

Kingfishers Colden Common Pre School

England & Wales · Charity number 1018451

Details

Other names	COLDEN COMMON PRE SCHOOL, COLDEN COMMON PRE SCHOOL PLAYGROUP, COLDEN COMMON PRE-SCHOOL PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-03-11
Register	View on the Charity Commission register

Contact

Address	Colden Common Community Centre St. Vigor Way Colden Common Winchester SO21 1UU
Phone	01962715401
Email	hello@kingfishersps.co.uk
Website	www.coldencommonps.co.uk

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Caring, stimulating, quality childcare for children aged 2 years up to Reception age. Our aim is to enhance the development and education of children under statutory school age, in a parent-involving community-based group, to provide a safe, secure and stimulating environment, and to work within a framework which ensures equality of opportunity for all children and families.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE THE CATCHMENT AREA OF THE PLAYGROUP
- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£0	£0	-	-
2024-08-31	£198,608	£201,461	-	-
2023-08-31	£171,130	£150,462	-	-
2022-08-31	£117,790	£109,658	-	-
2021-08-31	£159,656	£153,186	-	-
2020-03-31	£97,233	£111,248	-	-

Trustees

Name	Role	Appointed
Catherine Boniface	Chair	2021-04-27
Alexandra Smith		2023-06-25
Benjamin Beech		2023-01-17
Keith Pinney		2021-11-03
Lucy Brewer		2024-06-25
Randika Doling		2023-06-05

Accounts



AGM 2024

Date: Thursday 7th November

Time: 8.00pm

Location: Zoom

Attendees online:

Committee: Kate Boniface (Chair), Keith Pinney (Treasurer), Lucy Brewer (Parent / Committee member)

Parents: Sarah Boughton, Gemma Hunt, Merv Hunt, Andrea Todoran, Emma Benham, Craig Sharland, Laura Sharland, Ashley Paul, Simone Paul, Veronika Drobnakova

Staff: Lara Webster (Staff / Manager), Charlotte White (Staff / Administrator), Sharon Stevens (Staff / Deputy), Marija O'Brien (Staff / Practitioner), Jenni Capon (Staff / Practitioner), Amanda Pinney (Bank practitioner)

Apologies from: Randika Doling (Committee member), Ben Beech Committee member), Sasha Smith (Committee member), Danielle Jones (Staff / Deputy)

.....

Agenda	1. Welcome and Apologies 2. Sign off minutes of last AGM 3. Chairperson's report – Kate Boniface 4. Manager's report – Lara Webster 5. Treasurer's report – Keith Pinney 6. Stand down of present committee 7. Election of Officers • Ordinary Committee Members • Secretary • Treasurer • Chair • Safeguarding 8. Adopt the Constitution 9. AOB 10. Date of next meeting
---------------	--



AGM 2024

Agenda item	Minutes
Chair's report	Kingfishers Colden Common Pre-School has charitable status that annually vote in a voluntary committee who are responsible for the overall governance of the pre-school. We work in partnership with the staff offering support and help to direct the on-going future of the pre-school. The preschool is making progress in its application to become a Charitable Incorporated Organisation but this is not yet complete, so we are required to continue operating with a voluntary committee for now. Since our last AGM, the committee has been represented by 6 members. My thanks extend to Keith and Amanda Pinney, Sasha Smith, Lucy Phillips, Ben Beech and Randika Doling for their commitment and efforts throughout the past year. The staffing team at Kingfishers Colden Common Pre-School continue to be a huge asset to our setting. The team continue to deliver quality educational opportunities to our children, demonstrating outstanding levels of care and consideration to individual needs. The committee extend its heartfelt thanks to all members of staff. We have been delighted to welcome Melanie back to the pre-school in September after a long absence following illness, she was thoroughly missed while away, but we are delighted that she is able to be back working alongside the team and the children. Lara also deserves our congratulations having studied throughout the year resulting in her gaining Early Years Teaching status. This is a wonderful achievement and is credit to her hard work and motivation. Further thanks are owed to the management team; Lara, Charlotte, Sharon and Danielle for their hard work 'behind the scenes' to ensure the pre-school meets the needs of the children and is run in an efficient and effective manner. Charlotte and Lara deserve special mention for their ongoing work alongside the committee and are largely to thank for the success of our fundraising over the past year. Sharon also deserves recognition for her ongoing dedication to the children and families of children with Special Educational Needs. At our last AGM several objectives were set. I will now reflect on these individually:

AGM 2024

	The Committee's aims were as follows: Support the pre-school in the transition to become a CIO. This is an ongoing action – application has been made but we are awaiting the next phase of the process. Continued budgetary compliance and financial awareness The committee remain focused on the financial sustainability of the preschool. The increase to national living wages and increases in rent continue to present us with challenges. We are always mindful of maintaining the quality of staffing and resourcing for the children that attend our pre-school and try our best to reduce the impact of preschool expenditure on the pockets of our parent body. However, with the recently proposed increases to national living wages, the committee will need to systematically review fees throughout the year. Support the pre-school in reviewing the environment Funds were released to buy new resources across the year, the staff completed environmental reviews and made alterations to the environment as necessary. Provide staff with opportunities for ongoing professional development Alongside mandatory training, the pre-school has used Inset Days to provide whole staff training opportunities. The committee firmly believe that investment in staff professional development is vital to maintaining high quality educational opportunities for the children under our care and will continue to seek opportunities to strengthen our practice. Support the preschool to enrich the provision and opportunities available to children. Forest school continues to be an exciting and valuable offer for our eldest children, allowing them to explore the surrounding environment, develop new skills and strengthen their knowledge and understanding of the world. We have also funded a range of visitors into the setting including yoga and football sessions. Since September, preschool has begun to offer a sensory circuit to some of the children as a way to support their needs in the morning. This has been well received. Look at maximising our fundraising, grant applications and community events to increase income.
--	---

AGM 2024

	Fundraising has been successful, not only financially, but has been a wonderful way to be part of the local community. There have been limited grants available to us this year so will continue to be a focus for us in the coming year. The upcoming year is not a transformative year at pre-school, rather one that will see our focus be on maintaining standards and sustainability. Therefore, the committee's aims for the coming year are similar to the previous ones: • Support the pre-school in the transition to become a CIO. • Remain focused on budgetary compliance and financial awareness • Maximising opportunities for fundraising, grant applications and community events to increase income. I will now hand over to Lara to give you her manager's report.
Questions following Chair's report	None
Manager's report	AGM Manager's Report: December 2023 – December 2024 Introduction This has been another rewarding year for Kingfishers Colden Common Preschool, as we continue to grow from strength to strength. Over the past year, we've continued our rebranding project, updating staff uniforms, signage, and website design to reflect our fresh identity and vision. We added a dedicated maths area to the preschool room, integrating maths into our daily activities. We've also adopted a "less is more" approach, focusing on fewer but more thoughtfully selected resources that cater to children's interests, enhancing their learning experience. Additionally, we invested in enriching our role-play provisions, allowing children to explore various themes such as camping, offices, police stations, and hairdressing. Team Changes and Developments We've welcomed new team members this year. Danielle joined in September 2023 as a second deputy to support Lara and Sharon on the management team. Mary Henley joined in May 2024 as an unqualified practitioner but has now started her Early Years Educator training at Peter Symmonds, and Carli Merritt, a reliable former bank staff member, now works with us one day a week until the end of the academic year. Carli's background as a qualified teacher means we now have four Level 6 practitioners on staff. While we said goodbye to Kirstie, the team's dedication remains unwavering. We also welcomed back



AGM 2024

Melanie in September 2024 on reduced hours after nearly a year off with a long-term illness, and we are pleased to say she is getting better each week.

Allotment School

Our Allotment School continues to be a loved and unique offering for children and parents. We offer this experience in six-week blocks, ensuring as many of our 3- and 4-year-olds as possible can participate. Through activities like fire lighting, tool work, and teamwork exercises, children build confidence, resilience, and independence—essential skills for "Big School." We are proud to be the only preschool in the area with an Allotment School, setting us apart as leaders in outdoor learning. Recently, the HCC advisory teaching team used us as a case study for outdoor learning at an Early Years conference.

Curriculum

In September, we implemented a new curriculum based on the aspirations we hold for our preschoolers before they transition to primary school. These developmental goals are structured to help each child progress at their own pace, with a strong focus on outdoor learning, which we believe is highly beneficial to child development.

Activities, Visitors, and Events

Over the past year, we hosted numerous visitors and activities, including Relax Yoga, singing lessons, Crazy Creatures, First Touch Football, Enjoy Dance, a persona doll from India, and Debutots school readiness workshops. We reintroduced music and movement sessions at the primary school and resumed weekly allotment visits. Outings included trips to the local pond, the primary school's conservation area and library, seasonal walks, and road safety. Our 50th-anniversary celebration and fundraising events, like the Easter Egg Hunt and Scarecrow Festival, brought families together. Other fundraising initiatives included our winter concert, stalls at the Winter Market and "Come and Have a Go" event, the Walk the Test Way challenge, and a Macmillan Coffee Morning.

Resources

Thanks to grants and fundraising efforts, we acquired new equipment, including sensory circuit items, a wooden bench and tools for the allotment, birthday bears, cultural reading buddies, along with various learning resources. We were also able to purchase some adaptive equipment and replace tables, chairs, and other essentials. These enrichments continue to support children's development across the seven areas of learning.

Sensory Circuits

We introduced daily sensory circuit sessions for select children who would benefit from these interventions, and we're pleased with the positive impact these sessions have had on the participating children. We hope to expand this offering to more children in 2025.

Training and Professional Development

Our team engaged in extensive training to enhance their skills in supporting children's development. Key achievements this year include:

AGM 2024

- Lara completed her Level 6 Early Years Teacher status.
- Sharon obtained her NASEN Level 3 SENCO Award.
- Danielle completed a leadership course with Jigsaw Consultancy.
- Kirstie, Megan, and Natasha completed their Level 3 Early Years Educator qualification.
- Jenni and Mary began their Level 3 Early Years Educator training in September 2024.

To prepare for Ofsted inspections, we conducted a mock inspection with Jigsaw Consultancy. Additionally, we utilised five inset days for specialised training:

- "Behaviour, Big Feelings, and Emotional Well-being" with Sarah from Corocoro (20/10/23)
- "Supporting Children with EAL" with Marlis Jurgen (01/12/2023)
- Sensory Circuit Training (03/06/2024)
- "Adult and Child Well-being" with Jules from Relax (01/07/2024)
- Level 3 Safeguarding Training with Vanessa Dooley from Jigsaw Consultancy (27/10/2024)

Staff also completed mandatory training in safeguarding, food hygiene, and paediatric first aid, along with attending workshops and conferences such as the Managers Impact Conference, "Exploring the Power of Play," and "Understanding & Supporting Behaviour in the Early Years."

Marija took on the role of EAL Coordinator and continues to lead our school readiness programme with support from Carli. Mary assumed responsibility as the Child Well-being Coordinator and has already delivered a successful week-long programme of well-being activities for the children.

Looking Ahead: Goals for the Coming Year

Our goals for the next year include:

- Utilising inset days for impactful training. For example, Sharon and Lara plan to visit a Hampshire County Council-endorsed pack-away setting in Old Basing in November. We have also organised a Curiosity Approach training session on 14/02/2025.
- Considering more Allotment School sessions, perhaps with less risky play, for younger children.
- Expanding children's exposure to diverse activities through visits, trips, and collaborations with external organisations.
- Completing the CIO process.
- Prioritising the replacement of worn-out equipment and securing new resources for development through grants or fundraising.

AGM 2024

	• Fostering a supportive, valued workplace culture. • Hoping to extend our offer of sensory circuit sessions to more children. • Maintaining a child-focused approach that ensures safety, development, and enjoyment. • Strengthening support for SEN children with well-resourced staff and tailored activities. • Encouraging staff to complete qualifications and pursue beneficial training. • Running an effective, cost-conscious team with clear administrative processes. • Regularly updating policies and procedures to meet evolving needs and prepare staff for inspections. • Building a strong parent community through engagement events like coffee mornings, the winter concert, Teddy Bears' Picnic, and stay, play, and watch sessions. Closing Remarks I would like to extend my heartfelt gratitude to our dedicated staff, including Charlotte, our Administrator, for her hard work and support over the past year. A special thank you to our committee members, who volunteer their time to help our preschool thrive. Finally, I want to express my appreciation to Sharon and Danielle for their exceptional contributions, especially during my study and placements for my Early Years Teacher training.	
Questions following Manager's report	None	
Treasurer's report	The report is for the period between 1 September 2023 and 31 August 2024. The Pre-school accounts for this year have been submitted for independent verification and auditing. We are very grateful to Sally Lawman for carrying out the audit. The Pre-school's total income for this period was £198,607.83 and total expenditure £201,460.72, which results in an In-year deficit of £2,852.89. Our closing balance at the end of the year was £51,084.80. The notes below will explain why we had greater expenditure in certain areas, which resulted in this deficit. The Pre-School's Management team are aware that in the Financial Year 2024/25 we must be working towards a surplus albeit a small one, to ensure we maintain the reserves we are expected to hold.	

AGM 2024

In the last Treasurer's report, it was stated that the Pre-School would need to keep a minimum of £49,000 in reserves. This would cover three months running expenses and include any redundancy payments in the event of dissolution. This figure will need to be reviewed in April 2025 in the light of any salary increases and the changes to the Minimum Wage and Employers National Insurance contributions.

To 'protect' our Reserves a little more, we have recently opened a second CAF Gold Account and deposited £30,000 into it. This amount will be ringfenced and not called upon for daily expenditure. The future plan is to increase this account's balance to cover all of the Reserves needed to comply with our policy.

