

# SYWELL AND OVERSTONE PRE-SCHOOL

England & Wales · Charity number 1026325

## Details

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**Other names** SYWELL AND OVERSTONE PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1993-09-22

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Sywell Overstone Pre School  
Bellman Gate  
Holcot Lane  
Sywell  
Northampton  
NN6 0BL

**Phone** 01604670933

**Email** [sandopreschool1@hotmail.co.uk](mailto:sandopreschool1@hotmail.co.uk)

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

**Activities:** The Charity is a Pre-school for children from 2 years to 4 years old. We are open for 38 weeks of the year during school term times, from 8am - 4.15pm, Monday - Friday. We are registered to take a maximum of 30 children in each session.

## Classification

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

## Geography

- Northamptonshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£145,886	£149,530	-	-
2024-08-31	£118,859	£118,949	-	-
2023-08-31	£105,800	£112,812	-	-
2022-08-31	£101,220	£105,240	-	-
2021-08-31	£111,424	£94,753	-	-

## Trustees

Name	Role	Appointed
Emily Petley	Chair	2023-11-13
Angela Grimaldi		2025-10-22
Chloe McGowan		2025-10-22
Samantha Ling		2019-11-06

**SYWELL AND OVERSTONE PRE-SCHOOL**

England & Wales - Charity number 1026325

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# Accounts

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## Sywell and Overstone Pre-School AGM Meeting Minutes

**Date:** Wednesday 22nd October 2025

**Location:** Overstone Village Hall

**Time:** 7.30pm

**Attendees:** Nicola Egleton (NE) – Pre-School Manager  
Hannah Wright (HW) – Deputy Pre-School Manager  
Samantha Ling (SL) – Chairperson  
Emily Petley (EP) – Treasurer  
Hayley McGuire (HM) – Secretary  
Sarah Day (SD)  
Angela Grimaldi (AG)  
Keith Moss (KM)  
Chloe-Mae McGowen (CM)  
Adrienne Haynes-Samuel (AHS)  
Givens Chibisa (GCh)  
Victoria Hamilton (VH)  
Abi Edwards (AE) – Apologies  
Gemma Carr (GCa) – Apologies

**SL:** Welcome and apologies. Confirmed there were no matters arising from the previous AGM.

### **Chair's Annual Report by Samantha Ling:**

**SL:** Thanked all staff for their continued professionalism and support throughout the year. Particular appreciation was expressed to **Nicola Egleton (NE)** for her leadership and commitment to the Pre-School, and to the staff team for supporting the setting during **Hannah Wright's (HW)** maternity leave.

**SL** noted that the Pre-School continues to provide a welcoming and supportive environment for families, helping to maintain a strong community around the setting.

#### *Events and Community Engagement*

Events held during the year included:

- Christmas Fete
- Summer Sports Day with parental participation
- Graduation celebration for the four-year-olds combined with the Summer Fete
- End-of-year Leavers Disco

The Summer Fete generated significant fundraising, and SL thanked all volunteers who contributed to organising and running the event.

### *Financial Environment*

SL highlighted the ongoing financial challenges faced by the Pre-School, including:

- Changes to council funding
- The structure of government funded hours
- Rising minimum wage and inflation

### *Improvements to the Setting*

Fundraising efforts over recent years enabled improvements to the outdoor area, including:

- Installation of new fencing to allow safe use of the outdoor space during lunch and collection times
- Installation of a new covered outdoor area
- A new roof scheduled for the larger covered space

### *Marketing and Outreach*

The committee will continue to promote the Pre-School through:

- Increased use of social media
- Distribution of leaflets within the Overstone Gate Estate

### *Closing Remarks*

SL thanked the management team, committee members and staff for their continued dedication and teamwork.

After six years as Chairperson, SL confirmed that she would be stepping down from the role at this AGM. **Hayley McGuire (HM)** also confirmed she would be stepping down from her role as Secretary.

## **Election of Committee Members**

**SL:** Extends an open invitation for new members to join the Committee. Explained new ideas and contributions are always welcome and more members lighten the workload for everyone.

Nominations were received for the new committee:

### *Chairperson*

**HM:** Nominated **Emily Petley (EP)** for the position of Chairperson.

**Sarah Day (SD):** Seconded the nomination.

**EP** was duly elected as **Chairperson**.

### *Secretary*

**SL:** Nominated **SD** for the position of Secretary.

**EP:** Seconded the nomination.

**SD** was duly elected as **Secretary**

### *Treasurer*

**SD:** Nominated **Chloe-Mae McGowen (CM)** for the position of Treasurer.

**HM:** Seconded the nomination.

**CM** was duly elected as **Treasurer**.

### *Additional Committee Members*

The following individuals were confirmed as committee members:

- **Angela Grimaldi (AG)** – proposed by EP, seconded by SD
- **Keith Moss (KM)** – proposed by SL, seconded by EP
- **Adrienne Haynes-Samuel (AHS)** – proposed by SD, seconded by HM
- **Gemma Carr (GCa)** will be put forward for confirmation at the next meeting.

