

# ASHURSTWOOD COMMUNITY PRE-SCHOOL

England & Wales · Charity number 1033649

## Details

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**Other names** ASHURSTWOOD COMMUNITY PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1994-02-24

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

## Contact

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**Address** Ashurst Wood Community Pre School  
School Lane  
Ashurst Wood  
East Grinstead  
RH19 3QW

**Phone** 01342 825515

**Email** [ashurstwoodpreschool@gmail.com](mailto:ashurstwoodpreschool@gmail.com)

**Website** [www.ashurstwoodpreschool.co.uk](http://www.ashurstwoodpreschool.co.uk)

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

**Activities:** We are a Charity run preschool with monies coming from West Sussex County Council funding, and fees as well as monies raised from fundraising. We operate Monday through to Friday with sessions available between 9am - 3pm.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£144,411	£129,208	-	-
2023-08-31	£143,069	£153,125	-	-
2022-07-31	£118,665	£111,754	-	-
2021-07-31	£71,745	£78,835	-	-
2020-07-31	£97,557	£96,695	-	-

## Trustees

Name	Role	Appointed
<b>Charlotte Tester</b>	Chair	2022-10-04
Agnes Katherine Rogers		2020-11-23
Carlie Francois		2022-10-04
Cressy Imber		2024-07-01
Emma Jane Knight		2025-11-10
Georgina Louise Bushell		2020-11-23
Helen Buck		2022-09-02

**ASHURSTWOOD COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1033649

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# Accounts

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**Ashurst Wood Community Pre-school**

**Charity commission number 1033649**

Ofsted registration number: EY397901

The Sanderson Building

School Lane

Ashurst Wood

Est Grinstead

RH19 3QW

Chair – Charlotte Tester

Secretary – Carlie Francois

Treasurer – Georgie Bushell

Other trustees – Agnes Rogers, Helen Buck, Natasha Ficker & Cressy Imber

Regularly asking parents if they would be on the Pre-school committee, however it gets harder and harder each year to recruit. The Preschool is a Member of Early Years Alliance and use their constitution template.

The Pre-school daily Monday to Friday and has a Manager, Deputy and Room Leader with 4 other Practitioners and a Business Officer overseen by the Trustees.

**Ashurst Wood Community Pre-School Committee Meeting**

**11<sup>th</sup> November 2024 at 8.00pm in Preschool**

**AGM minutes**

Time	Item	Notes/comments
8.00pm	Apologies & introduction	Helen Buck & Agnes Rogers are apologies, both have received reports. In attendance: Charlotte Tester, Carlie Francois, Georgie Bushell, Natasha Flicker, Claire Shuttleworth, Joanne Funnell, Shannon Brailey, Lauryn Page online, Holly Loveday, Katie Daw, Kelly Hamilton, Lisa Hobby online, Cressy Imber. The meeting is quorate there are 4 committee members and 1 in the process of completing final checks and 8 non-committee members present.
8.01pm	Declaration of an interest	<i>Requirement for the committee to declare an interest in any item on the agenda</i>
8.02pm	Minutes previous meeting	Minutes from EAGM 1 <sup>st</sup> July & AGM 2023 a true reflection – this was called to ensure committee members for the coming academic year were confirmed. Georgie Bushell Proposed, Charlotte Tester seconded.
8.05pm	Chair report	See below
8.10pm	Managers report	See below
8.15pm	Treasurers report	See below
8.20pm	Fee increase	Discuss the proposed fee increase and the fact that this did not happen and potentially Easter time in line with new financial year / National Living Wage / and research of settings in the area  This did not happen as there was the change in the funding and the introduction of childcare being made available to working families with children from the age of 2. The rate that was being paid for these 2 year olds and the increase in those children already on the roll that were eligible meant that we would hold the fees and ensure we keep on top of any changes made by our counter parts in the area. Claire will keep checking against other settings the fee change will be reviewed in the new year
8.25pm	Fundraising	Bonfire night update, curry night, fashion show, Georgie idea  Bonfire night made £206.00 To arrange another curry night for Feb/march next year Fashion show to potentially be held in May/June, but considering doing the tickets at a reduced cost of £5.00 instead of last years charge of £10.00 per ticket  Georgie suggests an eye spy booklet of Ashurst Wood

		Georgie and the band to play outside the butchers on Christmas eve to raise money for the Pre-school.
8.38pm	Next meeting date	13 <sup>th</sup> of January 2025

### **Chair's Report - AGM November 2024**

Future admissions were a little low when we first returned, the rest of the committee and I agreed with Lauryn's and Claire's solution to reduce hours across all staff to avoid redundancies. Finances were well managed by Claire and overseen by Georgie.

The committee trustees remained the same as the previous year. The committee and staff regularly meet each term (via Zoom) to help run and fundraise for our lovely Preschool. We are always on the lookout for committee members, so if you are interested in joining, please get in touch. As a non-profit making charity we try to keep our fees low to be accessible to all in the community however this means we rely on fundraising to ensure we remain sustainable.

I must thank the staff for their continuous commitment to the setting by taking time out of their personal lives to prepare and run various successful fundraising events for us to attend with our children.

As a committee, we remain confident in the abilities of Lauryn (Manager), Kate (Deputy Manager) and Claire (Business Officer) and the pre-school continues to run to a very high standard, offering the children a variety of experiences such as Mini notes, reptile visits and visits to the local community. We are lucky to have such a highly qualified and experienced team who all bring a wealth of knowledge and expertise to the setting. Lauryn is constantly researching and reading up on changes to legislation and requirements and ensures any changes are implemented swiftly.

The staff continue to enhance their knowledge through regular training courses which Lauryn oversees and books in line with requirements and the need of the children or setting.

I continue to have regular catch ups with Lauryn and Claire regarding the ongoings in the setting, finances and supporting the staff and feel the Pre-school is managed well and the staff are happy and enjoy working at Ashurst Wood Pre-school. Lauryn completes regular supervisions and appraisals with the staff to ensure staff have opportunities to express interest in further training.

Thank you to...

- Carlie, Georgie, Hels, Agnes and Mrs Hobby for their continued support and joining our meetings regularly.

- Staff continually working above and beyond to give our children the best early childhood experiences and care.

- Thank you to you all (Parents) for your continued support by attending and supporting our fundraising events and contributing to our wonderful Pre-School.

**Charlotte Tester**

Chairperson of Ashurst Wood Community Preschool

## **AGM Managers Report 2023-2024**

In September 2023 we started back with a lower number of children attending. This gradually increased throughout the year. We retained all staff members, with Holly remaining on Maternity Leave until May half term. Staff agreed to take a small reduction in hours for first half of the year to avoid any staff facing redundancy due to our lower numbers. This demonstrated the commitment our staff have towards our setting and in times of need pulled together to ensure the longevity of the setting and team. Leah completed her apprenticeship in the Autumn Term and remained with us for the remainder of the academic year. Leah left us to take a well-deserved gap year but has agreed to help us as bank staff.

### **Training**

Lauryn, Shannon & Joanne renewed their paediatric first aid training.

Joanne embarked on her Level 3 qualification and is making outstanding progress and is due to complete by November 2024. She also renewed her level 2 food hygiene certificate and attended a talking clearly training.

Kate has attended, supporting families in domestic violence training, the SENco/Inco network and joined the primary school for phonics training.

