

GOLDEN COMMON PRE-SCHOOL
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

<u>INCOME</u>	£	<u>EXPENDITURE</u>	£
FEES	£26,821.27	Wages	£66,299.47
H.C.C.	£79,015.44	Training	-£432.00
Fundraising	£3,369.55	Rent	£16,106.12
Grants	£1,659.00	Administration	£594.80
Donations	£528.75	Books & Stationery	£590.32
Uniform	£134.50	Insurance-PLA	£407.42
Interest	£38.63	Equipment & Computer	£1,957.22
Events	£969.35	Sundries	£17.15
Other	£24.00	Events	£1,026.72
Deposits	£315.00	Telephone	£123.99
		OFSTED	£50.00
		Snacks & Refreshments	£437.38
		Uniform	£305.88
		Fundraising	£598.98
		Presents	£229.05
		Book-keeping	£1,622.70
		Publicity	£164.90
		Bank Charges	£30.00
		Pension	£32.23
		DBS Checks	£251.06
		Surplus	£22,462.10
	£112,875.49		£112,875.49
			£0.00
<u>Balance Sheet As At 31 March 2017</u>			
Current & Saving Accounts	£42,030.00	Accumulated Fund	
Petty Cash	£60.16	Brought Forward	£18,860.63
Accruals	-£1,033.82	Deficit for the Year	£22,462.10
Debtors	£266.39		
	£41,322.73		£41,322.73

I have examined the above accounts from the books and records of Golden Common Pre-school and certify them to be in agreement thereto.
 Clare Gough

Clare Gough

Colden Common Pre School AGM Meeting 2017

Tuesday 18 July 2017

Present – Charlotte White, Jacqui Hadley, Lara Webster, Shani Roche, Wendy Williams, Jess Zurbaidi, Danielle Paton, Bebe, Nicola Fooks, Amanda Pinney, Laura Harman, Charlotte Burham, Claire Rivers, Nadine O'Brien, Claire Barter & Hannah Clarke

Meeting opened at 7.57pm

Signed off minutes from last AGM (2016) – no concerns raised.

Chairperson Report 2015/2016 – Charlotte White

Colden Common Pre School is a charity run Pre School that vote in a voluntary committee who are responsible for the overall governance of the Pre-School. We work in partnership with all the Pre School staff and offer support to the staff, and help to direct the future of the Pre-School. This year we had a dedicated team of seven committee members.

At the beginning of September we held a garden party to officially open our new play house and bespoke mud kitchen, kindly financed and built by The Winchester Round Table. It was the perfect opportunity for new parents and children to meet and socialise.

We started the Autumn term with a record number of children on the books with an impressive 22 starting in September alone. In order to continue to provide a high level of child care we upped our staffing numbers to 6 in the morning and 4 in the afternoon, more than the legal ratio requirement. We strive to continue to provide what Ofsted deemed an outstanding level of childcare for your children and look forward to welcoming more newbies into our family.

Like previous years, we have been focussing on raising the profile of the Pre-School and improving the learning environment for the children.

We hoped to raise the profile of the pre-school through various means.

Like the previous year, we attended the Community Centre's Winter Market, offering a guess the weight of the cake competition and selling Christmas gifts which raised money for pre-school. We donned our pink shirts and returned to Common Have A Go, the revamped village fete, with a welly throwing competition. Over 160 people tried their hand at welly wanging and embraced their competitive side – especially the Dads!

We also took part in Colden Common Primary School's fete again, offering welly wanging and hook-a-duck where we had one of the most popular stalls – and raised vital funds! These funds fall into the 2017/2018 financial year.

Last year we reported that we had been leading the craft table and helping set up at Tots, the community playgroup for babies and children, at least one a term. We have continued this - keeping our presence felt. Our hope is that our involvement with the group will attract future parents and their children.

We have ensured our website is kept up to date and packed with information, not just for prospective parents but for current families as well with information about term dates, news and events.

Our Facebook page continues to grow into a primary communication channel with daily and weekly posts, photos and reminders. We currently have 241 people liking our page (compared to 185 last year) with over 2000 people a week being 'reached'. We need to continue to promote the site so please keep liking and sharing.

We set about improving the learning environment for the children in numerous ways.

First on the list was to secure an allotment in the village so we asked to be added to the waiting list, then at the beginning of the Easter holidays we were offered a plot. The allotment had been abandoned for 18 months so we had quite a challenge on our hands but with a generous donation of £250 from Taylor Wimpey and some tools and equipment from Draper Tools we have been able to make a start. Staff, committee members and parents have been working hard to whip the area into shape. With a special thanks to Mrs O'Brien's husband for building us some raised flower beds. Just like in the setting, we will be facilitating the 7 areas of learning at the allotment and have already started growing fruit and vegetables. There is a pond to encourage wildlife, a sensory garden and mud kitchen. The children have enjoyed their trips to the allotment and some parents have taken up our offer of a gardening club, visiting during the holidays and at the weekends.

