

ST CHADS PRE-SCHOOL

England & Wales · Charity number 1027608

Details

Other names	ST CHADS PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-10-26
Register	View on the Charity Commission register

Contact

Address	St. Chads Pre-School Epney Close Patchway Bristol BS34 5LN
Phone	07812895114
Email	st.chadspreschool@btconnect.com
Website	stchadspreschool.org.uk

Activities

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: To provide high quality care and education for children aged 2 to 5 at a cost affordable to as many parents in the local area as possible.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities, The General Public/mankind

Geography

- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£0	£0	-	-
2024-08-31	£0	£0	-	-
2023-08-31	£119,614	£88,802	-	-
2022-08-31	£200,136	£202,468	-	-
2021-08-31	£191,702	£201,474	-	-
2020-08-31	£210,678	£243,137	-	-

Trustees

Name	Role	Appointed
Joanna Elizabeth Phillips	Chair	2023-02-01
Emma Victoria Hall		2023-02-01
Kimberley Sidonia Wathen		2023-02-01
Sarah Jane Trussell		2014-10-16

Accounts

Chairpersons report for AGM 27.9.22

I would like to thank all of the staff for their continued hard work during this year. I was privileged to be part of the Annual Appraisals of the staff which enabled me to have a better insight into the daily routines of the pre school and the way staff manage their roles. It has been a pleasure to continue watching the pre school return to normal as we all continue to recover from the pandemic and the children are returning to visits in the wider community.

For my part most of the rest of this year it has been one of providing support for Sarah as she navigates the process of changing from an unincorporated charity to a CIO, along with the name change from St Chad's Pre School to Coniston Early Years Centre. I would like to make it known that I am happy to continue as Chairperson until the process is complete but that it is then my intention to step down as Chairperson once the process of the changeover is complete.

Claire Elsworth Chairperson

AGM Report from Haidong Li (Treasurer) Sept 22

I confirm that the accounts for this period are stable and that the Pre School continues to remain in a good financial position. As yet the bank account for Coniston Early Years Centre is not yet up and running so I am unable to report on this aspect of the finances as I continue to manage the accounts in the name of St Chad's Pre School until such time as the new bank account is operational. I would also like to state that it is my intention to step down once the process of changing from St Chad's Pre School to Coniston Early Years Centre is complete. I wish the new trustees well in their respective positions.

Leaders report for AGM September 22

My report this year is brief as the main focus of my work this year has been to work to conclude the process of changing the pre school name and charity status. I have appreciated the support given to me by the current committee members and appreciate their commitment to continue in their roles until the changeover process is complete.

Alongside this process of course I have continued to manage the pre school and we have now almost returned to normal following the restrictions we faced during the pandemic. We are now going out and about on public transport once again which enables us to give the children a broader range of experiences. We are also welcoming parents back into the setting enabling us to provide the crucial support they need.

As always I would like to take this opportunity to thank my incredible hard working staff team. My thanks go also to Claire, Haidong and Melanie for their support in their respective roles as committee members. I thank them for their help and support with managing the change of name and charity status.

Sarah Trussell - Manager

Minutes of AGM held 27th September 2022

Present – Claire Elsworth, Melanie George, Haidong Li, Sarah Trussell, Joanna Phillips and Kim Wathen

Apologies – None

Re-election of Committee members – Claire Elsworth re elected as Chairperson – note intention to resign position once all changes to name and charity status are complete

Haidong Li re elected as Treasurer – note intention to resign position once all changes to name and charity status are complete.

Melanie George re elected as Secretary - note intention to resign position once all changes to name and charity status are complete.

Joanna Phillips and Kim Wathen expressed an interest in taking up positions as Trustees when the current committee members resign.

We considered electing a Safeguarding trustee but all present felt that this would be best done once the current committee resign and new trustees are elected.

The constitution for the charity was re-confirmed.

Reports were received from the Chairperson, Treasurer and Manager (see attached)

An update was provided on the progress of change from St Chad's Pre School – Sarah informed all present that the changes are progressing but were taking longer than anticipated but that a bank account had now been applied for and was progressing. Permission to transfer the assets of St Chads Pre School to Coniston Early Years Centre incorporating St Chad's Pre School has been granted by the Early Years Alliance and currently she is working on HMRC and Nest records to change these over. Sarah anticipates all of the changes will be complete early next year. Once again the current committee members agreed to remain in post until the changes were completed.

All present then reviewed the settings Safeguarding Policy.

