



Stantonfields Pre-school Annual Report and Accounts 2020-2021



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





Stantonfields Pre-school Annual Report and Accounts 2020-2021

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.

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 Due to covid restrictions over the past year, our committee have decided to postpone our AGM until **Thursday 20th May 2021 at 9am**

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.

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 2020 with our existing committee members. We have continued to follow Covid restrictions and gradually re introduce resources and activities to ensure the children are receiving the best early years education.

The Preschool was affected financially by the Covid Pandemic, but we were fortunate to have a positive bank balance to help cushion any losses from these events and we had a good intake of children in September 2020.

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.

Thank you

Michelle Chaff'e.

Committee

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 good year and were able to reintroduce lots of events and activities to support the children development. We welcomed lots of new parents and children to the setting, with parents being supportive while we had to follow the covid restrictions in place. This meant parents still having limited access to the setting and us not being able to hold our usual open days and workshops. We also developed a virtual tour which is available on our website. Parent appointments to build relationships and chats on the gate.

We are continuing to work on our aims for improvement, ensuring we maintain our Good Ofsted rating when we get our first inspection here at Great Linford.

Although we have not been able to offer our full range of activities to the children, we have worked hard to ensure we are still covering all the areas of the curriculum and enabling the children to make the best progress possible for them while they are with us and they are ready to move onto the next stage in their education.

Some highlights of the year 2020-2021:

Parental Engagement

We have managed to develop and maintain good relationships with our parents through key person appointments on the phone and conversations on the gate. We have continued to receive good feedback from Parents on our feedback questionnaires, which shows how hard we have worked to maintain relationships during this strange time!

Animal's Visits

We had an educational visit from Zoo Lab, who brought a selection of animals, such as snakes, stick insects and spiders for the children to meet.



Plans for 2021-2022

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, both last and this year, 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 2021, 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 the children's progress to ensure that each child's learning is individual to them. This year we have been increasing our range of literacy and ICT resources as well as increasing resources linked to the children's interests such as mini beasts.

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.

Treasurers Report.

Below, you will find the financial summary of the Pre-school's income and expenditure from 1st September 2020 to 31st August 2021.

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

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.

End of Year Summary

1st September 2020 to 31st August	31.08.2021
Bank Balance at start of this period	£ 21,386.40

Expenditure

Income:

The majority of our income came from Early Education Funding, Deprivation Funding and Early Years Pupil Premium from Milton Keynes Council.

3.6 Outgoings:

The majority of our outgoings was spent on staff wages, renting of our room and Administration fees, this breaks down as contracts for services such as payroll, development trackers and our text service.

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Administration	-£ 2,416.42
PSLA & Insurance	-£ 1,722.08
portaloo	-£ 1,239.00
Entertainment	-£ 238.80
Pensions	-£ 2,787.57

Tax/N.I	-£ 5,588.64
Computer Maintenance	£ -
Wages	-£ 63,586.70
Other	-£ 37.88
Receipts	-£ 12.25
Total	-£109,151.75

Incom e

UnFunded children

Cash	£ 404.00
Cheque s	
Vouchers/BACS	£ 3,099.00

Breakfast Club

Cash	£85.00
BACS	£ 851.00

Fundraising	£ 204.03
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Jumper s

Cash	£ 36.00
BACS	£ 163.00
Cheque s	£

Other	£ 9.25
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NEG Funding	£108,009.47
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Receipt s	£ -
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Total	£112,860.75
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Bank Balance at the end of this period	£25,095.40
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Reserve funding	£43445.74
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Stantonfields Pre-school Annual General Meeting

Agenda

Thursday 20th 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.
- 4Adopt our constitution and endorse our policies and procedures.
- Discuss electing a new Committee for the coming year.



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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 17th May 2021**.

Nominee details.

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

My child's name is: _____

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 2020 to 31st August		31.08.2021	
Bank Balance at start of this period	£	21,386.40	
Expenditure			
Equipment	-£	11,343.61	
Snack	£	-	
Rent	-£	19,085.43	
Photocopying& Phone	-£	27.55	
Training	-£	537.90	
MKPA + Data Protection	-£	297.42	
Auditor	-£	195.50	
Ofsted	-£	35.00	
Administration		-£2,416.42	
PSLA & Insurance	-£	1,722.08	
portaloo	-£	1,239.00	
Entertainment	-£	238.80	
Pensions	-£	2,787.57	
Tax/N.I	-£	5,588.64	
Computer Maintenance	£	-	
Wages	-£	63,586.70	
Other	-£	37.88	Children In
Receipts	-£	12.25	Fee Reimbr
Receipts			
Total	-£	109,151.75	
Income			
UnFunded children			
Cash	£	404.00	
Cheques			
Vouchers/BACS	£	3,099.00	
Breakfast Club			
Cash	£	85.00	
BACS	£	851.00	
Lunch Club			
Cash	£	-	
Cheques			
BACS			
Fundraising	£	204.03	
Jumpers			
Cash	£	36.00	
BACS	£	163.00	
Cheques	£	-	
Other	£	9.25	
NEG Funding	£	108,009.47	
Receipts	£	-	
Total	£	112,860.75	
Bank Balance at the end of this period	£	25,095.40	

Reserve funding

43445.74

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Independent Examiner's Report on the Accounts

Section A
Independent Examiner's Report

Report to the trustees/members of

Charity Name

Stantonfields Playgroup

On accounts for the year ended

310821

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 C Baker

Date

29/10/21

Name

SUSAN BAKER

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

AAT

Address

 3 The Pyghtie
Sharnford
Beds
SG17 5FE

Only complete if the examiner needs to highlight material problems

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