



# Stantonfields Pre-school Annual Report and Accounts 2019-2020





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## Welcome from our Manager and Chair of Committee

We would like to say a big thank you for the support that we have received from the parents of the children attending Pre-school. Due to the Covid-19 pandemic, we have to operate the Pre-school in a very different way, with many parents not having entered the Pre-school building to see how your child enjoys their time with us.

As a charity we are required to hold an Annual General Meeting each year, with the specific purpose of presenting parents as members of the charity with the Trustee's Annual Report and accounts for the past year. We usually hold our AGM in November or December but with the current restrictions, our committee have decided to postpone our AGM until Friday 21st May 2021 at 9am when we hope the restrictions for outdoor gatherings will be lifted as we would prefer to hold the AGM face to face with parents instead of a Zoom call.

We hope you find this report informative, if you have any questions or feedback relating to this report please speak to Angela or a committee member.

**Angela Parsons**  
Pre-school Manager

and

**Michelle Chaff'e**  
Chair of Committee.



Development shines  
bright for all, to  
help each child reach  
the end of their rainbow.



Registered Charity Number: 141805

Ofsted Registration Number: 2509759

## Who we are and what we do.

Our Pre-school began as a small playgroup based in a rented house in Stantonbury - more than 35 years ago. We have been based at Great Linford Primary School since January 2019, before this we were based at another local school. We enjoy strong links with the school and work closely with the Foundation classes to ensure a smooth transition for your child when the time comes for them to move on to full time school.

We have always been a Community Pre-school, which means we are managed by a voluntary committee ideally comprised mostly of parents of children attending the Pre-school but also parents whose children have previously attended Pre-school and previous staff members. As a charity, our dedicated and experienced staff care about the welfare and early education of our local children and providing a safe caring and stimulating environment for them to learn through play.

As parents you will be aware that we have been very lucky to have such fantastic facilities and we will be continuing this year to improve our outdoor area with lots of equipment for the children to play with, on, learn from and enjoy.



## Pre-school Aims.

Our key aims are:

- To provide high quality care and education for children below statutory school age.
- Work in partnership with parents to help children learn and develop.
- Add to the life and the well-being of the local community.
- Offer children and their parents a service that promotes equality and values diversity.

## Chairs Report

The school year started off well, way back in September 2019. We welcomed new committee members, Mary Rhoades who had worked at Pre-school for many years as our deputy manager, Kerry Knibbs who rejoined and Rosie Teckoe, who both have children attending Pre-school currently. A longstanding committee member, Sandra Kennedy left the committee as she had served her term as a member. We were sad to see her leave as she was a big part of our committee with her many years of experience in education and as a parish councillor. We were very grateful of the support she gave to Pre-school over the years.

We had many plans for the Pre-school during the year, we were planning improvements to our outside area, fundraising activities, workshops and stay and read sessions for the children to attend with their parents and carers.

We had a Halloween visit from Zoo Lab, a Beep Beep, road safety day, the children sang Christmas songs for the parents prior to last year's AGM and Christmas workshop, and we were busy planning our Easter workshop and looking forward to a visit from Ark Farm when the implications of the Coronavirus pandemic struck, and we had to temporarily close the Pre-school.

The Pre-school has been struck financially by the pandemic and temporary closure, but we are fortunate to have a positive bank balance to help cushion any losses from these events and are starting this new academic year financially strong, with the support of our local community as the majority of our spaces are already taken by children.

I would like to say a big thank you to everyone involved with Pre-school; to the staff team for their continued dedication over this difficult year and the amount of work that has been completed to ensure that Pre-school can continue to run safely to the committee for volunteering their time, enthusiasm, and commitment in managing the Pre-school and to our Pre-school families who have been so understanding and supportive during this time, as always.

The committee looks forward to summer, when hopefully we can return to a more "normal" and we hope to meet you all at our AGM.

Thank you

Michelle Chaff'e.

The committee's job is to provide management of the Pre-school by monitoring and working with the Pre-school staff. The committee ideally should include a majority of parents, so without parents the Pre-school cannot continue. As a parent, if you are interested in joining the committee before our AGM, please speak to Angela or a committee member.