Lauryn has attended, a look at writing, readiness and pencil grip, The West Sussex Leaders Network and completed a checkpoint tracking and assessment training.

Shannon renewed her level 2 food hygiene certificate and attended a nurturing self-regulation training.

### **Curriculum**

Our planning continues to be based on stories, occupations/professions and countries around the world. This gives us opportunities to introduce a variety of food to snack times, music from different countries to the sessions and look into cultural beliefs. Alongside this, we consider and incorporate individual planning based on each child's interests and development stage and their Key Person activities to extend their learning.

We celebrated festivals and awareness events throughout the year. We entered the village scarecrow festival, acknowledged Remembrance Day and walked up to the memorial tower on Hammerwood Road, celebrated Diwali, Christmas, the Lunar New Year, Storytelling week, Road Safety Week, Valentine's Day. We invited parents to watch the children sing their Christmas songs and celebrated National Fish and Chip Day. The children enjoyed having fish fingers, chips and peas for lunch instead of their packed lunches and for weeks after asked when we would have Fish and Chips again.

### **Resources and Premises**

We upgraded many resources, particular the garden equipment and understanding of the world resources. As funding and numbers of children were low, we were unable to have our regular mini notes sessions but were able to re-introduce these in the summer term. Funding was also used towards a reptile and hedgehog visit.

We were donated a lovely children's indoor climbing frame from St Mary's Primary School which has been a huge hit. We were also invited to Forest Row Pre-school to choose any resources we wanted following their closure for a small donation. We came back with 3 cars full of so many great resources and furniture that the children and staff have enjoyed building into our curriculum.

We arranged to have some external maintenance done during the summer term and holidays. This included pruning of trees, hedge cutting and roof and gutter clearing.

## **Fundraising and Contributions**

The staff all worked together to get a selection of goodies made for the bonfire stall from donations from our Pre-school parents. Sadly, the event was a wash out and our stall location was not easily visible, so we didn't do as well as we did the previous year. Committee and staff set up the stall at the Christmas market which gave us another little boost of money too.

In February we ran a very successful fashion show event which brought our families and local community together for the afternoon and we raised an impressive amount of money. Our Tarana Curry Night in April too was another successful event – very easy to plan and made a great profit from ticket sales, raffle and games.

We also booked our regular photographer for a family photo shot. The Pre-school made a small commission from each photo sale.

We continue to display our consumable donations lists regularly throughout the year. Parents donated as and when they could/wanted and we have had a continuous stock of dry snack, messy play resources and ingredients for making playdough and experiments. This saved the Pre-school a considerable amount of money meaning our funds could be used for resources or experiences that the children directly benefited from. We will continue to put lists outside of Pre-school for parents to donate to.

## **Transition**

All the staff worked extremely hard to complete thorough assessments, reports and transitions for all of the Owls who moved onto Primary school. We liaised with Ashurst Wood Primary, Forest Row Primary, Blackwell Primary and The Meads Primary schools.

## **Thank You's**

I would like to thank the staff for their endless commitment to our high standards, providing a home from home environment for our children and families despite the drop in their hours. The committee for attending regular meetings and sharing ideas for sustainability, all parents for their continuing support through donations, gifts, sweet treats and lovely feedback. Mrs Hobby and the Primary School for supporting us and including us in relevant updates, policy changes and Phonics training to ensure we are working collaboratively. Laura Wicks (Previous Chair of Forest Row Pre-school) for inviting us to look through and take resources for Ashurst Wood Pre-school for a very small donation. Will Blackledge (Eliza's Daddy) for garden maintenance at a heavily reduced rate compared to other quotes and completing the task on the two hottest days of the year.

**Lauryn Page**  
**Manager**

## **Treasurers Report**

### **Ashurst Wood Community Preschool September 2023 – August 2024**

A year that started off very low on numbers and staff agreeing to making a slight reduction in their weekly hours for the first 2 terms ended with a busy, virtually full, final term.

The balances of the accounts at the start of the year and at the end of the year were as follows:

<b>Account</b>	<b>September 2023</b>	<b>August 2024</b>
Main	11859.19	31471.87
Reserves	52363.20	58677.20
Redundancies	13475.64	20676.76

In September we had 30 children on the roll, however, the amount of sessions being utilised was low with 13 or fewer children in for the afternoon sessions. Following the forecasting being done for the year ahead conversations were had in a committee meeting and it was voted that rather than making a staff member redundant we would ask staff if they would be willing to reduce hours for the first 2 terms as these were the terms where numbers were low. This was agreed with staff members, apart from our Apprentice as she had specific hours that needed to be completed, and they had an afternoon a week where they finished early of which we are grateful. Compared to the forecasting and the actuals this reduction saved £7500.00.

As more information on the introduction of the government's intentions to offer funding to 2 year olds of working families from April 2024 we started to see an increase in those parents looking to start their children earlier than their previous intentions. This meant that once parents had a confirmed code they were utilising a good portion of their 15 hours and putting their children in for the Spring term and paying for the initial few sessions knowing that it was only be for a short time before funding would kick in.....as long as they stayed on top of the code renewal process. We have a lot of children with birthdays in the Autumn term and a lot in the Summer term so with this change it meant a large number of our children turning 3 in the Summer term that would usually be getting funding in the September were actually eligible for the 2 year working families funding after Easter instead. When we compare this to the forecasting when it was first completed and the lower numbers for 2023-2024 we ended up with a busy full Preschool in the Summer term, with a spread of children across the 3 age groups. Moving forward the amount of up front monies received from funding for the coming Autumn term, Sept 2024, we can see it was considerably higher than the previous year when we look at the start and end balances. The numbers of children were also higher compared to the previous year so it was clear there was the need to maintain the staff especially as Leah had handed her notice in and we had Holly returning to increased hours. We received a total of West Sussex funding through this last year of £111023.79 and EYPP monies of £2383.68. A total of £26114.94 was monies received in the Summer term as estimates for those hours that children were due to be attending in the following Autumn term. The expense of EYPP monies at £2179 was shorter than the monies received as we were pending some resources to arrive which have been invoiced n the start of the current academic year and has also gone towards part of a child's extra session costs. A small portion of the money that is listed in the other column was monies transferred to another setting as we had claimed the full 30 hours of funding and 7 hours worth a week was agreed to be transferred to them towards non term time sessions attended.

Maintenance costs were higher than anticipated, however we had £1000 that was paid out in the Autumn term for the repainting of the external parts of the building to ensure it was protected this is ideally required every 5 years so was due and had been agreed at the end of the previous year. The costs in the Spring term was slightly higher than anticipated as we needed to buy a new fridge freezer for the children's lunch boxes as the previous one was not staying cold and was out of warranty. In the Summer term our increase in children and with the unfortunate closure of Forest Row preschool, who kindly gave us first refusal on their resources for a donation, we found we were in need of a big clear out of the Preschool's resources. This led to a £264.00 expense to a local previous parents company who deal with

disposal and recycling of rubbish to remove for us rather than booking several refuse tip trips knowing that all items would be disposed off or reused.

We received a grant of £587.00 from the 'Making a difference locally' charity that is linked with the village shop, Loco, the money from this has been used to fund a greenhouse, gardening equipment for the children to use and some outdoor cascading drums. The garden maintenance of £360.00 was also actually covered through the Loco grant monies as this gave the front and back gardens a much needed tidy up.

