

WOODBOROUGH PRE-SCHOOL PLAYGROUP

England & Wales · Charity number 1030313

Details

Other names WOODBOROUGH VILLAGE PRE-SCHOOL

Status Registered

Legal form Other

Registered 1993-12-18

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

Contact

Address Village Hall
Lingwood Lane
Nottingham
Nottingham
NG14 6DX

Phone 07355809982

Email finance@woodboroughpreschool.com

Website www.woodboroughpreschool.com

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: To provide high quality care and education for children below statutory school age (2 - 4 years old); to work in partnership with parents to help children to learn and develop; to add to the life and well-being of the local community; to offer children and their parents a service that promotes equality and values

diversity.

Classification

- **How:** Provides Services
- **What:** Education/training, Economic/community Development/employment
- **Who:** Children/young People

Geography

- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£140,809	£136,459	-	-
2024-08-31	£101,315	£138,453	-	-
2023-08-31	£80,630	£116,199	-	-
2022-08-31	£87,588	£114,539	-	-
2021-08-31	£114,788	£117,902	-	-

Trustees

Name	Role	Appointed
Timothy Ferriman	Chair	2022-06-28
Brogan Kelly		2026-04-20
Chloe Rebecca Elizabeth Armstrong		2026-04-20
Joanne Hollier		2022-09-01
Kate Strachan		2026-04-20
Lynsey Baugh		2022-02-28
Samantha Stevenson		2022-02-28
Sophie Trease-Somers		2023-01-09
Steven Hawker		2023-01-09
Viktorija Maltby		2026-04-20

WOODBOROUGH PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030313

Accounts

Trustees' Report

Reporting period: 2024–2025

Woodborough Village Preschool

Reference and administration details

Charity name Woodborough Village Pre-school

Other names the charity is known by Woodborough Pre-school Playgroup

Registered charity no 1030313

Charity's principal address Woodborough Village Hall, Lingwood Lane, Woodborough, Nottinghamshire, NG14 6DX

Trustees

Timothy Ferriman - Chairman

Samantha Stevenson - Secretary

Steven Hawker - Treasurer

Lynsey Baugh

Sophie Trease-Somers

Joanne Hollier

Members Induction and Training

All new trustees are encouraged to read 'The essential Trustee' as an introduction to their duties and responsibilities. They also follow a formal induction process.

Names of senior staff members

Jen Sargison – Manager

Elizibeth Maltby – Assistant Manager

Structure, governance and management

Governing document

2011 Constitution adopted in 2020.

How the charity is constituted

The charity is an Unincorporated Association with two kinds of membership:

Family membership:

- Parents or guardians of children who attend the preschool and wish to support its aims;
- Each family will count as one member and have one vote at any annual general meeting of the pre-school.

Affiliate membership:

- Open to individuals, organisations, or other entities interested in supporting the aims of the pre-school;
- Affiliate members may join at any time with committee agreement and will be entitled to one vote at any general meeting of the members of the preschool.

Trustee selection methods

Trustees are appointed or reappointed annually at the Annual General Meeting held in November. Up to two additional committee members may be co-opted during the year.

Additional governance issues

- Woodborough Village Pre-school is a member of the Early Years Alliance.
- Woodborough Village Pre-School rents the village hall from Woodborough parish council for its premises.
- All trustees volunteer their time and receive no remuneration or other benefits.
- Woodborough Village Pre-school has a child protection policy in place.
- Disclosure and barring checks are conducted on all staff members before employment and on trustees before their tenure begins.
- Trustees must apply to Ofsted to join the committee and be deemed suitable.

Objectives and activities

Summary of the objectives

- To provide high-quality care and education for children below statutory school age;
- To work in partnership with parents to assist children's learning and development;
- To contribute to the life and well-being of the local community;
- To offer services that promote equality and value diversity.

The main activities undertaken for the public benefit in relation to these objectives:

- Providing a variety of stimulating activities for children inside and outside that are appropriate for their age and stage of development.
- Guiding children's development and learning based on The Early Years Foundation Stage (DfE 2014), which reflects the four guiding themes and principles.
- Assigning each child a key person to ensure progress and collaboration with parents in the child's learning and development.
- Maintaining the adult-to-child ratio set by the Safeguarding and Welfare Requirements, supplemented by volunteer parent helpers when possible.
- Giving children opportunities to interact with others, participate in group activities, and engage in community events.
- Operating as a community-based, voluntarily managed setting run by the parents of children attending the pre-school.

Summary

The trustees are pleased to report a significantly improved position for the preschool during the 2024–25 financial year.

Following a sustained period of challenge in previous years, the focus of the trustees and management team has been on stabilising the setting, strengthening operational controls and rebuilding confidence in the provision. This year has seen the impact of that work come through clearly.

The preschool has successfully been turned around into a **profitable position**, representing a major milestone for the charity. Improved financial oversight, careful cost management and a growing take-up of places have combined to ensure that income now exceeds expenditure, providing a more secure footing for the future.

The **number of children attending the preschool has continued to increase** across the year. Demand for places is improving, occupancy levels are rising, and families are choosing to increase their hours where funding and circumstances allow. This growth reflects both the hard work of the staff team and the strengthening reputation of the setting within the local community.

Trustees are particularly encouraged by the increased stability within the staff team and the effective day-to-day management of the preschool. This has allowed trustees to move from a position of close operational support to a more strategic role, focusing on sustainability, development and long-term planning.

Overall, the trustees are confident that the preschool is **moving firmly in the right direction**. While mindful of the continued pressures facing the early years sector, the charity is now in a far stronger position than in previous years, with solid foundations in place to support future growth and resilience.

The trustees would like to thank the staff team, families and wider community for their ongoing support throughout the year.

Signed:

Date: 11/02/2026

Timothy Ferriman

Chair

**Woodborough Village Preschool
for the year ended 31 August 2025
Receipts and Payments Accounts**

	<u>Unrestricted Funds</u>	<u>Year ended 31 August 2025 Total Funds</u>	<u>Year ended 31 August 2024 Total Funds</u>
RECEIPTS			
Donations, JRS Grant	0	0	0
Fees	28,652	28,652	16,406
Fund Raising	1,135	1,135	1,339
Fees paid by Notts County Council	110,055	110,055	81,293
Interest recieved	415	415	2,277
Vouchers	0	0	0
Sundry Income	553	533	0
HMRC PAYE refund			
Total Receipts	<u>140,809</u>	<u>140,789</u>	<u>101,315</u>
PAYMENTS			
Advertising	415	415	451
CRB Checks	120	120	137
Parties	341	341	452
Equipment & Books	692	692	2,095
Consumables	26	26	319
Professional fees	1,223	1,223	1,503
Food Drink etc	4,509	4,489	576
Fund Raising	0	0	121
PAYE	12,733	12,733	13,837
Subscriptions & Insurance	5,369	5,369	5,382
Petty Cash Expenses	0	0	0
Ink & Paper	25	25	558
Other Office Costs	0	0	0
Rent	17,568	17,568	14,308
Sundries	501	501	0
Telephone, Internet & Postage	195	195	58
Training	0	0	906
Uniform	0	0	0
Pension contribution	4,236	4,236	4,727
Wages	88,506	88,506	93,023
Total Payments	<u>136,459</u>	<u>136,440</u>	<u>138,453</u>
Surplus for the period	4,349	4,349	-37,138
<i>Add: Cash Funds b/f</i>	61,240	61,240	98,378
Cash funds as at 31 Aug 2025	<u>65,590</u>	<u>65,590</u>	<u>61,240</u>