Like last year, we asked the parents for their feedback by issuing a questionnaire. On the whole the feedback was extremely positive, both staff and resources were praised, as well as the booking in and induction process. We will be issuing a feedback questionnaire to parents again in the new year. We also invited numerous children's groups and professionals in to lead sessions during the normal pre-school day, something we introduced two years ago. The children have enjoyed visits from Pyjama Drama, Rugby Tots, a doctor and a marine engineer, all introducing the children to a range of different stimuli and skills. This year we also signed up for regular weekly visits from The Tutu Club and First Touch Football and we thank the parents for their financial support of these sessions. We will continue to invite more children's groups in next year.

This year we have also introduced committee led theatre trips. The children really enjoyed their trips to The Berry Theatre in Hedge End and we hope to continue these next year.

Lastly, we purchased new resources with money from fundraising and grants.

Fund Raising

This year we have raised a whopping £3,369.55 through fundraising.

Our community events, as well as regular events within the setting – like the nativity, Easter Open Morning and grants have all helped with our fundraising total.

Following on from the success of our first community Scarecrow Festival last year, we decided to run the event again. We promoted the event aggressively, including social media and a radio interview on BBC Radio Solent, and it even made the front page of The Hampshire Chronicle! There was a great buzz throughout the village. Not only did this raise the profile of the pre-school, it also raised valuable funds – helped by sponsorship from Charters estate agents and for the first time, sponsorship from Taylor Wimpey. It was our biggest fundraiser to date and we plan to run this event again in October.

We ran our third community Easter Egg Hunt and attracted over 160 families. Unfortunately the weather was not on our side and as a result our attendance numbers were down, however we still raised roughly the same amount as last year thanks to sponsorship from Charters Estate Agents and Taylor Wimpey.

We would welcome any ideas for future fundraising.

Pre-School are still desperate to find a parent who works for a company who offer “match funding”. It would make a huge difference to our fundraising totals.

Grants were again made a priority. A huge thank you to our Secretary Lara Webster who took on the challenge. We applied for several grants including County Council Councillor Humby, Graze Festival and Winchester City Council and I am pleased to report we were successful with all those applications.

The Councillor Humby Grant is being used to extend and fix our dilapidated brick shed in the garden. At present it is not water tight which limits the resources that can be stored in there. As well as replacing the rotten doors, we will be replacing the roof with a pitched one and installing guttering. Inside we will be maximising the space with bespoke shelving, in the hope of being able to offer the children a large outdoor self-select area. Works will be taking place over the summer holidays. By combining the Parish Council and Winchester City Council Grant, together with a sizable donation from a very happy parent whose child left last summer, we have been able to buy two new rugs, some outdoor construction blocks and weighing scales for the setting.

We will be adding to the Pre-School equipment through the collection of vouchers from Sainsbury's. Thank you to everyone who donated. We collected a total of 4,000 vouchers which has enabled us to order a tepee for our allotment and some stop watches amongst other things.

Events

This is the third year we have organised a sponsored mini obstacle course. We decided it was important to raise money for another charity teaching the children about the importance of raising money for worthy causes. We are very pleased to report that we raised £270, with half the proceeds going to Pre-School and half going to The Rainbow Centre, an inspiring local charity that supports children with Cerebral Palsy and adults with a stroke, MS and Parkinson's, adult Cerebral Palsy, Head Injury, and their families. The children had lots of fun negotiating tyres, crawl tunnels, stepping stones and of course the cargo net! Thank you to all who took part and all who sponsored the children.

We have continued the holiday play dates, at least one every holiday. Led by the Committee they provide the opportunity for families to get together outside of the setting, make new friends and discover new places to play. They have been attended by pre-school and non-pre-school families making them a great social event.

Finance

The committee has been trying to improve things financially with fundraising, grants, increased publicity and trying to increase numbers.

Following on from our financial review last year, with clever budgeting and strict fundraising, helped with the grant money, I am pleased to report we now have six months running costs in savings – a guide amount set by the Charities Commission.

This is the fourth year we have had Wendy Williams as our Book Keeper and she continues to do a superb job looking after the day-to-day finances of the Pre School. Thank you Wendy.

Staff

A huge thank you to our team of dedicated and hardworking staff, especially in this exceptionally busy year. The staff are greatly valued and highly thought of by the children, parents and the committee.

At the end of August we said good bye to Mrs Parker and then in October we said good bye to Mrs Smith, both of whom have followed new career paths.

This year we have welcomed 3 new members of staff, Miss Paton, Mrs Hewitt and Miss Burman. All have settled in nicely and are doing a fantastic job.

