

# Bassetts Farm Preschool Trustee's report for September 17-August 18

Registered charity number 900102

Address - St Johns Road, Exmouth, Devon, EX8 4GB

The charities objectives and activities

In setting our objectives and planning our activities our Trustee's have followed the charity commission's general guidance and in particular the public benefit through providing continued provision of good quality accessible and

Inclusive early years childcare for children age 2-4 years from within the local community. We do this by employing qualified staff who deliver the EYFS using OFSTED and safeguarding guidance to ensure a stimulating and challenging curriculum is provided that encourages all children to become independent learners who can take risks and are school ready by the time they start their reception year. The staff work closely with children and their families within the key work groups, providing individual learning plans and ideas that are shared with parents and families on a weekly basis. We encourage parents to be as involved as possible with their children's progress and offer extended support to anyone who requires it including for additional learning or emotional development. The preschool employs two managers, one administrator and six Early years workers,

As a team we encourage other professionals to visit our setting and work alongside staff, families and children in whatever role required. We welcome parents to visit the preschool both before and when they start so that the whole family feels happy with the setting and has developed a good relationship with their keyworker. We are a community preschool that enjoys an excellent working relationship with the primary school that we rent our premises from and that 97-100% of our children transition to.

**Trustee's** are elected to the committee at each AGM which is held in the Autumn term. Members who are willing to serve on the committee are nominated and seconded by other members. All members must stand down at each AGM and be elected again if they wish to serve for another year.

**Trustee's** elected in the year Sept17-Aug 18

Daniel Moore - Chair and safeguarding Lynne Burnard-Evans - Secretary Kelly Wilks - Treasurer

Jayne Marchant Jodie Parker, Laura Floyd

Co-opted member- Karen Bamsey (Manager)

**Our governing document is the PLA Model Preschool constitution 2011.**

The policies and procedures we use for induction, training and the safeguarding of the committee and the preschool as a business are

- Committee -Safeguarding, running of preschool, conflict of interest and volunteer policy
- Main safeguarding and child protection Policy
- The prevent duty
- Fundamental British Values
- Admissions policy and statement of intent and aim
- Managing allegations
- Whistleblowing Policy
- Management responsibility
- Concerns and complaints
- Investment, Risk assessment and Reserves
- Payment of staff
- Committee members code of conduct
- Race, equality and diversity
- Induction and training of trustee's

The preschool constitution is adopted at the AGM and at the first committee meeting for policies and procedures.

## **Organisational structure**

The committee are responsible for the overall management of the preschool. The managers and administrator are employed by them to run the preschool on a daily basis as the policies above state. All issues that are not considered as day to day running must be explained to and agreed by the committee and recorded in the minutes of the meeting. As well as the main and fundraising account the Trustee's have been adding to a reserves/emergency account over the years, which now holds enough to cover all redundancies in the case of an emergency. The building we operate from is leased from Devon County Council and so no major repairs would be funded by the preschool. All legal and relevant insurances are held and displayed in the foyer of the preschool with the registration certificate.



## Financial Review Sept 17 - Aug18

Account records, balances of accounts, cash flow forecasts and annual audit checks are presented and available for any Trustee or member as and when they wish to see them and to all Trustees at the meetings held throughout the year. The cash flow projections for year ending August 18 showed we would make an expected profit of around £3000, however after the installation of an electronic gate, costing almost £3000 the profit is showing to be around £400. The books will be externally audited in the next few months and final numbers displayed on the Charities commission website and then presented to the committee and at the next AGM. After looking at the forecast for the next financial year (Sept 17-Aug 18) a profit of £1000 is expected, these numbers included an agreed staff pay rise of 3%. However this could be lower as several children on our waiting list have now left the area and didn't take up their places with us and also some of the payments paid during this year were processed in the previous financial year as explained above.

### Fundraising

In December of last year the committee organised a tea towel fundraising which raised £207.90 and was added to the fundraising account. No other fundraising events were held but some good ideas were discussed for the future.