Woodborough Village Preschool
for the year ended 31 August 2025

Statement of Assets as at 31 August 2023

	<u>Unrestricted</u> <u>Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2025</u>	<u>Year ended</u> <u>31 August</u> <u>2024</u>
		<u>Total Funds</u>	<u>Total Funds</u>
CASH FUNDS			
Lloyds Bank - Treasurers Account	22,667	22,667	8,733
Lloyds Bank - Business Instant Account	42,855	42,855	52,440
Lloyds Bank - Business Instant Account No 2	0	0	0
Cash	67	67	67
Total Funds	<u><u>65,590</u></u>	<u><u>65,590</u></u>	<u><u>61,240</u></u>

Approved by the Trustees and signed on the Trustees' behalf by:

Mr T. Ferriman - Chair

Mr S. Hawker - Treasurer

Dated: 11 February 2026

Woodborough Village Preschool
for the year ended 31 August 2024

Independent examiner's report to the trustees of Woodborough Village Preschool

I report on the accounts of the Trust for the period ended 31 August 2025.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the 2011 Act;
to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

(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 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

A Hodges FCIB PM.Dip

1 Buckland Drive
Woodborough
Nottinghamshire
NG14 6EU

Dated: 11 February 2026

WOODBOROUGH PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030313

Accounts

Woodborough Village Preschool

Reference and administration details

Charity name Woodborough Village Pre-school

Other names the charity is known by Woodborough Pre-school Playgroup

Registered charity no 1030313

Charity's principal address Woodborough Village Hall, Lingwood Lane, Woodborough, Nottinghamshire, NG14 6DX

Trustees

Tim Ferriman - Chairman

Samantha Stevenson - Secretary

Steven Hawker - Treasurer

Lynsey Baugh

Sophie Trease-Somers

Joanne Hollier

Members Induction and Training

All new trustees are encouraged to read 'The essential Trustee' as an introduction to their duties and responsibilities. They also follow a formal induction process.

Names of senior staff members

Jen Sargison – Manager

Elizibeth Maltby – Assistant Manager

Structure, governance and management

Governing document

2011 Constitution adopted in 2020.

How the charity is constituted

The charity is an Unincorporated Association with two kinds of membership:

Family membership:

- Parents or guardians of children who attend the preschool and wish to support its aims;

- Each family will count as one member and have one vote at any annual general meeting of the pre-school.

Affiliate membership:

- Open to individuals, organisations, or other entities interested in supporting the aims of the pre-school;
- Affiliate members may join at any time with committee agreement and will be entitled to one vote at any general meeting of the members of the preschool.

Trustee selection methods

Trustees are appointed or reappointed annually at the Annual General Meeting held in November. Up to two additional committee members may be co-opted during the year.

Additional governance issues

- Woodborough Village Pre-school is a member of the Early Years Alliance.
- Woodborough Village Pre-School rents the village hall from Woodborough parish council for its premises.
- All trustees volunteer their time and receive no remuneration or other benefits.
- Woodborough Village Pre-school has a child protection policy in place.
- Disclosure and barring checks are conducted on all staff members before employment and on trustees before their tenure begins.
- Trustees must apply to Ofsted to join the committee and be deemed suitable.

Objectives and activities

Summary of the objectives

- To provide high-quality care and education for children below statutory school age;
- To work in partnership with parents to assist children's learning and development;
- To contribute to the life and well-being of the local community;
- To offer services that promote equality and value diversity.

The main activities undertaken for the public benefit in relation to these objectives:

- Providing a variety of stimulating activities for children inside and outside that are appropriate for their age and stage of development.
- Guiding children's development and learning based on The Early Years Foundation Stage (DfE 2014), which reflects the four guiding themes and principles.
- Assigning each child a key person to ensure progress and collaboration with parents in the child's learning and development.

- Maintaining the adult-to-child ratio set by the Safeguarding and Welfare Requirements, supplemented by volunteer parent helpers when possible.
- Giving children opportunities to interact with others, participate in group activities, and engage in community events.
- Operating as a community-based, voluntarily managed setting run by the parents of children attending the pre-school.

Achievements and performance (reporting year 2023-2024)

Introduction

Since joining the committee back in 2021, the focus of the preschool committee has been to drive change and adapt to numerous challenges. At times this has meant considerable input from the committee as it supported an almost entirely new team and changing management within the setting.

Over the last year, preschool has become much more settled, and the skills and experience of the staff team have turned it into an increasingly strong setting with a huge amount to offer local families and children. The team have taken back most of the day-to-day running and planning from the committee and its refreshing and exiting to hear about new plans and ideas at our regular committee meetings and then do what we can to help drive these forwards.

The number of children using the provision slowly continues to increase and more funding opportunities mean more families of children already enrolled are increasing their hours. However, we are acutely aware that that this trend must continue to secure the long-term viability of the preschool, and I will go into this further within my report.

Committee

The committee has remained largely unchanged for the last two years. It remains a challenge for any preschool to attract and maintain volunteer committee members. Whilst we do not expect any of the current committee to stand down at this stage, we remain hopeful that more current parents/carers of children in the setting will join the committee and share their experience with us moving forward.

On a personal note, as I no longer have children in the setting and with other time commitments, it would be my ideal intention to step down as chair of the committee over the course of the next year. I would however like to remain a trustee so I can offer my support ongoing as and when a successor is found.

Staff Update

Jen has been promoted to preschool manager and Liz to assistant manager. We recruited Kasha as an early years educator. Millie has almost completed her apprenticeship so will soon be a fully qualified practitioner. Sheila has split one of her full days into 2 half days to help cover the changing needs of the preschool.

Jen has kindly prepared an update which goes into further about staff training

Number of Children

We have 27 children in attendance and another starting soon. We have good success with a high percentage of show arounds choosing the setting; and we find families are happy, children settle well and increase hours where funding or needs allow.

Woodborough Woods has now had its Ofsted inspection and is rated “Good”, in turn they are increasingly popular and have increased class sizes. The preschool has historically fed Woods, with parents appreciating the transition and links we can offer. We would hope this has a positive impact.

However, the reality is that we do need more children in the setting to ensure the viability of the preschool moving forward. A full-time equivalent increase of 3-4 children will ensure our costs do not exceed our income and this matter remains the primary focus of the committee. We have sought to understand the circumstances and options available to us at this point.

Expenditure

In terms of our expenditure, we are extremely lucky to have Steve Hawker, our treasurer at the wheel as he has dissected our entire financial position and regularly prepares forecasts for different scenarios, we’re extremely grateful for all Steves input and he will go into this in more detail separately.

We acknowledge we are technically over staffed from a ratio perspective, but the committee is satisfied that the team work well together, complement one another with their varied skill sets and ensure growth is possible within the setting. We are also proud of the planning and experience the team offer the children attending the setting and are confident there should be no change there.

With a stronger control on our expenditure, the committee has voted to reduce the amount of reserve funds required to be held. This will allow investment to be made for as long as possible should income not rise to the necessary levels.

Income

Although there are limited fundraising opportunities, the way to drive increased income with a real impact is always going to be to increase number of children in the setting.