Income

1. Hampshire County Council (HCC) – EYE Grant

Our income from the HCC EYE Grant scheme was £132,481.17, an approximately 13% increase on the previous year's. The increase is partly due to an increase in the rate at which the pre-school is paid by the council, but also is due to the increase in the number of children attending the pre-school throughout the year.

2. Fees

Income from session fees was £51,696.71, inclusive of the Consumables contribution and Registration Fees. Our income from session fees varies from year to year depending on the children attending and the type of funding available to their families. However, this year we have had very full sessions and this is reflected in an increase in our fee income

The consumables contribution is calculated as a surcharge on government funded sessions, but is funded by parents. There are some parents who are unable to make this payment, but invoices for £11,984.80 were raised and £7,260.00 collected, a shortfall of £4,708.80. The Pre-School Management team continue to encourage parents to pay the Consumables Charge, which is an important element of our income and is used to help cover the expenditure on resources purchased to enhance the children's Pre-School experience.

AGM 2024

	The Committee will conduct the normal annual review of fees in 2025 to decide whether any further increases should be made, or the current level should be maintained. 3. Fundraising, sponsorship and grants The Pre-School continued to be proactive in conducting fundraising and applying for grants and sponsorships. We received a total of £1,476.26 in a Disability Access Fund (DAF) grant and we purchased adaptive equipment and diversity resources. We received Discretionary grants from HCC totalling £320.00, which an initiative by HCC to support parents affected by cost of living pressures and this was passed on to them. The Pre-school raised £3,366.57 from events and fundraising. A total of £575.52 was spent supporting these activities, which resulted in a contribution to the Pre-School's funds of £2,791.05. The Scarecrow Festival and the Easter Egg Hunt remain not only a good source of income, but are great marketing events. They are also community events that are well thought of and appreciated by those in the village and beyond. The Pre-school received £1,163.79 from the Parish Council in the form of a grant, which was used for Big emotions training and Ofsted Inspection training. We have received £600 in sponsorship from Charters, who advertised our fundraising events through their boards placed outside homes etc. in Colden Common and we are grateful to Charters and everyone who volunteers to have an advertising board. They are a valuable advertising method and source of income. We received a Government training Grant of £5,833.30 in this year's funding to cover the costs of training for our manager to obtain Early Years Teacher status. We are very grateful to the Parish Council and other donors and sponsors, and we are also immensely grateful to our individual supporters, including members of staff, parents and volunteers, who made smaller but no less valuable gifts and donations, and also generously
--	--

AGM 2024

gave their time and effort to support the Pre-school. The time given to support our fund-raising events by Pre-School staff and especially the Management team is significant and greatly appreciated.

Going forward, the Committee and the Management team will continue to dedicate considerable attention to fundraising, sponsorship and grant applications, as income from these allows us to invest in more activities to support and enhance the experience of the children attending the Pre-School.

4. Bank Interest

We received a total of £1,670.03 in interest on funds held in our Bank Accounts, which was a valuable contribution to our income.

Expenditure

1. Staff costs

The cost of staff wages remains our biggest area of spend and in 2023/2024 it came to £154,784.04, including Employers contributions to Staff Pensions and Employers National Insurance contributions. There was an increase of approximately 33% in Net wages compared to the previous year.

There are several reasons for this increase. First of all, the higher number of the paid staff hours throughout the year reflected the higher attendance rate from the start of the year and through to the end. Greater numbers of children result in a greater number of staff to maintain ratios.

There was a significant increase in the Minimum wage from April 2024. The differences in pay rates between our lesser and higher qualified staff members are so minimal, so any increase in the minimum wage necessitates a pay review for all staff, in order to retain a distinction in pay based on qualification.

When considering the Staffs' salaries for 20223/24 the Committee also had to take into account market forces and the level of salary paid to staff in other Pre-Schools similar to ours.

AGM 2024

If we are to retain and recruit the right staff, we needed to ensure we were paying to right level of salary.

The area of staff pay continues to be very important for us. The challenge is to keep the staff costs within what is affordable and maintain efficiency, while making sure that the remuneration we offer our staff reflects their efforts and is competitive in the unfavorable hiring market. The Pre-School Management are fully aware of the pressures that the salary costs bring and through 2024/25 will endeavor to ensure staffing numbers are closely monitored, whilst ensuring they remain within the correct ratios and also ensuring the experience of the children is not affected, especially in the light of an increase in the Minimum wage and changes to the Employers National Insurance contributions in 2025.

2. Rent

In the financial year 2023/2024, the Pre-school paid £14,143.91 in rent, which is a significant amount of our Overheads and when benchmarked against other Pre-Schools appears to be higher than others. We will have to monitor our rental costs going forward, as there will be an approximately 12% increase in the monthly charge from September 2024/25.

3. Other running costs (Overheads)

On running costs other than rent, the Pre-school spent £32,532.77. Inflation and other cost pressures have had an adverse effect on our Overheads.

However there has been some expenditure this year that were not 'normal', including £1,499 spent on converting the Pre-School to a CIO. We spent a little (£416.67) on our 50th Anniversary. There has also been a change in the name of the Pre-School and costs associated with this change of name and its marketing etc. We spent £5,794.38 on Advertising and Marketing, but there were also increased costs for Staff uniform and the website due to the change.

We continue to invest in Staff training, in areas such as Empowering children, Food Hygiene, Manual Handling, EAL, SEND Training, Bridging Language barriers, Safeguarding, DSL training,

AGM 2024

	attendance at the Power of Play conference etc. and advice and guidance from the Jigsaw Consultancy. The future We will continue to maintain close control over costs and efficiency and focus on maximizing the numbers of children attending. This has been our strategy since Lara Webster began to lead the Pre-school and it has allowed us to become sustainable. The continuing challenge to our sustainability is in the area of staff remuneration and wellbeing, where we are less competitive than some other local pre-schools and early years providers. We will need to consider the implications of the announced increase in the minimum wage from April 2025 and a corresponding increase of all staff pay rates. The level of increase in the staff pay may not be offset by any increase in the government early years funding. Therefore, the level of fees will have to remain under constant review and proactive marketing of the Pre-School will remain very important to us.
Questions following Treasurer's report	None
Stand down of present committee	Kate Boniface, Keith Pinney, Lucy Brewer, Randika Doling, Ben Beech and Sasha Smith all stepped down.
Election of Officers	<u>Ordinary members</u> Randika Doling proposed: 1st Charlotte White, 2nd Lara Webster Ben Beach proposed: 1st Charlotte White, 2nd Lara Webster Sarah Boughton proposed: 1st Kate Boniface, 2nd Lara Webster Veronika Drobnakova proposed: 1st Lara Webster, 2nd Sharon Stevens Lucy Brewer proposed: 1st Kate Boniface, 2nd Lara Webster Craig Sharland proposed: 1st Kate Boniface, 2nd Lara Webster Laura Sharland proposed: 1st Kate Boniface, 2nd Lara Webster

AGM 2024

	Gemma Hunt proposed: 1st Kate Boniface, 2nd Lara Webster Merv Hunt proposed: 1st Kate Boniface, 2nd Lara Webster <u>Secretary.</u> Noone at the AGM volunteered for this role so it was agreed that committee officers would take it in turns to minute the meetings until the role can be recruited. <u>Treasurer</u> Keith Pinney proposed: 1st Sharon Stevens, 2nd Marija O'Brien <u>Chair</u> Kate Boniface proposed: 1st Lara Webster, 2nd Sharon Stevens <u>Committee Safeguarding Lead</u> Kate Boniface proposed: 1st Lara Webster, 2nd Sharon Stevens <u>Committee Safeguarding Deputy</u> (to be contacted if none of the Designated Safeguarding Leads or Safeguarding Lead is unavailable) Lucy Brewer proposed: 1st Lara Webster, 2nd Kate Boniface
Adopt the Constitution	All the new committee members agreed to adopt the constitution. A copy of the constitution will be sent to new committee members. Committee members will be required to sign a document to say they have adopted the constitution. Committee members will also be required to sign a confidentiality agreement.
AOB	None
Date of next meeting	Thursday 5th December
Close of AGM	9pm

COLDEN COMMON PRE-SCHOOL FINAL ACCOUNTS

START	END
01/09/2023	31/08/2024

RECEIPTS	CAFCASH	CAFGOLD	PETTYCASH	TOTAL	TOTAL
<u>FEES</u>					
EYE GRANT	£132,481.17	£0.00	£0.00	£132,481.17	£132,481.17
FEES	£51,696.71	£0.00	£0.00	£51,696.71	£51,696.71
					£184,177.88
<u>FUNDRAISING & GRANTS</u>					
DAF GRANT	£1,476.26	£0.00	£0.00	£1,476.26	£1,476.26
DISCRETIONARY GRANT INCOME	£320.00	£0.00	£0.00	£320.00	£320.00
FUNDRAISING	£3,366.57	£0.00	£0.00	£3,366.57	£3,366.57
OTHER GRANT INCOME	£1,163.79	£0.00	£0.00	£1,163.79	£1,163.79
SPONSORSHIP	£600.00	£0.00	£0.00	£600.00	£600.00
TRAINING GRANT	£5,833.30	£0.00	£0.00	£5,833.30	£5,833.30
					£12,759.92
<u>OTHER INCOME</u>					
BANK INTEREST	£5.12	£1,664.91	£0.00	£1,670.03	£1,670.03
TRANSFER	£195,066.77	£191,117.51	£0.00	£386,184.28	
					£1,670.03
TOTAL RECEIPTS	£392,009.69	£192,782.42	£0.00	£584,792.11	£198,607.83
<u>PURCHASES</u>	<u>CAFCASH</u>	<u>CAFGOLD</u>	<u>PETTYCASH</u>	<u>TOTAL</u>	<u>TOTAL</u>
<u>SALARY</u>					
PAYE NI	£7,856.85	£0.00	£0.00	£7,856.85	£7,856.85
PENSION	£6,022.41	£0.00	£0.00	£6,022.41	£6,022.41
WAGES	£140,904.78	£0.00	£0.00	£140,904.78	£140,904.78
					£154,784.04
<u>OVERHEADS</u>					
ADMIN CHARGE	£280.40	£0.00	£0.00	£280.40	£280.40
ADVERTISING & MARKETING	£5,794.38	£0.00	£0.00	£5,794.38	£5,794.38
AUDIT	£18.00	£0.00	£0.00	£18.00	£18.00
BANK CHARGES	£60.00	£0.00	£0.00	£60.00	£60.00
CIO	£1,499.00	£0.00	£0.00	£1,499.00	£1,499.00
DBS	£363.40	£0.00	£0.00	£363.40	£363.40
DISCRETIONARY GRANT PAYMENT	£89.64	£0.00	£0.00	£89.64	£89.64
EDUCATIONAL RESOURCES	£5,915.53	£0.00	£0.00	£5,915.53	£5,915.53
EQUIPMENT	£3,146.17	£0.00	£0.00	£3,146.17	£3,146.17
EVENTS	£1,173.18	£0.00	£0.00	£1,173.18	£1,173.18
H&S CLEANING	£387.30	£0.00	£0.00	£387.30	£387.30
INSURANCE	£527.24	£0.00	£0.00	£527.24	£527.24
LICENCES	£130.82	£0.00	£0.00	£130.82	£130.82
MAINTENANCE	£462.95	£0.00	£0.00	£462.95	£462.95
PAYROLL	£1,118.02	£0.00	£0.00	£1,118.02	£1,118.02
POSTAGE	£64.80	£0.00	£0.00	£64.80	£64.80
PRINTING & STATIONERY	£1,478.02	£0.00	£0.00	£1,478.02	£1,478.02
RENT	£14,143.91	£0.00	£0.00	£14,143.91	£14,143.91
SNACK	£619.14	£0.00	£0.00	£619.14	£619.14
SOFTWARE	£1,875.60	£0.00	£0.00	£1,875.60	£1,875.60
STAFF WELLBEING	£1,184.86	£0.00	£0.00	£1,184.86	£1,184.86
STAFF UNIFORM	£1,305.12	£0.00	£0.00	£1,305.12	£1,305.12
SUBSCRIPTIONS	£49.94	£0.00	£0.00	£49.94	£49.94
TELECOMS & INTERNET	£111.18	£0.00	£0.00	£111.18	£111.18
TRAINING	£4,878.08	£0.00	£0.00	£4,878.08	£4,878.08
TRANSFER	£190,081.51	£195,891.43	£0.00	£385,972.94	
					£46,676.68
TOTAL PURCHASES	£391,542.23	£195,891.43	£0.00	£587,433.66	£201,460.72
SURPLUS / DEFICIT	£467.46	-£3,109.01	£0.00	-£2,641.55	-£2,852.89
FINAL SURPLUS / DEFICIT					-£2,852.89
OPENING BALANCE AS AT START DATE *	£1,068.92	£52,857.09	£11.68	£53,937.69	£53,937.69
CLOSING BALANCE AS AT END DATE *	£1,536.38	£49,748.08	£11.68	£51,296.14	£51,084.80

* Checked against bank statements and last years final accounts

Sally Lawman
Ladybird Cottage, Stoke, Andover, Hampshire SP11 0ND
sallylawman@yahoo.co.uk

Charlotte White
Business Administrator
Kingfishers Colden Common Preschool
The Community Centre
St Vigor Way
Colden Common
Winchester
Hampshire SO21 1UU

6 November 2024

Dear Charlotte,

Audit of Preschool Accounts 2023-24

I have completed my review of the preschool accounts and associated paperwork. In terms of receipts and payments, the records are accurate. The end-of-year bank balance for the current account is relatively consistent with the previous end-of-year position. The Reserve account has absorbed the end-of-year deficit and is down by circa £3k, but both accounts remain in credit.

