

## **Chairperson Report 2017/2018**

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 five committee members. 1 committed member had remained from the previous year and the other 4 were new to the committee. We would like to give special thanks to Charlotte White, the previous Chairperson who remained on the committee until 1<sup>st</sup> January 2018 to support the team to learn the ropes, this years committee had large boots to fill!

The Autumn term started with 30 children, with 12 starting in the September/October alone.

We concentrated efforts to secure funds to continue to develop the learning environment and to enhance the opportunities for the children accessing the setting. The allotment has continued to be developed so that it is now a space to facilitate the 7 areas of learning. Some parents made weekend visits to tackle the over growth and Mrs Hadley and family worked hard over the first half of the year by utilising the tools and equipment that had been purchased from a generous £250 Taylor Wimpey donation, in clearing the space and creating safe and stimulating areas for the children. There are areas where the fruit and vegetables have been growing and harvested, allowing for food preparation with the produce back in the pre-school setting. The allotment also attracts different insects which the children have enjoyed to learn about and research their life cycles.

Like the previous year, we attended the Community Centre's Winter Market, selling Christmas gifts which raised money for pre-school.

We returned to Common Have A Go, the village fete, with a welly throwing competition and guess the number of sweets in a jar. Over 130 people tried their hand at welly wanging and embraced their competitive side –particularly the dads where some returned to beat their record from last year!

We also took part in Colden Common Primary School's fete, again offering welly wanging and raised vital funds! These funds fall into the 2018/2019 financial year.

We have held a couple of open mornings in the setting, inviting our pre-school children for arts, crafts and story themed fun. 'The Squash and a Squeeze' themed morning that we held in June was our most popular yet, with many new families visiting us, along with many of our current ones.

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. Thank you to Charlotte White who has supported us with this. There are plans for this to further develop for the coming year with additional information and the pre-schools policies displayed.

Our Facebook page continues to grow into a primary communication channel with daily and weekly posts, photos and reminders. There has been a lovely new addition where the pre-school practitioner's profiles are added to inform any prospective parents of who works in the setting. We currently have 272 people liking our page (compared to 241 last year) with over 2000 people a week being 'reached'. Thank you to Miss Webster who has been very dedicated to keeping the posts regular. We need to continue to promote the site so please keep liking and sharing.

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 continued to invite numerous children's groups and professionals in to lead sessions during the normal pre-school day. The children have enjoyed visits from the police force and a marine engineer. This year we also had a term of weekly sessions from Waughman Tennis and the children enjoyed developing their ball skills. We thank the parents for their financial support of these sessions. We will continue to invite more children's groups in next year.

Lastly, we have been able to purchase new resources for the pre-school setting and for the allotment to enhance the children's learning through different environments with money from fundraising and grants.

Grants were again made a priority this year. A huge thank you to our Treasurer Jessica Zubaidi who took on the challenge of seeking and applying for grants. £1,770 has been secured this year from such applications which has contributed to our new resources.

New signage has been placed on the garden shed so that it can be seen from the outside road. This increases awareness of the setting amongst the local community and for new families moving into the area.

We would like to thank the team at the community centre who have supported the pre-school again this year and worked with us to accommodate Mrs Hadley with an office space for part of the week so that time can be protected for administration and for the team to be allocated some 121 meeting time.

## **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 2017, we said goodbye to Miss Bebe, the pre-school Assistant Manager as she followed in a new career path. In May, Miss Burman left us and Miss Paton (now Mrs Battle) left us at the end of this Summer.

We welcomed Miss Webster to the setting last term after completing her level 3 Early Years Educator award. Miss Webster had previously been fulfilling a placement at the pre-school and considered a valued member of the team. We would like to thank her for also taking on the extra responsibility of a second safeguarding lead role.

Mrs Hewitt has stepped into the role of SENCO, a role which she has been embracing and making a big difference to the learning and support needs of the children in the setting who have additional learning needs.

Mrs Pinney has continued to do a fantastic job co-ordinating admissions for the pre-school.

## **Fund Raising**

This year we have raised a whopping £3,467 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.

The committee secretary, Hannah Clarke has taken on much of the organising and collecting raffle donations for our fundraising events. Her hard work paid off.

Following on from the success of the Scarecrow Festival last year, we decided to run the event again. We marketed the event through-out the village and surrounding areas. 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 also from Taylor Wimpey. It was again our biggest fundraiser this year and we plan to run this event again in October.

We ran our fourth community Easter Egg Hunt and attracted families from the pre-school and in the local community. Unfortunately the weather was not on our side with snow blizzards and icy cold! As a result our attendance numbers were not as high as previous years, 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 remain desperate to find a parent who works for a company who offer “match funding”. It would make a huge difference to our fundraising totals.

## **Events**

The Pre-school supported the Christmas Jumper Day, for a week in December in support of Save the Children. The children donated some money towards the great cause whilst also enjoying wearing their festive clothes.