Conversations with the local authority confirm that settings who are doing well are those who can offer a true all day, all year-round setting; it is noted that most day nursery type settings who can offer this are indeed at full capacity.

Jen, Steve and I visited Lowdham Preschool last year who were in a precarious position financially due to low numbers of children. The setting is an interesting case study as they are also a charity, operate from a village hall and did so on a term time only basis. They subsequently transitioned to a full time setting and extended the age groups they could offer care for; by doing so they have turned their financial situation around and were operating on a waiting list at the time of our visit.

We are confident therefore that a change in our opening hours and holiday provision would help, but have been limited in terms of the changes we can make

- Extending the hours at the end of the day are not possible due to other users of the village hall. The Parish Council were clear they do not want the hall to be a preschool only provision.
- Costs would increase immediately, whereas results are speculative
 - Our team is already small and further recruitment would be needed to cover holiday periods.
 - There would also be further rental costs for the hall if available
 - It would be a significant change in staff contracts and working patterns to negotiate

Changes

We have however considered a compromise by opening earlier with a breakfast club provision which now opens at 8am and working more closely with Woods who are able to offer after school provision until 6pm for children who are aged 3 or over. Woods also offer a limited holiday club provision which is offered by Grade A Sports and available children aged 4 or over.

We have introduced hot school meals within the setting – this has been very popular and further closes the gap between our preschool and more traditional day nurseries. As a parent who sent both my children to Woodborough Village preschool I always felt the lack of this provision let the setting down so it's wonderful to see it now in place and being used so extensively

The team have also been able to implement a number of long-standing suggestions from the committee wish list that we hope will help attract more families to find out about and visit our preschool.

The preschool is now very engaged in the community, regularly visiting play church and even running their own activity club on alternating weeks for younger children and their families who do not yet attend.

Preschools Social media presence has increased thanks to the endeavours of the preschool team, and we hope this helps more families find out about the activities, planning and ideas that make Woodborough Preschool a great place to send the children in their care.

Jen has provided separate updates on these for review.

The Future

In my first report as chairman, I wrote the following.

“The preschool has been in existence since 1974 and like WFS has historically been oversubscribed and extremely popular.

More recently, the pandemic, increased competition, issues at WFS, a low birth rate and changing needs for childcare have all resulted in less children attending the setting, and this has been disheartening and stifled an appetite for growth and progression.

Unfortunately, this comes at a time when the importance of adapting and changing to meet the changing needs of the families the preschool serves has never been greater.

I firmly believe that Woodborough Village Preschool should be the default choice for early years childcare in the village and surrounding areas. The children are an absolute delight, WFS are fully vested in the preschool's success, our manager brings vision and a fresh approach, and our new staff members help complete a wonderful team of individuals who can deliver the quality childcare that parents and carers expect, as well as a seamless transition into school (whether that's WFS or elsewhere)

We are privileged to be based in such a big open setting within the heart of the village, and with the park, woods, and fields right on our doorstep, activities such as forest school integrate seamlessly into the children's experience in the preschool.

The last year has undoubtedly been tough, but the hard work means we now have solid foundations in place; if we can continue with the same drive and ambition, Woodborough Village Preschool has the potential to once again be the first choice for parents looking for caring, nurturing environment into which they entrust the care of their children.”

We have come a long way since I wrote that, the hard work has indeed paid off and the solid foundations I referred to have allowed the preschool to grow into a place that I can confidently described as the default - or first - choice for parents looking for a high-quality childcare provision.

What we have not been able to do as quickly as I'd have liked is to overcome the wider reasons behind lower demand for the childcare, we are able to offer. It will be the role of the committee and staff to ensure the current upwards trajectory continues if we are to move into the 2025-26 school year with the positive outlook we are all hoping for.

Signed:

Date: 14 March 2025

Tim Ferriman

Chair

**Woodborough Village Preschool
for the year ended 31 August 2024
Receipts and Payments Accounts**

	<u>Unrestricted</u> <u>Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2024</u> <u>Total Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2023</u> <u>Total Funds</u>
RECEIPTS			
Donations, JRS Grant	0	0	0
Fees	16,406	16,406	19,255
Fund Raising	1,339	1,339	119
Fees paid by Notts County Council	81,293	81,293	49,474
Interest recieved	2,277	2,277	436
Vouchers	0	0	11,296
Sundry Income	0	0	50
HMRC PAYE refund			
Total Receipts	<u>101,315</u>	<u>101,315</u>	<u>80,630</u>
PAYMENTS			
Advertising	451	451	777
CRB Checks	137	137	336
Parties	452	452	953
Equipment & Books	2,095	2,095	1,115
Consumables	319	319	1,554
Professional fees	1,503	1,503	5,924
Food Drink etc	576	576	1,803
Fund Raising	121	121	204
PAYE	13,837	13,837	5,983
Subscriptions & Insurance	5,382	5,382	5,150
Petty Cash Expenses	0	0	0
Ink & Paper	558	558	449
Other Office Costs	0	0	79
Rent	14,308	14,308	15,747
Sundries	0	0	47
Telephone, Internet & Postage	58	58	867
Training	906	906	1,230
Uniform	0	0	0
Pension contribution	4,727	4,727	2,503
Wages	93,023	93,023	71,478
Total Payments	<u>138,453</u>	<u>138,453</u>	<u>116,199</u>
Surplus for the period	-37,138	-37,138	-35,569
<i>Add: Cash Funds b/f</i>	98,378	98,378	133,947
Cash funds as at 31 Aug 2024	<u><u>61,240</u></u>	<u><u>61,240</u></u>	<u><u>98,378</u></u>

**Woodborough Village Preschool
for the year ended 31 August 2024**

Statement of Assets as at 31 August 2024

	<u>Unrestricted Funds</u>	<u>Year ended 31 August 2024 Total Funds</u>	<u>Year ended 31 August 2023 Total Funds</u>
CASH FUNDS			
Lloyds Bank - Treasurers Account	8,733	8,733	12,807
Lloyds Bank - Business Instant Account	52,440	52,440	84,314
Lloyds Bank - Business Instant Account No 2	0	0	1,190
Cash	67	67	67
Total Funds	<u><u>61,240</u></u>	<u><u>61,240</u></u>	<u><u>98,378</u></u>

Approved by the Trustees and signed on the Trustees' behalf by:

Mr T. Ferriman - Chair

Mr S. Hawker - Treasurer

Dated: 14 March 2025

Dated: 14-Mar-25

Woodborough Village Preschool
for the year ended 31 August 2024

Independent examiner's report to the trustees of Woodborough Village Preschool

I report on the accounts of the Trust for the period ended 31 August 2024 , which are set out on pages 8 to 9.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

(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 2011 Act; and
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

A. Hodges FCIB PM.Dip

1 Buckland Drive
Woodborough
Nottinghamshire
NG14 6EU

Dated: 14 March 2025

WOODBOROUGH PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030313

Accounts

Trustees annual report for the financial period 01 September 2022 – 31 August 2023

Reference and administration details

Charity name Woodborough Village Pre-school

Other names the charity is known by Woodborough Pre-school Playgroup

Registered charity no 1030313

Charity's principal address Woodborough Village Hall, Lingwood Lane, Woodborough, Nottinghamshire, NG14 6DX

Trustees

Tim Zinsaz - Chairman

Samantha Stevenson - Secretary

Steven Hawker - Treasurer

Lynsey Baugh

Kirandeep Kaur Purawal

Sophie Trease-Somers

Joanne Hollier

Members Induction and Training

All new trustees are encouraged to read 'The essential Trustee' as a means of education into the duties and responsibilities they hold. They also follow a formal induction process.