With the increase in children and the changes in the funding we found that some of our 2 year Local Authority funded children were now eligible for Early Years Pupil Premium, this meant that we were able to start with Amy returning and providing 2 Mini Notes sessions a week which has been well received by all the children.

Our insurance renewal for the year initially came in just short of the forecast amount, however, we spent an extra £475 to get our buildings sum insured re checked as this was not in line with current index's and had not been calculated since the building had been built. It was voted that this was a necessary cost to ensure we are fully covered should the worst happen.

We introduced a voluntary contribution to families of either £10 a term or £30 for the year and this has generated £380.00.

We had a large amount come out in the Spring term for training this was largely first aid courses and other courses through West Sussex that had been delayed following their updates to a new payment system.

The monies that show as replacing the reserves fund is a combination of the monies raised from fundraising and the increase in monies from funding due to our increase in session take up. This means that the money taken out in the previous academic year to pay for our lovely astro turf has been replaced and also the pot of money held for redundancies has also been able to be added too keeping us not far off current government calculations should the unforeseen event arise.

All staff were given a rise in line with the National living wages increase following the percentage structure and agreed by committee. Following on from funding changes, more children signing on the roll and as a thank you to the staff for reducing hours and their hard work each staff member received £20.00 towards the cost of their meal out at the end of the year. We also had £100 in donations from parents that was specified to go towards an evening out.

We had debts of fees totalling £754.00 which has since seen £166.00 settled at the start of the new academic year and the remaining on a payment plan.

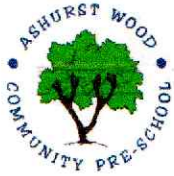
#### Fundraising:

In the Autumn term we received £50.00 from the commission from the Photos that parents bought towards the end of the Summer term. Our stall at the bonfire night made a profit of £317.00 and the Christmas market stall made a profit of just over £100. We also had the cookbook which so far has approximately made the Preschool £152.00, and a Bag 2 School collection that made the Preschool £17.50. Georgie and the band pitched up at the butchers again and played music one afternoon and we received £150 thank you so much.

The Spring term's main fundraiser was a fashion show provided by Colours and made a profit of £711.00 people had a great afternoon. The main expense for the Preschool at this event was the supply of drinks and the TENS licence, the hall was very kindly given to us at no cost

as the initial deposit was refunded after the event had taken place and there were no damages, thank you. We reached out to the local community and offered some tickets to vulnerable families and elderly residents. We made £46.00 from the Christmas card/items sales last term as well that was kindly transferred over from the primary school PTFA as this is a fundraiser both done together thank you to PTFA help with this. Over the Easter holidays the Preschool held a curry night at Tarana in Lingfield it was a lovely social evening and we made a profit of £455.72 part of which was from Tarana themselves who rounded up the ticket sales commission to £200.00, thank you

There was another bag 2 school collection just after Easter raising £20.00. The committee held a cake sale after Preschool and school one afternoon that made £60.86 and we also had a stall at the village Ashstock celebrations which we made £103.79. We had graduation and leavers photos which earned £40 commission from the sales and a final bag 2 school which we made £18.00. This gives us a grand total of just over £2100 profit from events/fundraisers this academic year, this all helps towards the previous years out lay on the new astro. The total for fundraising after expenses was approximately £2100.00 some of this was used towards the reptile visit at the end of the Summer term and part of it was put back into the reserves account covering monies taken out for the Astro. This is the biggest amount of fundraising since Covid.



## Ashurst Wood Community Preschool's reserves policy

Reserves are that part of a charity's funds that are either freely available to spend on any of the charity's purposes or are restricted for a specific purpose.

At Ashurst Wood Community Preschool we have two accounts aside from the main bank account. These are the Contingency (reserves) account which is deemed as unrestricted funds and a Redundancies account which is deemed as restricted funds.

The aim of the contingency account would be to have a balance equal to a terms Preschool expenses this would vary by academic year but would be reviewed annually. As a small charity our Contingency account would also potentially cover costs such as:

- An unforeseen emergency or other unexpected need for funds, eg an unexpected large bill
- Covering unforeseen day-to-day operational costs, eg employing temporary staff to cover a long-term sick absence
- A source of income, eg a grant not being renewed. Funds may be needed to give the trustees time to take action if income falls below expectations
- Planned commitments that cannot be met by future income alone, eg plans for a major asset purchase
- The need to fund short term deficits in a cash budget, eg money may need to be spent before a funding grant is received

The aim of the Redundancies account is to cover the costs of paying staff should the Preschool need to close or, after reviewing its needs, be forced to make redundancies. This will be annually reviewed using the government redundancies calculator online and inputting the relevant information associated to each employed staff member.

This policy was adopted at a meeting of Ashurst Wood Community Preschool


Held on: 29<sup>th</sup> April 2024

Date to be reviewed: JUNE 2025

Signed on behalf of the trustees of the charity:

Full name: Charlotte Tester

Position: CHAIR

Signature:  Date: 30<sup>th</sup> April 2024

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS OF ASHURST WOOD COMMUNITY PRE-SCHOOL

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We report on the accounts of the company for the year ended 31 August 2024, which are set out on page 2.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 and that an independent examination is needed.

Having satisfied ourselves that the Charity is eligible for independent examination it is our responsibility to:

- a) examine the accounts under Section 43 of the 1993 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under Section 43(7) of the 1993 Act; and
- c) to state whether particular matters have come to my attention.

### Basis of independent examiner's report

Our 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 our statement below.

### Independent examiner's statement

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

- 1) which gives us reasonable cause to believe that in any material respect the requirements:
  - a) to keep accounting records in accordance with Section 41 of the 1993 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met, or
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Robert Agates & Associates**  
Certified Accountants

Dated: 11th June 2025.....

**Sentosa**  
Southview Road  
Crowborough  
East Sussex  
TN6 1HG

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2024

### INCOME

	£
WSCC funding	96,514.42
Fees	37,923.40
Enduring legacy	3,500.00
Grants received	1,087.00
Fundraising and donations	4,502.63
Bank interest received	884.02

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144,411.47

### EXPENSES

	£
Staff wages	107,107.13
Staff pension contributions	1,543.67
Payments for funded hours	1,514.02
Rent and rates	1,448.00
Electricity, gas and water	1,464.03
Refuse collection	180.00
Insurance	2,768.49
Snack bar	175.08
Stationery and resources	1,427.80
EYPP, DAF and Inclusion expenses	2,179.69
Childrens' entertainment and gifts	563.86
Training costs	564.99
DBS checks	186.98
Fundraising expenses	1,564.19
Website hosting and updates	57.46
Telephone and internet	898.32
Repairs and maintenance	3,119.36
PPE and first aid products	963.11
Staff Xmas meal	270.00
Subscriptions and licences	978.48
Sundry expenses	233.61
Net surplus for the year	15,203.20

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144,411.47

### RECONCILIATION OF CHARITY RESERVES

#### OPENING BALANCES

	£
Cash at bank:	
Current account (General Fund)	11,634.94
Deposit account (Contingency Fund)	52,314.33
Redundancy provision account	13,463.06
Petty cash in hand	275.35
Stock in hand - T-shirts	320.00
WSCC funding received in advance	(9,408.39)