**Action: NE:** To circulate DBS and EY2 documentation to all newly appointed members.

### **Presentation of Financial Accounts by Nicola Egleton:**

The Pre-School remained financially stable during the 2024–2025 financial year despite increased expenditure on wages and pension contributions.

Lower HMRC payments in the accounts reflected maternity pay credits and should not be relied upon for future financial planning. The management team should prepare for increased HMRC and employer National Insurance costs in the coming financial year.

### *Key Financial Considerations*

- Continued investment in refurbishment and improvements originally planned in the previous financial year
- Increased costs for utilities, food and hygiene supplies due to cost-of-living pressures
- Increased staffing costs following rises in the national living wage

## *Income and Funding*

Income during the year was supported by:

- Increased numbers of children attending the setting
- Higher levels of government funding
- Extended funding availability for younger children
- Increased fundraising activity
- A significant donation from a local Pre-School that closed

NE confirmed that finances continue to be closely monitored, particularly staffing costs and attendance levels.

### **Managers' Report by Nicola Egleton:**

**NE:** Reported that the academic year began with the refurbishment of the Butterfly Room, introducing a calmer colour palette to create a more welcoming and tranquil learning environment.

Child numbers were strong at the start of the year due to returning children and places offered from the waiting list. Numbers continued to increase throughout the autumn and spring terms, which limited session availability for new children during the summer term.

To support increased demand:

- Temporary staff members were recruited
- An existing member of staff increased her working hours

The setting operated at or near full capacity throughout the summer term. An increase in two-year-old children attending the setting was also observed, potentially linked to the rollout of extended government funding.

Towards the end of the academic year:

- The Deputy Manager requested flexible working upon returning from maternity leave
- Another staff member confirmed she would not be returning following maternity leave

As a result, the Pre-School was able to offer two permanent contracts to staff previously employed on temporary contracts and extend another fixed-term contract for an additional 12 months.

### *Activities and Events*

Children participated in several events and celebrations throughout the year, including:

- Christmas Concert
- World Book Day book-sharing event with parents
- Summer Sports Day
- End-of-year Leavers Disco
- Summer Concert

The World Book Day and Summer Sports events were particularly well attended by parents and will be repeated next year with minor improvements.

Due to rising costs, the Pre-School did not organise a coach trip this year and instead held a Summer Leavers Disco.

### *Communication and Systems*

The Pre-School increased its use of the Tapestry online management system, including:

- Sharing more observations with parents
- Increasing communication with families through the platform
- Introducing online registers
- Moving to online invoicing

### *Acknowledgements*

NE thanked the staff team for their continued dedication and commitment.

Thanks were also extended to committee members for their work in supporting the management of the Pre-School and fundraising efforts.

Special thanks were given to HM for her support during her time as Secretary.

NE also expressed sincere thanks to SL for her six years of service as Chairperson, recognising her leadership through significant challenges including COVID, Ofsted inspections, financial pressures and changes to funding structures.

### **AOB**

**NE:** Confirmed that the Pre-School Constitution requires signing and will bring the document to the next meeting.

**Meeting Adjourned**



Sywell and Overstone Pre-School  
Sywell Aerodrome, Bellman Gate, Holcot Lane, Sywell, Northampton. NN60BL  
Ofsted Number EY440798 Charity Number 1026325

## Statement of Accounts 2024 - 2025

EXPENDITURE	INCOME
WAGES £108,210.54	FEES £35,423.76
RENT £7700.00	FUNDING £105,450.86
GAS / ELECTRICITY £4745.06	FUNDRAISING £2909.00
SNACK AND HYGIENE £1704.47	DONATION £2101.96
RESOURCES £3476.33	
PENSION £5636.58	<b>TOTAL INCOME £145,885.55</b>
TELEPHONE AND BROADBAND £827.86	
ADMIN £315.78	
WASTE £1084.92	
HMRC £2769.98	
SERVICING AND MAINTENANCE £7275.40	
STAFFING/TRAINING £804.80	
SUBSCRIPTIONS £1026.84	
INSURANCE £2633.15	
GIFTS £678.12	
FUNDRAISING £640.13	
<b>TOTAL EXPENDITURE £149,529.96</b>	

Opening Balance = £39,939.33

Income = £145,885.55

Expenditure = £149,529.96

Adjustment = +0.21

Closing balance = £36,295.13

Name..... CAROLE NESTER.....