Names of senior staff members

Jade Topliss – Manager

Jen Sargison – Assistant Manager

Structure, governance and management

Governing document

2011 Constitution adopted in 2020.

How the charity is constituted

The charity in an Unincorporate Association and Membership is divided into two kinds:

Family membership:

- parents or guardians of all children who attend the preschool and wish to support its aims;
- each family will count as one member and will be entitled to one vote at any annual general meeting of the pre-school.

Affiliate membership:

- open to those individuals, organisations or other bodies interested in supporting the aims of the pre-school;
- affiliate members may join at any time with the agreement of the committee and will be entitled to one vote at any general meeting of the members of the preschool.

Trustee selection methods

Trustees are appointed or reappointed annually at the Annual General Meeting held in November. Up to two additional committee members may be co-opted during the year.

Additional governance issues

- Woodborough Village Pre-school is a member of the Early Years Alliance.
- Woodborough Village Pre-School rents the village hall from Woodborough parish council and uses them as premises.
- All trustees give their time voluntarily and receive no re-numeration or other benefits.
- Woodborough Village Pre-school has a child protection policy in place.
- Disclosure and barring checks are carried out on all members of staff prior to commencement of employment and to trustees prior to trusteeship.
- Trustees also must apply to Ofsted to join the committee and be deemed suitable.

Objectives and activities

Summary of the objectives

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

The main activities undertaken for the public benefit in relation to these objectives

- We provide a wide range of stimulating activities inside and outside which are appropriate for the age and stage of development of the children in our care.
- Our provision for children's development and learning is guided by The Early Years Foundation Stage (DfE 2014) and reflects the four guiding themes and principals.
- Each child has a key person. The key person ensures that each child makes satisfying progress and works with parents as partners in helping each child to learn and develop.
- In our setting we maintain the ratio of adults to children that is set through the Safeguarding and Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios.
- We give the children in our care the chance to join in with other children and adults to play, work and learn together and join in with local community events.
- Woodborough Village Pre-school is a community-based, voluntarily managed setting run by the parents of children who attend the pre-school.

Achievements and performance (reporting year 2022-2023)

Introduction

This started year with a number of senior staff leaving the setting but we were able to find a number of high quality staff to replace them and by February we had a settled team. This

allowed us to finalised a new management structure for the Preschool with Jade Topliss being appointed Manager in April and Jen Sargison being appointed Assistant Manager in June 2023 to ensure the preschool was in a position to grow.

In April 2023 we had our first Ofsted inspection for six years and were delighted to be awarded an Overall Effectiveness rating of GOOD.

Committee

It remains a challenge for any preschool to attract and maintain volunteer committee members however, at our AGM we were joined by two new committee members Steven Hawker, who was appointed Treasurer, and Sophie Trease-Somers.

This meant our Committee is made up of 6 Family Members and 1 Affiliate Member meeting the requirement of 60% being Family Members

Children

At the end of the Summer Term we had an Occupancy of 19.3 Full Time equivalency with 34 children in attendance compared to 22 in the previous year.

It should be noted that Woods Foundation School (WFS) only has 18 children in Class R. WFS no longer being oversubscribed as it was in the past; this does have a knock on effect on the preschool, but as things improve for WFS we would hope to see more interest in the preschool.

As children, who have reached school age, leave at the end of the Summer term we expect numbers to reduce by approximately 50% before they slowly increase through the years and peaking in the Summer Term.

Fundraising

Due to a focus on core issues and taking account of our financial situation, more focus has been put on management matters than fundraising. Regardless:

- We raised £65 from the Woodborough Summer Fair.

IT

The committee continued to invest in improving the IT systems and expanded the use of the Family Early Childhood Platform to help with the smooth running of all aspects of Preschool from Safeguarding to Invoicing.

The Future

The preschool has been in existence since 1974 and like WFS has historically been oversubscribed and extremely popular.

More recently, the pandemic, increased competition, issues at WFS, a low birth rate and changing needs for childcare have all resulted in less children attending the setting, and this has been disheartening and stifled an appetite for growth and progression.

However during 2022-23 we noted an upturn in numbers and we are optimistic that this will continue in 2023-24 as the changes we have implemented embed themselves and our Ofsted Rating of GOOD further enhances our reputation for providing high quality childcare.

Financial Review

There are three main sources of funds for Woodborough Village Pre-school:

1. Funding payments received from Nottinghamshire County Council for early years places (NEF – Nursery Education Funding).
2. Fees paid by the parents/carers at a rate set by the pre-school.
3. Money given by parents and others as part of fundraising initiatives for the preschool.

Money received by the pre-school is spent on resources (including staffing) for the use of the children attending the pre-school setting.

The charity does not have surplus funds to invest.

Brief statement of the charity's policy on reserves

We have ensured that we hold sufficient funds to support cashflow and to cover any redundancy payments and relocation fees should they be required. Our agreed Policy is Three Months Running costs plus potential redundancy payments – this currently amounts to £42840. This is reviewed regularly and any changes agreed at the AGM.

Details of any funds materially in deficit

During the reporting year the charity did not have any funds in deficit.

Notes to the accounts

- These accounts are prepared on a receipts and payments basis with all revenues and expenses shown on a cash basis.
- The charity has three accounts: an unrestricted Treasurers Account, a Fundraising Account, and a Reserve Account.
- The Fundraising Account is an unrestricted fund. Bank interest is given on the Fundraising Account and allocated there.
- No re-numeration was paid to any trustee during the accounting year.

Signed:

Date: 23 February 2024

Tim Zinsaz
Chair

**Woodborough Village Preschool
for the year ended 31 August 2023
Receipts and Payments Accounts**

	<u>Unrestricted</u> <u>Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2023</u> <u>Total Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2022</u> <u>Total Funds</u>
RECEIPTS			
Donations, JRS Grant	0	0	27
Fees	19,255	19,255	23,361
Fund Raising	119	119	299
Fees paid by Notts County Council	49,474	49,474	53,396
Interest recieved	436	436	9
Vouchers	11,296	11,296	6,471
Sundry Income	50	50	240
HMRC PAYE refund			3,784
Total Receipts	<u>80,630</u>	<u>80,630</u>	<u>87,588</u>
PAYMENTS			
Advertising	777	777	254
CRB Checks	336	336	132
Parties	953	953	821
Equipment & Books	1,115	1,115	2,132
Consumables	1,554	1,554	1,206
Professional fees	5,924	5,924	6,052
Food Drink etc	1,803	1,803	1,756
Fund Raising	204	204	52
PAYE	5,983	5,983	5,429
Subscriptions & Insurance	5,150	5,150	1,694
Petty Cash Expenses	0	0	0
Ink & Paper	449	449	789
Other Office Costs	79	79	49
Rent	15,747	15,747	14,357
Sundries	47	47	209
Telephone, Internet & Postage	867	867	747
Training	1,230	1,230	198
Uniform	0	0	0
Pension contribution	2,503	2,503	2,721
Wages	71,478	71,478	75,941
Total Payments	<u>116,199</u>	<u>116,199</u>	<u>114,539</u>
Surplus for the period	-35,569	-35,569	-26,951
<i>Add: Cash Funds b/f</i>	133,947	133,947	160,898
Cash funds as at 31 Aug 2023	<u>98,378</u>	<u>98,378</u>	<u>133,947</u>

