

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 2018, which are set out on the enclosed pages.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Report

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Phil Keys
25 Foxborough
Swallowfield
Reading
RG7 1RW

Date: 21 December 2018



Swallowfield Pre-School
Parish Hall
Swallowfield
Berkshire

Registered Charity No. 1025250
PLA Number 27706/4058

Statement of Account for Swallowfield Pre-School 2018

	Amount	Total
Closing Bank Balances as at 5/4/2018		
Current Account	£31,802.85	
Savings Account	£14,617.53	
		£46,420.38
Current Debtors & Creditors		
Current Debtors (outstanding income)		
Mamut Lic Fee for FY17/18	£216.00	
Oustanding Fees for FY17/18	£0.00	
Current Creditors (outstanding expenditure)	£0.00	
Q4 PAYE	-£900.62	
Rent - Spring Term	-£2,259.90	
Training	-£40.00	
Photocopies	-£38.88	
WBC Grant Funding for Summer Term 18 (FY18/19)	-£11,117.20	
WBC EYIG for Summer Term 17 (FY18/19)	£0.00	
WBC EYPP for Summer Term 17 (FY18/19)	£0.00	
WBC EYIF for Summer Term 17 (FY18/19)	£0.00	

-£14,140.60

Total

£32,279.78

Less Opening Bank Balances as at 6/4/2017

Current Account £25,283.66

Savings Account - A&L £14,571.22

£39,854.88

Debtors & Creditors

Debtors £0.00

-£705.74

-£126.00

£216.00

Creditors

-£9,348.45

-£1,033.50

-£10,997.69

Total

£28,857.19

Total Profit

£3,422.59

Swallowfield Pre-School

Receipts and Payments Account for the Year to 5th April 2018

<u>Expenditure</u>	<u>Amount</u>
Administrator Office Supplies & Phone	£19.74
Children's Special Events	£90.97
Arts & Crafts & Cooking	£199.81
DBS Expense	£52.29
Fundraising Expense	£1,530.74
Insurance	£445.42
Misc Expense	£385.83
NEST Pension	£168.26
PAYE/NIC	£2,521.86
Photocopying	£38.88
Pre-School Office Supplies, Printer & Phone	£220.87
Pre-School Sundries (Cleaning etc)	£232.01
Rent	£7,111.18
Rent - Committee Mtgs	£7.85
Snacks	£354.27
Software & Other Annual Fees	£433.00
Staff Petty Cash	£20.00
Staff Uniform	£44.82
Toys	£253.84
Training	£240.00
Wages inc hol & Relief Staff	£44,365.19
Total:	£58,736.83

<u>Income</u>	<u>Amount</u>
Registration Fees	£165.00
Tuition Fees from Parents	£17,736.00
Free Entitlement Funding (Grant Funding)	£34,107.17
2 Year Old Free entitlement Funding	£2,830.20
Fundraising Events	£5,381.24
EYIG (Early Intervention Grant)	£0.00
EYIF (Inclusion Funding)	£1,033.50
EYPP (Early Years Pupil Premium)	£0.00
Interest on Savings	£46.31
Donations	£670.00
Misc	£190.00
Total:	<u>£62,159.42</u>

Receipts and Payments Account
for the Year to 5th April 2018

Profit and Loss

Income	£62,159.42
Expenditure	£58,736.83
Total	<u>£3,422.59</u>

Chair's Report
Swallowfield Pre-School AGM
Monday 2nd July
8:00pm Davies Room

Welcome

Welcome all and thank you for coming along to the Annual General Meeting for Swallowfield Pre-School 2017-2018. This year, the team, parents and the Committee have continued to work together effectively to nurture inquisitive and creative learners.

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.

During the year to March 2018 members of this committee were:

Chair	Emma Kelly
Secretary	Chloe Shand
Treasurer	Darrell Loran

General Members:

Dave Lamont, Louise Mitchell, Holly Swain and Angharad West

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 2017/18

Fundraising

This year we have continued to hold several fundraising events for the Pre-School. The two Jumble Sales were a particular highlight, with each sale bringing in just under £1000. This was a particular success in March when we were faced with snow! These two events are enjoyed by parents, friends, and the residents in the village and beyond to really bring the community together. We were fortunate this year to have plenty of support from the parent body at the sale itself and in the setting up and clearing away. This contributed to the smooth running of the event. A Dad has secured ongoing sponsorship from a local Estate Agent who will provide eye-catching advertising for each event as well as promotion through their Facebook page. In the next academic year, we are moving the sale to the first weekend of October in the hope that it will enable new parents to become familiar with the Pre-School and will allow sufficient time for effective organisation after the Summer break.

