



Registered charity no.1035144

Ofsted no.127613

Introduction

This report details the work carried out by St Michael's Pre-school during the year starting 1 April 2017 and ending 31 March 2018.

St Michael's is a committee-run pre-school, which has adopted and is working to the Pre-school Learning Alliance constitution. The setting is Ofsted registered (reference 127613). The pre-school operates from rented premises, at St Michael's and All Angels Church Hall, 2 High Road, Wilmington, Kent, DA2 7EG.

It currently offers sessional child care places for children aged between two and five years, Monday to Friday, from 9.15am to 12.15pm, during school term times. During the summer term, the pre-school offers a lunch club session to the children starting school in September. It focuses on key skills to promote school readiness.

The pre-school employs nine members of staff on a part-time basis and is licensed to have a maximum of 30 children per session.

Committee members

For the period up to 31 March 2018, St Michael's Pre-school committee members were:

- Nicola Guthrie – Chair
- Nicola Salmon – Secretary
- Nicola Herridge – Treasurer
- Sherilee Langrish – committee member
- Lenka Jennings – committee member
- Karen Bevan-Brown – committee member
- Claire Couchman – committee member
- Natalie Worth – committee member
- Maria John – committee member
- Kerry Ridley – committee member.

Fund raising and grants

A variety of fundraising events were held throughout the year. Involving the children and families who attend the pre-school, these included a bike and bounce fundraiser, coin collections, photograph sales commission, cake sales and dress up days.

Over the Christmas, a range of events helped to raise funds – a chocolate tombola at the church fair, refreshments and raffle at the Christmas parade. Two local businesses, J Clubb and Princes Park Catering, also made donations.

During the period, the committee also submitted a grant application to Dartford Borough Council, to develop a curiosity corner in the setting. The pre-school was awarded £1833, which has been used to fund a wealth of new natural resources to spark the children's imaginations.

The total income from fundraising this year (including the grant) was £3628.93.

Events and parent partnership

The children have had the opportunity to take part in several events and celebrations over the past year, at pre-school. There have been parades, parties and craft sessions. No external trips occurred.

This year, the pre-school has also introduced parent open mornings once a term. These provide an opportunity for parents and carers to be involved in their children's learning and strengthen their relationship with staff.

Finances

A copy of the audited financial accounts is attached. A meeting of the committee was held on 14 November 2018, to approve them.

Conclusion

2017/8 was a time of great change for St Michael's Pre-school, with a recently recruited Supervisor resigning after one academic year and a new Manager being recruited to post for September 2017.

The new Manager (also the Special Educational Needs Co-ordinator) undertook a thorough analysis of the setting and put measures/structure in place to ensure good practice and continuous improvement. Relationships were also built with outside organisations and services, ensuring the setting offers a more holistic multi-agency approach.

Staff and committee members continued to work to improve the facilities and experience offered to the children. Funds raised during the year, were put towards equipment and resources. Staff also undertook training courses, including safeguarding, food hygiene and first aid, and were encouraged to pursue continued professional development.

The pre-school used its Facebook page to keep connected with parents and give them an insight into, day to day activities. Parent review meetings were held regularly to update on children's individual progress, next steps and transitions. Termly open mornings offered parents a more informal opportunity to be involved with their child's learning.

St Michael's continues to support the needs of the local community by providing safe, stimulating and affordable pre-school education, with the help of a dedicated and professional staff and committee. It is hoped this will continue to be the case for the forthcoming year – although, due to rising business costs and capped funding rates, the committee will need to give specific focus to future sustainability.

ST MICHAEL'S PRE-SCHOOL
INCOME & EXPENDITURE

INCOME:	<u>2017/18</u>	<u>2016/17</u>
Interest Received- Savings Account	4.58	5.48
Book Club	-	14.00
Fees	12,896.58	9,610.12
Funding	39,798.63	49,100.75
Fundraising Income	3,628.93	2,200.53
School Trips	-	236.00
Uniform	329.50	466.05
Resources Income	3,238.00	2,657.15
Other Income	22.39	0.45
Ofsted Bonus	-	-
Photography	202.50	-
TOTAL INCOME	<u>60,121.11</u>	<u>64,290.53</u>

EXPENDITURE:	<u>2017/18</u>	<u>2016/17</u>
Craft	268.37	410.04
Equipment	181.23	1,193.55
Book Club	-	-
Entertaining	-	598.31
Insurance	885.14	684.04
Miscellaneous	217.23	362.43
Postage	48.39	91.84
Books & Publications	40.00	138.71
Rent	5,816.25	6,000.00
Salaries	51,587.69	52,796.95
Subscriptions	104.99	342.98
Stationery/office equipment	729.64	971.33
Supplies-Milk Food	354.48	555.20
Telephone	110.00	45.00
Trips	-	637.75
Accounting	120.00	120.00
Cleaning	231.70	171.63
Uniform	220.80	542.70
Photographs	35.02	137.81
Website	-	40.78
Advertising	-	315.98
bank charges	-	-
Staff courses	329.95	410.00
Staff mileage	61.88	-
Staff DBS Check	78.29	422.34
Children in need charity	-	-
Computer costs	89.99	160.00
Recruiting	-	15.70
TOTAL EXPENDITURE	<u>61,511.04</u>	<u>67,165.07</u>

EXCESS OF EXPENDITURE OVER INCOME	<u>- 1,389.93</u>	<u>- 2,874.54</u>
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Previous year balance B/fwd	18,031.81	20,906.35
excess/deficit in year -	<u>1,389.93</u>	<u>- 2,874.54</u>
This year balance C/fwd	<u>16,641.88</u>	<u>18,031.81</u>

Funded by	Current A/C	6,444.20	7,811.82
	Deposit A/C	10,181.87	10,177.29
	Petty Cash	15.81	42.70
		<u>16,641.88</u>	<u>18,031.81</u>

On the basis of records, information and explanations supplied to us I have reviewed and approved these accounts.



