

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>Year ended</u> <u>31 August</u> <u>2023</u>	<u>Year ended</u> <u>31 August</u> <u>2022</u>
	<u>Unrestricted</u> <u>Funds</u>	<u>Total Funds</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><u>98,378</u></u>	<u><u>98,378</u></u>	<u><u>133,947</u></u>

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

Statement of Assets as at 31 August 2023

		<u>Year ended</u> <u>31 August</u> <u>2023</u>	<u>Year ended</u> <u>31 August</u> <u>2022</u>
	<u>Unrestricted</u> <u>Funds</u>	<u>Total Funds</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