Signed..... [Signature]..... Date..... 14/10/25.....

Independent examiner's report on the accounts of Sywell and Overstone Pre-School Voluntary Managed Committee for the year ended 31<sup>st</sup> August 2025.

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presents with those recorded. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning such matters. The processes taken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts presented represent a "true or fair" view and the report is limited those matters set out in the statement below.

### Independent Examiners Statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause for concern to believe that in any material respect, the requirements to keep accounting records in accordance with section 130 of the Charities Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.

## Finance Report 2024 – 2025

The Pre-School remained in a financially secure position throughout 2024/2025 despite an increase in spending on wages and pension contributions. However, the Pre-School management should also consider that the accounts do not show an increase to HMRC payments as this was offset by credits from maternity pay claims. The Pre-School management should budget for this in the next financial year as well as an increase to National Insurance Employers Contribution as the Employment Allowance for small business is likely to leave a short fall of contributions to be paid before the next tax year.

The Pre-School committed to spending in 2023/2024 to update and redecorate areas of the Pre-School and a large amount of this has been either purchased or paid for in the year 2024/2025. Other areas of increased spending can be observed in utilities, food and hygiene, this is in line with cost of living.

Increase to living wage and other employment costs were factored into the financial planning throughout the year and are offset by an increase in numbers of children as well as a rise in government funding and the inclusion of 30-hour funding for children aged 2-years.

The Pre-School also benefited from an increase in fundraising as well as a large financial donation from a closing local Pre-School.

In conclusion the Pre-School has had an uncertain year when planning has been difficult. Staff costs have increase and budgeting has had to be adjusted to allow for fluctuations in children's attendance that has not followed the normal intake pattern. Generally, this has been managed well, however the management team must keep abreast of a staff cost and monitor income from children attending the setting.

**SYWELL AND OVERSTONE PRE-SCHOOL**

England & Wales - Charity number 1026325

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# Accounts

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Sywell and Overstone Pre-School  
 Sywell Aerodrome, Bellman Gate, Holcot Lane, Sywell, Northampton. NN60BL  
 Ofsted Number EY440798 Charity Number 1026325

## Statement of Accounts 2023 - 2024

EXPENDITURE	INCOME
WAGES £80909.17	FEES £39,723.64
RENT £8,400.00	FUNDING £72,754.96
GAS / ELECTRICITY £8200.94	FUNDRAISING £2080.49
SNACK AND HYGIENE £1091.67	TRIP £989.00
RESOURCES £5771.36	GAS £3310.65
PENSION £3,391.00	
TELEPHONE AND BROADBAND £755.39	<b>TOTAL INCOME £118,858.74</b>
ADMIN £555.74	
WASTE £1077.50	
HMRC £2712.45	
SERVICING AND MAINTENANCE £1727.88	
TRAINING £	
SUBSCRIPTIONS £260.00	
INSURANCE £2691.72	
UNIFORM £257.04	
GIFTS £164.94	
TRIP £981.31	
<b>TOTAL EXPENDITURE £118,948.11</b>	

Opening Balance = £40,028.70  
 Income = £118,858.74  
 Expenditure = £118,948.11  
 Closing balance = 39,939.33

Name..... Fiona Moran .....

Signed.....  ..... Date..... 22/11/24 .....

### Independent examiner's report on the accounts of Sywell and Overstone Pre-School Voluntary Managed Committee for the year ended 31<sup>st</sup> August 2024.

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.

## Sywell and Overstone Pre-School AGM Meeting Minutes

**Date:** Monday 25<sup>th</sup> November 2024

**Location:** Overstone Village Hall

**Time:** 7.30pm

**Attendees:** Nicola Eggleton, Pre-School Manager (NE)  
Samantha Ling, Chairperson (SL)  
Hayley McGuire, Secretary (HM)  
Emily Petley, Treasurer – Apologies (EP)  
Ollie Earby – Apologies (OE)  
Sarah Day (SD)  
Victoria Hamilton (VH)

**SL:** Welcome and apologies. Confirmed there were no matters arising from the previous AGM.

### Chair's Annual Report by SL:

#### 1. Opening Remarks

- Thanks extended to all staff for their continued support and professionalism.
- Special acknowledgment of Nicola for her dedication and leadership and to Hannah for her support in daily operations.
- Recognition of staff team efforts in supporting Nicola during Hannah's maternity leave.