The preschool had a sizeable surplus at the end of 2022/23 (circa £21k), but there was no information as to what the preschool planned to do it when I audited the accounts last year, however I can see from the records that some of the surplus funds have been used to upgrade the website and signage, and a consultant has been engaged to assist you in the conversion to CIO status.

As 2023/24 ended in a deficit of almost £3k, I spent some time examining the accounts to look for any distinct differences. It would be helpful to have an explanation of variances of 10% or more compared to the previous year – perhaps this is something you could consider for next year.

Costs have generally increased (rent, insurance etc) as I would expect to see. Some cost areas with marked differences include advertising and marketing (from £217 to £5794 – includes expenditure for new signage and website redesign), new expenditure for the CIO consultant, staff wellbeing (£255 to £1185), training (increase of circa £870), plus small increases for events, snack, and staff uniform.

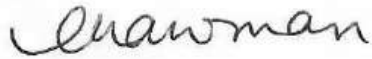
The most concerning increase is for staff costs which have increased from £114k in 2022/23 to £141k in 2023/24 – an increase of 23.5%. I can see from your records that staff numbers have increased from 10 staff on payroll in September 2022 to 15 staff on payroll in July 2024.

Income from fees and grants etc increased by circa £27k (approx. 15.5%) compared to 2022/23, but with increases in most cost areas, the extra income was insufficient to cover all costs for the year, resulting in a deficit of circa £3k.

I have not been provided with a budget, but I hope that one is in place for 2024/25. As you know, staff costs are set to increase again in April 2025 when the National Living Wage and other associated costs such as National Insurance thresholds change, so some planning is needed to ensure the preschool remains sustainable.

I am very happy to have been of service to you. If you have any queries, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lawman', with a stylized, cursive script.

Sally Lawman

(Honorary Auditor / Business Manager, Longparish Little School)

Accounts

COLDEN COMMON PRE-SCHOOL FINAL ACCOUNTS

START	END
01/09/2022	31/08/2023

RECEIPTS	CAFCASH	CAFGOLD	PETTYCASH	TOTAL	TOTAL
FEES					£153,975.36
EYE GRANT	£117,027.30	£0.00	£0.00	£117,027.30	£117,027.30
FEES	£36,938.06	£0.00	£15.00	£36,948.06	£36,948.06
GRANTS & FUNDING					£10,138.00
SEN IF FUNDING	£5,724.00	£0.00	£0.00	£5,724.00	£5,724.00
DISCRETIONARY GRANT	£586.00	£0.00	£0.00	£586.00	£586.00
UKRAINE GRANT	£3,000.00	£0.00	£0.00	£3,000.00	£3,000.00
DAF FUNDING	£828.00	£0.00	£0.00	£828.00	£828.00
FUNDRAISING					£4,899.26
GRANT	£1,757.75	£0.00	£0.00	£1,757.75	£1,757.75
DONATION	£142.02	£0.00	£0.00	£142.02	£142.02
FUNDRAISING	£247.38	£0.00	£0.00	£247.38	£247.38
EVENTS	£2,352.11	£0.00	£0.00	£2,352.11	£2,352.11
SPONSORSHIP	£400.00	£0.00	£0.00	£400.00	£400.00
OTHER INCOME					£2,117.17
EQUIPMENT	£168.96	£0.00	£0.00	£168.96	£168.96
BANK INTEREST	£3.08	£561.26	£0.00	£564.34	£564.34
EDUCATIONAL RESOURCES	£1,333.92	£0.00	£0.00	£1,333.92	£1,333.92
ADVERTISING & MARKETING	£49.95	£0.00	£0.00	£49.95	£49.95
TRANSFER	£140,719.03	£161,231.83	£0.00	£301,950.86	
TOTAL RECEIPTS	£311,272.56	£161,793.09	£15.00	£473,080.65	£171,129.79
PURCHASES	CAFCASH	CAFGOLD	PETTYCASH	TOTAL	TOTAL
GROSS WAGES & EMPLOYER CONTRIBUTIONS					£114,327.15
NET WAGES	£105,627.21	£0.00	£0.00	£105,627.21	£105,627.21
PAYE/NI	£4,941.49	£0.00	£0.00	£4,941.49	£4,941.49
PENSION	£3,758.45	£0.00	£0.00	£3,758.45	£3,758.45
OVERHEADS					£31,505.27
RENT	£13,006.89	£0.00	£0.00	£13,006.89	£13,006.89
TELECOMS & INTERNET	£281.87	£0.00	£0.00	£281.87	£281.87
INSURANCE	£503.80	£0.00	£0.00	£503.80	£503.80
OFSTED	£50.00	£0.00	£0.00	£50.00	£50.00
EDUCATIONAL RESOURCES	£6,142.34	£0.00	£0.00	£6,142.34	£6,142.34
TRAINING	£4,002.76	£0.00	£0.00	£4,002.76	£4,002.76
LABOUR	£80.75	£0.00	£0.00	£80.75	£80.75
STAFF UNIFORM	£486.33	£0.00	£0.00	£486.33	£486.33
H&S CLEANING	£392.97	£0.00	£0.00	£392.97	£392.97
SNACK	£433.91	£0.00	£9.35	£443.26	£443.26
BOOKKEEPING	£161.25	£0.00	£0.00	£161.25	£161.25
PAYROLL	£1,160.13	£0.00	£0.00	£1,160.13	£1,160.13
ADVERTISING & MARKETING	£217.00	£0.00	£0.00	£217.00	£217.00
DBS	£431.60	£0.00	£0.00	£431.60	£431.60
LICENCES	£121.38	£0.00	£0.00	£121.38	£121.38
POSTAGE	£9.40	£0.00	£0.00	£9.40	£9.40
ADMIN CHARGE	£266.00	£0.00	£0.00	£266.00	£266.00
PRINTING & STATIONERY	£1,262.92	£0.00	£0.00	£1,262.92	£1,262.92
SUBSCRIPTION	£1,743.91	£0.00	£0.00	£1,743.91	£1,743.91
STAFF GIFTS / ENTERTAINING	£155.00	£0.00	£0.00	£155.00	£155.00
STAFF WELLBEING	£254.84	£0.00	£0.00	£254.84	£254.84
BANK CHARGES	£60.00	£0.00	£0.00	£60.00	£60.00
FEES	£15.00	£0.00	£0.00	£15.00	£15.00
MISC EXPENSES	£84.00	£0.00	£171.87	£255.87	£255.87
EQUIPMENT / FIXTURES AND FITTINGS / FUNDRAISING					£4,629.19
EQUIPMENT	£3,549.31	£0.00	£0.00	£3,549.31	£3,549.31
EVENTS	£799.88	£0.00	£0.00	£799.88	£799.88
DISCRETIONARY GRANT	£280.00	£0.00	£0.00	£280.00	£280.00
TRANSFER	£161,231.83	£140,719.03	£0.00	£301,950.86	
TOTAL PURCHASES	£311,512.22	£140,719.03	£181.22	£452,412.47	£150,461.61
SURPLUS / DEFICIT	-£239.66	£21,074.06	-£166.22	£20,668.18	£20,668.18
FINAL SURPLUS / DEFICIT					£20,668.18
OPENING BALANCE AS AT START DATE *	£1,308.58	£31,783.03	£177.90	£33,269.51	£33,269.51
CLOSING BALANCE AS AT END DATE *	£1,068.92	£52,857.09	£11.68	£53,937.69	£53,937.69

* Checked against bank statements and last years final accounts WW/CW

Lawman
23/11/2024
SALLY LAWMAN (AUDITOR)

Accounts



Colden Common Pre-school AGM

Agenda

Wednesday 7th December 2022. 8pm. Via Zoom

Welcome and apologies

Kate Boniface, Chair, welcomed all attendees to the AGM

In attendance: Kate Boniface (Chair), Victoria Streltsova (Treasurer), Lara Webster (Manager), Charlotte White (Business Administrator), Sharon Stevens (SENDCO), Rochelle Baverey (Staff), Natasha Nolan (Staff), Sheila Middleditch (Staff), Ruth Struges (Committee), Amy McNeill (Committee), Damon Draisey (Committee), Kate Bennett (Committee), Ben Beech (parent), Will White

Apologies from: Helen Brown (Committee), Keith and Amanda Pinney (Committee), Kirsty Wilson (Staff), Tash Cater (Staff)

Sign off minutes of last AGM

Attendees agreed to sign off minutes of last AGM as a true representation of the meeting

Chairpersons Report – Kate Boniface

Colden Common Pre-School has charitable status that annually vote in a voluntary committee who are responsible for the overall governance of the pre-school. We work in partnership with the staff offering support and help to direct the on-going future of the pre-school. Up to three additional committee members can be co-opted during the year.

Since our last AGM, the committee has been represented by 8 members, including myself. My thanks extend to Victoria Streltsova, Keith and Amanda Pinney, Damon and Amanda Draisey, Kate Bennett and Helen Brown for their commitment and efforts throughout the past year. We have also warmly welcomed Ruth Sturges and Amy McNeill to the committee in recent months.

After many years of representing the pre-school on the committee, Damon and Amanda Draisey have made the decision to step down. I would like to take the opportunity to recognise the commitment and support they have offered the pre-school throughout some difficult years and to wish them and their family well for the future.

The staffing team at Colden Common Pre-School continue to be a huge asset to our setting. We have appointed two new members of staff since our last AGM, welcoming Rochelle Baverey and Sheila Middleditch to the team. The professionalism and dedication each individual staff member demonstrates is to be noted and celebrated. The role of an Early Years Educator, specifically in nursery and pre-school settings, is grossly undervalued in society, so it is important to take this opportunity to say that all your efforts are recognised and appreciated.

While I extend thanks to all the staff, special mention needs to be given to Lara Webster. Since her appointment as Manager last October, Lara has galvanised the team and has brought about noticeable improvements in the quality of childcare and education offered to our families. We have just experienced our busiest Autumn Term and look to be equally busy throughout both spring and summer terms.

I would also like to personally thank Charlotte White for her ongoing support to the committee -ensuring we are kept on track! She is also largely to thank for the success of our fundraising over the past year, for which we are extremely grateful.

The pre-school has experienced many successes and has grown considerably over the course of the year since our last AGM and I hope that this is translated well in the meeting tonight.

At our last AGM several objectives were set. I will now reflect on these individually:

The Committee's aims were as follows:

1. To develop a close working partnership with the new manager and to stabilise the staffing team.

Lara's work ethic and dedication has made her a pleasure to work alongside. She has a deep understanding of Early Years Education and the committee have felt confident that the pre-school has been in safe hands since her appointment.

Lara and I have met at least termly to discuss the pre-school's ongoing development as well as conducting her annual appraisal. Lara also attends all monthly committee meetings and keeps the committee well informed about the running of the pre-school.

As previously mentioned, we have had new members of staff join the team since the last AGM. They have been fully inducted into the setting. All staff members receive termly supervision meetings with Lara as well as their annual appraisal. Monthly staff meetings are used to share common messages and give all members of staff a voice within the pre-school. It is evident that staff feel valued while working at Colden Common Pre-School. In a recent staff questionnaire, it was evident in all the responses received, that staff are happy to be working under Lara's guidance and are proud of the direction the pre-school has taken under her leadership.

2. To establish roles for Committee Members to support specific aspects of Pre-School e.g. SENCo, Staff Wellbeing, Policies and Procedures.

We have established roles within the committee. Keith Pinney has made excellent use of his role as Facilities Liaison Officer to support the pre-school in their relationship with the community centre. We will continue to develop these roles within the committee, so we are able to support the pre-school in the best way possible.

3. To streamline our financial procedures and practices and improve budgetary compliance.

As a committee, we have been very conscious of our income and expenditure when making spending decisions over the year. We are acutely aware of the disparity between government grant money and the running costs of a pre-school and, given the general financial strains on businesses country wide, we are careful with our spending. Victoria will go into greater depth in her financial report.

4. To raise the profile of the Pre-School through community and fundraising events, marketing and building relationships with key people and organisations in the village.

With the relaxation of many of the covid restrictions, we have once again been able to hold our community festivals. Our recent Scarecrow Festival was attended by over 100 children, with some families travelling from as far afield as Portsmouth to attend. Steve Brine MP came to judge our craft competition and, as chair of the all-party group for Childcare and Early Education, showed great interest in our setting. Preparations for our Easter Egg Hunt in the spring are already underway.

We have also supported community run events, such as the winter markets and the Common Have a Go in summer.

The Facebook page continues to reflect the rich and varied provision offered to our children, including the forest school sessions at our weekly Allotment School.

The pre-school has resumed weekly music and movement classes held at the Primary School (a pre-covid initiative). We have also funded local groups to come into the setting, including Boogie Mites and Yoga.

5. To introduce a parent fundraising group

We have struggled to raise interest in a fundraising group and volunteers are limited for our fundraising event. This target will continue into the next year.

Over the coming year the Committee's aims are as follows:

- To continue to develop roles for Committee members to support specific aspects of Pre-School
- To support the Pre-School in embedding their curriculum and core ethos (*through staff training where necessary, for example forest school training for all staff has been booked for the Summer Term*)
- To support the Pre-School in being 'Ofsted ready' (*ensure robust policies and procedures, updating our own safeguarding knowledge, regular contact with the pre-school management team*)
- To ensure that our SEND provision is well matched to the individual needs of our children
- To promote a 'Parent Community' for our families
- Ongoing budgetary compliance and financial awareness

Manager's report – Lara Webster

This is my managers' report covering the period September 2021 to December 2022

I would like to start my report by thanking the staffing team including Charlotte our administrator and Wendy the bookkeeper for all their hard work and support over the last year. I would also thank all our wonderful committee members devoting their precious time, without which pre-school would not be able to run.

