



Stantonfields Pre-School Annual Report and Accounts 2021-2022



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





Stantonfields Pre-school Annual Report and Accounts 2021-2022

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. Our AGM will be held on Wednesday 28th June 2023 at 8.45am

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 2021 with our existing committee members. We welcomed lots of new families to Preschool and are pleased with their development. The school year had some staffing changes and restructuring which the staff have adapted too. In July the Pre-School had their Ofsted inspection and the preschool received a 'good' grade which they are very proud of.

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 2021-2022

- 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 (until January 2022)



Managers' Report

We had a good year welcoming lots of new children and families to the Preschool. By the end of the year Preschool was almost full which was fantastic! With Covid restrictions ending we have been able to reintroduce parent stay and play sessions. The children loved being able to spend time with their parents in the setting.

Throughout the year we continued to work on our aims for improvement to ensure we maintained our Good Ofsted rating when we get our first inspection here at Great Linford. We worked in partnership with the parents to ensure the children made good progress through the activities and support we provided.

The cohort of children this year needed focus on social skills and emotional support, so we adapted our curriculum to cater to this. We had some staffing changes which the staff adapted to well. We were pleased when, in July 2022, our inspection day finally arrived, and we received a 'Good' Ofsted rating, which showed reward for all our hard work!!

Parental Engagement

We feel one of our strengths is the relationships we build with parents. We ensure we spend time getting to know our families and how best to support them. This is through key person appointments, which we have gone back to completing in person, stay and play sessions and having daily conversations at drop off and pick up. We have continued to receive good feedback from Parents on our feedback questionnaires. Some examples are:

- Provide a wide range of different activities. Children particularly enjoy the cooking.
- My child has learnt so much and has come out of his shell. This is thanks to their keyperson and the whole team.
- I think you all do an amazing job and genuinely can't think of any suggestions for improvement.
- The progress my child has made. He always comes home singing pre-school songs.

Plans for 2021-2022

We have completed most of this school year already due to the timing of the AGM. Our main priority has been to ensure all the children are happy, settled and developing at a good rate. With this cohort we have needed to focus on building the children's social skills, developing their vocabulary. We are still seeing the effects of covid on the children's social skills. As the year goes on, we are ensuring that the children are independent and ready to progress to the next stage of their education.

We plan on continuing to build our Parental relationships by holding more stay and play sessions and hopefully introduce stay and read sessions again.

We will continue to look at the activities we provide and the equipment in preschool to ensure we can provide enough challenge for the children, to ensure we are working on our new Ofsted target. We have been lucky to receive extra deprivation funding from the council which will be used to further improve the setting.

We have and will continue to complete more cooking activities as this is an area the children have shown lots of interest and enjoyment in.

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.

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 speak to Angela or a committee member.

Treasurers Report.

Below, you will find the financial summary of the Pre-school's income and expenditure from 1st September 2021 to 31st August 2022.

The Pre-school started the school year with a comfortable bank balance of £25095.40. We ended the school year with an expenditure of £100188.38, an income of £ 102358.01 and a bank balance of £27245.03, a profit of £2149.63.

We also have a Reserve Fund Account holding £43591.08. The Reserve Account is held to ensure that we can 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.

1st September 2021 to date 08.04.2022

Bank Balance at start of this period £ 25,095.40

Expenditure

Equipment	-£	2,214.00
Rent	-£	18,596.06
Photocopying& Phone	-£	36.00
Training	-£	470.36
MKPA + Data Protection	-£	25.00
Auditor	-£	212.50
Ofsted	-£	35.00
Administration	-£	2,510.04
PSLA & Insurance	-£	2,999.08
port aloo	-£	798.00
Pensions	-£	2,754.24
Tax/N.I	-£	6,462.49
Wages	-£	63,057.86
Receipts	-£	17.75
Receipts		
Total	-£	100,188.38

Income

Unfunded children

Cash	£	1,174.10
Cheques		
Vouchers/BACS	£	14,228.99
Fundraising and Other	£	2,097.13
NEG Funding	£	84,809.44
Errors	£	28.35
Total	£	102,338.01
Bank Balance at the end of this period	£	27,245.03
Reserve funding		43591.08

Stantonfields Pre-School Annual General Meeting Agenda

Wednesday 28th May 2023 at 8.50am

- 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 2021.
- 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.

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)

Sue Baker

Schools Finance Support

Stantonfields Pre School Fund Account

1st August 2021 to 31st August 2022

£	25095.40	31/08/2021	Bank Balance B/F at
£	43445.74	31/08/2021	Virgin Account at

Uncleared income last year

0.00

Uncleared payments last year

0.00

Opening balance

68541.14

2021-22 Total income

102338.01

2021-22 Virgin Account interest

145.34

2021-22 Total Expenditure

100188.38

70836.11

27245.03	31/08/2022	Bank Balance C/F at
43591.08	31/08/2022	Virgin Account at

Uncleared income this year

0.00

Uncleared payments this year

0.00

70836.11

Closing balance

0.00

Sue Baker
Schools Finance Support

3 The Pyghle
Shefford
Beds
SG17 5FE
(01462) 620759
mobile: 07896 433957
email: suebaker.shefford@ntlworld.com

21st December, 2022

To whom it may concern,

Stantonfields Pre-School Account
for the Period from 1st September 2021 to 31st August 2022

I have examined the accounting records of the above fund and can confirm that:

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records 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.

I am satisfied that the accounts represent a true and fair view for the period examined.

Please find attached a summary of the account to accompany this letter for your records.

Yours Truly

Sue Baker

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

31 08 22

Charity no (if any)

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

21/12/22

Name

SUSAN BAKER

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

AAT

Address

3 The Pyghtle

Sheppard

Beds

SG17 5FE