There was no further business to discuss and the meeting concluded

St Chads Pre School Accounts 2022-2023

INCOME

Balance brought fwd from Aug 2022

£ 213,383.62

	£	
Fees	16,676.84	
Early Years Funding	£ 102,908.92	
	£	
Fund Raising	19.11	
	£	
Uniform Sales	10.00	
Catering	£	-
Other	£	-
	£	-
Total	£	119,614.87

Total Income ytd £119,614.87
0

Balance carried fwd £244,195.89

EXPENDITURE

	£	
Telephone	797.85	
Wages	£ 73,597.74	
	£	
Catering	99.08	
Rent	£ 3,500.00	
	£	
Equipment	496.40	
	£	
Admin	719.97	
Training	£ 2,771.60	
Other	£ 1,769.96	
Transfer to Resource	£ 5,050.00	
VAT	£	-
Total	£	88,802.60

Total Expenditure ytd £88,802.60

Bank @ 31.1.23	£244,195.89
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Signed	Date
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Note these accounts are for the period September 2022 up to January 2023 when the setting began operating under its new name Coniston Early Years Centre incorporating St Chad's Pre School.

Accounts

Chairpersons report for AGM 21.9.21

I am pleased to supply the following report for this AGM.

Our role as committee members this year has been largely to support Sarah in the change over from running as St Chad's Pre School to Coniston Early Years Centre. A lot of work has therefore gone on in the background to complete this process and we sincerely hope that this will be concluded within the next twelve months or so.

We have also supported Sarah with the annual appraisals of staff and this gave us the opportunity to see the team in action. We can without a doubt say they are very hardworking bunch of ladies. It also provided us with the opportunity to see the environment and how the children respond to what is on offer.

Treasurers report for AGM 21.9.21

I can confirm that the accounts for St Chad's Pre School are in a very good financial position and that they have been maintained correctly since the last AGM.

Haidong Li - Treasurer

Leaders report for AGM 21.9.21

As always I will start my report by thanking all of those who make St Chad's Pre School the wonderful place that it is. I would like to thank all of the staff who work tirelessly day in day out to make each day special for the children that attend with us. Also the committee who have been a great support to me as I continue to navigate my way through the process of changing the name of the setting as well as our charitable status from an unincorporated charity to a CIO.

I would also like to thank the staff at Coniston Primary School, in particular the head and the business manager who have provided advice and moral support as we continue to emerge from the pandemic and try to get back to our normal way of working.

As we begin to return to normal we have started to take some tentative steps to start getting out and about in the local environment again and have managed some short walks to the local duck pond and park. We hope as our confidence grows we will return to taking trips further afield using the buses etc.

I am pleased to report that despite the recent pandemic the numbers of children attending pre school are healthy and we continue to have a healthy waiting list too.

Also despite the lingering effects of the pandemic we saw our 2021 school leavers make a really successful transition to their respective primary schools. We have the luxury of continuing to see those that have transferred to Coniston Primary and it is really lovely to see how well they are doing. On this note I would also like to congratulate those children who have recently joined us as they have settled very quickly into pre school life.

I look forward to working with my team and the committee in the forthcoming year as we navigate our planned changes.

MINUTES OF ANNUAL GENERAL MEETING

Of St Chad's Pre School held via a Zoom meeting
on Tuesday 21st September 2021 at 7pm

Present

Claire Elsworth, Lisa Ford, Aaron Ford, Eleanor Kerslake, Amelia Jackson, Sarah Trussell, Haidong U, Melanie George, Bolaji Olaniru

Chair:

Claire Elsworth

Apologies:

Alan Walters, Joanna Phillips

1) Welcome and apologies

The Chair opened the meeting by welcoming those present and reading the apologies of those unable to attend.

The chair announced that a quorum was present for the meeting

2) Minutes of previous meeting

The Chair asked that the minutes of the previous meeting, circulated with the agenda, be taken as read and signed as an accurate record of the meeting. This was passed by a majority of the members.

3) Specific proposals

Proposal 1

After discussion of the proposal that The Charity be dissolved and the entire undertaking Of The Charity be transferred into the new charitable incorporated organisation called Coniston Early Years Centre incorporating St Chad's Pre School registered charity number 1194741, the following resolution was duly proposed, put to the vote and approved by all of the members present and declared so passed by the Chair:

1. Dissolution of the Charity and Transfer of Assets to the CIO

IT IS HEREBY RESOLVED THAT, subject to first obtaining the consent of the Pre-school Learning Alliance the Charity be dissolved with effect from midnight on 31.10.21 and to transfer the entire undertaking of The Charity into the new charitable incorporated organisation Coniston Early Years Centre incorporating St Chad's Pre School, registered charity number 1194741; and THAT the trustees are hereby authorised and instructed on behalf of The Charity to do all such things and to incur such costs as shall be required to give effect to this resolution as the trustees shall determine.

