

Barkham Preschool AGM 2023/2024

Chair's Report

Meeting Date: 14th November 2024

Time: 9.15am

Hello Everyone,

Thanks so much for coming along today, we all really appreciate parents coming to find out a bit more about Pre-School and what the committee and staff team are doing.

As the Committee we have jointly been performing in the role of Chair during the academic year 23/24.

We shall start with an overview of the previous academic year and then move onto an update on what has been happening so far this year.

Academic Year 2023/24

We had a busy year of fundraising including the Christmas Fayre, Easter Raffle and biscuits, Fathers Day biscuits, Bag2School, stall at the Gorse Ride School summer fete, sponsored Toddle Waddle, end of year photographs and Leavers Picnic.

Low attendance at the Christmas Fayre meant our profits fell well below the previous year and our expectations however we had positive results from our Easter Raffle, biscuit sales and Toddle Waddle. Bags2School also continues to be a great source of fundraising.

Thank you to parents and families for supporting us in our fundraising activities, we really couldn't do it without you.

In regards to business, it was a quiet start to the year with numbers down however they improved later on in the year and an increase in the number of two year olds in setting meant Pre-school saw an increase in funding from WBC.

A minimum wage increase had to be implemented in April, and a pay increase was reviewed and implemented for staff at the same time. The committee also decided to pay out a discretionary bonus to all employees in June to reflect their hard work throughout the year.

In a bittersweet act we profited from the closure of Swallowfield Pre-School, receiving a generous monetary donation from them along with much needed resources.

The summer term of academic year 23/24 was a turbulent one for Barkham with Sarah Horsgood and Hannah handing in their notices. We would like to thank all staff for their professionalism and dedication to ensuring the best level of care for our children whilst we all navigated our way through this tricky time. Helen was successfully promoted to Supervisor and Louise stepped up into the Deputy role at the start of academic year 24/25.

Moving onto this year - Academic year 2024/25

As previously stated Helen took on the role of Supervisor and Louise the role of deputy starting September 24. We recruited Ralitsa to replace Hannah in a Practitioner role however she has unfortunately not seen through her probation so Pre-school requires a permanent member of staff, recruitment for this is currently in process.

Our Committee is also changing this year, Laura, Ioana, Anna and Zoe no longer have children attending Pre-school so will be stepping down.

Debby will be remaining on the committee for this year and we are pleased to announce that Claire, Kirsty, Tash and Brioney will be joining her, with Helen and Louise as staff representatives. Joy will be stepping down as our Treasurer, with Claire's Husband taking over the role. Roles still to be filled as a requirement are Secretary and Chair. The new committee could decide to share the chair responsibilities as the previous committee did however they will need to appoint a named Chair with Ofsted.

Our committee is crucial for the running of Pre-School - essentially as we're an unincorporated charity we can't be open without one! Even if you can only attend the occasional meeting, or occasionally help out, the more parents input we get the more we can improve and grow - so please do contact us if you're interested in lending a hand.

Due to Pre-School currently operating with only 3 permanent members of staff the number of children in care has been reduced to meet ratio. In order to increase the numbers back up to capacity there would need to be 5 permanent members of staff. Recruitment is currently in process for these Early Years Practitioner roles and is a main priority in the run up to Christmas as we will not be able to take on any new starters in January if we are unable to fill the vacancies. We are asking that if you as a parent know of anyone who would be interested in applying please enquire with Helen for more details.

The new committee have been busy arranging this year's Christmas Fayre, which will be held on 7th December at Barkham Village Hall. The committee goes to great lengths to create these events so, if you can, please come out and support on the day and don't forget to spread the word to family and friends. The previous committee worked hard to build more of a community feel, giving parents opportunities to get to know each other, arranging meet ups after pre-school and running events such as the sponsored Toddle Waddle in the summer. We hope that this will continue throughout this year. We missed out on a stall at the Wokingham May Fayre this year but highly recommend the new committee secure a place for May 2025. The footfall at this event will be huge so not only would it be a great opportunity for fund raising it's also a good way to promote Pre-School in the community and potentially help to recruit new starters for the following year.

In October we were the lucky recipients of a Tesco Stronger Starts grant, receiving £600. This will be put towards much needed learning and play resources. Thank you to all who placed a blue counter into our pot in the Wokingham branch.

If anyone has any ideas for fundraising, or anything you'd like to see us do to improve Pre-School this academic year, please have a chat with us!