Joanna McGovern MBA FCCA FMAAT ATT(Fellow)
12 September 2018

Confidential

Parental Declaration Form for 3 & 4 Year old Funding

To be completed by Parent/Carer wishing to claim Free Early Education for 3 & 4 Years olds



You need to complete this Declaration Form with each provider your child attends for their Free Early Education Entitlement of 15 or 30 hours per week in order to ensure the Provider can claim the funding from Kent County Council (KCC). The Early Years Registered Provider has responsibilities under the General Data Protection Regulation (GDPR) and must provide you with a copy of the provider's Privacy Notice before you read and sign this declaration, so that you understand how your information will be used.

This Parental Declaration **will** be made available to KCC for audit purposes.

Part One: Provider Details

Provider Name:	URN:
Ofsted Number:	No. of weeks open per year:

Part Two: Child Details

Legal Forename::	Flat Name/No:
Middle Name:	House Name/No:
Legal Surname:	Street:
Date of Birth:	Town/City:
Known as:	Postcode:

Additional Information – for Early Years Census

Gender:	Ethnicity:
Language:	

Details of Date of Birth Evidence

Document seen as proof of Date of Birth: (either passport or birth certificate)	Checked by: (Staff name)
Document Identification Number:	Date document seen:

Part Three: 3 & 4 Year Old Funding: Please indicate where your child will be attending and which entitlement will be accessed at each provision

Name of Provider A:		Total Universal Hours per Week		Total Extended Hours per Week	
Name of Provider B:		Total Universal Hours per Week		Total Extended Hours per Week	
Name of Provider C:		Total Universal Hours per Week		Total Extended Hours per Week	
Name of Provider D:		Total Universal Hours per Week		Total Extended Hours per Week	
Claim Start Date for Funded Hours:		Hours Per Week:		Stretched Funding	YES/NO (Delete as appropriate)
Monday		Tuesday		Wednesday	
				Thursday	
				Friday	

If you are claiming for:

- Universal Hours (up to 15 hours only) please complete **Part Seven**
- Universal and Extended, Extended only and/or Early Years Pupil Premium please complete **Parts Four, Six and Seven**
- Universal Hours (up to 15 hours only) and Early Years Pupil Premium please complete **Parts Five, Six and Seven**

Part Four: 30 Hours Free Childcare—Extended Entitlement Check

30 Hours Eligibility Code (DERN):

I give permission for the Early Years Provider named in this agreement to enter my details into the ECS checker to validate my code and confirm eligibility for 30 hours Free Childcare.

Signed		Print Name		Date	
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I understand that if my circumstances change and I am no longer eligible for the extended entitlement, my child's universal 15 hours will be paid in line with information supplied in Part Three or in full to the nominated provider named below:

Name of nominated provider to claim full
Universal Entitlement Hours:

Part Five: Early Years Pupil Premium (EYPP)

I give permission for the Early Years Provider named in this agreement to complete an application for EYPP on my behalf.

Signed		Print Name		Date	
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Part Six: Parent Details

This must be the details of the person with parental responsibility for the child and who is receiving the benefit/credit or who created the childcare services account on the HMRC website.

Forename:		Surname:	
Date of Birth:		National Insurance Number:	

Part Seven: Declaration of person with legal responsibility for the named child:

Declaration of person with legal responsibility for the named child:

1. I confirm I have read and understood the provider's Privacy Notice.
2. I confirm I have read and accept the provider's Free Early Education offer and Fee Structure.
3. I understand it is my responsibility to ensure the provider(s) are aware of the hours I wish to claim and that these do not collectively exceed the weekly maximum of 15 hours (or 30 hours if applicable).
4. I understand that if my child attends more than the maximum 15 hours per week (or 30 hours if applicable) the provider(s) involved will charge for the hours my child attends in excess of his/her Free Early Education.
5. I confirm that the details I have supplied are accurate and true.
6. I understand that once the annual Free Early Education of 570 hours (or 1140 hours, if applicable) has been reached, any additional hours will be charged for by the provider. The annual entitlement starts in the term in which my child first became eligible for funding.
7. I understand that if I choose to change providers during the term and my child has already been funded for the term that I may have to pay the new provider for the hours my child attends for the remainder of the term.
8. I understand that my provider will need to see my child's birth certificate or passport and if applicable, change of name deed prior to claiming their Free Early Education for the first time.

I declare the above information to be correct at the time of completion and if, for any reason, my claim does not meet the eligibility criteria I will be responsible for paying the setting for any hours my child attends.

Signed		Print Name		Date	
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Provider Information—This form should be retained for audit purposes from the financial year the form was dated plus 6 years

Continuation of Funded Hours for 3 & 4 Year Olds:

Year	Term (Delete as applicable)	No. of weeks	Hours per week	Mon	Tue	Wed	Thurs	Fri	Parent/Guardian's Signature (to be signed no more than 6 weeks prior to the end of the previous term)	Date
				Please complete on which days and hours the funding will be taken						
201__	Spring Summer Autumn									
201__	Spring Summer Autumn									
201__	Spring Summer Autumn									
201__	Spring Summer Autumn									
201__	Spring Summer Autumn									
201__	Spring Summer Autumn									

Provider Information—This form should be retained for audit purposes from the financial year the form was dated plus 6 years