4) Any other business

There being no further business the chair declared the meeting concluded.

INCOME**Balance brought fwd from Aug 2021****£ 215,715.94**

	£	
Fees	71,837.38	
Early Years Funding	£ 126,724.70	
	£	
Fund Raising	32.44	
	£	
Uniform Sales	78.00	
	£	
Catering	35.00	
	£	
Other	1,429.00	
	£	-
Total	£	200,136.52

Total Income ytd **£200,136.52**
0

Balance carried fwd **£213,383.62**

EXPENDITURE

Telephone	£	1,729.27
Wages	£	164,684.78
	£	
Catering	40.53	
Rent	£	7,720.05
Equipment	£	2,299.92
Admin	£	3,723.39
Training	£	1,073.60
Other	£	6,747.30
Transfer to Resource	£	14,450.00
VAT	£	-
Total	£	202,468.84

Total Expenditure ytd **£202,468.84**

Bank @ 31.8.22	£213,383.62
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Signed	Date
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Accounts

Managers Report for AGM 21.9.21

My report this year will be quite short in comparison to other years. Due to COVID19 we have been very limited in what we have been able to achieve sadly the virus has prevented us from taking the children out and about on trips like we would normally do but I sincerely hope that in the forthcoming year we might be able to accomplish at least one or two outings with the children obviously this will depend on what happens with the virus. We have however really focussed on the environment within the pre school and have made some significant changes to the layout and how resources are displayed and presented to the children. We have seen the impact of this on the children with them gaining independence and autonomy over their play.

We have discovered some other changes made as a result of Covid have also been beneficial for the children and parents. We have chosen to remain working in bubbles even though Covid restrictions are beginning to lift. We have noticed that the children settle so much better when in the smaller bubbles and that key persons are able to spend quality time with the children. Also we have chosen to continue to let children in and out of the setting through the gates rather than in the foyer. We feel this is safer with the risk of the virus still present and also it has enabled staff to spend time talking to parents about their child's day.

We have some changes of staff which has been disappointing however the staff that are loyal and hard working have really pulled together and ensured that every child has had the most amazing experience despite staffing changes and the impacts of Covid. I would like to say a huge thank you to the staff and as always you have been amazing.

I have been working away on the changeover from St Chad's Pre School to Coniston Early Years Centre and hope that this process will soon be completed.

I would like to thank the committee for their continued support throughout this year and hope that in the forthcoming year we can continue with the necessary changes and continue to build and grow our setting from strength to strength.

Chairs report for AGM 21.9.21

My report is very brief as due to COVID and all the restrictions and difficulties that this has brought I have been unable to get into the pre school as I had hoped to do.

I have tried to support Sarah and her staff via remote means and I look forward to hopefully being able to actually get into the pre school in the forthcoming year as we start to see restrictions lifting.

I would like to thank all of the staff for their continued hard work and perseverance despite COVID19

		2020-2021		
INCOME			EXPENDITURE	
Balance brought fwd from Aug 2020	£ 225,488.18			
Fees	£ 43,331.55		Telephone	£ 1,303.12
Early Years Funding	£ 147,933.72		Wages	£ 159,134.32
Fund Raising	£ 12.84		Catering	£ 29.39
Uniform Sales	£ 189.50		Rent	£ 7,000.00
Catering	£ 235.00		Equipment	£ 2,505.29
Other	£ -		Admin	£ 4,978.25
	£ -		Training	£ 506.15
			Other	£ 11,864.18
			Transfer to Resource	£ 11,154.15
Total	£ 191,702.61		VAT	£ 3,000.00
			Total	£ 201,474.85
Total Income ytd	£191,702.61		Total Expenditure ytd	£201,474.85
Balance carried fwd	£215,715.94		Bank @ 31.8.21	£215,715.94
Signed		Date		

Accounts

Chairmans Report 21/10/20

Due to Covid we weren't able to hold any regular meetings. Going forward this is something we should aim for each term, especially as we have digital options available.

It has been a difficult year for everyone, I am sure Sarah will cover the challenges in her report. I would like to take this opportunity to Thank Sarah and all the staff at St Chad's pre school for ensuring everyone has remained safe whilst keeping a 'normal' as possible environment for the children, the dedication is inspiring.