We have continued the holiday play dates, mostly 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.

## **Finances**

The committee has continued to be focused on finances with fundraising, grants, increased publicity and trying to increase numbers.

With continued fundraising efforts, sponsorships and help from grant money, we continue to have approximately 6 months running costs in savings - a guide amount set by the Charities Commission.

This is the fifth 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.

The pre-school committee wanted to acknowledge in this report that there was an un-announced Ofsted inspection which took place in June 2018. The outcome from this inspection was hugely disappointing for Mrs Hadley, the pre-school manager, the practitioners who work extremely hard every day, the committee members as well as the parents who have supported the pre-school over the last year. The outcome of inadequate came as a shock, but Mrs Hadley and the committee have taken this rating very seriously and have been busy over the Summer working on an action plan which has seen a huge reinforcement to the pre-schools procedures and recording processes. This experience has placed the pre-school in a stronger position to start the new school year and we anticipate a very different outcome when Ofsted return this term to re-inspect. The committee would like to thank Mrs Hadley and her

team for all of their hard work and dedication, as well as the support that so many of our parents have given to the pre-school during these last few months.

**Plans for 2018/2019 include:**

- Fund raise to cover the cost of the coach for our annual trip
- Research and apply for more grants
- Increase fundraising income for new resources including achieving some match funding support from local business
- Continue to comply with current legislation, recognise best practice and work in partnerships to achieve best possible outcomes
- To add additional information to the website to improve communication with families and perspective families
- To continue to seek sponsorship for our events from local businesses
- To increase social events during the holidays to increase the children's opportunities and experiences outside of the pre-school setting
- To focus on securing numbers for September 2019

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

**Chairperson**

**Laura Harman**

**GOLDEN COMMON PRE-SCHOOL**  
**INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

<b><u>INCOME</u></b>	<b>£</b>	<b><u>EXPENDITURE</u></b>	<b>£</b>
FEES	£26,371.09	Wages	£64,643.76
H.C.C.	£61,585.79	Training	£140.00
Fundraising	£3,466.82	Rent	£16,214.05
Grants	£1,769.99	Administration	£587.95
Donations	£585.15	Books & Stationery	£560.27
Uniform	£32.50	Insurance-PLA	£416.84
Interest	£22.39	Equipment	£2,412.87
Deposits	£205.16	Sundries	£38.80
		Events	£360.51
		Telephone & Internet	£206.54
		OFSTED	£50.00
		Snacks & Refreshments	£449.84
		Presents & Gifts	£587.46
		Book-keeping	£1,566.02
		Marketing & Advertising	£414.45
		Bank Charges	£92.00
		Pension	£143.77
		DBS Checks	£8.10
		Surplus	£5,145.66
	<b><u>£94,038.89</u></b>		<b><u>£94,038.89</u></b>
			0
Balance Sheet As At 31 March 2018		Accumulated Fund	
Current & Saving Accounts	£47,233.07	Brought Forward	£41,322.73
Petty Cash	£158.29	Surplus for the Year	£5,145.66
Accruals	-£1,410.97		
Debtors	£488.00		
	<b><u>£46,468.39</u></b>		<b><u>£46,468.39</u></b>

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



## **Treasurer's Report for AGM 12 September 2018**

**1 April 2017 – 31 March 2018**

**Jess Zubaidi**

This is the Treasurer's report for Colden Common Preschool for the 2017/18 financial year. The Preschool accounts have been independently audited and verified by Clare Gough, of Gough Payroll Services. Copies of the accounts are available.

### **Summary**

Over the past financial year, the total income for Preschool stands at £94,039. Expenditure was £88,893; therefore, we operated at a surplus of £5,146.16. Our surplus was far higher last year, mainly due to the exceptionally high number of children on roll (in 2016-17, we had 40 children at the start of September, and by July, 39 school leavers!) Preschool has commonly recorded deficits at year-end in previous years, so the Committee is extremely pleased to end the year in this position.

We finished the financial year with £45,000 in the savings account as reserves. This equates to approximately six months running costs, which is the amount recommended by the Charity Commission. These reserves were partly built up in the previous financial year from just under £20,000 at the start of September 2016. We are very happy to have maintained this amount in reserves, considering the comparably lower numbers of children we have had this year. Going forward, we will aim to keep £45,000 in our reserves at all times. Should we accrue a larger surplus in the future, this will need to be spent towards educational resources, equipment and other expenses related to developing the children's Preschool experience.

At the start of September, we had 25 children on roll. But with a steady increase of new starters over the year, we ended the financial year with 37 children attending Preschool. 13 children left us at the end of the summer term to go on to school and 22 children have stayed on. Thank you to Jacqui for managing the ratios within the setting and ensuring the children have had a wonderful year of learning through play! I think all parents will agree that the past year has been crammed full of exciting activities, adventures and new experiences for our children, from planting and exploring at the allotment, tennis lessons and building snowmen, to amazingly creative craft sessions and blossoming friendships: the children have had the best possible Preschool experience we could hope for!