#### Committee Members 2019-2020

- Michelle Chaff'e - Chair
- Yasmin Tyerman - Vice Chair
- Kerry Knibbs - Treasurer
- Mary Rhoades - Safeguarding and Child,  
Young Person and Vulnerable Adult Protection Officer
- Rosie Teckoe
- Angela Parsons Pre-school Manager
- Louise Gregitis, Secretary and Pre-school Administrator.





## Managers' Report

We have had a very busy and eventful year, partly due to the pandemic and we could not have achieved our successful reopening without the support of our Pre-school families who have been wonderful. We closed our doors on Friday 20<sup>th</sup> March 2020 and worked from home, keeping up to date with government guidelines and introducing plans, procedures, and risk assessments to ensure that we would be ready for when we would be allowed to reopen. The staff spent many hours completing training courses and planning for the year ahead.

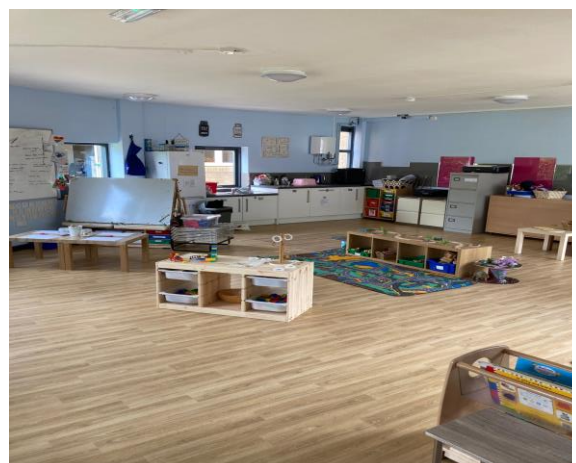
We reopened the Pre-school on Monday 1<sup>st</sup> June 2020 with a little apprehension but also excitement to see the children again and to try and return to some sense of normality. When we opened, we had 7 children attending, their parents met our criteria of either being keyworkers or working parents and/or the children would be moving up to school in September 20 or the child was vulnerable. As the remainder of the term continued this number grew to 11 children. The children coped very well with all the changes that we had had to make to Pre-school to make it safe, and we were very proud of them of how well they adapted to the changes.

We managed to complete our intake of children starting Pre-school with us in September by email and we would like to thank all our new parents who were so understanding that they could not visit Pre-school with their child prior to them starting Pre-school and enter the setting especially on their children's first days with us.

During the summer holidays, the school updated our classroom by removing the kitchen area so that we have more floor space for the children, and we have worked together to improve our outdoor area with our newly resurfaced flooring.

We are continuing to work hard to ensure that the Pre-school continues to be a safe and nurturing environment to the children and operate as normal as we can do whilst

working to our system of controls.



## Some highlights of the year 2019-2020:

### Parental Engagement

We invited the parents to attend a Halloween based Stay, Play, and Read which was well attended by parents and carers, we read a Halloween story and then we played with many spooky activities!

The children also performed Christmas songs to the parents before our AGM which was then followed by a Christmas workshop. This workshop is always popular with our staff, the children, and their parents!



### Short walks and visits to the park.

We also took the children out for weekly walks in the community. We have hi viz jackets for the children to wear and we visited the duck pond, The Little Bookshop, the Dragon Park and walked along the village High Street to the Manor grounds. Permission has been collected from the children's daycare records and risk assessments are carried out before any short outing takes place. The children really enjoy these walks.



We were invited to the little Bookshop at Christmas where the children met Santa, who read them a story and gave every child a present.

### Animal's Visits

We had a Halloween themed educational visit from Zoo Lab, who brought a selection of animals, such as snakes, stick insects and spiders for the children to meet and pet and had planned a visit from Ark Farm for the summer term.



### Allotments.

Our committee member, Yasmin invited the children to the school's allotment where the children learnt about how plants grow and planted some seeds. We also fed the birds each visit and learnt their names.

## Plans for 2020-2021

Normally, this report would be sent out to our parents during the autumn term, highlighting our plans for the coming year. Due to the pandemic, we postponed our AGM until the summer term with the hope of holding face to face with our parents and we are now heading towards the end of this school year.