#### 2. Highlights from the Year

- *Community and Events:*
  - Warm and friendly environment continues to attract families.
  - Successful events included:
    - *Christmas Fete:* Children enjoyed festive activities, cards, and gift packs.
    - *Sponsored Welly Throw:* Fun and engaging for all.
    - *Graduation & Summer Fete:* Combined event saw excellent fundraising results, thanks to volunteers.
- *Fundraising Achievements:*
  - Proceeds used for redecorating the preschool, creating a much-improved environment.
  - Energy Store revamped the outside area; parents volunteered to paint fences and contributed a new shed.

#### 3. Financial Updates

- Challenges faced due to:
  - Council funding cuts.
  - Rising minimum wage and inflation.
- Actions taken:

- One permanent, qualified staff member who started in September.
- Two qualified staff members on fixed-term contracts to cover Maternity Leave.

**3. Acknowledgments:**

- Thanks extended to Sam and Hayley for assistance during recruitment process.
- Special recognition given to Deputy, Hannah Wright, for her contributions.
- Appreciation for committee members' fundraising efforts and management responsibilities.

**4. Activities and Events:**

- Outdoor play during the autumn term due to favourable weather.
- Christmas celebrations included a concert, fete, party, and Father Christmas visit.
- Children participated in celebrating England's football team during the Euros.
- End-of-year activities featured a family trip to Hammerton Zoo and a school-leavers concert.

**Election of Committee Members:**

**SL:** Extends an open invitation for new members to join the Committee. Explained new ideas and contributions are always welcome and more members lighten the workload for everyone.

**SL:** Clarified that there are 4–5 meetings per year, with support needed at two main events (Christmas and Summer fetes). Attendance at every meeting is not mandatory; a minimum of 5 members per meeting is required.

**SL:** Confirms current committee roles:

Chairperson: Samantha Ling

Secretary: Hayley McGuire

Treasurer: Emily Petley

Committee Member: Ollie Earby

**SD:** Formally requests to join the committee, and is seconded by HM.

SD is confirmed as new committee member, subject to DBS documentation.

**Next steps and actions:**

**NE:** To send DBS information to SD

**All:** Closing remarks, no AOB.

**Meeting Adjourned**

- Fee increases implemented.
- Voluntary contributions for snacks and consumables requested.

#### 4. *Marketing & Outreach*

- Increased use of social media for promotion.
- Distributed leaflets to Overstone Gate Estate to attract new families.
- Ongoing tours for prospective families to showcase facilities.

#### 5. *Gratitude and Acknowledgements*

- Appreciation expressed to the Management Team, Committee, and Staff for their hard work and unity.
- Emphasis on the children being at the heart of all efforts, with a commitment to providing the best experiences possible.

### **Presentation of Financial Accounts by NE:**

- Provided Statement of Accounts 2023 – 2024 (attached)
- The Pre-School continues to operate in a challenging financial economy:
  - Higher costs for food, cleaning supplies, and everyday resources (e.g., paper, paint, art materials).
  - Increase in the living wage has resulted in increased fees for parents.
- Financial priorities include:
  - Spending on resources that enhance play and learning opportunities, such as new roleplay equipment.
  - Redecoration and upgrades to the main playroom at the end of the financial year.
- Financial outcomes:
  - Small overspend noted, directly linked to improvement spending.
  - Lower payment to HMRC due to maternity pay credits from last year.
- Ongoing financial management:
  - Regular committee meetings include discussions on income, expenditure, and cashflow.
  - Continued focus on maintaining a financially sustainable model.

### **Managers' Report by NE:**

#### 1. *Child Attendance:*

- Steady increase in child attendance throughout the year.
- Fewer children leaving for school, resulting in higher enrolment for the 2024-2025 academic year.

#### 2. *Staffing Updates:*

- One staff member left in April; recruitment challenges due to a lack of qualified Level 3 staff.
- Temporary cover staff ensured a full team during the interim.
- Deputy Manager commenced maternity leave in August; decision made not to directly cover this position. Stand-in staff supported management.
- Successful recruitment of:

**SYWELL AND OVERSTONE PRE-SCHOOL**

England & Wales - Charity number 1026325

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# Accounts

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# **Sywell and Overstone Pre-School**

## **AGM 2022 - 2023**

13/11/23

Present

Samantha Ling, Amelia Chalmers, Nicola Egleton, Hannah Wright, Hayley McGuire, Emily Petley, Amie Humphries, Victoria Hamilton,

Apologies

Becky Brock, Ollie Earby, Hannah Smith, Mariza Horne

Matters arising from previous AGM

None

### **Chairpersons Annual Report – Samantha Ling**

It has been a busy 14 months since our last AGM, and our first proper one since COVID. I'd like to start by thanking all the staff for their continued support and professionalism. It's been very much appreciated by Nicola and the rest of the Committee to know that we have wonderful staff at the core of this excellent Pre-school. I'd also like to thank Nicola for all her time and effort that she puts into the Pre-school making it the wonderful setting it is, also to Hannah for her continuing support to Nicola in the day to day running of the Pre-school.