We've had a couple of changes to the team in this period, we welcomed Sharon Stevens back to Colden Common Preschool in the role of deputy manager and SENCO. Sharon has embraced her role as SENCO skilfully and the SEN children and team have seen huge improvements in the way we report, record progress and the general outcome for SEN children has improved significantly with better advice and funding. Our SEN children are well catered for, giving them the best opportunities to progress by ensuring suitable resources, staff allocation and stimulating activities.

We also had two new members of the team joining this year, firstly Rochelle, a fully qualified teacher and more recently Shelia, who is studying hard for her Early Years Educator. We also would not be able to successfully run the preschool if it wasn't for our wonderful bank staff who step in whenever is required of them, Amanda and Marija.

We've continued with our ever so popular allotment school, which I believe both the parents and children have found hugely beneficial. We have offered this opportunity to our older children in six-week blocks, alternating the day to capture as many of our 3- and 4-year-olds as possible. Allotment School gives the children an opportunity to encounter new experiences such as fire lighting and tool work whilst gaining confidence, resilience, independence, working as a team and being challenged. This is great preparation for "Big school". The allotment school continues to be USP for the preschool, being the only allotment school locally.

We have implemented the revised EYFS with a reduction of observations and more focus on 'knowing the child' and having a firm understanding of their developmental stages, interests and next steps.

We introduced new software into the setting called Family which has been hugely beneficial as a back office administration system. The software has supported us with speedier and more frequent communication with parents as well as an invoicing system, progress recording, capturing basic child data and modernising registration resulting in us being less paper based as a setting.

With COVID restrictions now passed, we have been able to resume with more visitors and out and abouts. We have had relax yoga, a farm visit, boogie mites and ballet do sessions at the preschool. We have also been able to start up our music and movement sessions at the primary school and start visiting the allotment again on a weekly basis. We celebrated the Queens jubilee with a trip to the park for a picnic with many of our families. We have been able to start our fundraising efforts again with a very successful Easter Egg hunt and Scarecrow festival. We are looking forward to returning with an in person winter concert tomorrow.

Resources

We have been fortunate to buy some equipment in this time frame, funded by grants and fundraising. We have replaced including two 6 drawer storage unit, double sided bookshelves and a mobile shelving and drawers' unit for our arts and crafts. We have also purchased play bricks, climbing frame, number games, specialised books for EAL or difficult situations like bereavement, new role play kitchen, quiet cosy pod, trampoline, upper body twist and turn, replacement balance bikes to name just a few.

Training & qualifications

As a team we attended a group prevent training session. We also did oral hygiene training to meet the need of the new EYFS criteria and spent time as a team creating our own curriculum with jigsaw consultancy which is now being embedded into our daily practices.

Sharon completed her Forest School Level 2 qualification this year and has now gone on study for another qualification – NASEN level 3 SENco award.

Lara has started her Level 4 in Early years education after disappointingly Portsmouth University decided not to run their Level 6 qualification.

Tash, Natasha and Kirstie are all very close to completing their level 3 Early years educator course and are just awaiting final markings and tutor visits.

Shelia is currently studying for her Early Years Educator qualification.

Lara and Sharon undertook fire safety training and Lara completed a safer recruitment course. Lara attended the managers impact conference in June.

All staff are fully up-to-date with their mandatory training including food hygiene, paediatric first aid and level 3 safeguarding. This is a rolling programme of renewal within the setting.

The team have taken over new responsibilities in the past year including Kirstie being deputy safeguarding lead, Tash and Charlotte being well-being coordinators, Rochelle as our English as an additional language co-ordinator and Natasha analysing accidents.

Plans for this year

- Continue to develop Allotment school replacing tired equipment and resources.
- Increase the children's exposure to different activities and opportunities through visitors, trips and external organisations.
- Ensure worn out equipment is replaced and new essential equipment to support our children in the seven areas of learning are purchased via grants or fundraising.
- Increase the profile of the preschool through marketing initiatives.
- Create a workplace that is supportive and ensure that the team feel valued.
- Ensuring child's safety, development and enjoyment is at the forefront of practitioner's minds at all times when creating a stimulating environment.
- Continue to ensure our SEN children are well catered for, giving them the best opportunities to progress by ensuring suitable resources, staff allocation and stimulating activities.
- To support the team members in passing their level 3 early years educator and any further qualifications.
- Encourage team training in areas that benefit the children and team such as Speech and language training and Forest school skills training.
- Ensuring I'm running an effective and proactive team, whilst being always mindful of the cost implications.
- Making our back office/admin procedures clear and precise.
- Updating policies and procedures to be reflective of changes.
- Analyse the impact of changes on the team, children and environment.
- Make work practices and the environment as safe as possible for staff and children following health and safety procedures, guidelines and regulations.
- Implement a half termly team meeting whereby the individual children's needs and developmental stages are discussed in detail to create a more consistent approach from the team.
- Prepare the team for Ofsted inspection.
- Get team members to take responsibility for areas within the preschool.
- Another team building trip e.g. like our kayaking trip.
- Create a Summer Term school readiness Programme for our leavers.
- Spend time developing our unqualified staff members.
- Parent community through coffee mornings and come and watch your child play sessions.

Training courses undertaken by staff

Safeguarding Refresher workshop at Colden Common Primary School.

Military matters toolkit training

Safeguarding briefing meetings for Leads – HCC

Fire Safety training

Oral hygiene workshop

Makaton Refresher

Domestic Abuse and Operation Encompass

Cluster meetings with Primary School and other local settings

Prevent training at the Primary School

Birth to 4 Network Meetings

Effective staff management through supervision and appraisals - Early Years Alliance Training

Safeguarding Level 3 Training with Jigsaw consultancy

Curriculum Training with Jigsaw Consultancy

Managers Impact Conference.

Prepare for Inspection

Prevent Training

Paediatric first aid course

[Owning the curriculum – what does it mean in the Early Years?](#)

DSL level 4 training

Safer Recruitment training with High speed training through the NSPCC

Treasurers Report - Victoria Streltsova

The Treasurer's report for this AGM covers the period between 1 September 2021 and 31 August 2022. This is the first time when Pre-school's accounting period corresponds to the academic year, a change from an accounting year running between April and March, and we have found this change to be very beneficial for our financial planning and control.

Because the last year's accounts covered the extended 17 months accounting period, where a like for like comparison is made between the accounts for the year 2021/2022 and the accounts for 2020/2021, only the period of September 2020 to August 2021 is taken for comparison.

In the financial year of 2021/2022, the following steps were taken by the Committee and the Pre-school's management to improve Pre-school's finances and make Pre-school financially sustainable in the challenging conditions in the Early Years sector:

- 1) fees increased for privately funded hours;
- 2) a consumables contribution added to government funded hours;
- 3) ongoing review and, where possible, reduction of staffing hours effected throughout the year;
- 4) budget and financial reviews carried out at regular intervals between the Committee and management team;
- 5) improved our efficiency in management and administration of Pre-school by transitioning to a specialist online digital platform for record keeping and monitoring in these areas;
- 6) increased the numbers of children attending through improving our programme and maintaining good advertising and marketing;
- 7) created a dedicated fundraising role in the Committee, successfully fulfilled by Danielle Jones;
- 8) stayed proactive in applying for grants and sponsorships, thus securing substantial financial support for Pre-School;
- 9) supported staff training, which resulted in better morale and quality;
- 10) updated the Pre-school's policy on maintaining financial reserves.

The Pre-school accounts for this year have been prepared by our bookkeeper Charlotte White and have been submitted for independent verification and auditing. We thank Dean Wasche for undertaking to carry out this independent examination and audit.

The Pre-school's total income for this period was £117,790 and total expenditure £109,658, leaving a surplus of £8,132. Our closing balance at the end of the year was £33,437, comprising £350 in restricted funds and £33,087 in reserves (and increase of £7,746 from the end result of £25,341 in 2020/2021).

The amount in reserves left at the end of the 2021/2022 financial year for the start of the new financial year is sufficient to cover 3 months of running costs, which is in line with the Pre-school's updated Reserves Policy and the Charity Commission's guidelines.

Income

1. Hampshire County Council ("HCC") Vouchers

Our income from HCC childcare voucher scheme has been £61,625. Comparing this proportionately to the previous financial year, a decrease of £7,589 for the same period in the previous year (or about £690/month). This decrease is partly due to

the reduction of the base rate at which the Pre-school is paid by HCC by 28p per hour between September 2021 and March 2022 and an effective reduction from the 2020/2021 rate by 22p per hour from April 2022.

The reduced rate of £4.50 continued to be applied until April 2022 when we saw a modest increase of 6p/h to £4.56. The rate of the government free childcare funding that Pre-Schools receives remains inadequately low and does not fully cover the cost of providing the service, and that is despite the additional funding announced by the government at the end of the Covid-19 restrictions in 2021.

To cover the expendable parts of our service, such as snacks, equipment and teaching resources, we have followed the way of a number of other Early Years providers and introduced a so-called Consumables Contribution from January 2022. The Consumables Contribution we ask our parents to pay on voluntary basis is a surcharge of 50p on every government funded hourly session. Given varied degrees of us receiving this voluntary contribution from parents, we estimate the actual income from this measure to be just over £2,500 last year.

2. Fees

Income from session fees has come to £43,403 inclusive of consumables contribution recorded in the accounts as fees. This is considerably higher than in the previous year when the income from fees in the corresponding period was £27,366. The increase in the income from fees is partly due to an increase in attendance by privately funded 2-year-old children and partly due to an increase in fees from September 2021.

As before, the Committee will conduct an annual review of fees to decide whether any further increases should be made, or the current level should be maintained.

3. Fundraising and grants

In the previous financial period, the Pre-school's income in this area was substantially increased due to pandemic related relief. This year, the Committee rightly did not expect to see the same level of support from the government and planned accordingly. Nevertheless, Pre-school stayed proactive in applying for grants and sponsorships and in conducting its own fundraising. As a result, the Pre-school's income from grants, donations and fundraising remained high. In particular, the Pre-school received £5,555 in two grants from Hampshire County Council, £350 from Councillor Humby's fund, a further £347 from Colden Common Parish Council and a donation of £1,000 from a private company Freshwater Building Services Limited.

Of the £5,555 received from Hampshire County Council, £4,999 was received as Sustainability Grant allocated for a sole purpose of assisting the Pre-school with its rental payments, which remain very high. A further £556 received from HCC was spent on staff training.

This year the Pre-school received another generous donation of £1,000 from a private company Freshwater Building Services Limited who donated the same amount to the Pre-school also in the previous year. The two donations from Freshwater allowed us to purchase a specialist management and administration software from Famly, which has been transformative in our effort to run the Pre-school with maximum efficiency, in effect reducing our running costs. We are very grateful for Freshwater for their kind support.

The grant received from Councillor Humby was carried over into the 2022/2023 financial year and was spent in the autumn term of 2022/2023 to purchase suitable play equipment as intended.

We are very grateful to our institutional donors and sponsors, and we are also immensely grateful to our individual supporters, including members of staff and volunteers, who made smaller but no less valuable gifts and donations, and also generously given their time and effort to support the Pre-school. A special mention and thank you goes to Danielle Jones who did a fantastic job as a dedicated fundraising volunteer in 2021/2022.

Going forward, the Committee and management team will continue to dedicate considerable attention to fundraising and sponsorship and grant applications as income from these allows us to invest in areas which income from vouchers and fees does not cover.

Expenditure

1. Staff costs

The cost of staff wages is our biggest article of spending and in 2021/2022 it came to £77,823, which is historically very low for the Pre-school, particularly considering another minimum wage increase that we saw in April 2022.

The decrease in this area of spending came as a result of a concerted drive for efficiency that the whole team maintained throughout the year. In practice, it often meant that our hardworking staff had to work even harder to meet the needs of children and maintain high standards, for which the Committee is immensely grateful. Thanks to their efforts, the Pre-school finished a challenging year with reassuring financial results, at the time when the Early Years sector as a whole is struggling and similar pre-schools have to close.

In the area of staff costs, in the financial year of 2022/2023 we anticipate a challenge of a substantial minimum wage increase in April 2023. As mentioned in the last year's report, since 2017/2018, we have seen a nearly 27% increase in the minimum wage. The next increase, if it goes forward, is likely to push this figure up to 37% or higher. The resulting increase in the staffing costs is unlikely to be offset by a corresponding increase in the government funding rate, adding to the financial challenges the Pre-school will face this year.

2. Rent

Our rent remains our second biggest item of expenditure after staff wages. The cost of £14,494 incurred this year is lower than that in the previous years, but still remains high relative to our competitors. The reduction in comparison with previous years comes on the back of our extensive discussions and negotiations with Colden Common Community Association who agreed to charge a discounted amount, for which we are very grateful. Our cost of rent was also partially offset by the Hampshire County Council Sustainability Grant of £4,999 awarded by the Council on our application and for this particular purpose. We should not anticipate a similar level of financial support from the Council this year and therefore the question of rental cost, which is potentially unsustainable relative to our realistic profitability as a village Pre-school, remains on the Committee's agenda.

3. Other running costs

On running costs other than rent, the Pre-school spent £13,345. While the total amount is higher than in the previous year, it includes training, software and equipment paid for with funds from grants and donations, and as such is not indicative of the level of spending the Committee will have to maintain in the new financial year. The Committee will continue to focus on keeping running costs to a minimum, particularly in view of the rising costs of all goods and services in the UK.

Next steps

The challenges for the financial year of 2022/2023:

- Anticipated increase of the minimum wage from April 2023.
- Further increase in cost of goods and services due to current financial climate.
- Low rate at which the Pre-school is paid for government funded hours.
- High cost of our rent relative to the Pre-school's profitability and the market.
- Less income received from grants.