**Woodborough Village Preschool
for the year ended 31 August 2023**

Statement of Assets as at 31 August 2023

	<u>Unrestricted</u> <u>Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2023</u> <u>Total Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2022</u> <u>Total Funds</u>
CASH FUNDS			
Lloyds Bank - Treasurers Account	12,807	12,807	48,669
Lloyds Bank - Business Instant Account	84,314	84,314	83,884
Lloyds Bank - Business Instant Account No 2	1,190	1,190	1,184
Cash	67	67	210
Total Funds	<u>98,378</u>	<u>98,378</u>	<u>133,947</u>

Approved by the Trustees and signed on the Trustees' behalf by:

Mr T. Zinsaz - Chair

Mr S. Hawker - Treasurer

Dated:

Dated: 23 February 2024

Woodborough Village Preschool
for the year ended 31 August 2023

Independent examiner's report to the trustees of Woodborough Village Preschool

I report on the accounts of the Trust for the period ended 31 August 2023 , which are set out on pages 5 to 6.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

(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 2011 Act; and
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

A. Hodges FCIB PM.Dip

1 Buckland Drive
Woodborough
Nottinghamshire
NG14 6EU

Dated: 23 February 2024

WOODBOROUGH PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030313

Accounts



Woodborough Village Pre-school Committee

Trustees annual report for the financial period 01 September 2021 – 31 August 2022

Reference and administration details

Charity name

Woodborough Pre-School Playgroup

Other names the charity is known by

Woodborough Village Pre-school

Registered charity No

1030313

Principal address

Woodborough Village Hall, Lingwood Lane, Woodborough, Nottinghamshire, NG14 6DX

Trustees

Timothy Zinsaz- Chairman

Joanne Hollier- Secretary

Kirandeep Kaur Purawal - Treasurer

Chantelle Meakin

Lynsey Baugh

Samantha Stevenson

Members Induction and Training

All new trustees are encouraged to read 'The essential Trustee' as a means of education into the duties and responsibilities they hold. They also follow a formal induction process.

Names of senior staff members

Louise Parris – Supervisor, Sarah Stanford – Supervisor. S

Since January 2021 Louise Parris and Sarah Stanford have been Acting Supervisors.

Structure, governance and management

Governing document

2011 Constitution adopted in 2020.

How the charity is constituted

Membership is divided into two kinds:

Family membership:

- parents or guardians of all children who attend the preschool and wish to support its aims;
- each family will count as one member and will be entitled to one vote at any annual general meeting of the pre-school.

Affiliate membership:

- open to those individuals, organisations or other bodies interested in supporting the aims of the pre-school;
- affiliate members may join at any time with the agreement of the committee and will be entitled to one vote at any general meeting of the members of the pre-school.

Trustee selection methods

Trustees are appointed or reappointed annually at the Annual General Meeting held in October. Up to two additional committee members may be co-opted during the year.

Additional governance issues

- Woodborough Village Pre-school is a member of the Early Years Alliance.
- Woodborough Village Pre-School rents the village hall from Woodborough parish council and uses them as premises.
- All trustees give their time voluntarily and receive no re-numeration or other benefits.
- Woodborough Village Pre-school has a child protection policy in place.
- Disclosure and barring checks are carried out on all members of staff prior to commencement of employment and to trustees prior to trusteeship.
- Trustees also must apply to Ofsted to join the committee and be deemed suitable.

Objectives and activities

Summary of the objectives

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

The main activities undertaken for the public benefit in relation to these objectives

- We provide a wide range of stimulating activities inside and outside which are appropriate for the age and stage of development of the children in our care.
- Our provision for children's development and learning is guided by The Early Years Foundation Stage (DfE 2014) and reflects the four guiding themes and principals.
- Each child has a key person. The key person ensures that each child makes satisfying progress and works with parents as partners in helping each child to learn and develop.
- In our setting we maintain the ratio of adults to children that is set through the Safeguarding and Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios.
- We give the children in our care the chance to join in with other children and adults to play, work and learn together and join in with local community events.
- Woodborough Village Pre-school is a community-based, voluntarily managed setting run by the parents of children who attend the pre-school.

Achievements and performance (reporting year 2021-2022)

Introduction

This year has ultimately been about change: whilst this started with ideas and suggestions, it ended with necessity. We have had to make decisions quickly and efficiently, but also whilst doing our best to maintain high standards and ensure the least possible disruption to the children and families who use the provision. Without pushing through these changes, the preschool simply would not have been able to continue to serve its current children or the future generations of our community and we start 2023 with a stronger, more positive outlook than we thought possible only a few months ago.

Committee

It remains a challenge for any preschool to attract and maintain volunteer committee members, whilst we expect some resignations at the AGM from parents whose children have now left the setting, we remain hopeful that current parents/carers of children will join the committee. To assist this transition, the committee has opened more direct dialogue with parents and carers over the last few months; a part of that has been to explain what we do and the importance of family involvement in the committee.

Children

We have 22 children in attendance. This is lower than last year.

It should be noted that Woods Foundation School (WFS) only has 16 children in Class R, compared to 31 the year before and consensus seems to be that this is at least in part due to WFS no longer being oversubscribed as it was in the past; this does have a knock on effect on the preschool, but as things improve for WFS we would hope to see more interest in the preschool. We have seen an increase in funded hours being applied for this term and last year saw more children attend as the year progressed, we would hope for the same this year and look forward to more proactively marketing the setting to attract more families.

Opening Hours

We amended our opening hours to 09:00 until 15:30 Monday to Friday. This more closely aligns with WFS and followed parental feedback about having to wait for 15 minutes in the car park in-between drop offs.

Fundraising

Due to a focus on core issues and taking account of our financial situation, more focus has been put on management matters than fundraising. Regardless:

- We raised £71 from our Christmas raffle which went towards our Christmas party.
- We have just taken delivery of a clothing donation bin which can be used by the whole community, with proceeds being paid to the preschool.

IT: Google Workspace, Famly & BrightHR

The committee recognised that a large part of the challenge being faced in the preschool, were due to outdated processes and paper-based systems.

It became apparent that overhauling these processes would allow the preschool to be more efficient, increase visibility for remote or part time staff and crucially free up vital staff time that would be better spent caring for the children. It has also allowed us to review and improve upon online safety, introduce secure passwords, and build resilience.

Arguably more importantly, was the ongoing concern of the committee that parents would not always know what their children had been doing in the setting and how this was a missed opportunity for the preschool. A privilege of being a committee member is that you do sometimes get to see what the children are doing during their time at preschool and we all spoke fondly of the relationship's children had with one another and how happy they were in the setting... all that was missing was sending that message back home to parents.

With all of this in mind, the committee authorised the implementation of Famly as a one stop application for everything related to parents/carers and children, as well as the purchase of a number of new tablets. The aim is to record all aspects of the children's learning journey and be able to communicate with parents in real time where needed (including an activity planner). In built daily registers, room planning, and invoicing mean these processes are streamlined too.