Our Pre-school has a warm and friendly vibe that attracts families to us, we have tried over the years to bring the families and Pre-school together to build on the community feeling. This year we managed an amazing Christmas fete, but the children had a wonderful time with all the Christmas activities, we did our normal Christmas cards and gift packs too. We also held a sponsored Welly throw. We all had a lovely time celebrating the graduation of our 4 year olds combined with the summer fete which we did an amazing amount of fundraising, special thanks to all those that helped organised and run the event, you are stars!

Our Pre-school is a Charity, and we do have to be self-sufficient to continue to run. This year has been financially challenging juggling the Council funding cuts and increase minimum wage, along with all the inflations. We have unfortunately had to make

increases on the fees and ask for voluntary contributions towards snacks and consumables to cover these costs.

We have also held 2 evening fundraisers which have been very successful, before Christmas we held a quiz night with fish and chips and then in the new year we held a Bingo and Cheese Board evening. The monies raised from all the events have helped with the Pre-school running costs this year.

We have continued to increase our presence by using social media marketing and are in the process of having a new website created. We want to make sure new families choose us over competitors. We are now back to showing families round as and when needed.

I can't emphasise enough how grateful I am to the Management team, Committee and Staff for everyone's hard work and pulling together to secure the ongoing future of this amazing Pre-school, The children are at the centre of everything we do here, striving to achieve to be the best we can be and give the best experiences possible.

#### Financial Report

This year the Pre-School has had to budget for an increase in the National Living Wage as well as increased cost of energy and food prices. Tight budgeting will need to be in place as the Pre-School moves through the next academic year.

There has been increased spending on staff wages as a member of staff took unexpected leave and additional staff were temporarily employed to cover this situation. The Pre-School invested in new resources which will undoubtedly attract parents when they visit the setting and help to keep the setting sustainable in the future as it will contribute to the recruitment of new children.

When we look at the statement of accounts, we can see a slight overspend at the year end this is contributed by resource expenditure and unplanned spending on wages. Going forward the Pre-School should continue to have a prudent approach to spending.

#### Pre-School Managers Report.

During the past year we have started to return to a more normal Pre-School environment however this has brought with it some staffing problems as staff have caught the virus as well as having to have time off from the setting to look after their

children who either have the virus or their class at school is closed because of multiple cases.

We employed an additional qualified member of staff Natasha Head who during the summer term worked five AM sessions with the view to reduce these hours for the next academic year. Natasha is an experienced practitioner who was working at another local Pre-School before moving to us, she has settled in well and is getting to grips with a slightly different way of working. She is keen to learn and is proving a great addition to our team.

A member of staff resigned at the end of the Spring term. The staff member wanted to take their career in a different direction that she felt would both provide a better lifestyle for her family and challenge her to do something new. It was decided at the time not to replace this member of staff however some of her hours were redistributed to other employees.

Staff have undertaken training courses in Safeguarding and in the summer term we signed up to the Noodlenow online training provider who have specialist early years training on their platform. Staff have benefited already from this by improving their understanding of how children learn and how to provide an environment that supports their learning. Ofsted look favourably on setting that use Noodlenow or other providers of this type.

Numbers of children during the last academic year were healthy and increased slightly during the summer term. We had eighteen children leave the Pre-School in July ready to start school in September. This has resulted in a high number of vacancies for 2022/2023.

We have been improving the Pre-School environment by investing in new equipment for the home corner, construction area and other areas of the Pre-School. The vision of an outdoor classroom has been put on hold as we make adjustment to the new financial environment however our outside car park fence has been repainted and new signage is now in place in the car park and at the entrance to the aerodrome.

We have recommenced show arounds of the Pre-School for new children and their families as well as inside settling in sessions. Our end of year concert for the leaving children was a great success with extended families joining us at the village hall again this year.

I would like to thank all the staff for their help and support the Pre-School thrives because of their dedication. Also, I would like to thank our committee for their

continued support and for all their fundraising efforts that have helped us to provide the very best we can for the children we care for.

#### Election of Committee

Samantha Ling - Chairperson- wishes to resign as this position but remain on the committee. Amie Humphries to stand- voted on by Samantha and Amelia.

Amelia Chalmers - Treasurer - wishes to resign from this position and the committee. Emily Petley to stand - voted on by Samantha and Victoria.