Thankyou

The Committee
November 2024

Barkham Pre-School

Treasurer's Report 2023-2024

Income	Summer	Autumn	Spring	Total
Parent/carer fees	1,219.00	3,245.30	2,326.45	6791
Funding	30,781.06	17,509.40	17,699.41	65990
Vouchers	0	0	0	0
Fundraising	195	24	431.5	651
Registrations	0	0	0	0
Donations	33	496.6	9,937.00	10467
Bank Interest	31.19	67.47	32.2	131
Other	129.89	4,446.44	136.99	4713
Total	32,389.14	25,789.21	30,563.55	88742
Expenditure	Summer	Autumn	Spring	Total
Wages	18,440.68	23,007.71	29,600.00	71048
Rent	55	602.43	1,398.06	2055
Bank Charges	15	20	25	60
Insurance	0	0	0	0
Consumables	154.79	532.79	336.35	1024
Equipment	0	99.66	403.92	504
Admin	0	32.75	178.85	212
Subscriptions	938.96	317.82	282.8	1540
Music Lessons	0	0	0	0
Training	95	95	21	211
Marketing	0	0	0	0
Fundraising	0	0	0	0
Trips/ Events	0	100.21	394.51	495
Other	328.18	0	252.47	581
Petty Cash	0	0	0	0
Asset/ investment	0	0	0	0
Total	20,027.61	24,808.37	32,892.96	77729
	Summer	Autumn	Spring	Total
Net Profit / (Loss)	12,361.53	980.84	-2,329.41	11,012.96
Rounding				

General overview of accounts 2023-2024

Income was up by £20,809 on year 2022-2023 (see details below)

Expenditure was down by £4,784 on year 2022-2023 (see details below)

In November we received a refund from HMRC of £4413.44

In April we purchased a laptop for £278.98

In May Swallowfield Preschool made a donation of £9737.00

In May a donation was received from Mulhall K of £200.00

2024-2025

In June a bonus was paid to all staff, totalling £5120.94, this will effect the wage total in the year 24-25 accounts

		23-24	22-23	Comparison 23-24/22-23	
Income					
Parent/carer fees		6791	10790	3,199	
Funding		65990	55003	10,987	
Vouchers		0	0	0	
Fundraising		651	1172	521	
Registrations		0	0	0	
Donations		10467	1490	8,977	
Bank Interest		131	92	39	
Other		4713	187	4,526	
		88742	68734	20,809	up
Expenditure					
Wages		71048	68807	2,241	
Rent		2055	1388	667	
Bank Charges		60	66	6	
Insurance		0	863	863	
Consumables		1024	449	575	
Equipment		504	925	421	
Admin		212	602	390	
Subscriptions		1540	441	1,099	
Music Lessons		0	69	69	
Training		211	155	56	
Marketing		0	0	0	
Fundraising		0	33	33	
Trips/ Events		495	503	8	
Other		581	532	49	
Petty Cash		0	0	0	
Asset/ investment		0	7680	7,680	
		77,729	82,513	4,784	down

Supervisor's Report

Thank you to all of you for coming today. In the last year we have been lucky to have an active committee who have organised several fundraising events, which as well as raising funds for Preschool, have been enjoyable for children and families. I would also like to thank the committee for their support and handling of a difficult and challenging situation for the staff team.

Moving forward into 2024, I am pleased to be taking on the role of supervisor having been Deputy since December 2020 and Acting Supervisor from September 2022-May 2023. Louise continues to do an excellent job as SENCO and Designated Safeguarding Lead and is a great support as Deputy Supervisor. Lindsey, who started in 2022 as a temporary member of staff is a valued member of the team and continues as Early Years practitioner and key worker. She has just completed training in the statutory two-year check to extend her knowledge in this area.

Unfortunately, we have been unsuccessful in recruiting a Level 3 practitioner as a replacement for Hannah who left in July this year. Shelley, who has been employed as Bank staff since 2022 has been able to provide cover and we have recently employed Indy as an additional Bank staff member. However, for us to move forward as a Preschool and take on more children, recruitment of at least one and ideally two full time Level 3 practitioners is crucial. We are currently operating with myself as supervisor, as well as key worker needed in setting the majority of the time.