The Pre-school is planning to manage this by taking the following steps:

- Maintain close control over costs and efficiency;
- Focus on maximizing the numbers of children attending;
- Monitor market conditions and consider further increases in fees;
- Continue to support and encourage staff training, particularly in the area of SEND, with a view to achieve better quality and an increase in the government funding rate;
- Continue to apply for SEND funding where appropriate;
- Fundraise for the Pre-school's Forest school;
- Continue the dialogue with Colden Common Community Association and the local government regarding rent, to ensure that the high relative cost does not make the Pre-school's business unsustainable;
- Fill the dedicating fundraising volunteer role in the financial year 2022/2023;
- Maintain effective advertising and marketing

Standing down of Present Committee

All committee members stepped down

Election of Officers

- **Ordinary Committee Members**

- Kate Bennett – 1st Lara Webster, 2nd Amy McNeill
- Amy McNeill – 1st Ruth Struges, 2nd Victoria Streltsova
- Helen Brown – 1st Kate Boniface, 2nd Lara Webster
- Ben Beech – 1st Victoria Steltscova, 2nd Lara Webster
- Keith and Amanda Pinney – 1st Kate Boniface, 2nd Charlotte White

- **Secretary**

- Ruth Sturges – 1st Victoria Streltsova, 2nd Lara Webster

- **Treasurer**

- Victoria Streltsova – 1st Kate Boniface, 2nd Kate Bennett

- **Chair**

- Kate B – 1st Lara Webster, 2nd Victoria Streltsova

- **Safeguarding**

- Safeguarding – 1st Kate Bennett, 2nd Lara Webster

Adopt the Constitution

All in agreement

AOB

No AOB raised

Date of next meeting

12th January 2023

COLDEN COMMON PRE-SCHOOL FINAL ACCOUNTS

START	END
01/09/2021	31/08/2022

RECEIPTS	CAFCASH	CAFGOLD	PETTYCASH	TOTAL	TOTAL
FEES					£105,028.27
EYE GRANT	£61,625.30	£0.00	£0.00	£61,625.30	£61,625.30
FEES	£40,720.82	£0.00	£2,682.15	£43,402.97	£43,402.97
FUNDRAISING & GRANTS					£10,577.66
GRANT	£6,750.82	£0.00	£0.00	£6,750.82	£6,750.82
DONATION	£25.00	£0.00	£0.00	£25.00	£25.00
FUNDRAISING	£2,246.37	£80.32	£0.00	£2,326.69	£2,326.69
GIFT AID	£25.15	£0.00	£0.00	£25.15	£25.15
SPONSORSHIP	£1,450.00	£0.00	£0.00	£1,450.00	£1,450.00
HMRC CLAIMS (GROSS WAGES RECOVERY)					£873.07
SSP REFUND	£96.35	£0.00	£0.00	£96.35	£96.35
SMP RECOVERY	£776.72	£0.00	£0.00	£776.72	£776.72
EVENTS					£164.00
EVENTS	£163.50	£0.00	£0.50	£164.00	£164.00
OTHER INCOME					£1,147.42
SALE OF EQUIPMENT	£50.00	£0.00	£10.00	£60.00	£60.00
SALE OF UNIFORM	£5.50	£0.00	£21.00	£26.50	£26.50
INTEREST	£0.08	£27.14	£0.00	£27.22	£27.22
STAFF GIFTS / ENTERTAINING	£305.50	£0.00	£100.00	£405.50	£405.50
CHARITY DONATION	£8.00	£0.00	£17.70	£25.70	£25.70
CONNECT4COMM FOOD GRANT	£472.50	£0.00	£0.00	£472.50	£472.50
DISCRETIONARY GRANT	£130.00	£0.00	£0.00	£130.00	£130.00
TRANSFER	£93,984.17	£102,156.24	£0.00	£196,140.41	£196,140.41
TOTAL RECEIPTS	£208,835.78	£102,263.70	£2,831.35	£313,930.83	£117,790.42
PURCHASES					£77,849.62
GROSS WAGES					£75,767.35
WAGES	£75,767.35	£0.00	£0.00	£75,767.35	£75,767.35
PAYE	£1,561.04	£0.00	£0.00	£1,561.04	£1,561.04
NI EMPLOYEE CONT	£1,491.59	£0.00	£0.00	£1,491.59	£1,491.59
SMP RECOVERY	-£2,587.21	£0.00	£0.00	-£2,587.21	-£2,587.21
PENSION EMPLOYEE CONT	£1,616.85	£0.00	£0.00	£1,616.85	£1,616.85
EMPLOYER CONTRIBUTIONS (PENSION)					£846.85
NI EMPLOYER CONT	£2,302.57	£0.00	£0.00	£2,302.57	£2,302.57
NI EMPLOYMENT ALLOWANCE	-£2,302.57	£0.00	£0.00	-£2,302.57	-£2,302.57
PENSION EMPLOYER CONT	£846.85	£0.00	£0.00	£846.85	£846.85
OVERHEADS					£27,838.95
RENT	£14,494.21	£0.00	£0.00	£14,494.21	£14,494.21
TELECOMS & INTERNET	£619.45	£0.00	£0.00	£619.45	£619.45
INSURANCE	£489.52	£0.00	£0.00	£489.52	£489.52
OFSTED	£50.00	£0.00	£0.00	£50.00	£50.00
EDUCATIONAL RESOURCES	£3,457.85	£0.00	£1.05	£3,458.90	£3,458.90
TRAINING	£2,276.66	£0.00	£0.00	£2,276.66	£2,276.66
STAFF UNIFORM	£349.88	£0.00	£0.00	£349.88	£349.88
H&S CLEANING	£113.92	£0.00	£2.99	£116.91	£116.91
SNACK	£282.58	£0.00	£53.74	£336.32	£336.32
BOOKKEEPING	£581.25	£0.00	£0.00	£581.25	£581.25
PAYROLL	£786.00	£0.00	£0.00	£786.00	£786.00
ADVERTISING & MARKETING	£434.00	£0.00	£0.00	£434.00	£434.00
DBS	£337.00	£0.00	£0.00	£337.00	£337.00
POSTAGE	£1.50	£0.00	£7.55	£9.05	£9.05
PRINTING & STATIONERY	£801.15	£0.00	£0.00	£801.15	£801.15
SOFTWARE / SUBSCRIPTIONS	£1,248.03	£0.00	£0.00	£1,248.03	£1,248.03
STAFF GIFTS / ENTERTAINING	£315.42	£0.00	£125.00	£440.42	£440.42
BANK CHARGES	£93.00	£0.00	£0.00	£93.00	£93.00
ADMIN CHARGES	£144.00	£0.00	£0.00	£144.00	£144.00
EVENTS					£386.60
EVENTS	£386.60	£0.00	£0.00	£386.60	£386.60
FUNDRAISING / GRANTS					£609.91
FUNDRAISING	£361.78	£0.00	£248.13	£609.91	£609.91
EQUIPMENT / OTHER					£2,899.22
EQUIPMENT	£2,056.02	£0.00	£0.00	£2,056.02	£2,056.02
CHARITY DONATION	£160.70	£0.00	£0.00	£160.70	£160.70
CONNECT4COMM FOOD GRANT	£472.50	£0.00	£0.00	£472.50	£472.50
DISCRETIONARY GRANT	£210.00	£0.00	£0.00	£210.00	£210.00
TRANSFER	£102,156.24	£91,455.52	£2,528.65	£196,140.41	£196,140.41
TOTAL PURCHASES	£211,375.73	£91,455.52	£2,967.11	£305,798.36	£109,657.95
SURPLUS / DEFICIT	-£2,539.95	£10,808.18	-£135.76	£8,132.47	£8,132.47
FINAL SURPLUS / DEFICIT					£8,132.47
OPENING BALANCE AS AT START DATE *	£4,052.40	£20,974.85	£313.66	£25,340.91	£25,340.91
CLOSING BALANCE AS AT END DATE *	£1,512.45	£31,783.03	£177.90	£33,473.38	£33,473.38

* Checked against bank statements and last years final accounts WW/CW

16 Hack Drive
Colden Common
Winchester
Hampshire
SO21 1UF

Colden Common Pre-School Playgroup

Registered Charity 1018451

Limited independent examination of accounts

Year ending 31st August 2022

I confirm that I have completed an independent examination on the charity accounts and confirm that everything appears to be in order for the year ending 31st August 2022.

Regards,

A handwritten signature in dark ink, appearing to read 'Dean Wasche', with a large, loopy flourish at the end.

Dean Wasche

07799 628331

Accounts



Colden Common Pre-school AGM

Tuesday 3rd November 2021. 8pm. Via Zoom

In attendance

Committee members

Kate Boniface - Chairperson
Helen Brown – Secretary
Victoria Streltsova - Treasurer
Damon Draisey – Ordinary member
Nikki Huggett – Ordinary member
Richard Izard - Ordinary member

Staff

Lara Webster – Preschool Manager
Charlotte White

Parents

Danielle Jones
William White
Laura Sharland

Other

Alex Loughran
Richard Saunders – Chair of Colden Common Community Centre
Amanda Pinney (recently retired employee but still as bank staff)
Keith Pinney

Welcome and apologies

Kate Boniface welcomed all to the AGM

Apologies from Amanda Draisey, Hannah Clark, Wendy Williams (book keeper), Sharon Stevens, Kirstie Wilson (staff member).

Sign off minutes of last AGM

Minutes from previous AGM were agreed

Chairpersons Report – Kate Boniface

Colden Common Pre-School has charitable status that annually vote in a voluntary committee who are responsible for the overall governance of the pre-school. We work in partnership with the staff offering support and help to direct the on-going future of the pre-school. Up to three additional committee members can be co-opted during the year.

The committee has been represented by 6 members throughout the past year. Richard Izard started the year as chair but stood down to become an ordinary member in April, resulting in a shift in roles amongst the committee members. I took on the role as chair, with Helen Brown taking over as secretary and Victoria Streltsova holding position as treasurer. Hannah Clarke, Nikki Huggett, a shared position between Damon and Amanda Draisey and latterly, Richard Izard have stood as our ordinary members. This year has been a challenge to us all and I wish to extend my deepest thanks for the commitment shown by each individual member of the committee. Richard, Hannah and Nikki are stepping down and I would like to extend my thanks to them all for the time and expertise they have offered the pre-school over the past couple of years.

There have been several changes to the pre-school staffing team throughout the year. At the end of September, we said a fond farewell to Jacqui Hadley. Her 20 years are reflective of the commitment she has shown to the pre-school and to the many children whose lives she has touched. We wish her a very happy and successful future as she embarks on her new ventures.

	We also wished Amanda Pinney a happy retirement (although she does still make the occasional appearance at the pre-school as bank staff)! In October, we welcomed Lara Webster into the role of manager at the pre-school. Lara has a deep understanding of Early Years pedagogy; the committee are excited to be working alongside her. At Colden Common Pre-School. we are incredibly fortunate to have a passionate team of individuals who are dedicated to giving our children the very best early experiences they can offer. My thanks are hardly enough to relay the gratitude we owe to our wonderful staffing team who have demonstrated such resilience over the past year. At our last AGM several objectives were set. I will now reflect on these individually: • Having Forest School qualified members of staff • Regularly running allotment school programmes for all the children in pre-school Allotment school has been a huge success and has been a popular activity among the pre-school children, giving them the opportunity to experience activities such as toasting crumpets over a fire, a beekeeper visit and bark peeling, to name just a few. The value of these sessions to children's development are a key element of what Colden Common Pre-school has to offer children in our local community. We are delighted that they are already up and running this academic year. Lara Webster is forest school qualified and runs the sessions with support of other members of staff. Sharon Stevens, is currently training for her Level 2 forest school qualification. • To be compliant with current legislation As expected, this is an on-going objective. Our staff, and committee where necessary, are constantly updating their training. We are registered for updates with the Department of Education and Government. Our policies and procedures are reviewed and are made available on Tapestry. Over the year, we have been mindful of maintaining the best practice regarding Covid restrictions. We have endeavoured to protect the staff and children within the setting and are thankful to parents for their compliance with the guidelines we have set. • To secure sponsorship and match funding We owe our thanks to Freshwater Building Services Ltd who named the Pre-School as their nominated charity. They generously sponsored us £1000 across the year. Although not under the umbrella of this heading I would like to touch on our fundraising efforts. Understandably, this has been a difficult year for fundraising due to the varying Covid restrictions. We had a very successful virtual Easter balloon race which raised £749.80. We are thankful to Find a Race and Charters for sponsorship for our balloon race. We also raised some money through two Lucky Square hamper games. We are hopeful that we will be able to re-establish our community fundraising events in the coming year. Events such as our Easter Egg Hunt, which has historically been a good source of additional funds for the pre-school and a valuable means of 'showing our face' in the local community. We will also investigate the idea of 'match funding' with business in the local area.
--	---

	• Research and apply for more grants The treasurers report will touch on this in greater depth but we were fortunate to receive a number of grants throughout the year from varying sources, including the Winchester Discretionary Grant Fund, The Parish Hall Trust and The Parish Council. I would like to extend my thanks to Charlotte White, our pre-school administrator, for her continued commitment and hard work in this area. I would also like to take this opportunity to thank the Community Centre for their monetary support during these difficult times. • Focus on securing numbers for September 2021 We have been really encouraged by the numbers on roll in September. Currently we have 29 children on roll with a further 5 children due to start by January 2022. This is above previous years, aided by the introduction of 2-year-olds in the setting. Over the coming year the Committee's aims are as follows: • To develop a close working partnership with the new manager and to stabilise the staffing team. • To establish roles for Committee Members to support specific aspects of Pre-School e.g. SENCo, Staff Wellbeing, Policies and Procedures. • To streamline our financial procedures and practices and improve budgetary compliance. • To raise the profile of the Pre-School through community and fundraising events, marketing and building relationships with key people and organisations in the village. • To introduce a parent fundraising group Before handing over to Lara, I wanted to round up my report by highlighting the situation many pre-schools across the country are finding themselves in - not specifically relating to Colden Common Pre-School, but a reflection of a national picture. Underfunded, and with staff undervalued and underpaid, particularly during Covid times, Pre-Schools are operating in increasingly difficult times. There is a general feeling within the Early Years sector of fighting an uphill battle. The 'funding crisis', as it has been termed elsewhere, has led to the committee having to make difficult decisions across the year, including a review and increase in our rates for fee paying parents as well as not being able to offer pay increases for our staff. We are truly grateful for the level of understanding our stakeholders have had for these decisions. While the recent Government budget gives a glimmer of hope, with a £510m for Early Years funding over the next 3 years, the detail is not yet clear. With the increase in the minimum wage applying more pressure to an already struggling sector, we are ever hopeful that changes are afoot, and focus can return to providing the best possible outcomes for children in early education.
Manager's report – Lara Webster	This is my managers' report covering the period April 2020 to September 2021 of which I was not the Manager of Colden Common Preschool but was the deputy and had a firm understanding of the day-to-day running's of the setting. I know if Jacqui was here, she would have started her report by thanking the staffing team including Charlotte our administrator and Wendy the bookkeeper for all their hard work and support over a very difficult period under COVID changes and restrictions. I know she would have also thanked all our wonderful committee members devoting their precious time without which pre-school would not be able to run.