I believe we have all now completed the relevant forms and right DBS, we are just waiting confirmation of all of this from Ofsted, once you have this please inform Sarah or myself.

There unfortunately haven't been any fundraising events or organised trips this year, mainly due to the DBS process delays and Covid. I imagine going forward this will be difficult whilst social distancing guidelines are in place. If anyone had any ideas please let me know.

I was planning on helping Sarah with the appraisal process but unfortunately this didn't happen this year. I am sure Sarah will update us with staffing in her report.

I would like to conclude with my thanks again to all the staff for their hard work and dedication throughout the year.

Claire Elsworth
Chairperson

Leaders report for AGM 21.10.20

I would like to start my report by thanking my amazing staff team as always they have worked tirelessly this year to create the wonderful atmosphere and learning opportunities that make St Chad's Pre School the wonderful pre school that it is.

As usual we organised two separate Christmas parties for the children as we have found this works well with activities being able to be organised in an age appropriate way. We also held our annual Nativity which is always a very special occasion and enjoyed by all parents.

We started the new year with plans to further improve our indoor environment, with new flooring throughout and new toilets for the children. The works were planned to take place in the spring term and thankfully despite COVID19 the work was still completed. It has made a huge difference to the environment with everything being easier to clean and maintain. The new flooring has also given us more flexibility with regards to where we position tables for eating etc, we are still continuing to review the way the rooms are set up as we want to create the very best environment possible for the children.

The year has been dominated by COVID19 as has everything else and we continue to work through issues relating to COVID19 as we come across them as the situation is fluid and ever changing. We have risk assessed our activities and the resources we offer the children on a daily basis and feel we have managed to retain the familiar feel for the children whilst being able to clean and sanitise as required by COVID19.

Staff changes have been minimal with Rachael leaving us in July to begin her teacher training and we wish her all the very best with this. We have taken on a new member of staff Sarah Coombs who has settled in beautifully and become a strong member of the team already.

The other major factor this year has been our continued struggle to have the new committee registered with OFSTED and we believe this is now finally almost resolved. With all DBS checks being finalised and all the other relevant paperwork completed by the committee members. I will be contacting OFSTED during the half term week to establish a timeframe for when their checks will be complete.

Moving forward we recently had a meeting with Rachael Webb head of early years in South Gloucestershire, Alan Walters head of Coniston and other senior council members in which we discussed to opportunities and benefits of developing a much closer working relationship with Coniston Primary School. This is an exciting proposal and will enable us to build on and expand the service we already offer. It also links into our ultimate intention to move away from being a committee run pre school as committee members are increasingly hard to recruit due to the fact that many more parents work now than used to be the case. There are several possibilities we are looking into with options to become a CIC/CIO or move to come under the school governance. I will of course keep all committee members updated and informed on the progress of this project as we have another meeting planned for 18th of November.

Finally I am pleased to say my deputy Cheryl who now manages the waiting list informs me that we are full for this school year, next year and almost full for the year after that so we are in a very strong position moving forward. Special thanks go to both Louise and Cheryl for the work they do and I believe we make a good strong leadership team.

I look forward to another exciting, demanding year as we continue to develop our pre school.

Treasurers report for AGM 2020

I can confirm that the annual accounts and reports have been submitted to the charity commission for the academic year 2018-2019 and these have been accepted by the commission and can be viewed if needed on their website. I can also confirm that the annual accounts for 2019-2020 are almost ready for submission with just August to be signed off.

We remain in a strong financial position at present despite the impact of COVID19 and we hope to continue being so as our forecasted number of children that will join us is very healthy as mentioned in the leaders report.

Minutes of AGM held 21.10.20

Present – Claire Tainton, Haidong Li, Melanie Elsworth, Sarah Trussell

Apologies – Alan Walters

- Update on committee position with Ofsted – Haidong confirmed he had received his DBS and had joined the update service today.

Claire not yet received DBS but hopefully it will arrive in next day or so.

Mel not received either and again hope to have in next day or so.

Sarah will contact Ofsted to ascertain the current position with regards to committee suitability checks.