Plans for 2017/2018 include:

- Fund raise to cover the cost of the coach for our annual trip
- Fundraise for an awning for the garden – it's quite a sun trap!
- Research and apply for more grants
- Increase fundraising income for new resources
- Continue to comply with current legislation and recognise best practice and to communicate any changes quickly to all involved
- To continue to seek sponsorship for our events from local businesses
- To focus on securing numbers for September 2018

Thanks again to everyone for your support and time, you are a great team.

Supervisor Report – Jacqui Hadley

Wow what a busy year we have had, Pre-school has been full since day one in September 2016. I cannot thank my staffing team for all the hard work and patience they have shown over the past year.

We have said good bye to Mrs Parker and Mrs Smith and welcomed Miss Paton , Miss Burman and Mrs Hewitt, all of which have settled in really well to the pre-school routines.

It is lovely to see so many staff members working hand in hand with the committee during our community fund raising events throughout the year, this shows commitment and dedication to the continued success of pre-school and the children love to see them all out of the setting.

We are saying goodbye to 35 children this year as they progress on their school journey and on behalf of the staffing team I wish them all well. We are also saying goodbye to Miss BeBe at the end of term and she has only 4 working days left with the setting. Mss BeBe has worked hard this year with her studies completing her honors degree in early years and has decided to pursue a new career direction in a school environment. On behalf of the staffing team we wish her good luck in finding a new position where she can follow her aspirations.

This brings me on to our parent committee some of which are stepping down after a number of years supporting pre-school. To say thank you is never enough for the hard work they all put in. Having done most of the committee roles in the past before joining the staffing team. It truly is a rewarding yet challenging role. I would like to present a gift from the staffing team to Lara our Secretary and Charlotte our chairperson as a small token of our appreciation for sharing in the vision of helping to ensure Colden Common Pre-school remains a fantastic asset to the village it serves.

Annual Treasurers Report – Shani Roche

1st April 2016 – 31st March 2017

This report is for the period 1 April 2016 to 31 March 2017. The accounts have been independently audited and verified by Clare Gough, of Gough Payroll Services.

Summary

Total income for the year was £112,875.49, whilst expenditure was £90,413.39; therefore, the Pre-school operated at a surplus of £22,462.10 for the year, in stark contrast to the deficits recorded in previous years.

Pre-school's financial success this year is largely dependent upon the number of the children attending. At the start of the financial year we had 40 children on role, 15 of whom left in the summer to move up to school. Coupled with a good number of new starters, partly due to the closure of Little Wizards Preschool, and efficient marketing, this meant that numbers at the start of the new school year were comparably high to previous years.

As is often the case with a charity, funds and resources are stretched already so it is difficult to reduce costs further. Our greatest expense is staff salaries, however, the staff are of course our greatest asset as well. I would like to thank the Supervisor, Jacqui Hadley, for yet another successful year of managing the ratios within the setting without compromising the learning outcomes for the children. The Pre-School is extremely lucky to have such a dedicated and committed Supervisor in Jacqui.

The Committee and Staff Team have worked hard throughout the year on marketing and recruitment, which has led to the high numbers attending Pre-School. We have raised a substantial sum through our concerted fundraising efforts which have been mainly driven forward by our Chairperson, Charlotte White and our Secretary, Lara Webster. Charlotte and Lara have each served on the Pre-School committee for 3 successive years, which I am sure you will agree is a huge commitment and one for which the Pre-School is very grateful.

The Committee has been dedicated to increasing the Pre-School's reserves during the course of the year, from having £18,860.63 approximately 3 months of running costs held in reserves at the start of the year to £41,322.73, which comfortably equates to 6 months of running costs as at 31 March 2017.

Income

The main sources of income during the year were:

1. Pre-School Fees: Session fees were £26,821.27, an increase of £1,636 on the previous year. The hourly rate has not increased during the reporting period. Pre-School is now open from 8.30am until 3pm every day of the week, consequently some children have increased their hours.
2. Vouchers: We have received £79,015.44 in voucher payments from Hampshire County Council, which is a hefty £35,486.06 more than we received during the last financial year. This is due to us having a much larger number of 3+ year olds on the role during the year.
3. Fundraising and Grants: Total fundraising for the year was £3,369.55, with expenses of £598.98 giving the total raised as an impressive £2770.57 – virtually the same as the previous year. The Scarecrow Trail and the Easter Egg Hunt were both very well attended across the community. We have also been supported again this year by Charters Estate Agents, Taylor Wimpey and Goadsby. We have also gratefully received £1,659.00 in grants this year from WCC, Councillor Humby and Graze Festival, thanks to Lara's numerous grant applications. This compares to £900 received last year.