Google workspace has allowed online secure document storage and sharing as well as dedicated email addresses for the preschool, the committee and finance.

BrightHR centralises all aspects of the preschools relationship with staff and puts it all in one secure online portal. Both the committee and management have access to online rotas and timesheets and employees have benefits such as BrightExchange. We have only just gone live the new system, but it has already proven invaluable with the introduction of new contracts and an employee handbook for new starters

Management Structure Change

As management has become more onerous, noting the concerns about attracting new volunteer committee members and respecting the wishes of our supervisors to be able to spend more time working with the children; the committee authorised a change in structure and the creation of a dedicated managers role. The intention being to close the gap between supervisors and the committee, ensure the quality of provision in the setting continues to improve and allow the committee to focus more on assisting and overseeing the direction of the preschool.

Recruitment has been difficult, but in November 2022 and with the assistance of WFS, we were introduced to Jade Topliss who is an outstanding teacher at Holly Primary School and published author of children's books "Coronasaurus Rex" and "Leo the Lion Lost his Roar". Jade acts as our executive manager, on a part time basis whilst continue her teaching role; she is a delight to work with and brings with her a wealth of ideas. These include planning for the rest of the academic year (which will then be used to create termly and weekly plans), new activities, learning objectives and the introduction of daily phonics. WFS have also been fantastic in helping share resources with the preschool where needed, so a big thank you to Jade for continuing to nurture that relationship. In December the children were able to share a craft morning with Class R and watch their nativity play, we hope to more actively engage in other events held by the school, e.g. sports day.

Staffing

We have unfortunately said fond farewells to several staff members over the last few months. It is always sad to lose any long serving member of an established team but having a number of resignations in relatively quick succession has been unsettling. We have sought to reassure parents and carers that largely this is an issue of timing rather than due to a single underlying reason. Due to the preschool historically running over ratio it has ensured that we have been able to manage the situation relatively well and ensure that recruitment standards have remained high. The committee agreed an increase in wages to attract and retain staff as part of that process and our existing staff have assisted by covering extra days and hours where possible. As a result of dedication and hard work, the only shortages came at the very end of term and were the result of high levels of staff sickness; whilst our team were still able to put together a wonderful Christmas party for the children, they were certainly ready for a well-deserved Christmas break.

Victoria has been promoted to Deputy Manager in recognition of her commitment and service to the preschool as well as to reflect the extra responsibilities she has taken on. As well as Jade, we are delighted to have recruited Millie and Jen who started working at preschool immediately following the Christmas Break and have settled in well, being very popular with the children. The recruitment process is ongoing, we have another part time member of staff starting with us on 2nd February which then leaves only one more staff member to bring our levels to where we would like in order to push forward with planning for growth.

The Future

The preschool has been in existence since 1974 and like WFS has historically been oversubscribed and extremely popular.

More recently, the pandemic, increased competition, issues at WFS, a low birth rate and changing needs for childcare have all resulted in less children attending the setting, and this has been disheartening and stifled an appetite for growth and progression.

Unfortunately, this comes at time when the importance of adapting and changing to meet the changing needs of the families the preschool serves has never been greater.

I firmly believe that Woodborough Village Preschool should be the default choice for early years childcare in the village and surrounding areas. The children are an absolute delight, WFS are fully vested in the preschool's success, our manager brings vision and a fresh approach and our new staff members help complete a wonderful team of individuals who can deliver the quality childcare that parents and carers expect, as well as a seamless transition into school (whether that's WFS or elsewhere)

We are privileged to be based in such a big open setting within the heart of the village, and with the park, woods, and fields right on our doorstep, activities such as forest school integrate seamlessly into the children's experience in the preschool.

The last year has undoubtedly been tough, but the hard work means we now have solid foundations in place; if we can continue with the same drive and ambition, Woodborough Village Preschool has the potential to once again be the first choice for parents looking for a caring, nurturing environment into which they entrust the care of their children.

Financial Review

There are three main sources of funds for Woodborough Village Pre-school:

1. Funding payments received from Nottinghamshire County Council for early years places (NEF – Nursery Education Funding).
2. Fees paid by the parents/carers at a rate set by the pre-school.
3. Money given by parents and others as part of fundraising initiatives for the pre-school.

Money received by the pre-school is spent on resources (including staffing) for the use of the children attending the pre-school setting.

The charity does not have surplus funds to invest.

Brief statement of the charity's policy on reserves

We have ensured that we hold sufficient funds to support cashflow and to cover any redundancy payments and relocation fees should they be required.

Details of any funds materially in deficit

During the reporting year the charity did not have any funds in deficit.

Notes to the accounts

- These accounts are prepared on a receipts and payments basis with all revenues and expenses shown on a cash basis.
- The charity has three accounts: an unrestricted Treasurers Account, a Fundraising Account, and a Reserve Account.
- The Fundraising Account is an unrestricted fund. Bank interest is given on the Fundraising Account and allocated there.
- No re-numeration was paid to any trustee during the accounting year.

Signed:

Dated: 15 March 2023

Mr T. Zinsaz
Chairman

**Woodborough Village Preschool
for the year ended 31 August 2022
Receipts and Payments Accounts**

	<u>Unrestricted</u> <u>Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2022</u> <u>Total Funds</u>	<u>Year ended</u> <u>31 August</u> <u>2021</u> <u>Total Funds</u>
RECEIPTS			
Donations, JRS Grant	27	27	1,892
Fees	23,361	23,361	19,150
Fund Raising	299	299	341
Fees paid by Notts County Council	53,396	53,396	85,140
Interest recieved	9	9	8
Vouchers	6,471	6,471	7,547
Sundry Income	240	240	709
HMRC PAYE refund	3,784	3,784	0
Total Receipts	<u>87,588</u>	<u>87,588</u>	<u>114,788</u>
PAYMENTS			
Advertising	254	254	352
CRB Checks	132	132	667
Parties	821	821	519
Equipment & Books	2,132	2,132	2,236
Consumables	1,206	1,206	1,729
Agent Fees	6,052	6,052	2,371
Food Drink etc	1,756	1,756	1,280
Fund Raising	52	52	24
PAYE	5,429	5,429	1,272
Subscriptions & Insurance	1,694	1,694	1,804
Ink & Paper	789	789	488
Other Office Costs	49	49	41
Rent	14,357	14,357	12,067
Sundries	209	209	583
Telephone, Internet & Postage	747	747	794
Training	198	198	854
Uniform	0	0	448
Pension contribution	2,721	2,721	2,242
Wages	75,941	75,941	88,132
Total Payments	<u>114,539</u>	<u>114,539</u>	<u>117,902</u>
Surplus for the period	-26,951	-26,951	-3,115
<i>Add: Cash Funds b/f</i>	160,898	160,898	164,013
Cash funds as at 31 Aug 2022	<u><u>133,947</u></u>	<u><u>133,947</u></u>	<u><u>160,898</u></u>

**Woodborough Village Preschool
for the year ended 31 August 2022**

Statement of Assets as at 31 August 2021

	<u>Unrestricted Funds</u>	<u>Year ended 31 August 2022 Total Funds</u>	<u>Year ended 31 August 2021 Total Funds</u>
CASH FUNDS			
Lloyds Bank - Treasurers Account	48,669	48,669	75,491
Lloyds Bank - Business Instant Account	83,884	83,884	83,876
Lloyds Bank - Business Instant Account No 2	1,184	1,184	1,184
Cash	210	210	347
Total Funds	<u><u>133,947</u></u>	<u><u>133,947</u></u>	<u><u>160,898</u></u>