We have been very proud of how the children returned to Pre-school in September 2020, especially the children who started with us for the first time and were unable to have their mums and dads in the setting with them on their first days, they all settled so well.

Our main priority has been to ensure all the children are happy, settled and developing at a good rate. We have focused on building the children's social skills, developing their vocabulary, and ensuring that they are independent and ready to progress to the next stage of their education.

Through our tracking of the children's progress we have continued to identify any weak areas in our planning and adapt activities and resources accordingly. The tracking also allows us to monitor all of the children's progress to ensure that each child's learning is individual to them.

We are continuing to improve our literacy provision. We have increased our focus on reading, storytelling and singing, as children develop and gain new language through songs, stories, playing simple language games and adding new phonics resources.

Through a deprivation funding allowance from Milton Keynes Council to benefit the children from deprived areas that attend Pre-school and in conjunction with the school we have been able to resurface the outdoor area so that the children can play outside in all weathers and we have updated our Science and ICT provisions by buying new equipment to provide a wider range of equipment for the children to use.



(this photo shows the children waiting for the builders to arrive!)



## Committee

As already mentioned, Pre-school is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting.

The committee makes up the registered person with Ofsted and is responsible for:

- managing the setting's finances;
- employing and managing the staff;
- making sure that we have, and work to, policies that help it to provide a high quality service;
- making sure that the setting works in partnership with parents.

Our committee holds meetings every six weeks which last for approximately 45 minutes to an hour, to review and discuss day-to-day management issues and any other pressing concerns, these meetings although official are relaxed, where everyone feels comfortable and at ease. At present these meetings are being held by Zoom.

Ideally, we would like to have a majority of parents as committee members during the school year, as they are able to give feedback from their experiences as a parent with a child at Pre-school and any ideas that they may have to help to improve the Pre-school experience, if you would like to join our committee, please complete the form at the back of this report.

## Accounts.

### Treasurers Report.

Over the next few pages, you will find the financial summary of the Pre-school's income and expenditure from 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020.

With the Coronavirus pandemic taking hold this year our budget and financial plans for the remainder of the academic year were put on hold.

The local authority continued to fund the children that we had on our register, but we lost planned income from our unfunded children's sessions and the filling of children's spaces that would have occurred during the summer term.

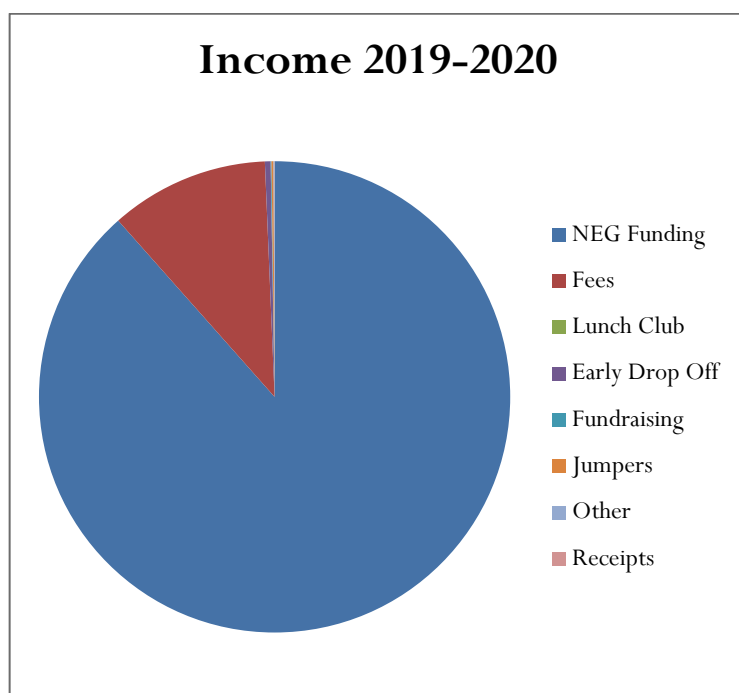
The Pre-school started the school year with a comfortable bank balance of £24435.00. We ended the school year with an expenditure of £111072.97, an income of £108024.37 and a bank balance of £21386.40, a loss of £3048.60.