The committee has agreed that income from fundraising and grants should be spent on toys, equipment, and activities that directly enhance the children's enjoyment of the setting. This year the funds have purchased amongst other things the water and sand play set, storage boxes, building blocks equipment, funding events such as the Nativity and Leavers Party, contributing towards

Finkley Down, and general educational supplies throughout the year. Some of the grants received at the end of the financial year will be spent on our new allotment such as the new mud kitchen and gardening supplies.

4. Donations: Donations have significantly increased to £528.75 from £57.24 last year due to a very generous donation of £500 from one family. This money has been spent on a colourful new rug for the children to enjoy in the reading corner. We are also grateful for the many toy donations and donations of time that we regularly receive. These help to reduce the running costs of the setting.

Expenditure

The main expenses have been:

1. Wages: During the period we have spent £66,299.47 on wages compared to £54,736.88 in the previous year. This increase is attributable to the wages review performed by the previous committee to streamline the staff wages and set up a fairer system of recognition of qualifications and experience, as well as increased hours worked by staff due to the higher numbers of children over longer periods.
2. Rent: Rent for the year has increased from £13,202.76 last year to £16,106.12. This is due to the hourly hire rate being increased from £10.85 to £11.20/hr in January 2017 together with the increased opening hours of the setting.
3. Equipment: We have spent £1,957.22 on equipment during the year, compared to £2,503 last year. This includes: building blocks equipment, water and sand play set, new rugs, storage boxes, educational supplies (toys, games, activities).
4. Bookkeeping: Our bookkeeper, Wendy Williams, continues to provide invaluable support to the Pre-School and the committee. She deals with all of the day to day finances and is a huge support to the Treasurer. The Treasurer's role would be far too onerous for a volunteer without Wendy's support and guidance. This year we have spent £1,622.70 on bookkeeping services compared to £1,456 last year, partly due to the additional work on the new pension scheme.
5. Events: We have spent £1,026.72 on events this year which is about the same as we spent last year. The Pre-School enjoyed their annual trip to Finkley Down farm, the Christmas nativity, end of year party and leavers' gifts. Some of the costs for these events are met from the fundraising income too.
6. Snack: We have spent £437.38 on healthy snacks for the children compared to £339.84 last year. We remain grateful for any cash or healthy snack contributions parents wish to make, as these costs are not included in the hourly fee.
7. Telephone: I am pleased to report that our telephone costs have significantly reduced from £311.51 to £123.99 this year. This is due to the cost saving measures implemented by the previous committee of getting a land line at the Community Centre and swapping the mobile from a contract to SIM only.

The year ahead

Our main financial aim is to retain our reserves at approximately the same level, so that we are in line with the Charity Commission's advice to have 6 months running costs in reserve. This will be challenging with fewer children currently on the role for September 2017.

We have reviewed the staff salaries in line with the pay structure implemented by the last committee. All staff received a pay rise again this year. Some staff have also joined the new Pension scheme during the course of the year.

Our hourly fee has not increased from the £4.50 per hour implemented in April 2016. Our hourly grant rate for over 3s was £4.54/hr throughout the financial year, which was due to our increased

hours and highly qualified staff. Unfortunately, from April 2017 this has dropped to £4.45/hr purely due to reductions in government funding.

Our goal is to continue to use the income from fees to cover our running costs such as rent and salaries, with fundraising income to be spent to buy non-essential equipment and support activities that will enhance the children's Pre-School environment.

Pre-School started the 2017/18 financial year with 48 children on the register, and virtually all days are full. Although there are 39 children leaving in July 2017, we already have 22(??) on the role for September 2017 (compared to 26 in September 2016). However, as there are a lot of new starters the day to day numbers are low compared to last year. As the new 30hr childcare voucher provisions come into force, we anticipate that there will be a rise in attendees and hours that

Stand Down of current Chair and Committee step down

Election of Officers

Committee members

Claire Barter – Charlotte White proposes, Lara Webster seconds

Hannah Clarke – Jess Zubaidi proposes, Wendy Williams seconds

Sue Stevens – Shani Roche proposes, Amanda Pinney seconds

After discussions the following people were elected

Joint Chair - Charlotte White (*until 01/01/2018*) & Laura Harman

– Lara Webster proposes, Shani Roche seconds

Treasurer – Jess Zubaidi- Charlotte White proposes, Shani Roche seconds

Secretary – Hannah Clarke – Charlotte White proposes, Shani Roche seconds

Leavers

Lara Webster, Shani Roche, Anna Burnett, Heather Mitchell & Nicky Fooks are not continuing on the committee as their children are leaving Pre School.

Wendy Williams interjected to say what a success the current committee had been and that the accounts to her knowledge had never run with the recommended charity commissions 6 month running costs.

Adopt the same constitution – all agreed.

Questions

There was a short discussion about the upcoming Scarecrow Festival in October and when the new committee should meet.

Next meeting September 2017

Meeting closed at 8.44pm