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68,599.29

Net surplus for the year

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15,203.20

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83,802.49

#### CLOSING BALANCES

	£
Cash at bank:	
Current account (General Fund)	31,471.87
Deposit account (Contingency Fund)	58,677.20
Redundancy provision account	20,659.21
Petty cash in hand	47.25
Stock in hand - T-shirts	300.00
WSCC funding received in advance	(26,114.94)
Creditor - PAYE & National Insurance	(1,238.10)

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83,802.49

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83,802.49

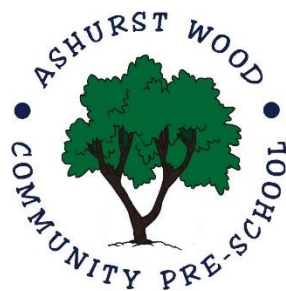
**ASHURSTWOOD COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1033649

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# Accounts

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# Annual General Meeting Agenda

## Academic Year 2022-2023

21 November 2023 8pm via zoom

8.00	Introduction & Apologies	Present: Charlotte Tester, Carlie Francois, Agnes Rogers, Georgie Bushell, Helen Buck, Lauryn Page, Kate Coffey, Claire Shuttleworth, Joanne Funnell, Shannon Brailey, Jenny Eichner, Cressy & Matt Imber, Lisa Hobby, Emma Knight.  Apologies: Sadie Noble, Vicci Blackledge
8.02	Declaration of an interest	None
8.05	Approval of last minutes	Georgie Bushell Proposed, Agnes Rogers Seconded true reflection of the previous AGM
8.10	Chairs Report	Charlotte read report as not circulated prior to the meeting. Georgie agrees Lauryn manages the setting efficiently and Claire has a good hand at Managing the forecasting, admissions and the finance.  Staff all happy and enjoy working at the Pre-school (Charlotte approached them all to ask prior to the meeting).
8.15	Manager's Report	Lauryn's report previously circulated. No questions were raised.
8.17	Treasurers Report	Georgie's report with input from Claire previously circulated and no questions raised.  Discussed slight deficit last year due to staff costs covering maternity and 1;1 support. There is also additional financial implications to hirer additional staff that are not cover by WSCC funding such as pensions and NI.

8.20	Election of new committee members and Resignation of existing trustees. Adoption of the constitution	All existing committee agreed to remain on. Cressy, Emma and Sadie had said they would become committee members and Jenny possibly to help as and when she can.  Discussed briefly what being on the committee requires of them and how they can support.
8.26	Forecast/Admissions Update	Claire brief summarise from the previous academic year.
8.27	Any Other Business	Vicci Blackledge had noted in her confirmation of absence email that the reports made for interesting reading.  Thank you to Lisa Hobby for inviting Pre-school to the Panto (donation from pre-school to be forwarded to the school).  Brief fundraising catch up. – Christmas Raffle. Committee to action raffle prizes for a potential easter raffle.
8.35	Next meeting date	Tuesday 6 <sup>th</sup> February 2024
8.40	Close	

### **Chair's Report - AGM November 2023**

At the start of the academic year all permanent staff were retained, Holly begun her maternity leave and we employed Georgia and Fern on a temporary basis for this academic year (however they both moved on to new employments from Easter) and Leah begun an apprenticeship with us. Future admissions looked good in fact the best projected numbers we have ever had, and finances were well managed. The committee officers Carlie (Secretary) and I (Chair) took over these positions in September 2022 and Georgie (Treasurer) remained in her position. The committee and staff regularly meet each term (via Zoom) to help run and fundraise for our lovely Preschool. We are always on the lookout for committee members, so if you are interested in joining, please get in touch. As a non-profit-making charity we try to keep our fees low to be accessible to all in the community however this means we rely on fundraising to ensure we remain sustainable. This academic year we were invited to have our first stall at the Bonfire Night. It was a huge success, and we plan to continue to have a stall with them in future years. We also had a stall at the Village Xmas market that was the first since Covid. Whilst it wasn't the busiest, we still managed to make a small profit. As a committee, we are confident in the abilities of Lauryn (Manger) and Claire (Business Officer) and the pre-school continues to run to a high standard, offering the children a variety of experiences such as Mini notes, reptile visits and visits to the local community. The staff continue to enhance their expertise through regular training courses and networking, and this shows in their dedication to the setting and care they provide to the children. I continue to have regular catch ups with Lauryn and Claire regarding the ongoings in the setting, finances and supporting the staff and feel the Pre-school is managed well and the staff are happy. Thank you to... - Carlie, Georgie, Hels, Agnes, Mrs Hobby's continued

support and joining our meetings regularly. - Staff continually working above and beyond to give our children the best early childhood experiences and care. - Nisa for continuing to nominate us to receive donations from Making a Difference Locally fund. Thank you to you all for your continued support to our wonderful Pre-School.

Charlotte Tester Chairperson of Ashurst Wood Community Preschool

### **Managers Report September 2022 – August 2023**

In September 2022 we started back with 36 children attending and those numbers increased gradually throughout the year. We retained all staff members, with Holly going on Maternity Leave, Leah starting an apprenticeship with us and the temporary employment of Fern and Georgia. Caroline returned but shortly after was off due to an operation. Caroline's operation went smoothly, and she returned to work after 2 weeks.

#### **Training**

Leah continued to work hard to complete her Level 2 childcare qualification utilising her 20% home learning day to complete coursework various online training courses support her learning. All staff continued to undertake on-line courses for their continuous professional development including Safeguarding, Behaviour Management, Prevent Duty and FGM. Shannon has attended a Developmental Language Disorder course, All things visuals strategies and updated her Designated Safeguarding Lead.

Lauryn attended termly Leaders Networks, a Supporting Refugees in Early Years course and completed A look at writing readiness and pencil grip training.

Kate completed an Autism for Girls training and attended termly Senco/Inco networks.

Holly Updated her Paediatric First Aid and attended a Pathological demand avoidance course. Caroline attended a Selective Mutism webinar alongside the parent of the children who needed support.

All training events attended are cascaded to all staff to ensure we get maximum impact out of any courses.

#### **Curriculum**

Our planning continues to be based on stories, occupations/professions and countries around the world. This gives us opportunities to introduce a variety of food to snack times, music from different countries to the sessions and look into cultural beliefs. Alongside this, we consider and incorporate individual planning based on each child's interests and development stage and their Key Person activities to extend their learning.

We celebrated festivals and awareness events throughout the year. For Halloween we held an after hours party for our children, we entered the village scarecrow festival and won!!, We acknowledged Remembrance Day and walked up to the memorial tower on Hammerwood Road, celebrated Diwali, Christmas, the Lunar New Year, Storytelling week, Road Safety Week, Valentine's Day. We invited parents to watch the children sing their Christmas songs and invited grandparents in for the children to sing too on Grandparents Day. We also celebrated the Kings Coronation in May and provided each child with a gift bag with an item of memorabilia and some party treats.

#### **Resources and Premises**

We upgraded many resources, particular the garden equipment and utilised funding to continue to offer Music sessions for the academic year. Funding was also used towards a reptile visit. We deemed our outside Astroturf as unsuitable so sourced quotes and had the work completed over the Easter Break, surprising the children upon their return. The astro

turf has been a HUGE hit and the cart track being used for many types of races. We also utilised funding to pay for our usual treat for the children with a visit from a Reptile company. We spend some time researching into children's writing and readiness and purchased some resources that complement the National Handwriting Institution guidance, and these resources are being used regularly.