This loss is due to our loss in fees and additional funding, and additional spending needed for the purchasing of PPE, cleaning products and hygiene products needed during the pandemic.

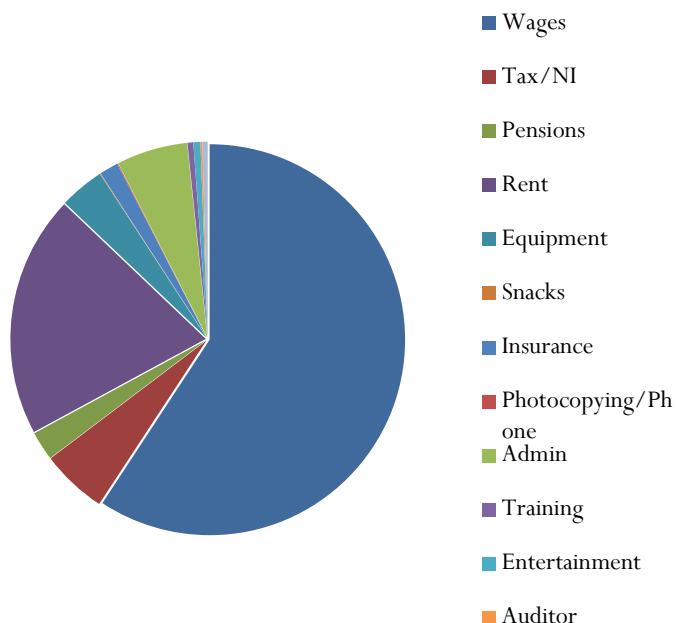
We also have a Reserve Fund Account holding £43312.86. The Reserve Account is held to ensure that we could meet our financial commitments in such times of Pre-school closure, staff redundancies and to cover temporary shortfalls if needed.

The Pre-school accounts have been audited for the year and a copy of the Auditor's Report and our Reserve Account Policy will be available at our Annual General Meeting.

This Pie Chart demonstrates where the Pre-school receives its income from; 88.5% of our income comes from Early Education Funding, Deprivation Funding and Early Years Pupil Premium from Milton Keynes Council and just over 11% comes from Fees. The other 0.5% comes from Fundraising, Jumpers, "Other" which is broken down as fundraising for other charities, such as Red Nose Day and Chatterbox Challenge and "Receipts" is mainly a parent refund for fees.



## Outgoings 2019-2020



As you can see from our Outgoings Pie chart, staff wages at 59% is our largest expense. Renting of our school rooms was our second largest expense, with Administration fees as our third largest expense, this breaks down as contracts for services such as payroll, development trackers and our text service. This year we also had to settle a financial agreement with our previous landlords which has made this expenditure higher.

## End of Year Summary

1st September 2019 to date      31/08/2020  
Bank Balance start of this period      £24435.00

### Expenditure

Equipment	-£4122.23
Snack	-£53.56
Rent	-£ 22217.34
Photocopying& Phone	-£75.52
Training	-£530.00
Auditor	-£172.50
Administration	-£6318.84
PSLA & Insurance	-£ 1,720.83
Entertainment	-£ 640.78
Pensions	-£ 2670.40
Tax/N.I	-£ 6055.33
Computer Maintenance	-£ 204.00
Wages	-£ 65804.84
<b>Receipts</b>	<b>-£486.80</b>
<b>Total</b>	<b>-£ 111072.97</b>

**Income****Unfunded children**

Cash £2625.50

Vouchers/BACS £ 9147.15

**Early Drop Off**

Cash £275.50

BACS £142.00

**Lunch Club**

Cash £2.00

**Fundraising** £61.80

**Jumpers**

Cash £91.00

**BACS** £24.00

**Cheques** £36.00

**Other** £59.47

**NEG Funding** £95579.95

Receipts -20.00

**Total** £108024.37

Bank Balance end of this period £21386.40

Reserve funding £43312.86

Thank you again for taking the time to look through this report and we hope to see you at our AGM on Friday 21<sup>st</sup> May 2021 at 9am, when the restrictions for meeting outdoors will hopefully be lifted.

