to offer 30 hours to parents but will continue to offer 15 hours and the additional extended session from 9:15-9:30 for which parents pay a small additional fee. Parents have been informed that we are unable to offer 30 hours and this has not been met with any complaint or comment. 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 build upon its successes and develop in its aim of providing outstanding care and education for local children. The Staff and Committee have worked tirelessly this year to ensure this success. On behalf of the Committee and parents, thank you to the Manager and the team for such a fantastic year.



Emma Kelly (Chair)

On behalf of the Trustees

Date: 12th June 2017

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 2017, which are set out on the enclosed pages.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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 Report

My examination was carried out in accordance with the 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 any 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 matter has come to my attention:

- (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; and
 - 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.



Phil Keys
25 Foxborough
Swallowfield
Reading
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Date: 19/11/17