We had a few children with complex needs that required 1;1 intervention and support, hence the hiring of additional staff. The team worked especially hard to keep the setting running to the high standard we pride ourselves on and ensured all children in our care were receiving the opportunities and learning they deserved. One of our children with SEN was offered a placement at a special school and left us in April whilst the others remained until July and were supported with transitions into their new primary schools.

### **Fundraising and Contributions**

The staff all worked together to get a selection of goodies made for the bonfire stall from donations from our Pre-school parents which was our biggest fundraiser since before Covid. Committee ran the stall at the Christmas market too which gave us another little boost of money.

We introduced our consumable donations lists at the beginning of the year and has been a huge success. Parents donated as and when they could/wanted and we have had a continuous stock of dry snack, messy play resources and ingredients for making playdough and experiments. This saved the Pre-school a considerable amount of money meaning our funds could be used for resources or experiences that the children directly benefited from. We will continue to put lists outside of Pre-school for parents to donate.

### **Transition**

All the staff worked extremely hard to complete thorough assessments, reports and transitions for all of the Owls who moved onto school. We liaised with Ashurst Wood Primary for the Majority of the transitioning children and also with Estcots and Blackwell Primary for the remaining few.

### **Thank You's**

I would like to thank the staff for their endless commitment to our high standards, providing a home from home environment for our children and families, The committee for attending regular meeting and sharing ideas for sustainability, all parents for their continuing support through donations, gifts, sweet treats and lovely feedback and Mrs Hobby and the Primary School for supporting us and including us in relevant updates, policy changes and streamlining procedures to ensure we are working collaboratively.

**Lauryn Page**  
**Manager**

### **Treasurers Report Academic year 2022-2023**

At the end of July 2021 we had a deficit of £7,090.65, this was to be expected as that year things were still a little uncertain after Covid. By July 2022 most of this deficit was recouped and life was back to more of a normal.

This academic year we started off with a large number of sessions filled and **36** children on the roll across 2 of our 3 age groups. This year we had a child remaining with us that we knew would require 1-1 support whilst awaiting a place in specialist provision so during the summer we recruited a member of staff to help with this. Whilst County had said they would cover the cost of this staff member aside of the monies received through inclusion funding there were still cost implications that we as a preschool were covering for example the staff member being enrolled onto the nest pension scheme, national insurance. Once this child had left us at the end of the Spring term the staff member remained with us for a few extra weeks as their contract had been extended, however they found another position due to the Preschool being unable to maintain her position after the end of her contract.

We also made the decision to retain another staff member as one full time staff member was awaiting an operation, the scale of which could have seen them signed off for a number of months and another was going on maternity leave. So that we knew we could maintain our high staff to children ratios and knowing that we had a large number on the roll and a number of children needing 1-1 support we could maintain this. A large part of the actual wage was covered through inclusion for one child however part was not.

During the Autumn term we had a new door entry system installed, the original keypad access was not fully functioning and was not safe as it would stop working which meant we could not access the building. A fob entry was installed which was £1,043.91, £102.71 for an electrician to add a spur to support the power unit and £130 for an additional set of fobs.

Whilst still pending operation details for our staff member we paid out £420.00 on an occupational therapist report for this staff member to ensure they were being supported which was an unexpected/not forecast for expense. This term we had the annual boiler service £176.40 and this time a couple of parts were required and replaced at a cost of £210.00 again not forecast for. The large number of children on the roll and older equipment meant that a new unit and draws for the children to each have their own trays was required and purchased.

We made £316 through fundraising after expenses, the main event being the sweet treats at the Bonfire night, which was certainly a fantastic event and popular. Our Christmas cards made £32.00 the provider this time did not provide the quality that we have previously been used to and the coming year through the PTFA a new provider has been sourced. A couple of small fundraisers namely Bag 2 school and a small amount from easyfundraising have also contributed to this £316.00 total. We are yet to get back to the levels previously made before Covid however this is certainly a start, hopefully this coming year we can hold more fundraisers to help with the increasing costs we face.

We were given a donation from the St Christopher's Trust of £500 which was classed as a hardship fund and we used part of this in the summer term for a child's logoed school uniform we still have just over £400 to be allocated. We still had the expense of a mini hub through BT that in hindsight was not required as our full fibre was actually sufficient for the Preschool's needs. Unfortunately we were locked into a 24 month contract and despite several attempts to cancel we were unable to this will be rectified in October 2023 when the contract is due for renewal. This has cost us an extra £236.04. The insurance was £2,125.73 this year for the buildings and contents a slight increase on the previous year this is to be expected.

The total of the inclusion funding and EYPP (Early Years Pupil Premium for eligible children) was £14,814.75 and the expenditure combined of these two was £13,686.98, this slight difference can be accounted for the fact that our Senco lead Kate spent 1-1 time with those children in receipt of inclusion funding and EYPP however this split was not shown in the wages break down. Had this been done we would have spent out the same give or take as we had had in.

In the Spring term we paid for the door lock on the door out to the decking area to be changed to a thumb lock which made us compliant with the fire report that was carried out at a cost of £248.21.

The biggest expense other than wages was the astro turf being completely relaid over the Easter break at a cost of £5,800.00, the previous lot had been down since the building was first built. We have been open for 10 years this December and was

second hand at the time so it had served us well. It is now a bright colourful space that the children absolutely love. Money from this was taken from the main account rather than bringing over from the reserves as there was money available.

We will be looking to change the financial year of the Pre-school so that instead of it running from August through the end of July it will follow an actual academic year from September to the end of August. With this in mind this academic year we look to have a deficit of £17,000. However this can be justified in that apart from being a not for profit making charity we have accounted for 13 months with the change in financial year. If we were to take the extra month off along with the monies that haven't been moved over from the reserves for the astro, £8,000 and £5,800 it would leave a deficit of £3,200.00.

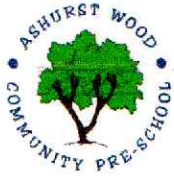
The financial forecasting for the coming year and having low numbers in the autumn and spring terms has seen us reduce the hours for everyone, except the apprentice, this meant we did not need to make any staff redundant. This has been taken well by the staff and we want to thank them for their cooperation and understanding. We are hopeful that the government changes to childcare funding and making this accessible for working parents of 2 years will see an increase in the demand for places.

Accounts balance start August 2022		Account balance end of August 2023	
Main	£29,048.41	Main	£11,634.94
Reserves	£58,024.97	Reserves	£52,314.33
Redundancies	£7,418.81	Redundancies	£13,463.06

In the main account the August figures have a large difference this can be explained by the fact that the children on the role for September 2022 was significantly higher the September 2023 so we would have received a higher 70% of upfront funding due to these higher numbers of children on the roll for this academic year.

Finally thank you to Claire Shuttleworth for maintaining our forecasts and keeping the books running (and for writing most of this report) and thank you to our accountant Robert Agates.





## Ashurst Wood Community Preschool's reserves policy

Reserves are that part of a charity's funds that are either freely available to spend on any of the charity's purposes or are restricted for a specific purpose.