We've had quite a few staffing changes over this period with Amanda Pinney retiring, Veronika Drobnokova going on maternity leave in January, and sadly Sharon Stevens, Keyleigh Taylor and Marija O'Brien leaving too. Jacqui Hadley also resigned to pursue other adventures in September 2021. We did welcome Natasha Carter, Kirstie Wilson in in this period and Sharon Stevens has returned this month as our Deputy and SENco, which is hugely beneficial to the setting. We also have a new member of team joining later this month, Natasha Nolan. And of course, I took over from Jacqui as Manager in October 2021. We are pleased we are returning to full team strength, but I am thankful to all the staff, our volunteer and bank staff for their pulling together during October which was a challenging month.

We've managed a whole year of allotment school, which I believe both the parents and children have found hugely beneficial. We have offered this opportunity to our older children in six-week blocks, alternating the day to capture as many of our 3- and 4-year-olds as possible. The allotment plot has developed over the past year significantly with planting, the addition of a tunnel for physical development, the introduction of new wildlife to our plot including frogs and slow worms. The allotment plot gives itself to the seven areas of learning with ease and the children love the new experiences on offer to them such as tool work and fire lightening. The allotment school continues to be USP for the preschool, being the only allotment school nationally.

COVID restrictions have hampered plans over the last 18 months with us unable to have visitors or planned trips, but we did have the local beekeepers visit us outside in June which was exciting for the children. Now COVID restrictions have been lessened we have started inviting visitors, organisations and currently are having weekly yoga sessions.

We have been fortunate to buy some equipment in this time frame, funded by grants and fundraising such as a replacement water tray, outdoor easel, large chalk board and folding tables. We also got new tummy surfers, children's communication mobile phones, click clack cars and embroidered high viz vests for our out and abouts.

As a team we attended a group Makaton training session paid for by disability money given for one of our children. This will be beneficial for our SEN children with speech and communication difficulties. We have a staff member interested in developing this skill further and obtaining a qualification.

I qualified as a full forest school leader in January this year and Sharon Stevens is currently studying for her level 2 in Forest school leadership which will give more opportunity to visit our allotment plot.

Both Natasha and Kirstie started their level 3 Early years educator course this year and attend college one day a week.

As a team we have all completed our food hygiene course, attended safeguarding refresher training and variety of other training which will be listed in the AGM minutes. The team continue to undertake continuous professional development with regards to safeguarding training, first aid courses, food hygiene and these are on a rolling programme of renewal within the setting.

Plans for this year

- Continue to develop Allotment school so that we visit more regularly.
- Increase the children's exposure to different activities and opportunities through visitors, trips and external organisations.
- Ensure worn out equipment is replaced and new essential equipment to support our children in the seven areas of learning are purchased via grants or fundraising.
- Increase the profile of the preschool through marketing initiatives.
- Implement the revised EYFS September 2021 with a reduction of observations and more focus on 'knowing the child' and having a firm understanding of their developmental stages, interests and next steps.
- Create a workplace that is supportive and ensure that the team feel valued.
- Ensuring child's safety, development and enjoyment is at the forefront of practitioner's minds at all times when creating a stimulating environment.

	• Ensure our SEN children are well catered for, giving them the best opportunities to progress by ensuring suitable resources, staff allocation and stimulating activities. • Making sure communication with parents is paramount to aid positive outcomes for children. • To support the team members in passing their level 3 early years educator and forest school qualifications. • Ensuring I'm running an effective and proactive team, whilst being always mindful of the cost implications. • Making our back office/admin procedures clear and precise. • Updating policies and procedures to be reflective of changes in the new revised EYFS and change of management. • Analysis the impact, changes will make on the children, environment and team at all times. • Make work practices and the environment as safe as possible for staff and children following health and safety procedures, guidelines and regulations. • Implement a half termly team meeting whereby the individual children's needs and developmental stages are discussed in detail to create a more consistent approach from the team. This is just to name a few I would forward to implementing the changes in the coming year. <u>Training courses undertaken by staff</u> Implementing the GDPR Level 2 online course EduCare Attended two workshops Mathematics and English learning from Early Years to KS2. Speech, Language and Communication Level 2 EduCare Understanding and Addressing Behaviour in the Early Years EduCare Wilder Schools – supporting outdoor learning. Coronavirus podcast: what children and young people have been telling childcare. Angry outburst workshop with Lorraine Lee (Zoom Workshop) Effective safeguarding Practice (Revised 2019) – Educare Being a key person in an Early years setting Level 2 - Educare Dedicated safeguarding training – Level 3 Emotion's workshop MASH Workshop (virtual) HCC Understanding stress and anxiety within dyslexic children and building resilience Webinar – BDA. Anna Ephgrave's Planning in the moment Zoom (ITMP) FSA Hampshire AGM and mental Health Workshop (Zoom) Behaviour Management - Shane Jones (Ofsted Early years Inspector, consultant and Trainer) EYFS Reform webinar with Kym Scott Makaton Training Ofsted answer your questions about the revised EYFS 2021 Webinar Prepare for Inspection and Quality of Education Food Hygiene Cert Level 2 Safeguarding Refresher
Treasurers Report - Victoria Streltsova	The Treasurer's report for this AGM covers the period of 17 months between 1 April 2020 and 31 August 2021. This is because the financial accounting period of 1 April 2020 to 31 March 2021 that previously applied was automatically extended by five months to enable transition to our new financial year that now runs between 1 September and 31 August. The decision to switch from the standard financial year to the one that corresponds to the standard academic year was taken by the Committee to facilitate Pre-school's financial planning and financial control as of course our activity revolves almost entirely around terms of the academic year. To enable comparison of this extended 17 months accounting period with the previous financial year, the costs such as staff wages have been averaged over a 17 month and 12 month period respectively, and income from fees and vouchers averaged over a 15 month and 11 month period respectively (the Pre-school incurs costs over a longer period than it generates income due to the August holiday period).

	The previous Treasurer’s report has highlighted the need of a financial review to deal with the issue of annual deficit and diminishing reserves. In response, the Committee has carried out a comprehensive review of the pre-school’s financial performance and practices. The review has not identified any obvious mishandling by the trustees or the management in dealing with the Pre-school’s finances, however, it picked up on various areas where the charity can improve its operations and in time see better financial results. A number of improvements have already been made and others are being implemented. The Covid-19 effect on the Pre-school’s financial performance during this period has been manifold, making this a financial year that cannot be directly compared to any other year. Having said that, we have made a thorough assessment of the affected areas and have been able to adjust our planning projections for the new financial year accordingly. The Pre-school accounts for this year (1 April 2020 – 31 August 2021) have been prepared by our bookkeeper Charlotte Tomlinson-White and have been submitted for independent verification and auditing. We thank John Boniface for carrying out this independent examination and audit. It is also worth noting that in July 2020 our contracted bookkeeper Lindsey Diaper gave up her role, and from September 2020 onwards Charlotte Tomlinson-White has been permanently employed as the Pre-School bookkeeper instead. The Pre-school’s total income for this period was £159,656 and total expenditure £153,186, leaving a surplus of £6,470. Our closing balance at the end of the year was £25,341, comprising £1,272 in restricted funds and £24,069 in reserves (and increase of £5,198 from £18,871 in 2019/2020). The amount in reserves is sufficient to cover between 3 and 4 months of running costs, which is within 3 to 6 months recommended by the Charity Commission. The Committee will be reviewing and updating its own policy of aiming to keep 6 months’ worth of reserves as it is unlikely the Pre-school will be able to bring its reserves to that level in the next year. Income 1. Hampshire County Council (“HCC”) Vouchers Our income from HCC childcare voucher scheme has been £95,789. Comparing this proportionately to the previous financial year, an increase of about £287/month. This is mainly due to increased numbers of children over the age of 3 compared to the previous year and is despite the reduction of the rate at which the Pre-school is paid by HCC by 28p per hour as of April 2021. The reduced rate will continue to be applied at least until April 2022 and, very likely, also thereafter, with estimated cost to the Pre-school of around £4,000 annually. The rate of the government free childcare funding remains woefully low. The Early Years Alliance calculates the difference between the funding rate at the base level and the actual cost of providing the service to be £1.87 per each hour, which is close to what we also calculate for our setting. It is unlikely that the increase in the early years funding announced by the government will be sufficient to offset the discrepancy. 2. Fees Income from session fees has come to £28,257, which proportionately is only £39 per month higher than in the previous year, however, this is also the area of income most affected by Covid-19 related closures and restrictions. The Pre-school has seen an increase in attendance by privately funded children, due primarily to its decision to start admitting 2-year-olds from summer 2020 (effective from September 2020). As the Pre-school has increased its rates from September 2021 to £5.50 for 3 and 4-year-olds and £5.80 for 2-year-olds – a 10% and 16% increase respectively), and absent any further closures, we expect the income from fees will grow next year. As before, the Committee will conduct an annual review of fees to decide whether any further increases should be made or the current level should be maintained.
--	--

3. Fundraising and grants

Total income from grants, donations, fundraising and sponsorships was £21,966, and we are hugely grateful to all parties involved for receiving this during this difficult period. Even on proportionate comparison, this is substantially more than in any of the previous years and in large part constitutes pandemic related relief. In particular, we have received £13,500 of Covid-19 related support from Winchester Council Discretionary Grant Scheme. There is still £1,272 of the Parish Council grant to spend on equipment once affordable options become available in the sales. Meanwhile, it has been put into restricted funds to ensure it is spent correctly within the current year.

We are not relying in our financial planning on receiving this level of funding this year. To make sure we keep boosting our income from sources other than vouchers and fees, the Committee has proposed to create a volunteer fundraising group that will focus specifically on this area. In the meantime, the Committee and the management team continues to dedicate considerable attention to fundraising and sponsorship and grant applications.

Expenditure

1. Staff costs

Our cost of staff wages came to £116,359, a proportionate increase of around £45 per month from the previous year. However, as this includes £1053 of maternity pay still to be recovered, in real terms we've seen a decrease of £27 a month. This is despite the increase in the minimum wage from April 2021.

As our staff costs remain high relative to our income, the Committee continues to look for ways to reduce them while maintaining quality of our provision. One way in which we were able to do so was by reducing use of overtime, which we have achieved by changing the way we deploy staff during normal hours, but also by implementing practice changes that follow from the new EYFS guidance. Having said that, we expect the gains from these changes to be offset by the increase in the minimum wage coming into effect from April 2022.

The increases in minimum wage have been a major factor in us seeing a trajectory of increase in the staffing costs over the recent years, which has contributed to us incurring increasing levels of financial deficit over these years. Since the financial year of 2017/2018, we have seen about a 20% increase in the minimum wage and once the new minimum wage of £9.50 comes into effect on 1 April 2022, the increase will go up to nearly 27% in four years. Meanwhile, the rate of the government free childcare funding on which we rely for the main bulk of our income has not seen nearly the same trajectory and remains woefully low. The Early Years Alliance calculates the difference between the funding rate at the base level and the actual cost of providing the service to be £1.87 per each hour, which is close to what we also calculate for our setting.

2. Rent

Our rent remains our second biggest item of expenditure after staff wages. At £15,432.59 for the 17 months of the reporting period, it is significantly below that of previous years (e.g. £16,710 in 2019/2020) due to cooperation of our landlord CCCA during the difficult period of lockdown. We are very grateful to the CCCA for their understanding and help during this time. A reduced rate is still being paid, and this will be reviewed when the period expires, and may result in an increase in next year's figures.

3. Other running costs

Over the 17 months, the Pre-school spent £9,865 on other running costs. This includes £3,903 on educational resources and equipment, £1,100 spent on staff training, £2,554– bookkeeping and payroll services (considerably less than before - £3,163 in 2019/2020 – this is due in part to the bookkeeping becoming under the umbrella of paid staff from Sept 2020, and also switching payroll services to a cheaper provider in April 2020).

The Committee tightly controls all spending on general running costs and it is unlikely that we will see any further reduction in this area in the next financial year, particularly as we currently see an escalation in the general day to day costs of most goods.