The Pre-School also hosted a stall at Spencer's Wood Carnival. Though this was a pleasant day and good publicity for the Pre-School, it has been decided not to repeat attendance at this event. Unfortunately, the money raised (£90 + £120 from the parish council) was not proportionate to the time that went in to creating the resources and manning the stall for the day.

Other fundraising events this year include the Christmas Raffle and refreshments at the Carol Concert which raised £162. At Christmas we also sold tea-towels with the children's handprints on.

Lone Jensen contributed 10% of her profits from the sales of her beautiful photographic portraits of the children.

Last July the annual auction was an enormous success as we raised over £1350, far exceeding the target of £1000. We were fortunate to have had several high value prizes donated and a supportive parent body. This summer, we will follow last year's format which proved to be particularly successful. The auction catalogue will be available online for two weeks before the sale for parents and friends to view the items and begin bidding. The bidding will conclude at the end of the Sports Day and Leavers celebration. We are hoping to raise £1000 for the Pre-School.

I would like to say a particular thank you to the parent who has secured all of the fantastic prizes for the Christmas Raffle and the Auction.

Further Highlights of the Year

The Committee hosted a coffee morning in the Autumn term to welcome new parents. It was a very pleasant morning though attendance was relatively low. We will continue to run this event though as it is important that all parents are encouraged to participate and feel welcomed by the Pre-School.

The snack provision this year offered a variety of healthy foods and has been enjoyed by all children together in the café area. Many thanks to the Mum who bought the snack each week.

The Pre-School is now compliant with the GDPR information procedures. Both the Manager and myself attended training run by the Local Authority which was very informative. The Manager has sent out a letter to staff, parents and committee members to inform them of how their data is handled and to reconfirm their consent for it to be held.

The new website is currently under construction. A new marketing campaign will run in parallel to the website's launch in the Autumn term.

In its last inspection (May 2016), Swallowfield Pre-School was rated 'Good' by Ofsted. The team have addressed the two key development points. One of which was for children to extend their awareness of their local community and this has been achieved by trips out into the local environment and visiting the local high street. 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 children. My sincere thanks to The Manager and all the Staff.

Staffing

Manager	Helen Coulter
Deputy Manager	Claire Peake
Practitioners	Amshawu Alhassan Liz Collings Ally Harrison Ayse Toktay Toktay

In October of this year we were very sorry to say goodbye to two members of staff, one who was relocating, and the other who has increased her hours in a local Primary School.

We welcomed a new member of staff to the team, who has experience of working in an Outstanding setting and brings with her much enthusiasm to continue to develop her practice.

This year, one member of staff needed half a term off to recover from an operation. She had a successful phased return to work and is doing well.

This Summer we will be saying a very sad farewell to our Deputy Manager as she has taken the opportunity to own and manage a Pre-School closer to home. She has taken the lead role in planning and brought an array of inspirational ideas to the setting to enhance children's learning opportunities even further.

We are very pleased that Alexandra Harrison will be our new Deputy Manager from September. The children's wellbeing and learning is at the very heart of her practice. During the Summer term, a comprehensive handover in preparation for September took place.

This year two staff members have undertaken the SENCO role, both attending several training sessions and distributing knowledge to the team.

One member of staff has secured a grant, with some contribution from Swallowfield Pre-School, to undertake her Level III qualification in Early Years Childcare. We wish her well with her studies; she is such an asset to the team and we are so pleased that we can continue to support her through her career development.

For the Spring term we were joined by a placement student from a local college who is undertaking her Level II qualification. It was fantastic to have her join us again this year.

In the Autumn term, we will welcome a volunteer. She has excellent voluntary experience of working with children with Autism. She is also a talented musician.

Following a successful recruitment campaign, we will be delighted to welcome another new staff member as a Practitioner in September. She has previously worked as a nurse, childminder and most recently supporting children in a Primary School. Her caring and positive nature will be a fantastic addition to the team.

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

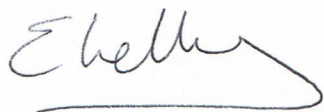
From September 2017, working families with children aged 3 or 4 are entitled to 30 hours a week free childcare from the Government. Due to restrictions on hall availability, Swallowfield Pre-School is not able to offer 30 hours to parents but continues to offer 15 hours and the additional extended session from 9:15-9:30 for which parents pay a small additional fee. 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 provide excellent care and learning opportunities for local children. The team work continually to develop their practice and build on their successes. This dedication and close collaboration with parents ensures that the children of Swallowfield Pre-School are truly happy and enjoy learning. On behalf of the Committee and parents, a sincere thank you to team for all that they do.

Emma Kelly (Chair)
On behalf of the Trustees

Date: 2nd July 2018

A handwritten signature in blue ink, appearing to read 'Emma Kelly', with a long horizontal flourish extending to the right.