Approved by the Trustees and signed on the Trustees' behalf by:

Mr T. Zinsaz - Chair

Mrs. K. K. Purawal - Treasurer

Dated: 15 March 2023

Woodborough Village Preschool
for the year ended 31 August 2022

Independent examiner's report to the trustees of Woodborough Village Preschool

I report on the accounts of the Trust for the period ended 31 August 2022 , which are set out on pages 8 to 9.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

(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 2011 Act; and
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

A. Hodges FCIB PM.Dip

1 Buckland Drive
Woodborough
Nottinghamshire
NG14 6EU

Dated: 15 March 2023

WOODBOROUGH PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030313

Accounts



Woodborough Village Pre-school Committee AGM

15 November 2021

7.30pm – Woodborough Village Hall

**Trustees annual report for the financial period 01 September
2020 – 31 August 2021**

Reference and administration details

Charity name Woodborough Village Pre-school

Other names the charity is known by Woodborough Pre-school Playgroup

Registered charity no 1030313

Charity's principal address Woodborough Village Hall, Lingwood Lane,
Woodborough, Nottinghamshire, NG14 6DX

Trustees

Charlotte Naaman - Chairman

Emily Judd - Secretary

Marguerite Hetherington - Treasurer

Chantelle Meakin

Kirandeep Kaur Purawal

Members Induction and Training

All new trustees are encouraged to read 'The essential Trustee' as a means of education into the duties and responsibilities they hold. They also follow a formal induction process.

Names of senior staff members

Andrea Wright - Pre-school Supervisor, Louise Parris – Deputy Supervisor, Sarah Stanford – Deputy Supervisor. Since January 2021 Louise Parris and Sarah Stanford have been Acting Supervisors while Andrea Wright was absent from Pre-school.

Structure, governance and management

Type of governing document: 2011 Constitution adopted in 2020

How the charity is constituted Membership is divided into two kinds:

Family membership - Parents or guardians of all children who attend the preschool and wish to support its aims. Each family will count as one member and will be entitled to one vote at any annual general meeting of the pre-school.

Affiliate membership – open to those individuals, organisations or other bodies interested in supporting the aims of the pre-school. Affiliate members may join at any time with the agreement of the committee and will be entitled to one vote at any general meeting of the members of the pre-school.

Trustee selection methods: trustees are appointed or reappointed annually at the Annual General Meeting held in October. Up to 2 additional committee members may be co-opted during the year.

Additional governance issues: Woodborough Village Pre-school is a member of the Early Years Alliance. Woodborough Village Pre-School rent the village hall from Woodborough parish council and use them as premises. All trustees give their time voluntarily and receive no remuneration or other benefits. Woodborough Village Pre-school has a child protection policy in place. Disclosure and barring checks are carried out on all members of staff prior to commencement of employment and to trustees prior to trusteeship. Trustees also must apply to Ofsted to join the committee and be deemed suitable.

Objectives and activities

Summary of the objectives of the charity set out in its governing document

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

Summary of the main activities undertaken for the public benefit in relation to these objectives

We provide a wide range of stimulating activities inside and outside which are appropriate for the age and stage of development of the children in our care. Our provision for children's development and learning is guided by The Early Years Foundation Stage (DfE 2014) and reflects the four guiding themes and principals. Each child has a key person. The key person ensures that each child makes satisfying progress and works with parents as partners in helping each child to learn and develop. In our setting we maintain the ratio of adults to children that is set through the Safeguarding and Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios. We give the children in our care the chance to join in with other children and adults to play, work and learn together and join in with local community events. Woodborough Village Pre-school is a community based, voluntarily managed setting run by the parents of children who attend the pre-school.

Achievements and performance

Summary of the main achievements of the charity during the year

Autumn Term 2020

Children in attendance:

Term started with 34 children in attendance (24 funded children, 10 non-funded children) - this was lower than this time the previous year.

Pre-school events that the children enjoyed:

- We had a spooky Halloween themed week
- Decorate a Christmas bauble was a great success

- Christmas party with a surprise outdoor visit from Father Christmas and his elf!
- The children enjoyed making their Christmas craft bags

Paperwork adopted by Committee:

- New Committee paperwork updated using current EYA templates and adopted by Committee
- November 2020 Pre-school policies and procedures were reviewed and signed off by Charlotte Naaman and Marguerite Hetherington

Spring Term 2021

Children - attendance and number of children per session:

44 children in attendance with all children returning as of 8th March.

Focus in setting towards Early Years Foundation Stage:

Literacy focus, analysis revealed gaps in all cohort groups in reading and writing

Regular meetings with Schools and Families Specialist Services, physiotherapists and Occupational Therapists to support children using the setting.

Safeguarding:

Safeguarding Audit completed by Louise Parris and Ang Julian (Early Years Quality Improvement Advisor - Nottinghamshire County Council).

Staff advised about referral to MASH online now in team meeting. Audit revealed training for staff. Re-register with NSCP for free training.

Progress on students/work placements:

Hayley Sharpe's level 3 in early years is still ongoing, Louise Parris is still mentoring.

Any other information:

Disapplications of EYFS

2 years checks will commence as of April 2021

Covid risk assessment up to date

Facebook was back up and running

Manual handling training arranged for June 2021

Back in regular contact with Julie Sutherland (Early Years Specialist Teacher, Nottinghamshire County Council) with regards to our SEN children. She is hoping to visit April/May 2021.

Pre-school will be providing snacks from Summer term 1 Forest school to commence after Easter Holidays
Interviews were undertaken in Spring term 2, Lucy Longmoor was offered the position of Pre-school Practitioner and has settled in very well.

Pre-school events that the children enjoyed:

- World book day
- Decorate an Easter Egg competition
- Easter Egg hunt

Training:

Louise Parris and Sarah Stanford completed online Designated Safeguarding Lead (level 3) in April.

Staffing:

Following a diagnosis of breast cancer over the Christmas holidays, Andrea Wright did not return to the setting in the Spring term.

Sarah Stanford and Louise Parris stepped up as Acting Pre-school Supervisors from the beginning of the term. This was a steep learning curve for them both. However, with hard work, determination, and focus, and with the support of the Committee and team they both quickly got up to speed with their new roles, successfully splitting responsibilities between them.

In March, Donna Armstrong and Katy Vardy stepped up into the roles of Acting Deputy Supervisors.

Lucy Longmoor also joined our Pre-school team in March as a Level 3 Practitioner.

AOB:

Recruitment paperwork updated using EYA templates and adopted by Committee

A pay review was undertaken by the Committee and pay rises were rolled out to all staff, taking effect from 1 April.

Summer Term 2021

Children - attendance and number of children per session

50 children in attendance.

Focus in setting towards Early Years Foundation Stage

After our literacy focus, all cohort groups are tracking within their age group. Any SEN children have been identified, still continuing with regular meetings from outside agencies.

Our focus June/July is our transition to school.

Training/professional development for staff team:

Paediatric First Aid training. All staff are now up to date.

All staff have completed Revised EYFS 2021 training on Noodle.

