



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 8<sup>th</sup> 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 24<sup>th</sup> 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 dark 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>Year ended</u> <u>31 August</u> <u>2021</u>	<u>Year ended</u> <u>31 August</u> <u>2020</u>
	<u>Unrestricted</u> <u>Funds</u>	<u>Total Funds</u>	<u>Total Funds</u>
<b>RECEIPTS</b>			
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
<b>Total Receipts</b>	<u><b>114,788</b></u>	<u><b>114,788</b></u>	<u><b>158,495</b></u>
<b>PAYMENTS</b>			
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
<b>Total Payments</b>	<u><b>117,902</b></u>	<u><b>117,902</b></u>	<u><b>112,782</b></u>
<b>Surplus for the period</b>	<b>-3,115</b>	<b>-3,115</b>	<b>45,713</b>
<b>Add: Cash Funds b/f</b>	164,013	164,013	118,299
<b>Cash funds as at 31 Aug 2020</b>	<u><b>160,898</b></u>	<u><b>160,898</b></u>	<u><b>164,013</b></u>

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

**Statement of Assets as at 31 August 2021**

		<u>Year ended</u> <u>31 August</u> <u>2021</u>	<u>Year ended</u> <u>31 August</u> <u>2020</u>
	<u>Unrestricted</u> <u>Funds</u>	<u>Total Funds</u>	<u>Total Funds</u>
<b>CASH FUNDS</b>			
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
<b>Total Funds</b>	<u><u>160,898</u></u>	<u><u>160,898</u></u>	<u><u>164,013</u></u>

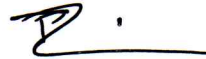
Approved by the Trustees and signed on the Trustees' behalf by:

Kirandeep Kaur Purawal - Secretary



Dated: 27 June 2022

Timothy Zinsaz - Treasurer



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