Victoria Hamilton - Secretary - wishes to resign from this position and the committee. Hayley McGuire to stand - voted on by Samantha and Amelia.

#### New committee

Chairperson - Amie Humphries

Treasurer - Emily Petley

Secretary - Hayley McGuire

#### Committee

Samantha Ling

Becky Brock

Ollie Earby

#### AOB

None

#### Date of next meeting

October/November 2024

#### Closing remarks

Nicola gives thanks to those leaving their positions and the committee. Thanks for all their hard work especially through unprecedented times during the covid pandemic.

# Sywell and Overstone Pre-School

Statement of Accounts 1<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023

Expenditure	Income
Wages £75,292.23	Fees £36,336.23
Rent £8,400.00	Funding £64,617.38
Gas £1,553.49	Fundraising £3,288.00
Electricity £2,568.44	Commission £83.00
Snack and Hygiene £1,164.89	Trip £438.00
Resources £3,911.10	Donation £302.01
Pension £3,202.53	<b>Total Income £105,799.62</b>
Telephone and Broadband £688.14	
Admin £586.77	
Waste £1,012.25	
HMRC £7,581.54	
Servicing and Maintenance £2,240.70	
Training £1,070.00	
Subscriptions £452.00	
Insurance £2,539.64	
Uniform £548.60	
<b>Total Expenditure £112,812.32</b>	

**Opening Balance = £47,041.40**

**Income = £105,799.62**

**Expenditure = £112,812.32**

**Closing balance = 40,028.70**

Name..... Fiona Morn .....

Signed.....  ..... Date..... 20/10/23 .....

Independent examiner's report on the accounts of Sywell and Overstone Pre-School  
Voluntary Managed Committee for the year ended 31<sup>st</sup> August 2023

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.

**SYWELL AND OVERSTONE PRE-SCHOOL**

England & Wales - Charity number 1026325

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# Accounts

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Sywell and Overstone Pre-School

Statement of Accounts 1<sup>st</sup> September 2021- 31<sup>st</sup> August 2022

Expenditure	Income
Rent £8,400.00	Fees £31,600.90
Wages £73,133.37	Early Years Funding £67,852.35
Pension £2,085.15	Fundraising £1,756.00
HMRC £5,678.44	Bank Refund £11.12
Broadband /Telephone £692.00	Income Total = £101,220.37
Gas £1,749.91	
Electricity £1,743.93	
Servicing and Maintenance £844.02	
Waste £870.25	
Admin £654.47	
Subscriptions £430.40	
Snack £1,109.98	
Resources £5,625.48	
Insurance £2,217.12	
Bank Adjustment £5.00	
Total Expenditure = £105,239.52	

Opening Balance = £51,060.55

Income = £101,220.37

Expenditure = £105,239.52

Closing Balance = £47,041.40

Signed .....



Date .....

26/9/22

27/09/22 AGM

Sywell and Overstone Pre-school AGM

27th September 2022

Present

Samantha Ling, Ollie Earby, Amelia Chalmers, Becky Brock, Hannah Wright, Hannah Stirling, Nicola Egleton, Victoria Hamilton

Apologies

Natasha Head, Hannah Earby, Laura Jones

Matters arriving from last AGM

None

Chairpersons Annual Report - Samantha Ling

It has been a busy 10 months since our last AGM, and dare I say slightly like a more normal one. I'd like to start by thanking all the staff for their continued support and professionalism during these challenging times. It's been very much appreciated by Nicola and the rest of the Committee to know that we have wonderful staff at the core of this excellent Pre-school. I'd also like to thank Nicola for all her time and effort that she puts into the Pre-school making it the wonderful setting it is, also to Hannah for her continuing support to Nicola in the day to day running of the Pre-school.

Our Pre-school has a warm and friendly vibe that attracts families to us, we have tried over the years to bring the families and Pre-school together to build on the community feeling. Due to coming out of the COVID pandemic we didn't manage a Christmas fete, but the children still managed to have a wonderful time with all the Christmas activities, we did our normal Christmas cards and gift packs. We also held a sponsored bounce. We all had a lovely time celebrating the Queens Jubilee and learning about the Queen. Our summer fete was back on this year and we did an amazing amount of fundraising, special thanks to all those that helped organise and run the event, you are stars! And again the Leavers assembly was able to be held at the village hall, on the hottest weekend of the year!

Our Pre-school is a Charity, and we do have to be self-sufficient to continue to run. This year has been financially challenging juggling the Council funding cuts and increase minimum wage, along with all the inflations. We have unfortunately had to make increases to the fees to cover these costs. Nationwide Building Society held a volunteer day and we were lucky enough to have a team come and paint all our exterior fences, they did a great job! Big thanks to them.