At Ashurst Wood Community Preschool we have two accounts aside from the main bank account. These are the Contingency (reserves) account which is deemed as unrestricted funds and a Redundancies account which is deemed as restricted funds.

The aim of the contingency account would be to have a balance equal to a terms Preschool expenses this would vary by academic year but would be reviewed annually. As a small charity our Contingency account would also potentially cover costs such as:

- An unforeseen emergency or other unexpected need for funds, eg an unexpected large bill
- Covering unforeseen day-to-day operational costs, eg employing temporary staff to cover a long-term sick absence
- A source of income, eg a grant not being renewed. Funds may be needed to give the trustees time to take action if income falls below expectations
- Planned commitments that cannot be met by future income alone, eg plans for a major asset purchase
- The need to fund short term deficits in a cash budget, eg money may need to be spent before a funding grant is received

The aim of the Redundancies account is to cover the costs of paying staff should the Preschool need to close or, after reviewing its needs, be forced to make redundancies. This will be annually reviewed using the government redundancies calculator online and inputting the relevant information associated to each employed staff member.

This policy was adopted at a meeting of Ashurst Wood Community Preschool


Held on: 29<sup>th</sup> April 2024

Date to be reviewed: JUNE 2025

Signed on behalf of the trustees of the charity:

Full name: Charlotte Tester

Position: CHAIR

Signature:  Date: 30<sup>th</sup> April 2024

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS OF ASHURST WOOD COMMUNITY PRE-SCHOOL

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We report on the accounts of the company for the period ended 31 August 2023, which are set out on page 2

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 and that an independent examination is needed.

Having satisfied ourselves that the Charity is eligible for independent examination it is our responsibility to:

- a) examine the accounts under Section 43 of the 1993 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under Section 43(7) of the 1993 Act; and
- c) to state whether particular matters have come to my attention.

### Basis of independent examiner's report

Our 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 our statement below.

### Independent examiner's statement

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

- 1) which gives us reasonable cause to believe that in any material respect the requirements:
  - a) to keep accounting records in accordance with Section 41 of the 1993 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met, or
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Robert Agates & Associates**  
Certified Accountants

Dated: ...24th May 2024.....

Sentosa  
Southview Road  
Crowborough  
East Sussex  
TN6 1HG

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 AUGUST 2023

### INCOME

	£
WSSC funding	107,687.29
Fees	28,658.66
Enduring legacy	3,500.00
Grants received	1,500.00
Fundraising and donations	1,387.46
Bank interest received	335.79
Net deficit for the year	10,055.96
	<u>153,125.16</u>

### EXPENSES

	£
Staff wages	118,858.47
Staff pension contributions	3,833.00
Staff health screenings	420.00
Rent and rates	1,461.03
Electricity, gas and water	1,114.41
Refuse collection	180.00
Insurance	2,125.73
Snack bar	550.42
Stationery and resources	2,820.33
EYPP, DAF and Inclusion expenses	6,481.95
Childrens' entertainment and gifts	364.52
Training costs	363.39
DBS checks	327.40
Fundraising expenses	850.52
Website hosting and updates	67.00
Telephone	1,078.24
Repairs and maintenance	4,844.85
Installation of astro turf	5,800.00
Subscriptions and licences	1,063.68
Sundry expenses	520.22
	<u>153,125.16</u>

### RECONCILIATION OF CHARITY RESERVES

#### OPENING BALANCES

	£
Cash at bank:	
Current account (General Fund)	28,866.91
Deposit account (Contingency Fund)	58,023.05
Redundancy provision account	7,418.55
Petty cash in hand	44.82
Stock in hand - T-shirts	175.00
WSSC funding received in advance	(15,591.14)
Creditors - PAYE & National Insurance	(281.94)
	<u>78,655.25</u>
	<u>78,655.25</u>

#### CLOSING BALANCES

	£
Cash at bank:	
Current account (General Fund)	11,634.94
Deposit account (Contingency Fund)	52,314.33
Redundancy provision account	13,463.06
Petty cash in hand	275.35
Stock in hand - T-shirts	320.00
WSSC funding received in advance	(9,408.39)
	<u>68,599.29</u>
Net deficit for the year	<u>10,055.96</u>
	<u>78,655.25</u>

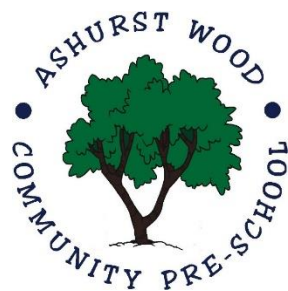
**ASHURSTWOOD COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1033649

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# Accounts

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# Annual General Meeting for Academic Year 2021-2022

**AGM 03/01/2023**

Attending - Claire Shuttleworth, Georgie Bushell, Charlotte Tester, Kate Coffey, Lauryn Page, Lisa Hobby, Shannon Brailey, Joanne Funnell, Lucinda Blackledge, Fern Elliott, Holly Rigden, Emma Knight.

7.30	Introduction & Apologies	Helen Buck, Agnes Rogers, Carlie Francois, Jenny Eichner, Crystal O'Connell. To be noted the previous 2 intended AGM dates had to be postponed due to sickness.
7.32	Declaration of an interest	None
7.35	Approval of last minutes	Approved by GB, second by LP there were no matters arising from the previous minutes
7.40	Chairs Report	Full report at bottom of page, this was written by the outgoing chair Mrs E Taylor and read through by the incoming Chair Mrs C Tester
7.43	Managers Report	Full report at bottom of page
7.45	Treasurers Report	Full report at bottom of page
7.48	Fundraising	Discussed getting some ideas together for the remainder of the academic year, possibility of having a pitch at the school open air cinema event. Also that now things are a lot more normal fundraising could do with stepping up a gear especially as we are in need of new astroturf or something durable and suited to the back garden.
7.52	Election of new committee members and Resignation of existing trustees	New members were voted in at the end of the academic year and constitution adopted.
7.55	Any Other Business	none
7.57	Next meeting date	28 <sup>th</sup> February 2023

8.00	Close	
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### **Chair's Report to AGM July 2022**

At the start of the academic year all staff were retained, future admissions looked good in fact the best projected numbers we have ever had, finances were as usual exceptionally well managed. Following the pandemic, we began getting back to a 'new normal' where we found a rise of children requiring extra support and therefore, we agreed to employ an additional supporting staff member to help aid the staff to support our existing and new children to continue to maintain our high standards.

The start of April, we finally had our Ofsted Inspection, the staff team were well prepared and absolutely shone on the day, grading us an Outstanding inspection. We have been extremely proud of how Lauryn has led her amazing team and thrilled the inspection reflected what we all knew; Ashurst Wood Community Preschool is an excellent child-care provider, and everyone should be so proud of their efforts and commitment. We received lovely feedback from parents supporting our inspection too in which we are grateful. The team are wonderful in the care and education they continually provide the children, and we thank them all, well done.

Further staff news, Shannon was made room leader in the Spring term and has risen to her post, and we have been very pleased with her efforts. Holly will be going on maternity leave after this academic year, we wish her a happy and healthy remainder of her pregnancy and maternity leave. Caroline has been signed off from term 6 and we are awaiting further news of her return for the next academic year. With this in mind we, have advertised for a temporary practitioner to join our team starting from September.