### **Income**

The main sources of income during the year have been:

**1. Preschool Fees:** Session fees amounted to £24,534, a small decrease on the previous year, due to lower numbers of children. £1,827 was received in extra hours. Preschool's hourly rate has not increased during the reporting period.

**2. Vouchers:** We have received £61,586 in voucher payments from Hampshire County Council this year. This compares to £79,015 in the previous year, when we had a much larger number of 3+ year olds on roll eligible for government funding. With a larger number of children staying on after the summer, we hope to see this income stream increase in the next year.

The new 30hr childcare voucher provisions come into force at the start of this financial year. We didn't see a huge impact from this, but the parents who did utilise their 30hr entitlement generally either used their full entitlement of 30hrs at our Preschool, or split them between two settings.



Our hourly grant rate from the government for over 3s was £4.46, a 1p increase on the previous year. (NB It was reduced from £4.54 per hour in 2015-16 due to government spending cuts). From April 2018 -March 2019 it will increase by another penny.

**3. Fundraising and Grants:** We have continued to raise a substantial sum through our concerted fundraising efforts. Total fundraising income for the year was £3,467 – our best ever fundraising year! The Committee worked hard to repeat the success of our now annual events. The Scarecrow Festival and Easter Egg Hunt were both very well attended, despite rain and snow! We were also supported again this year by sponsors Charters Estate Agents, Taylor Wimpey and Goadsby. This financial year also takes into account our stalls at 2017's Common Have a Go and the School Fete, and of course our annual Preschool Nativity which always draws a crowd and raises funds through a popular raffle on the day. With fundraising income continuing to go from strength to strength we recognise the value and efforts of everyone who has helped at our events, from manning stalls, securing prizes and making scarecrows, to name just a few very important roles! We continue to call on the help of staff, parents and past and present committee members to enable our fundraising to succeed – thank you all!

In this year our funds have enabled us to purchase amongst other things, pond liner and allotment supplies, new rugs, a wonderful mud kitchen, large wooden garage, two cameras and waterproof trousers.

We have also received a record amount over the past year in grants: a total of £1,770 from Winchester County Council to develop our allotment, and from Councillor Humby towards a sun awning in the Preschool garden – yet to be installed. Allotment equipment and resources totalling £548 have enabled us to create an amazing outdoor educational space for the children to enjoy. Please let us know if you spot a local funding opportunity!

**4. Donations:** We were pleased to see that £585 was received in donations over the year. We are also grateful for the many gifts in kind we receive, such as donations of toys, resources and time. Please continue to think of us in this way and spread the word – all donations, whether money, good quality resources, or time, all help to reduce the running costs of the setting.

### **Expenditure**

The main expenses have been:

**1. Wages:** Our greatest expense continues to be staff salaries, however, the staff are of course our greatest asset too. During the year we have spent £61,998 on wages compared to £66,299 in the previous year. This decrease is attributable to a reduction in staff and hours worked by staff due to the lower numbers of children.

We reviewed staff salaries in line with our pay structure and rise in the minimum wage, and all staff received a pay rise this year. Four members of staff have now joined the government's auto enrolment pension scheme.

**2. Rent:** Rent and rates for the year has increased very slightly to £16,214.

**3. Equipment:** We have spent £1,541 on equipment during this year, less than the previous two years.

**4. Bookkeeping:** We have spent £1,566 on bookkeeping over the past year, which is a small reduction on the previous year. Our bookkeeper, Wendy Williams, continues to provide invaluable support. She manages all of the day-to-day finances, ensuring our staff and suppliers are paid promptly, and Preschool fees are processed. She is an enormous support to the Treasurer, whose

role would otherwise be far too onerous for a volunteer. Thank you to Wendy for her hard work and commitment, as well as her experience, advice and guidance!

**5. Events:** We have spent £361 on events this year, which is a third of the spend last year. This relates to Preschool events such as the Nativity, open mornings, sports day and Leavers Party. This amount also takes into account events such as the annual Finkley Down Farm trip and some external groups such as the football and tennis sessions the children enjoyed over the past year, which Preschool subsidises.

**6. Snack:** We have spent £399 on healthy snacks for the children compared to £437 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.

### **The year ahead**

Our ongoing goal is to continue to use the income from fees and voucher payments to cover our running costs such as rent and salaries, and develop fundraising opportunities further for non-essential equipment and support activities that will enhance the children's Preschool environment.

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. Any surplus income at year-end would enable us to renew equipment and resources and develop the opportunities and experiences available to our children. We will continue to spend carefully and fundraise as much as possible to meet this aim.