	Next steps As discussed above, the current financial year will most likely show an increase in costs with a reduction in income due to the following: • Increase in minimum wage from April 2022. • Predicted increase in cost of goods and services due to current financial climate. • 28p reduction in hourly rate received from HCC as from April 2021, and potential further decrease in April 2022. • Less income received from grants. The Pre-school is planning to manage this by taking the following steps: • Implementing budget and financial reviews at regular intervals between committee and management team. • Reviewing market conditions and considering further increases in fees. • Adding a consumables contribution of 50p/hr to all government funded sessions from Jan 2022. • Addressing and reducing number of staffing hours where at all possible and safe to do so. • Encouraging staff training which would result in increase in quality and potentially also in the hourly rate received from HCC. • Creating volunteer fundraising group to focus on fundraising, grants and donations. • Maintaining good advertising and marketing to encourage high numbers of children.
Stand down of Present Committee	Committee stood down.
Election of Officers • Ordinary Committee Members • Secretary • Treasurer • Chair • Safeguarding	Ordinary committee members: • Keith Pinney – Proposed by Lara Webster / Seconded by Damon Draisey • Damon / Amanda Draisey – Proposed by Helen Brown / Seconded by Nikki Huggett Secretary – Helen Brown – Proposed by Kate Boniface / Seconded by Nikki Huggett Treasurer – Victoria Streltsova – Proposed by Kate Boniface / Second by Damon Draisey Chair – Kate Boniface – Proposed by Damon Draisey / Seconded by Nikki Huggett Safeguarding Lead – Kate Boniface – Proposed by Lara Webster /Seconded by Charlotte White
Adopt the Constitution	In principle the attendees agree to adopt the constitution
AOB	No Other Business
Date of next meeting	TBC at next committee meeting – 16 th November 2021

John Boniface
19 Winslade Road
Harestock
Winchester
Hampshire
SO22 6LN

8th December 2021

Colden Common Pre School
Independent Examination of Accounts
Financial Year ending 31st August 2021

I have carried out an independent examination of the accounts under section 145 of the 2011 Charities Act and followed all the applicable directions given by the Charities Commission under that section of the Act.

I confirm the accounting records are kept to a high standard and the accounts are consistent with the accounting records maintained. There are no matters for concern.

I recommend that the HMRC Gift Aid scheme is considered for donations made to the school by individual tax payers.

A handwritten signature in black ink, appearing to read 'John Boniface', with a stylized, cursive script.

John Boniface

COLDEN COMMON PRE-SCHOOL FINAL ACCOUNTS

START	END
01/04/2020	31/08/2021

RECEIPTS	CAFCASH	CAFGOLD	PETTYCASH	TOTAL	TOTAL
FEES					£124,045.44
EYE GRANT	£95,788.69	£0.00	£0.00	£95,788.69	£95,788.69
FEES	£28,089.00	£0.00	£167.75	£28,256.75	£28,256.75
DEPOSITS	£0.00	£0.00	£0.00	£0.00	£0.00
FUNDRAISING & GRANTS					£21,966.20
GRANT	£18,323.96	£0.00	£0.00	£18,323.96	£18,323.96
DONATION	£1,730.00	£0.00	£129.50	£1,859.50	£1,859.50
FUNDRAISING	£1,020.61	£0.00	£312.13	£1,332.74	£1,332.74
SPONSORSHIP	£450.00	£0.00	£0.00	£450.00	£450.00
HMRC CLAIMS (GROSS WAGES RECOVERY)					£8,152.55
FURLOUGH INCOME	£4,165.01	£0.00	£0.00	£4,165.01	£4,165.01
SMP REFUND	£918.57	£0.00	£0.00	£918.57	£918.57
SMP RECOVERY	£3,068.93	£0.00	£0.00	£3,068.93	£3,068.93
PAYE	£0.04	£0.00	£0.00	£0.04	£0.04
EMPLOYER CONTRIBUTIONS					£3,029.25
NI EMPLOYMENT ALLOWANCE	£3,029.25	£0.00	£0.00	£3,029.25	£3,029.25
	£0.00	£0.00	£0.00	£0.00	£0.00
OTHER INCOME					£2,254.40
OTHER INCOME	£10.00	£0.00	£1.65	£11.65	£11.65
EVENTS	£0.00	£0.00	£0.00	£0.00	£0.00
SALE OF EQUIPMENT	£0.00	£0.00	£5.00	£5.00	£5.00
FIXTURES AND FITTINGS	£0.00	£0.00	£10.00	£10.00	£10.00
BANK INTEREST	£0.00	£10.74	£0.00	£10.74	£10.74
EDUCATIONAL RESOURCES	£1,271.88	£0.00	£0.00	£1,271.88	£1,271.88
STAFF GIFTS / ENTERTAINING	£0.00	£0.00	£49.00	£49.00	£49.00
MISC	£0.00	£0.00	£248.13	£248.13	£248.13
FOOD VOUCHER SCHEME	£648.00	£0.00	£0.00	£648.00	£648.00
CHARITY DONATION					£208.00
TRANSFER	£166.50	£0.00	£41.50	£208.00	£208.00
	£73,433.12	£77,211.86	£70.00	£150,714.98	£150,714.98
TOTAL RECEIPTS	£232,113.56	£77,222.60	£1,034.66	£310,370.82	£159,655.84
PURCHASES					TOTAL
GROSS WAGES					£119,336.01
NET WAGES	£113,434.99	£0.00	£0.00	£113,434.99	£113,434.99
PAYE	£1,913.04	£0.00	£0.00	£1,913.04	£1,913.04
NI EMPLOYEE CONT	£2,157.85	£0.00	£0.00	£2,157.85	£2,157.85
PENSION EMPLOYEE CONT	£1,830.13	£0.00	£0.00	£1,830.13	£1,830.13
	£0.00	£0.00	£0.00	£0.00	£0.00
EMPLOYER CONTRIBUTIONS					£4,039.76
NI EMPLOYER CONT	£2,984.11	£0.00	£0.00	£2,984.11	£2,984.11
PENSION EMPLOYER CONT	£1,055.65	£0.00	£0.00	£1,055.65	£1,055.65
OTHER					£595.50
FOOD VOUCHER SCHEME	£378.00	£0.00	£0.00	£378.00	£378.00
EVENTS	£217.50	£0.00	£0.00	£217.50	£217.50
OVERHEADS					£25,288.23
RENT	£15,432.59	£0.00	£0.00	£15,432.59	£15,432.59
TELECOMS & INTERNET	£396.73	£0.00	£0.00	£396.73	£396.73
INSURANCE	£481.64	£0.00	£0.00	£481.64	£481.64
OFSTED	£50.00	£0.00	£0.00	£50.00	£50.00
EDUCATIONAL RESOURCES	£1,766.50	£0.00	£0.00	£1,766.50	£1,766.50
TRAINING	£1,099.80	£0.00	£0.00	£1,099.80	£1,099.80
STAFF UNIFORM	£215.29	£0.00	£0.00	£215.29	£215.29
H&S CLEANING	£200.00	£0.00	£0.00	£200.00	£200.00
SNACK	£6.12	£0.00	£214.62	£220.74	£220.74
REFRESHMENTS	£0.00	£0.00	£79.05	£79.05	£79.05
BOOKKEEPING	£1,202.25	£0.00	£0.00	£1,202.25	£1,202.25
PAYROLL	£1,351.95	£0.00	£0.00	£1,351.95	£1,351.95
ADVERTISING & MARKETING	£211.59	£0.00	£0.00	£211.59	£211.59
DBS	£395.80	£0.00	£0.00	£395.80	£395.80
LICENCES	£103.72	£0.00	£0.00	£103.72	£103.72
POSTAGE	£0.76	£0.00	£9.05	£9.81	£9.81
PRINTING AND STATIONERY	£448.41	£0.00	£3.00	£451.41	£451.41
SOFTWARE / SUBSCRIPTIONS	£600.00	£0.00	£0.00	£600.00	£600.00
STAFF GIFTS / ENTERTAINING	£49.00	£0.00	£275.00	£324.00	£324.00
BANK CHARGES	£109.00	£0.00	£0.00	£109.00	£109.00
FEES	£255.00	£0.00	£0.00	£255.00	£255.00
MISC	£0.00	£0.00	£58.08	£58.08	£58.08
	£0.00	£0.00	£0.00	£0.00	£0.00
EQUIPMENT / FIXTURES AND FITTINGS					£3,843.64
EQUIPMENT	£3,240.82	£0.00	£0.00	£3,240.82	£3,240.82
FIXTURES AND FITTINGS	£602.82	£0.00	£0.00	£602.82	£602.82
CHARITY DONATION					£73.00
TRANSFER	£36.50	£0.00	£36.50	£73.00	£73.00
	£77,281.86	£73,433.12	£0.00	£150,714.98	£150,714.98
TOTAL PURCHASES	£229,509.42	£73,433.12	£958.58	£303,901.12	£153,186.14
SURPLUS / DEFICIT	£2,604.14	£3,789.48	£76.08	£6,469.70	£6,469.70
Less debtors accounted for year ending 2019/20 and received in 2020/21					-£732.25
Plus creditors accounted for last year 2019/20 and paid in 2020/21					£509.46
Plus error accounted for previous year					£26.69
FINAL SURPLUS / DEFICIT					£6,273.60
OPENING BALANCE AS AT START DATE *	£1,448.26	£17,185.37	£237.58	£18,871.21	£18,871.21
CLOSING BALANCE AS AT END DATE *	£4,052.40	£20,974.85	£313.66	£25,340.91	£25,340.91

* Checked against bank statements and last years final accounts WW/CW

John Boniface
19 Winslade Road
Harestock
Winchester
Hampshire
SO22 6LN

8th December 2021

Colden Common Pre School
Independent Examination of Accounts
Financial Year ending 31st August 2021

I have carried out an independent examination of the accounts under section 145 of the 2011 Charities Act and followed all the applicable directions given by the Charities Commission under that section of the Act.

I confirm the accounting records are kept to a high standard and the accounts are consistent with the accounting records maintained. There are no matters for concern.

I recommend that the HMRC Gift Aid scheme is considered for donations made to the school by individual tax payers.

A handwritten signature in black ink, appearing to read 'John Boniface', written in a cursive style.

John Boniface

Accounts



Colden Common Pre-school AGM

Tuesday 29th September. 8pm. Via Zoom

In attendance

Committee members

Richard Izard – Chairperson
 Kate Boniface - Secretary
 Helen Brown – Ordinary member
 Damon Draisey – Ordinary member
 Helen Brown – Ordinary member
 Nikki Huggett – Ordinary member

Staff

Jacqui Hadley
 Amanda Pinney
 Sharon Stevens
 Lara Webster
 Marija O'Brien
 Charlotte White

Parents

Hannah Clarke
 Hannah Webb
 Victoria Streltsova
 Laura Sharland
 Graciela Moreno

Other

Wendy Williams (contractor / self-employed payroll assistant)

Welcome and apologies

Richard Izard welcomed all to the AGM

Apologies from Adam Dale – Treasurer

Sign off minutes of last AGM

Minutes from previous AGM were agreed

Chairpersons Report - Richard Izard

Colden Common Pre-School has charitable status that annually vote in a voluntary committee who are responsible for the overall governance of the pre-school. We work in partnership with the staff offering support and help to direct the on-going future of the pre-school. Up to three additional committee members can be co-opted during the year.

We started the year with seven committee members (2 husbands and wives sharing the positions), myself as Chair, Kate Boniface as Secretary, Gary Chaffey as Treasurer. After a short while Gary Chaffey and Zoe Meredith resigned from the committee however Adam Dale stepped into the role of Treasurer and Helen Brown was co-opted in January. Thank you so much to Kate, Adam, Nikki Huggett, Amanda and Damon Draisey and latterly Helen for carrying out such an active role on the committee. Whilst the committee constitution allowed for quorate meetings of four (including one officer and three members) we were able to meet the numbers without worrying about this issue.

In March 2020 there were 34 children on the register and whilst I might be touching into the forthcoming year the future children entries are showing an

increase in the numbers. A number of plans were included at last year's AGM which I would comment on further:

- Roll out Tapestry to all parents and carers – This has gone extremely well with lots of positive feedback from parents. Tapestry offers an opportunity for parents to give information/photos from home which helps build a better picture of the child's home life development and interests, allowing practitioners to build a better rapport with both the children and parents. Tapestry also regularly offers parents an individual picture of their child's day to day at preschool, providing comfort that children are involved with activities and their peers.
- Continue with the plans for a dedicated pre-school office space – This probably was the major success of the year. The Community Centre Management Team decided that the conversion of an existing changing room was not the solution as they wanted us to proceed with other plans which in fact suited pre-school. A Sanctum Garden Studio was purchased and erected in part of the garden area in December 2019. Including fitting out, the total cost was £11,784 but we were very fortunate to obtain grants of £4000 from the Parish Hall Trust and £3889.59 from the Parish Council, the balance of monies coming from the Pre-School reserves. The Mayor of Winchester kindly opened the office in February 2020.
- Introduce forest school activities - Lara Webster's training continued on this and whilst the COVID virus has hampered progress the pre-school allotment now shows the success this has achieved so far. Sharon Stevens has also started forest school training.
- Research and apply for more grants – this is ongoing – a further discretionary grant received from Winchester City Council for £2500 and £500 from Councillor Humby in the recent year.
- Increase fundraising income for resources – We held our popular community Scarecrow Festival in October and Raffle at the Nativity in December. Our community Easter Egg Hunt had to be cancelled because of the COVID virus.
- To be compliant with current legislation etc – this is continuing. Our staff, and committee where necessary, are constantly updating their training. We are registered for updates with the Department of Education and Government.
- Sponsorship – This was not as successful as previous years. Due to the downturn in the Market, Charters Estate Agents were unable to support our Scarecrow Festival but lots of others smaller local businesses stepped in to support us. We would like to thank Sparx Beauty, Aucott School of Dance, Griffin Rocks, Colden Common Tennis Club and General Estates Park Homes. Although we secured sponsorship from Charters for our Easter Egg Hunt, we are yet to receive the money.
- Focus on securing numbers for September 2020 – I am pleased to report that this is our second biggest intake for the Autumn term, partly because of our decision to accept children from 2 years old.