Katy Vardy and Katie Kidger - completed Manual Handling training

Safeguarding:

Any safeguarding updates have been discussed in staff meetings/ongoing staff notice boards.

Progress on students/work placements:

Hayley Sharpe's level 3 in early years is still ongoing. Louise Parris is still mentoring.

Fundraising:

On 24th July Pre-school took part in the Woodborough Village Fair. We had a stand with pre-loved toys and a teddy bear Tombola. We say a huge thanks to parents and carers who donated so generously and who supported the day. It was a very successful day, enjoyed by all. Not only did it raise monies for pre-school, it was also a great chance to promote our pre-school to new families.

Any other information:

Further SEN specialised training needed.

Safeguarding training to be completed over 5 weeks summer holidays by all practitioners.

Parent/Practitioner meetings were held over the telephone due to Covid - 19 guidance and end of year reports were completed.

Pre-school staff liaised with local schools to support the transition of children leaving our pre-school to join school.

Pre-school events that the children enjoyed:

- Teddy Bears picnic.
- End of year party

New pre-school equipment:

New equipment purchased with monies raised from Ladies Night, including indoor/outdoor climbing frame, sensory equipment, Dolls house, balancing balls, dolls.

Again, we thank all parents and carers who attended and supported this event.

Staffing:

We said a very fond farewell to Margaret Sykes who retired in May. We also said goodbye to Katy Vardy who left pre-school in July.

In April Victoria Cooper returned from maternity leave.

The Committee accepted Victoria Cooper's flexible working request to increase her hours to 28 hours per week to commence 2 September 2021.

Policies and procedures:

Updated Disciplinary procedure, Grievance procedure, Capability procedure were adopted by the Committee and communicated out to staff.

AOB:

All staff (with the Exception of Andrea Wright) were issued with new Statement of Terms and Conditions of Employment.

All staff members (with the exception of Andrea Wright) completed new DBS checks and registered with the Update Service.

All staff received new uniforms, polo t-shirts and a hoody

Pre-school's new website was designed and launched - thank you to Emily and Darren Judd for all of your efforts and support with this.

Staff

The last academic year has been challenging. In Andrea Wright's absence, we are very grateful to Sarah Stanford and Louise Parris and their team for pulling together to continue making our pre-school the wonderful setting it is.

The staff team have adapted well to changes and have really shown their determination and commitment to pre-school.

I thank each and every one of them for all of their hard work and support.

I would also like to thank all of the Committee members for their continued commitment, dedication and hard work in supporting the running of pre-school. The pre-school Committee is a body of volunteers and have once again provided a vital role in supporting and running pre-school. Thank you to each and every one of you.

I would also like to thank Elvira for all of her support and hard work, it is so appreciated. Thank you Elvira.

Fundraising

Due to covid 19 restrictions and concerns, only 2 fundraising events were held over the last financial year. This created a total of £341 (net).

Financial Review

There are three main sources of funds for Woodborough Village Pre-school:

1. Funding payments received from Nottinghamshire County Council for early years places (NEF – Nursery Education Funding).
2. Fees paid by the parents/carers at a rate set by the pre-school.
3. Money given by parents and others as part of fundraising initiatives for the pre-school.

Money received by the pre-school is spent on resources (including staffing) for the use of the children attending the pre-school setting. The charity does not have surplus funds to invest.

Brief statement of the charity's policy on reserves

We have ensured that we hold sufficient funds to support cashflow and to cover any redundancy payments and relocation fees should they be required.

Details of any funds materially in deficit

During the reporting year the charity did not have any funds in deficit.

Notes to the accounts

- These accounts are prepared on a receipts and payments basis with all revenues and expenses shown on a cash basis.
- The charity has three accounts: an unrestricted Treasurers Account, a Fundraising Account, and a Reserve Account.
- The Fundraising Account is an unrestricted fund. Bank interest is given on the Fundraising Account and allocated there.

- No re-numeration was paid to any trustee during the accounting year.

Signed:

A handwritten signature in black ink, appearing to be 'C. Naaman', with a long horizontal flourish extending to the right.

Date: 25/01/2022

Mrs Charlotte Naaman
Former Chair

**Woodborough Village Preschool
for the year ended 31 August 2021
Receipts and Payments Accounts**

	<u>Unrestricted Funds</u>	<u>Year ended 31 August 2021 Total Funds</u>	<u>Year ended 31 August 2020 Total Funds</u>
RECEIPTS			
Donations, JRS Grant	1,892	1,892	2,759
Fees	19,150	19,150	23,380
Fund Raising	341	341	1,535
Fees paid by Notts County Council	85,140	85,140	127,934
Interest recieved	8	8	42
Vouchers	7,547	7,547	2,461
Sundry Income	709	709	384
Uniform	0	0	0
Total Receipts	<u>114,788</u>	<u>114,788</u>	<u>158,495</u>
PAYMENTS			
Advertising	352	352	215
CRB Checks	667	667	23
Parties	519	519	357
Equipment & Books	2,236	2,236	958
Consumables	1,729	1,729	1,615
Agent Fees	2,371	2,371	1,543
Food Drink etc	1,280	1,280	1,285
Fund Raising	24	24	17
PAYE	1,272	1,272	1,959
PAYE Licence, Subscriptions & Insurance	1,804	1,804	857
Ink & Paper	488	488	584
Other Office Costs	41	41	37
Rent	12,067	12,067	10,760
Sundries	583	583	833
Telephone, Internet & Postage	794	794	845
Training	854	854	2,152
Uniform	448	448	0
Pension contribution	2,242	2,242	2,100
Wages	88,132	88,132	86,642
Total Payments	<u>117,902</u>	<u>117,902</u>	<u>112,782</u>
Surplus for the period	-3,115	-3,115	45,713
<i>Add: Cash Funds b/f</i>	164,013	164,013	118,299
Cash funds as at 31 Aug 2020	<u>160,898</u>	<u>160,898</u>	<u>164,013</u>

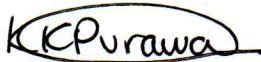
**Woodborough Village Preschool
for the year ended 31 August 2021**

Statement of Assets as at 31 August 2021

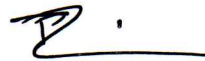
	<u>Unrestricted Funds</u>	<u>Year ended 31 August 2021</u>	<u>Year ended 31 August 2020</u>
		<u>Total Funds</u>	<u>Total Funds</u>
CASH FUNDS			
Lloyds Bank - Treasurers Account	75,491	75,491	78,575
Lloyds Bank - Business Instant Account	83,876	83,876	83,868
Lloyds Bank - Business Instant Account No 2	1,184	1,184	1,184
Cash	347	347	387
Total Funds	<u><u>160,898</u></u>	<u><u>160,898</u></u>	<u><u>164,013</u></u>

Approved by the Trustees and signed on the Trustees' behalf by:

Kirandeep Kaur Purawal - Secretary



Timothy Zinsaz - Treasurer



Dated: 27 June 2022

Woodborough Village Preschool
for the year ended 31 August 2021

Independent examiner's report to the trustees of Woodborough Village Preschool

I report on the accounts of the Trust for the period ended 31 August 2021, which are set out on pages 8 to 9.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

- (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 2011 Act; and
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



A. Hodges FCIB PM.Dip

1 Buckland Drive
Woodborough
Nottinghamshire
NG14 6EU

Dated: 27 June 2022