The committee officers (Georgie (Treasurer, Alice (Secretary) and I (Chair)) took over these positions in January 2021, we also have had new members join the committee and meet regularly each term (via Zoom) to help run and fundraise for our lovely Preschool. We are always on the lookout for committee members, so if you are interested in joining, please get in touch. Alice (Treasurer) and I (Chair) will sadly be stepping down from our posts for the next academic year as our children will be moving on to school, we have enjoyed our time being part of the committee and wish Charlotte (Chair) and Carlie (Treasurer) every success in our succession of roles.

As a non-profit-making charity we try to keep our fees low to be accessible to all in the community. Due to Covid, we have been unable to hold many of our fundraising events, this included our biggest fundraiser the 'Village Christmas Market', this encouraged us to become creative with Georgie arranging a performance from her brass band as well as Easter activity packs and Raffle prizes at different points throughout the year and the 'Mother's day shop' was a very sweet initiate, well done to everyone involved. We are hoping to be able to provide a stall this year for the 'Village Christmas Market'. We welcome fundraising ideas and support.

Thank you to Alice, Georgie, Hels, Agnes, Mrs Hobby's continued support

Staff continually working above and beyond during the many changes this year has brought.

Nisa for continuing to nominate us to receive donations from Making a Difference Locally (MADL)

Thank you to all for your continued support for our wonderful Preschool, I will be sad to be leaving after 3 very enjoyable years as a parent and Chair.

**Emma Taylor Chairperson of Ashurst Wood Community Preschool**

### **AGM 2021/2022 – Managers Report 03/01/2023 7.30pm.**

We returned from a restful summer break to a very busy Autumn Term with 39 children on the register reaching up to 43 by the Summer Term. The team worked extremely hard to support the new families during the settling process and embedded an enjoyable routine for all the children.

Towards the end of the Spring Term we had our Ofsted Inspection. The inspector spent the day watching, chatting with staff and children and finished with an intense grilling of my leadership and practice, knowledge and leadership. Emma Taylor (Chair) and I were present at the feedback meeting where we were filled with joy (and tears) to hear we had been graded OUTSTANDING.

Jade (the inspector) in the feedback meeting said she had never questioned anyone as much as she did me, as “every response was floorless”. She complimented our home from home experience and care that we offer to our children. We were pleased with our report when it was published and feel it was a true reflection on how the day went.

As previous years we have continued to offer a selection of learning opportunities through celebrating festivals, awareness days, countries, and religions. We have found this to be a great to support our British values whilst celebrating cultural differences and importance. We utilised EYPP funding to offer all children music and sports sessions weekly. We have also been able to replace some of our garden equipment to offer a natural and heuristic approach to learning.

#### **The staff**

We had our usual staff team of Claire, Kate, Shannon, Holly, Joanne, Caroline and Myself for the majority of the year. From May we employed Georgia on a short-term contract as Caroline was awaiting surgery. Caroline was signed off towards the end of the year and Georgia stepped in to help with managing ratios.

As part of my leadership strategy to support and encourage all staff we introduced ‘Thank Crunchie it’s Friday’. This has been a really positive way all staff acknowledging hard work, going above and beyond and just feeling supported by other members of the team. Staff all make an anonymous nomination for someone with a reason why and the person/s with the most votes receive a little treat at the end of the week. All Staff have been the winner and most weeks there are at least two staff members.

#### **Covid 19**

We were unaffected by any further Covid restrictions or lockdown this academic year. The DfE guidance was still to isolate when positive and parents respected that when needed. This guidance is still currently in place however we legally cannot insist that children are tested any longer.

We continue to keep the environment well ventilated with decking door and windows open. Our cleaning schedules as still in place since covid as they were robust and on a continuous cycle.

### **Transitions**

We said goodbye to 20 children in July who left to embark on their primary school journey. We were able to have a short transition meeting with Ashurst Wood Primary School and over the phone meetings with Fairyways, Hartfield, Estcots and Halsford Park. All of the leavers we able to attend short settling sessions within their new schools.

### **Parent Feedback**

A parent questionnaire was sent out to all parents in the summer term and we received such lovely feedback from both new and longer standing families of the setting. We were also inundated with thank you cards, flowers, gifts and vouchers from most of our families at the end of the term and graduation.

Parents were also notified the day before our Ofsted inspection and given the opportunity to email over feedback to share with the assessor and speak with her on the day. We received lots of lovely emails and the assessor feedback that parents were pleased with what we offered.

### **Thank you....**

Thank you to Mrs Hobby, the parent committee, all families of the setting and most of all, the wonderful staff team for another fantastic year and your endless support. I look forward to another fun year at Ashurst Wood Pre-School and getting to know our new Committee from September.

**Lauryn Page**  
**Pre-School Manager**

### **Treasurers AGM report 2021-2022**

A year that started off getting back to some form of normality following a strange end to the last academic year. Account balances start of August 2021 were as follows: Main Account £19056.10, Contingency £58017.21 and Redundancies £7417.80

Account balances end of July 2022 were as follows: Main account £28868.91, Contingency £58.23.05 and Redundancies £7418.56. The confirmation of the years full ins and outs will be produced by our accountant, Robert Agates, once he has finalised these he currently has all the paperwork.

We started out the year with a full electrics test being carried out over the Summer holidays which importantly checked the fuse box itself as that is a requirement every 5 years. This

was a larger expense that will now have regular small annual checks and be forecast for. The last few invoices from the summer term's monthly instalments were made.

As we started September we had a busy Preschool and even better we were able to get off the mark again with some fundraising after not really being able to do any since March 2020 and the academic year of September 2020 – July 2021 still being heavily restricted. The highlight was Georgie and her band raising £150.00 playing Christmas music in the village which brought a lot of joy to the village residents. We also had a Bag 2 School collection that raised £69.00 which was then split with the Primary School, and we also had Rudolph cards which was well received. We didn't take part in the village market which is usually one of our big fundraisers we hope to do this next year. The rest of the year from a fundraising point of view consisted of a few small scale ventures with another couple of bag 2 school collections, a small contribution made through the Easyfundraising website that sees donations come in from people having the preschool as their nominated charity when making purchases and a £60.00 commission made through the purchases of the children's photographs in the Summer term. The amount made from fundraising directly through the account after expense's have been deducted is £332.20, there is an amount that went into petty cash this book is currently with the accountant as noted above, the confirmed total will be available once he has completed the end of year accounts.

Aside from the main income source of 2,3 & 4yr funded monies and invoiced sessions we have received £630.00 in donations from parents part of this has been ear marked towards a new laptop and new tablet these were being researched and aimed to purchase in Autumn term. The other donation helped to make up the shortfall for the cost of our Mini Notes session which was predominantly funded with EYPP monies however there was a specific expression of wish that this could help with this cost. We had the annual lasting legacy donation made which is helping with the support for a couple of 1 to 1 children and the also forward planning for taking on our apprentice in the coming academic year to help towards her wages, its really great that we can do this as she is a young lady that started her education in the Preschool and this year has spent a Friday doing work experience with us. Part of the lasting legacy is giving back to the community and this is certainly helping to do that and help progress a residents education.