### The preschool year

- The academic year from Sept17-July 18 was extremely busy and we had a larger amount of children than is typical with additional needs. We worked closely with the SENDCO and reception teachers from Bassetts farm primary School, nursery plus, speech and language, the Honeylands assessment team and Health visitors to ensure all of these children and their families had the best support possible throughout their assessments and transition to primary school.
- Daniel our chairperson arranged for the installation of an electronic gate at the cost of just under £3000. This has been a great asset and has made the whole school secure throughout the school day.
- A lot of work was done to prepare for the introduction of new GDPR legislation that came into place at the end of April 2018. This included the writing of new policies and privacy notices, making sure the information was shared between, staff, committee and parents and paperwork stored on the computers and as hard copies was destroyed, as stated in our GDPR policy. We gained two lovely members of staff this year, Sarah R and Thalia have quickly settled into their roles and have become important members of our team.
- In June 2018 one of our lovely members of staff Tasha, decided to move on to pastures new and left preschool to start a job at the hospital in Exeter, Sarah and Thalia have taken on her hours between them.
- Our end of term party was held In July 2018 at The beach dinosaur park, this was a great success on a beautiful sunny day. A big thankyou to Tesco for supplying fruit for the children to eat.

### Looking Ahead.....

- September 18 sees Sam taking on even more work in her SENDCO role, working closely with 2 year olds, children with additional needs and those who need some support in the area of communication and language and emotional support. She will be working with some parents around the role of parenting issues.
- In January 2019 we will be once again due our OFSTED inspection, work for this by staff and committee is always ongoing.
- January 2019, on a much happier note, sees the return of Jade as her maternity leave comes to an end.
- We will continue to show parents around the preschool in the hope of filling the spaces that have been left empty when 5 families who had taken up spaces moved from the area and so no longer required their spaces with us.

Signature



Full name

DANIEL MOORE

Position held

CHAIRMAN

Date

2-10-18

Signature



Full name

KAREN BAMSEY

Position held

MANAGER

Date

2-10-18

Signature



Full name

CLAIRE PRECIOUS

Position held

MANAGER

Date

2-10-18



DATE	TOTAL	SALARIES	PENSION	RENT	ORANGE & TXT SERVICE	WASTE DISPOSAL	OTHER PREM COSTS	CATERING COSTS	CONSUM ABLES	EQUIP MENT	OFFICE	BANK CHARGES	OTHER
Sep-17	£ 11,780.11	£ 7,390.88	£ 83.86	£ 1,267.28	£ 30.40	£ 21.56	£ 1,200.00	£ 443.49	£ 51.29	£ 965.38	£ 237.32	£ 35.69	£ 52.96
Oct-17	£ 10,657.10	£ 8,948.27	£ 205.72		£ 34.10	£ 96.88		£ 676.96	£ 53.56	£ 234.28	£ 88.20	£ 21.45	£ 297.68
Nov-17	£ 14,454.18	£ 12,229.39	£ 159.88			£ 97.16		£ 742.31	£ 520.32	£ 273.33	£ 189.58	£ 43.88	£ 198.33
Dec-17	£ 13,991.04	£ 11,586.19	£ 70.63		£ 32.75	£ 96.88		£ 599.91	£ 376.32	£ 100.23	£ 88.20	£ 32.81	£ 1,007.12
Jan-18	£ 12,194.36	£ 9,251.62	£ 231.16		£ 33.25	£ 78.26		£ 869.66	£ 248.24	£ 49.85	£ 142.93	£ 46.40	£ 1,242.99
Feb-18	£ 13,337.38	£ 8,751.18	£ 127.33		£ 39.31	£ 97.16		£ 601.25	£ 25.89	£ 279.21	£ 197.66		£ 3,218.39
Mar-18	£ 14,357.39	£ 10,896.39	£ 149.26	£ 1,266.66	£ 35.33	£ 96.33	£ 581.74	£ 732.73	£ 53.89	£ 104.82	£ 134.20	£ 73.07	£ 232.97
Apr-18	£ 11,272.64	£ 9,243.31	£ 214.93		£ 34.26	£ 101.68	£ 443.00	£ 499.04	£ 187.85	£ 436.39	£ 84.19		£ 27.99
May-18	£ 15,251.59	£ 10,760.94		£ 542.88	£ 36.21	£ 61.12	£ 2,440.40	£ 759.28	£ 114.17	£ 283.34	£ 41.60	£ 30.33	£ 181.32
Jun-18	£ 11,403.26	£ 8,302.83	£ 344.24	£ 1,266.66	£ 40.04	£ 101.68		£ 832.78	£ 126.02	£ 154.83	£ 127.19		£ 106.99
Jul-18	£ 10,259.16	£ 8,443.80	£ 349.96		£ 43.81	£ 121.60	£ 65.19	£ 738.86	£ 75.58	£ 270.91	£ 81.13		£ 68.72
Aug-18	£ 11,902.89	£ 10,152.33	£ 410.44		£ 44.66	£ 101.68	£ 896.16	£ 20.00		£ 213.62			£ 64.00
	£150,861.10	£ 115,957.13	£ 2,347.41	£ 4,343.48	£ 404.12	£ 1,071.99	£ 5,626.49	£ 7,516.27	£ 1,833.13	£ 3,366.19	£ 1,412.20	£ 283.63	£ 6,699.46