I last wrote a supervisor's report in 2022, when covering Sarah Horsgood's maternity leave. In this report I wrote about the introduction of the new Early Years Foundation Stage Framework in 2021, which has a greater emphasis on spending time with the children than on formal recorded observations. With this in mind, we focussed on the areas of learning in the EYFS and used the children's interests to plan adult lead group and individual activities as well as child led play throughout the session. Instead of spending a lot of time on individual observations we used Tapestry to provide a snapshot of learning for all the children. Since taking over as supervisor this September, this is something I have aimed to reintroduce and we had a very successful Nursery Rhyme theme, based on the children's enjoyment of our song time sessions. We look forward to continuing similar learning opportunities based on the children's interests and relevant themes.

The next steps in ensuring we are covering all areas of learning in the EYFS and the children are developing as expected is to introduce informal "checkpoints", highlighting what the children can do and their next steps. Although this isn't a statutory requirement it will ensure staff know their key children well. We would also like to be able to split the children into groups according to their age/stage of development for some mat time and adult lead activities.

Due to successful fundraising by the committee, including securing a Tesco stronger starts grant of £1000 and also a donation from Swallowfield Preschool which closed down earlier this year, we are in a position to spend some of this money on improving our provision. This has begun with replacing the fence around our outdoor area which has broken several times in the last year. We are also due to install a new larger shed outside for storage of our bikes and other outdoor resources. This has been partly funded by the Barkham Village Hall committee with the aim of preventing damage to our resources by other hall users. These improvements to the outdoor area will ensure the garden is safe and secure and we can make full use of it. We would also like to use this money for a new role play kitchen and more interactive, cause and effect resources for our outdoor area.

This year, there have been changes in government funding for working families with 15 hours funding being offered to two-year-olds from April and 9-month-olds from September 2024. We currently have 6 two-year-olds on role for the Autumn term and this number remains the same for the Spring and Summer terms as while we have some new two-year-olds starting, some of our existing children will be turning 3. This is a manageable number for us with our current staffing situation.

As a staff team we have the ideas and the motivation to continually improve Barkham Preschool, but we really need more staff and continued committee support to not only do this but also ensure we meet the statutory requirements of the EYFS.

Year End Statement of Accounts June 2023 to May 2024

Barkham Preschool (Registered Charity No: 1026028)

Annual Return

Income and Expenditure Accounts

For the Year Ended 31st May 2024

Income	2024	2023	2022	2021
Parent/carer fees	6,791	11,190	14,031	6,078
Funding	65,990	55,003	64,349	71,869
Vouchers	0	0	0	0
Fundraising	651	769	2,813	5,084
Registrations	0	0	0	275
Donations	10,467	1,493	2,171	4,518
Bank Interest	131	92	0	0
Other	4,713	187	268	2,192
Sub Total	88,742	68,734	83,632	90,017
Assets & Investment Sales				0
Total Receipts	88,742	68,734	83,632	90,017
Expenditure	2024	2023	2022	2021
Wages	71,048	68,807	62,751	64,938
Rent	2,055	1,388	1,859	1,428
Bank Charges	60	66	96	75
Insurance	889	863	870	0
Consumables	1,024	449	1,437	861
Equipment	504	925	1,548	2,240
Admin	212	602	425	623
Subscriptions	651	441	357	150
Music Lessons	0	69	389	0
Training	211	155	1,201	695
Marketing	0	0	0	0
Fundraising	0	33	378	316
Events	495	503	255	0
Other	581	532	242	664
Petty Cash	0	0	0	200
Sub Total	77,729	74,833	71,808	72,189
Assets & Investment Purchases (>£100)	0	7680		0
Total Payments	77,729	82,513	71,808	72,189
Balance BF	£55,582.90	£69,361.69	£57,537.57	£39,710.21
in year balance/defecit	£11,012.96	£13,778.79	£11,824.12	£17,827.36
Balance CF	£66,595.86	£55,582.90	£69,361.69	£57,537.57

These accounts are prepared on a cash payment and receipts basis

Signature of 2 trustees on behalf of all trustees

Shirley deppu.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Barkham Pre-school

On accounts for the year
ended

31st May 2024

Charity no
(if any)

1026028

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2023.

Responsibilities and
basis of report

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

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

Independent
examiner's statement

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

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

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

Signed:

ANGELA MCDUGALL

Date:

06/03/25

Name:

ANGELA MCDUGALL

Relevant professional
qualification(s) or body
(if any):

ACCA

Address:

20 PARK ROAD, ALDERSHOT
GU11 3PU

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.