Please do not be put off from attending our AGM, we will not be asking parents to join our Committee unless they want to, due to being so close to the end of the school year!

### **Stantonfields Pre-school Annual General Meeting Agenda Friday 21st May 2021 at 9.00am**

- Welcome by the Chair of Committee and Pre-school Manager.
- Answer any questions that parents have relating to our Annual Report.
- Agree our AGM minutes for 2019.
- Adopt our constitution and endorse our policies and procedures.
- Discuss electing a new Committee for the coming year.



## Joining our Committee

If you are interested in joining our Pre-school Committee, please complete the details below and hand into Pre-school by Monday 17<sup>th</sup> May 2021.

### Nominee details.

I would like to nominate myself for Stantonfields Pre-school Committee.

My child's name is:

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Signed: \_\_\_\_\_

Name: \_\_\_\_\_

1. I wish to be elected as a family member of the Committee ☐
2. I would also be interested in nominating myself for one of the following roles:

Chair ☐ Treasurer ☐ Secretary ☐ (you may tick more than one)

1st September 2019 to date		31.08.2020
Bank Balance at start of this period	£	24,435.00
<b>Expenditure</b>		
Equipment	-£	4,122.23
Snack	-£	53.56
Rent	-£	22,217.34
Photocopying& Phone	-£	75.52
Training	-£	530.00
MKPA + Data Protection	-£	25.00
Auditor	-£	172.50
Ofsted		
Administration		-£6,293.84
PSLA & Insurance	-£	1,720.83
Costco		
Entertainment	-£	640.78
Pensions	-£	2,670.40
Tax/N.I	-£	6,055.33
Computer Maintenance	-£	204.00
Wages	-£	65,804.84
Transfers		
Receipts	-£	486.80
<b>Receipts</b>		
<b>Total</b>	-£	111,072.97
<b>Income</b>		
<b>UnFunded children</b>		
Cash	£	2,625.50
Cheques		
Vouchers/BACS	£	9,147.15
<b>Breakfast Club</b>		
Cash	£	275.50
BACS	£	142.00
<b>Lunch Club</b>		
Cash	£	2.00
Cheques		
BACS		
<b>Fundraising</b>	£	61.80
<b>Jumpers</b>		
Cash	£	91.00
BACS	£	24.00
Cheques	£	36.00
<b>Other</b>	£	59.47
<b>NEG Funding</b>	£	95,579.95
Receipts	-£	20.00
<b>Total</b>	£	108,024.37
Bank Balance at the end of this period	£	21,386.40
Reserve funding		43312.86



# Independent Examiner's Report on the Accounts

## Section A

## Independent Examiner's Report

Report to the trustees/members of

Charity Name

STANTON FIELDS PRE-SCHOOL

On accounts for the year ended

31 08 20

Charity no (if any)

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Set out on pages

(remember to include the page numbers of additional sheets)

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

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 (other than that disclosed below\*):

(1) 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;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed

Susan E Baker

Date

23/11/2020

Name

SUSAN BAKER

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

AAT

Address

3 The Pyghle  
Sheppard  
Becks  
SG17 5FE

# **Sue Baker**

## **Schools Finance Support**

### **Stantonfields Pre School Fund Account**

1st August 2019 to 31st August 2020

		£	£
Bank Balance B/F at	31/08/2019		24435.00
Virgin Account at	31/08/2019		42763.84
Uncleared Income last year			
		_____	0.00
Uncleared payments last year			
		_____	0.00
Opening balance			_____
			0.00
			67198.84
Total Income	2019/20		108024.37
Virgin Account Interest	2019/20		449.02
Total Expenditure	2019/20		111072.97
			_____
			64599.26
			=====
Bank Balance C/F at	31/08/2020		21386.40
Virgin Account at	31/08/2020		43212.86
Uncleared Income this year			
		_____	0.00
Uncleared payments this year			
		_____	0.00
Closing balance			_____
			64599.26
			=====
			0.00