  
 Chairman  
 16-5-19



DATE	TOTAL PD IN	FEES & LUNCHES FROM PARENTS	T + SW SHIRTS BK BAGS	DCC FUNDING	MILK REFUND	OTHER
Sep-17	£ 22,784.04	£ 1,039.90	£ 46.75	£ 21,690.43		£ 6.96
Oct-17	£ 655.52	£ 473.00			£ 166.87	£ 15.65
Nov-17	£ 22,237.47	£ 1,628.60		£ 20,254.73		£ 354.14
Dec-16	£ 1,606.45	£ 1,248.85	£ 13.00			£ 344.60
Jan-18	£ 30,786.19	£ 1,253.50	£ 25.75	£ 29,381.00	£ 111.75	£ 14.19
Feb-18	£ 1,769.94	£ 1,400.52				£ 7.62
Mar-18	£ 16,242.19	£ 1,210.46		£ 361.80		£ 18.55
Apr-18	£ 40,929.10	£ 855.10		£ 15,013.18		
May-18	£ 1,299.52	£ 992.30		£ 40,074.00	£ 71.75	£ 9.00
Jun-18	£ 11,748.77	£ 1,021.50		£ 226.47		£ 10.00
Jul-18	£ 1,028.50	£ 1,022.01		£ 10,717.27		£ 6.55
Aug-18	£ 216.55	£ 216.55				
	£ 151,304.24	£ 12,362.29	£ 85.50	£ 137,718.88	£ 350.37	£ 787.26

Chairman

16-5-19

# **BASSETTS FARM PRE-SCHOOL**

## **INCOME & EXPENDITURE ACCOUNT** **FOR THE YEAR ENDED 31ST AUGUST 2018**

2017	2018
£	£
<b><u>Income</u></b>	
110,196.17 DCC (Voucher Agency)	137,718.88
22,652.45 Playgroup Fees	12,362.29
6,548.32 Other	1,195.94
0.00 Interest	0.00
0.00 Other Grants	0.00
<b>139,396.94 Total Income</b>	<b>151,277.11</b>
<b><u>Expenditure</u></b>	
108,251.01 Staff Wages	118,304.54
13,681.85 Expenditure & Replacements	15,887.53
5,830.65 Premises Costs	9,969.97
0.00 Insurance	0.00
7,877.85 Other Expenses	6,699.46
<b>135,641.36 Total Expenditure</b>	<b>150,861.50</b>
<b>3,755.58 Surplus / (Deficit)</b>	<b>415.61</b>


## **BALANCE SHEET AS AT 31ST AUGUST 2018**

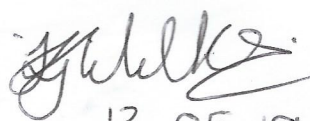
<b><u>Assets</u></b>	
20,000.00 Equipment at Valuation	20,000.00
11,463.73 Cash at Bank	12,021.83
26,274.07 Cash at Building Society	26,131.58
<b>57,737.80 Total Assets</b>	<b>58,153.41</b>
<b><u>Liabilities</u></b>	
0.00 Wages and PAYE	0.00
<b>0.00 Total Liabilities</b>	<b>0.00</b>
<b>57,737.80 Net Assets</b>	<b>58,153.41</b>
<b><u>Accumulated Fund</u></b>	
53,982.22 Balance at 1/9/2017	57,737.80
3,755.58 Surplus / (Deficit) for the Year	415.61
<b>57,737.80 Net Funds</b>	<b>58,153.41</b>
Discrepancy	0.00

I have examined the books and records for the year ended 31st August 2018.

Stuart Melhuish MCIMA

30th March 2019

  
Chairman.  
16-5-19

 Treasurer  
13.05.19