Plans for next year include:

- Having Forest School qualified members of staff
- Regularly running allotment school programmes for all the children in pre-school
- To be compliant with current legislation etc
- To secure sponsorship and match funding
- Research and apply for more grants
- Focus on securing numbers for September 2021

Whilst I am sure Jacqui will give you a much more detailed staff report I would like to take this opportunity to thank all of them on behalf of myself and the

	committee for the dedication and continued hard work during the year which has surely been reflected by the popularity of the pre-school. Although touching again into the current year the 'backroom' staff of Wendy Williams and Lindsey Diaper in helping to sort out the COVID furloughing situation was invaluable. Well done to Jacqui and the staff for also coping with these difficult times.
Supervisor Report - <i>Jacqui Hadley</i>	I would like to start of my report thanking my staffing team for all their hard work and support over the past year. We continue to go from strength to strength as we constantly reflect and improve on our practice. I would also like to thank all of our wonderful committee members devoting their precious time without which pre-school would not be able to run. The staffing team has had minimal change this academic year. Miss Webster has now joined the management team being promoted to a deputy position. Mrs. Hewitt left the staffing team in April to undertake a new venture outside early years teaching. Mrs. Stevens has taken on the additional role of the setting SENco. We have had a recent addition to the staffing team and welcomed Miss Carter at the start of the new academic year. The main operating change this year for the staffing team is the full implementation of an online learning journal, known as Tapestry. This new way of recording our observations has been embraced by the staffing team, albeit not without its challenges. It has enabled all staff to complete daily learning assessments that can be viewed by parents on a regular basis. In addition to this, parents are invited to add to their child's learning journal; which can help with the planning of activities within the setting and provide staff with an opportunity to encourage talking about key events. Parents now receive reports each term and meet with their child's key person to discuss their child's next steps and the progress their child is making. It is also a way of recording reflections and modifications we make to the setting to prove how we are making IMPACT within our learning environment. This platform also provides the setting with a central area for storing important documents, such as committee & staff minutes from meetings, risk assessments and all our policies and procedures for the setting, some of which are not visible to parents. The staffing team undertake continuous professional development and commit to as an early years professionals to renew Safeguard training, first aid and these are on a rolling programme of renewal within the setting. Additional training within the team this year has covered areas of well-being, GDPR, managing children's behaviour and Prevent a full list will be attached to this report. Miss Webster continues with her level 3 forest school training, the finish date has been delayed due to COVID restrictions. Mrs. Stevens has also enrolled on a level 1 forest school qualification and this will take place in half term. Mrs. Hadley has enrolled on an IMPACT members club in preparation for the staffing team taking part in an Early Years accreditation scheme. We have all welcomed the new dedicated pre-school office and it now holds all the settings documentation in a central space that is GDPR compliant. It has given the pre-school a central space to store documentation, have meetings and indeed a space to have lunch in. It allows the setting operate in a more professional manner having our own administrator/book keeper and a desk for the setting supervisor to complete daily reporting tasks and other managerial duties. Throughout the year we have welcomed a few visitors from the Air Ambulance & Eastleigh Food bank and we held our first McMillan Coffee Morning attended by one parent. We managed to raise small amounts of money and provide several crates of food so everyone benefited. In addition to these visits we took part in Road safety week, where we took the children out and about looking at road signs and the different shapes they were. We talked through how we knew it was safe to cross the road. We also held our first ever Plastic Free Day, which was a wonderful day and very much made us all aware of how much plastic we use on a day-to-day basis. We

	completely changed our environment using natural and recycled resources, this was thoroughly enjoyed by all. We ended our year through the COVID 19 lockdown, uncertain and troubling times indeed. We have adapted and continue to adapt our working practices to keep us all as safe as possible and look forward to an end to our current restrictions. Plans for this year • Continue to develop Allotment school so that we visit more regularly • Replace worn out equipment. • To fully embrace and integrate “In the moment planning” • Preparation for the team to undertake an accreditation scheme. • Implement the revised EYFS September 2021 Completed Training by the staffing team • DSL Safeguarding • Prevent COVID 19 • Understanding self-harm • Understanding low mood, depression. • Child neglect • Understanding anxiety • Understanding behaviour • The importance of self-evaluation • Supporting staff well being • Characteristics of effective leaders • Health and safety in the work place • The role of the trustees • Implementing GDPR • Managing your early years inspection • Prevent • Exploring the power of play • First aid • Effective safeguarding • SENco training • Getting to grips with EYFS • Learning through play • Speech and language and communication • Being a key person • Forest school first aid
Treasurers Report - Adam Dale – read on the evening by Charlotte White	This is the Treasurer’s report for Colden Common Preschool for the 2019/20 financial year (1st April 2019 – 31st March 2020) The Preschool accounts, which are prepared by our bookkeeper Lindsey Diaper have been independently audited and verified by Debbie Harding. Copies of the accounts are available upon request. Summary As per the Preschool accounts, the total income for the 2019/20 financial year was £97,232 and expenditure was £111,248. Therefore, we operated at a loss of £14,015.

However, we finished the financial year with £18,871 in the savings account as reserves, which is down dramatically from last year, £42,927 financial year 2018/19 (For info £45,095 2017/18). This puts us below the six months running costs, which is the amount recommended by the Charity Commission. This equates to approximately 3 months running costs. We are very happy to have maintained this amount in reserves, considering the amount of extra expenditure we have had this year. Going forward a plan will need to be devised to return the savings to the recommended 6 months.

Income

The main sources of income during the year have been:

1. Vouchers: We have received £67,084 in voucher payments from Hampshire County Council this year. This compares to £78,433 in the previous year.

2. Preschool Fees: Session fees amounted to £20,295 an increase from £19,013 for 2018/19. The increase in fees is a result of increased rates from Jan 2020 as well as having more children that are not eligible for HCC vouchers.

3. Fundraising, Grants and Donations: The total received from Fundraising and Donations was £1,689 this year. A reduction from the value achieved in 2018/19 which was £1813. The 2 most successfully fundraising event held by the committee have historically been the scarecrow trail and easter egg hunt however due to COVID19 lockdown the easter egg hunt did not go ahead. The event normally achieves similar revenue as the scarecrow trail so all considered a good result when one of our most successful events could not take place. Grants wise we received £4000 from the Parish Hall Trust and £3889.59 from the Parish Council towards the cost of the garden office space.

Expenditure

The main sources of expenditure during the year have been:

1. Staff costs: As to be expected, our main expense continues to be staff costs. However, we know that the staff are our greatest asset. During the year we have spent £83,846 on staff costs including salaries, agency staff, DBS checks, pension contributions and staff training. This compares to £76,650 in the previous year. The increase in costs can be partly attributed to increased hourly rates effective as a result in the increased national minimum wage.

2. General Running Costs: Rent, Office/general admin, postage and stationary costs £18451.60. It is worth noting that the report for 2020/21 will show a dramatic reduction due to COVID19 lockdown and the Community Centre Committee kindly agreeing a rent free period for a substantial period.

3. Professional fees including bookkeeping and payroll: We have spent £3,163 on professional fees, which remains consistent with previous years costs.

4. Equipment and Educational Supplies: We spent £2,384 on equipment and educational supplies which is a reduction from 2018/20 which was £3,598. It is worth noting that 2018/19 reported Equipment and Educational Supplies separately however this year's accounts was presented as Equipment and Ed supplies as a single value. The "iPads" expenditure has been included in the value above.

5. Marketing and Advertising. This year saw a dramatic increase in marketing and advertising from £118 during 2018/19 to £614 during 2019/20.

6. Events: This year we saw a reduction on our events spend to £588 from £679 on events this year. A reduction is to be anticipated as the easter egg hunt could not go ahead.

	7. Snack: Our snack spend has increased to £588 from previous year, an increase of 18%. This should reduce as a voluntary contribution is now requested. The year ahead The year ahead is one of uncertainty due to COVID19 pandemic, the associated enforced closure and related impact on expenditure and income. There needs to be a focus to increase the savings and reserves to meet the recommended 6 months set out by the Charity Commission which has reduced dramatically during this financial year. It will also require some 'out of the box' thinking by the committee to generate fundraising ideas whilst restrictions are continuing to social gatherings and events.
Stand down of Present Committee	All committee members for the academic year 2019/20 stood down from their positions
Election of Officers • Ordinary Committee Members • Secretary • Treasurer • Chair • Safeguarding	Ordinary committee members: • Helen Brown – Proposed by Richard Izard / Seconded by Damon Draisey • Nikki Huggett – Proposed by Richard Izard / Seconded by Damon Draisey • Damon and Amanda Draisey – Proposed by Richard Izard / Seconded by Wendy Williams Secretary – Kate Boniface - Proposed: Proposed by Richard Izard / Seconded by Damon Draisey Treasurer – Position not yet filled Chair – Richard Izard – Proposed by Nikki Huggett / Seconded by Lara Webster Safeguarding Lead – Hannah Clarke – Proposed by Richard Izard / Seconded by Damon Draisey
Adopt the Constitution	In principle the attendees agree to adopt the constitution
AOB	Enquiry about the Pre-school's position on parent volunteers – Jacqui responded that Pre-school would welcome help but not permissible in current climate due to covid-19 restrictions. A suggestion was made that parents could volunteer to help with allotment upkeep – weeding and tidying ACTION: Administration will send an email out with ways parents could offer support in addition to joining the committee. Parents also encouraged to come up with any Covid friendly fundraising ideas and pass on to committee
Date of next meeting	TBC at next committee meeting - 13 th October 2020

Debbie Harding
The Barn, Vears Lane
Colden Common
Winchester
SO21 1GN
28th August 2020

Colden Common Pre-School Playgroup

Registered Charity 1018451

Limited independent examination of accounts

Year ending 31st March 2020

I confirm that I have completed an independent examination on the charity accounts and confirm that the accounting statement attached is a true and fair view of the charity's accounts for the year ending 31st March 2020. I have charged no fee for this examination.

Due to Covid restrictions, I have been unable to question or test any internal controls of the charity in relation to fraud prevention and revenue control. I would recommend that the charity complete a financial risk assessment ensure property practices are in place to protect charitable funds against fraud, and ensure all income is charged and received. I would recommend that cash transactions are avoided and all payments for fees are made via BACS transactions.

Regards

Debbie Harding

**Income and Expenditure Account for the year ending
31.03.2020 Colden Common Pre-School Playgroup**

Income	£	Expenditure	£
Fees	20,295.40	Wages	80,970.78
HCC	67,084.41	Training	
Fundraising	1,689.89	Rent	16,710.45
Donations	8,054.09	Administration	
Interest	58.83	Postage, Stationery and	
Deposits	50.00	Printing	831.60
		Insurance	480.39
		Equipment and Ed supplies	1,053.56
		Sundries	168.00
		Events	588.53
		Uniform	244.38
		Subscriptions	285.20
		Snacks and refreshments	569.74
		Presents and gifts	262.29
		Bookkeeping and payroll	3,163.30
		Marketing and Advertising	614.10
		Office/general admin	909.55
		Pension	747.02
		DBS Checks	745.00
		Ipads	1,331.40
Deficit		Bank charges	60.00
	14,015.77	Training	1,383.50
		Online learning	129.60
	111,248.39		111,248.39

Balance sheet as at 31.03.2020

Current and Savings accs	18,633.63
Petty cash	237.58
Fixtures and Fittings	10,670.96
Trade Debtors	732.25
Trade Creditors	-509.46
Error from last year	-26.69
	29,738.27
	0.00

Accumulated fund

Brought Forward	43,754.04
Surplus for year	-14,015.77
	29,738.27

Debbie Harding
The Barn, Vears Lane
Colden Common
Winchester
SO21 1GN
28th August 2020

Colden Common Pre-School Playgroup

Registered Charity 1018451

Limited independent examination of accounts

Year ending 31st March 2020

I confirm that I have completed an independent examination on the charity accounts and confirm that the accounting statement attached is a true and fair view of the charity's accounts for the year ending 31st March 2020. I have charged no fee for this examination.

Due to Covid restrictions, I have been unable to question or test any internal controls of the charity in relation to fraud prevention and revenue control. I would recommend that the charity complete a financial risk assessment ensure property practices are in place to protect charitable funds against fraud, and ensure all income is charged and received. I would recommend that cash transactions are avoided and all payments for fees are made via BACS transactions.

Regards

Debbie Harding

**Income and Expenditure Account for the year ending
31.03.2020 Colden Common Pre-School Playgroup**

Income	£	Expenditure	£
Fees	20,295.40	Wages	80,970.78
HCC	67,084.41	Training	
Fundraising	1,689.89	Rent	16,710.45
Donations	8,054.09	Administration	
Interest	58.83	Postage, Stationery and	
Deposits	50.00	Printing	831.60
		Insurance	480.39
		Equipment and Ed supplies	1,053.56
		Sundries	168.00
		Events	588.53
		Uniform	244.38
		Subscriptions	285.20
		Snacks and refreshments	569.74
		Presents and gifts	262.29
		Bookkeeping and payroll	3,163.30
		Marketing and Advertising	614.10
		Office/general admin	909.55
		Pension	747.02
		DBS Checks	745.00
		Ipads	1,331.40
Deficit		Bank charges	60.00
	14,015.77	Training	1,383.50
		Online learning	129.60
	111,248.39		111,248.39

Balance sheet as at 31.03.2020

Current and Savings accs	18,633.63
Petty cash	237.58
Fixtures and Fittings	10,670.96
Trade Debtors	732.25
Trade Creditors	-509.46
Error from last year	-26.69
	29,738.27
	0.00

Accumulated fund

Brought Forward	43,754.04
Surplus for year	-14,015.77
	29,738.27