We have continued to increase our presence by using social media marketing. We had a stall at the Overstone Playing Fields Summer fete, so hopefully that also helped increase our presence. We want to make sure new families chose us over competitors. We haven't held any open days but are now back to showing families round as and when needed.

I can't emphasise enough how grateful I am to the Management team, Committee and Staff for everyone's hard work and pulling together to secure the ongoing future of this amazing Pre-school, we have survived COVID! The children are at the centre of everything we do here, striving to achieve to be the best we can be and give the best experiences possible.

#### Financial Report

This year the Pre-School has had to budget for an increase in the National Living Wage as well as increased cost of energy and food prices. Tight budgeting will need to be in place as the Pre-School moves through the next academic year.

There has been increased spending on staff wages as a member of staff took unexpected leave and additional staff were temporarily employed to cover this situation.

The Pre-School invested in new resources which will undoubtedly attract parents when they visit the setting and help to keep the setting sustainable in the future as it will contribute to the recruitment of new children.

When we look at the statement of accounts, we can see a slight overspend at the year end this is contributed by resource expenditure and unplanned spending on wages.

Going forward the Pre-School should continue to have a prudent approach to spending.

#### Pre-School Managers Report - Nicola Egleton

During the past year we have started to return to a more normal Pre-School environment however this has brought with it some staffing problems as staff have caught the virus as well as having to have time off from the setting to look after their children who either have the virus or their class at school is closed because of multiple cases.

We employed an additional qualified member of staff Natasha Head who during the summer term worked five AM sessions with the view to reduce these hours for the next academic year. Natasha is an experienced practitioner who was working at another local Pre-School before moving to us, she has settled in well and is getting to grips with a slightly different way of working. She is keen to learn and is proving a great addition to our team.

A member of staff resigned at the end of the Spring term. The staff member wanted to take their career in a different direction that she felt would both provide a better lifestyle for her family and challenge her to do something new. It was decided at the time not to replace this member of staff however some of her hours were redistributed to other employees.

Staff have undertaken training courses in Safeguarding and in the summer term we signed up to the Noodlenow online training provider who have specialist early years training on their platform. Staff have benefited already from this by improving their understanding of how children learn and how to provide an environment that supports their learning. Ofsted look favourably on setting that use Noodlenow or other providers of this type.

Numbers of children during the last academic year were healthy and increased slightly during the summer term. We had eighteen children leave the Pre-School in July ready to start school in September. This has resulted in a high number of vacancies for 2022/2023.

We have been improving the Pre-School environment by investing in new equipment for the home corner, construction area and other areas of the Pre-School. The vision of an outdoor classroom has been put on hold as we make adjustment to the new financial environment however our outside car park fence has been repainted and new signage is now in place in the car park and at the entrance to the aerodrome. We have recommenced show arounds of the Pre-School for new children and their families as well as inside settling in sessions. Our end of year concert for the leaving children was a great success with extended families joining us at the village hall again this year.

I would like to thank all the staff for their help and support the Pre-School thrives because of their dedication. Also, I would like to thank our committee for their continued support and for all their fundraising efforts that have helped us to provide the very best we can for the children we care for.

#### Election of Committee

All members of the committee are happy to continue in their roles

Chairperson - Samantha Ling

Secretary - Victoria Hamilton

Treasurer - Amelia Chalmers

Becky Brock

Ollie Earby

AOB - All committee members continue to agree to use the constitution

Closing Remarks

Date of next meeting 26th September 2023

**SYWELL AND OVERSTONE PRE-SCHOOL**

England & Wales - Charity number 1026325

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# Accounts

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Sywell and Overstone Pre-School  
Statement of Financial Accounts  
31<sup>st</sup> August 2020 – 31<sup>st</sup> August 2021

**Expenditure**

Wages £68093.84  
HMRC £ 4564.63  
Pension £ 1684.69  
Insurance £ 2120.52  
Subscriptions £ 413.60  
Uniform £ 286.86  
Resources £ 3794.27  
Snack £ 562.11  
Rent £ 8400.00  
Utilities £ 4231.30  
Admin £ 600.99

**Total £ 94,752.81**

**Income**

Fees £ 28,409.05  
Grant £ 78,387.85  
Furlough £ 3278.56  
Fundraising/Donations £1347.87

**Total £111,423.33**

Opening Balance - £34,390.03

Closing Balance - £51,060.55

Surplus - £16,670.52

Independent Examiner's Report

Independent examiner's report on the accounts:

**Sywell and Overstone Pre-School, Sywell Aerodrome, Sywell, Northampton.**

Charity Number: 1026325

Report to the trustees/ members of **Sywell and Overstone Voluntary Managed Committee**  
on accounts for the year ended: 31<sup>st</sup> Aug 2021

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.