- Discussion regarding COVID19 – we talked about the steps pre school are taking to keep the children, staff and parents safe. Haidong agreed that what was in place was all that could be done, and that if everyone sticks to the rules we have the best chance of keeping the virus at bay.
- Claire said she had nothing to raise.
- We discussed Christmas and the effect of COVID19 on our normal activities. Sarah confirmed that the normal nativity would not take place as it would not be possible to do so safely. She will discuss with staff the possibility of videoing the children in small groups as they sing songs. Also the costumes will be available for the children to use in their play and any videos/pictures that are captured of them wearing them will be put together and posted on the facebook page at an appropriate point. Sarah advised that staff had discussed at their staff meeting the night before the possibility of having parties for the children. Staff felt that two parties could be held one in the morning and one in the afternoon so that the two bubbles can be kept separate. Claire asked if it was possible for Santa (aka her dad) to be present at these, but we all agreed this would not be safe re COVID19. She said she would ask her dad if was available on the day and we felt that if he was he could stand on the path and wave to the children and staff would explain that Santa has left their presents this year but that he could not come in due to the virus.
- We continued with a general discussion regarding the introduction this term of the Hygge Outdoor Pod. Sarah explained to Haidong what this meant and how it is run. He agreed it sounded like a positive move and that the key to its success is good communication and keeping parents well informed. This in turn will help them to feel confident that we take due care of their child. It was suggested that perhaps when a child was due to spend time in the Hygge Outdoor Pod their parents were reminded via facebook/email of this so that they can ensure they send their child appropriately dressed for the weather.
- Financial report – a short financial report was given which confirms the pre schools financial position remains strong. There was some loss of revenue due to COVID19 and it's effect on the after school club income and loss of income from fee paying children but as already stated the pre school is strong financially and has managed to absorb these losses. Any further closures due to COVID19 and their impact will have to be carefully monitored.
- The opening of the new nursery Snapdragons on the Charlton Hayes estate was discussed and questions raised over the impact it could have on St Chad's. Sarah explained that it was unlikely to have an effect on children attending the pre school as the cost of attending Snapdragons was significantly higher than the cost of St Chad's. Also as it is a private nursery they operate/charge in a very different way to us and so even though a child may receive the NEG there will still be a cost to parents

meaning sessions are not free as they are with St Chad's. Also the private nursery make many extra charges and are unlikely to be affordable for families in the local area. Cheryl has researched their prices and they really are very high with charges for paint, pens and many other consumables.

- Sarah explained in brief about the meeting she had with Rachael Webb, Alan Walters etc about creating an Early Years Centre of Excellence. She explained about the possibilities re governance of the pre school and how this might work. It was felt that this was a positive move for the pre school and it was an honour to be considered to be part of the project. All present agreed to pursue the proposal. However we all also agreed that retaining independence in some form for the pre school was important and that we must not lose sight of what we are as a pre school. Sarah said she would contact Alan re a further meeting to discuss the proposal further.

Actions;

Sarah – contact Ofsted re the progress of Claire, Haidong and Mel's suitability status.

Update - I have since spoken to a gentleman at Ofsted and he confirms that Claire has just shown as suitable on the system and this will be confirmed in writing in the near future, Haidong and Mel are both showing as their DBS checks are complete and the final suitability checks should be completed in the near future. We now just have to wait for suitability confirmations.

Claire – to confirm that her dad is available to be Santa on Friday 18th December and that he is happy to wave to the children from the path.

Sarah and staff – to film/photograph the children engaged in nativity related activities and then post on facebook page at an appropriate date.

Jo Wright – to email parents re the Hygge Outdoor Pod to keep them fully informed of its purpose and ethos.

Update – Jo emailed all parents the week after this AGM to update them and keep them fully informed.

Sarah – to contact Alan Walters to discuss the Early Years Centre of Excellence.

Update – Sarah has had an email exchange with Alan but due to him having been ill with COVID19 this needs further follow up.

NEXT MEETING 15th DECEMBER 7pm – Zoom invites have been sent please let Sarah know if you have not received an invite.

St Chad's Pre School Annual Accounts Statement Financial Year 2019-2020

INCOME				EXPENDITURE		
Balance brought fwd from Aug 2019	£ 257,947.18					
Fees	£ 21,470.39			Telephone	£ 1,394.81	
Early Years Funding	£ 186,669.32			Wages	£ 161,238.60	
Fund Raising	£ 103.00			Catering	£ 1,151.95	
Uniform Sales	£ 166.43			Rent	£ 11,455.05	
Catering	£ 219.80			Equipment	£ 2,240.43	
Other	£ 2,050.00			Admin	£ 2,947.26	
	£ -			Training	£ 1,431.00	
				Other	£ 44,434.37	
				Transfer to Resource	£ 15,400.00	
Total	£ 210,678.94			VAT	£ 1,444.47	
				Total	£ 243,137.94	
Total Income ytd	£210,678.94			Total Expenditure ytd	£243,137.94	
Balance carried fwd	£225,488.18			Bank @ 28.8.20	£225,488.18	
Signed		Date				