Name **Fiona Moran**

Sign 

Date **17.10.21**

**Sywell and Overstone Pre-school**  
**Annual General Meeting 2020/2021**  
**23/11/21**

**Present**

Samantha Ling, Nicola Egleton, Hannah Wright, Becky Ager, Hannah Stirling, Amelia Chalmers, Hannah Pickering, Laura Jones, Hannah Earby, Ollie Earby

**Apologies**

Sara Kirkaldy, Natasha Patel, Phil Hardinges,

**Matters arising from previous AGM**

Outdated constitution - The preschool was running under an outdated constitution, All members of the committee agreed that we should move to the new learning alliance model immediately.

**Chairpersons Annual Report – Samantha Ling**

We have again had a strange 12 months since our last AGM that no one could have predicted. We have had a major lockdown at the beginning of the year but we as a Pre-school have managed to stay open and COVID 19 has fortunately not compromised the setting too much. I'd like to thank all the staff for their continued support and professionalism during these challenging times. It's been very much appreciated by Nicola and the rest of the Committee to know that we have wonderful staff at the core of this excellent Pre-school. I'd also like to thank Nicola for all her time and effort that she puts into the Pre-school making it the wonderful setting it is, also to Hannah for her continuing support to Nicola in the day to day running of the Pre-school.

Our Pre-school has a warm and friendly vibe that attracts families to us, we have tried over the year to bring the families and Pre-school together to build on the community feeling. Due to the current COVID pandemic we didn't manage a Christmas fete but the children still managed to have a wonderful time with all the Christmas activities, instead of having a fete to raise funds for the Pre-school we asked for donations from families with what they normally would have spent at the fete and this was very well received. We also held a sponsored Jump. We were also very lucky with the weather which enabled us to hold our leavers concert in July in the outside space at Pre-school.

Our Pre-school is a Charity and I know we mention it a lot, but we do have to be self-sufficient to continue to run. This year has been financially stable while we have suffered from severe Council funding cuts which is down to the additional support from our families with donations and we have again amended our charging model slightly to make it work better for parents and also meaning the children benefiting from more Pre-school time.

We have continued to increase our presence by using social media marketing and open days. We want to make sure new families chose us over competitors. Our open days are proving very effective, even with the challenges of COVID. This has been paying off as we have seen a substantial increase in our headcount this September compared to previous years.

All businesses, whether Charities or private, go through challenging times but it's how you adapt to these that's important. I can't thank the Management team, Committee and Staff enough for the way everyone's pulled together to secure the ongoing future of this amazing Pre-school in such uncertain times. The children are at the centre of everything we do here, striving to achieve to be the best we can be and give the best experiences possible.

**Financial Annual Report – Nicola Egleton**

Due to good financial planning the Pre-School has shown a surplus this year.

Spending is inline with previous years with only a small increase in insurance and utility costs.

Numbers of children and ensuring staffing are used appropriately along with a small amount of fundraising all contributed to the surplus and ensured that the Pre-School is in a healthy position.

As we recover from the pandemic the Pre-School management should be aware of a fluctuation in children's numbers and also budget for an increase in staff costs and essential expenditure, alongside budgeting for resources and equipment that enhance the setting and makes it appealing to new parents.

### **Managers Report – Nicola Egleton**

Again, this academic year the Pre-School has been impacted by interruptions due to the Covid -19 pandemic. Despite this the Pre-School attracted above average numbers to its roll.

Unfortunately, we lost a member of our team at Christmas when Jenny left to return to Primary level teaching. Hannah Pickering joined our team in January 2020.

We had a very quiet year due to the pandemic and have worked on changing many of our practices to ensure the children and staff at the setting stay safe.

I would just like to thank Hannah Wright for all the support and help she has given me throughout the year and Sam and the committee team for being so supportive and always answering my texts and calls. Also thank you to all the other members of staff for all your help and support throughout year.

### **Election of Committee Members**

Sara Kirkaldy is stepping down from the committee - we thank her for her support over the last few years.

Amelia Chalmers to step up to the Treasurer role- voted by Samantha, seconded by Victoria

Ollie Earby to join the committee - voted by Amelia, seconded by Becky

#### **Committee Roles**

Chairperson - Samantha Ling

Secretary - Victoria Hamilton

Treasurer - Amelia Chalmers

Becky

Ollie

**AOB**

None

**Date of next meeting - 27th September 2022**