We received a combined total of £5540 of monies that was for Inclusion, DAF and EYPP. Monies spent on this £4980.77 during the current academic year, the remaining is being put towards new resources for the garden which are not due to be paid until the next academic year due to the nature of the ordering timescale meaning they arrive in the next financial year for the Preschool. This money is allocated to certain children to which the key person combined with Managers will work out what it is to be spent on to benefit them. This can be a combination of equipment, resources and also staffing when the need arises.

Other expenses: We have had annual contract established and paid for with SSE for the fire alarms linked with school, PAT testing completed and a new hoover purchased as a result. Regular payments to W&P for hand towels which are regularly required especially whilst still keeping up with current guidance particularly involving hand washing. A couple of extra expenses this year were for dyno rod to come out to unblock the drains and also new thermostats put in following the annual boiler service and requiring newer versions as the old were not being efficient. The kitchen main tap was leaking so we needed a new one of these including the fitting was £264.00. We have also importantly contributed towards the cost of a defibrillator which is now located in the toilet in the Primary School and we have a fob for access should we require, this was sorted as it is understood that by the academic year 22/23 it will become a requirement for Primary schools to have one.

The Loco have us as their local charity and nominated us for the Making a difference locally which we received monies for £535.51 which was also put towards the cost of outside resources for the front garden which the children have enjoyed using.

We are a not for profit making charity and any profit that we may have made this year will be put towards the coming year and meeting the costs outside of funding and the legacy for our apprentice and also towards the increase in the National Living Wage we have just experienced and will be having to accommodate in April 2023 in line with the new pay scales established this year.

### **Admissions for 2021-2022**

During the Autumn term our sessions were made up the following:

Monday AM 20, L 18, PM 12  
Tuesday AM 23, L 18, PM 14  
Wednesday AM 22, L 17, PM 13  
Thursday AM 24, L 16, PM 13  
Friday AM 18, L 15, PM 11

The Spring term our sessions were made up of the following:

Monday AM 22, L 22, PM 17  
Tuesday AM 22, L 22, PM 20  
Wednesday AM 21, L 18, PM 17  
Thursday AM 24, L 20, PM 18  
Friday AM 20, L 16, PM 13

The Summer term our sessions were made up of the following:

Monday AM 25, L 24, PM 21  
Tuesday AM 24, L 25, PM 23  
Wednesday AM 23, L 19, PM 18  
Thursday AM 24, L 24, PM 23  
Friday AM 24, L 22, PM 18

Looking ahead to the coming Academic year we are in a good position with a large majority of our sessions already filled by the time we reach the Summer term 2023 which is brilliant news.

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS OF ASHURST WOOD COMMUNITY PRE-SCHOOL

---

We report on the accounts of the company for the year ended 31 July 2022, which are set out on page 2

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 and that an independent examination is needed.

Having satisfied ourselves that the Charity is eligible for independent examination it is our responsibility to:

- a) examine the accounts under Section 43 of the 1993 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under Section 43(7) of the 1993 Act; and
- c) to state whether particular matters have come to my attention.

### Basis of independent examiner's report

Our 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 our statement below.

### Independent examiner's statement

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

- 1) which gives us reasonable cause to believe that in any material respect the requirements:
  - a) to keep accounting records in accordance with Section 41 of the 1993 Act; and
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- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Robert Agates & Associates**  
Certified Accountants

Sentosa  
Southview Road  
Crowborough  
East Sussex  
TN6 1HG

Dated: ...16th May 2023.....  


# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2022

### INCOME

	£
WSCC funding	87,428.32
Fees	25,248.95
Legacy	3,500.00
Grants received	612.59
Fundraising and donations	1,868.16
Bank interest received	6.59

118,664.61

### EXPENSES

	£
Staff wages	89,524.05
Staff pension contributions	2,964.86
Rent and rates	1,412.56
Electricity, gas and water	1,202.69
Refuse collection	195.00
Insurance	1,858.29
Snack bar	483.55
Stationery and resources	2,129.39
EYPP and DAF expenses	4,741.86
Childrens' entertainment and gifts	90.59
Training costs	571.45
DBS checks	254.60
Fundraising expenses	598.50
Staff clothing	238.00
Website hosting and updates	65.80
Telephone	949.80
Repairs and maintenance	3,052.84
Donation to Ashurst Wood School	86.50
Subscriptions and licences	506.19
Sundry expenses	426.36
Share of cost of defibrillator	401.00
Net surplus for the year	6,910.73

118,664.61

### RECONCILIATION OF CHARITY RESERVES

#### OPENING BALANCES

	£
Cash at bank:	
Current account (General Fund)	19,056.10
Deposit account (Contingency Fund)	58,017.21
BT bills account	7,417.80
Petty cash in hand	50.42
Stock in hand - T-shirts	242.00
WSCC funding received in advance	(12,804.29)
Creditors - PAYE & National Insurance	(234.72)

71,744.52

Net surplus for the year

6,910.73

78,655.25

#### CLOSING BALANCES

	£
Cash at bank:	
Current account (General Fund)	28,866.91
Deposit account (Contingency Fund)	58,023.05
BT bills account	7,418.55
Petty cash in hand	44.82
Stock in hand - T-shirts	175.00
WSCC funding received in advance	(15,591.14)
Creditors - PAYE & National Insurance	(281.94)

78,655.25

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# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS OF ASHURST WOOD COMMUNITY PRE-SCHOOL

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**ASHURSTWOOD COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1033649

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# Accounts

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# Annual General Meeting 2021

**AGM 11/03/2021**

Attending - Claire Shuttleworth, Emma Taylor, Georgie Buchell, Alice Down, Kate Coffey, Lauryn Page, Peter Jussen.

7.45	Introduction & Apologies	Helen Buck, Lisa Hobby, Agnes Rogers,
7.50	Declaration of an interest	None
7.55	Approval of last minutes	Approved by GB, second by LP
8.00	Chairs Report	Full report at bottom of page
8.05	Managers Report	Full report at bottom of page
8.10	Admissions Report	Full report at bottom of page
8.15	Treasurers Report	Full report at bottom of page
8.20	Fundraising	<p>Village market not enough parents to be viable, potentially fundraising from preschool instead, snowman marshmallows, bells etc? Name the soft toy raffle?</p> <p>Georgie offering brass band christmas songs - to talk to potentially Allan Martin meats to borrow car park to play at. date to be confirmed.</p> <p>fathers day raffle successful,</p> <p>50+1 themed ball for 50 years of preschool April, got to look around for venues, ticketed event.</p> <p>Zoom Quiz, georgie has access to lots of quiz questions to use already.</p> <p>sports day/pre school olympics! some fundraising bits to sell i.e cakes, sweetcones, popcorn??</p> <p>Recipe book to sell</p>
8.25	Election of new committee members and Resignation of existing trustees	none
8.30	Any Other Business	none
8.35	Next meeting date	To be confirmed
8.40	Close	

## **Chair's Report to AGM November 2021**

At the start of the academic year all staff were retained, future admissions looked good in fact the best projected numbers we have ever had, finances were as usual exceptionally well managed. We began 2021 in another Lockdown, where we were informed Early Years Providers were allowed to remain open, the staff continued to show their support and loyalty, agreeing to work and/ or be furloughed or continuing to work from home to offer support to the families through communications and providing online activities via Tapestry which were well received. Most of the families returned during this period and the staff worked hard to support families in attendance as well as those who chose to isolate. We agreed to employ an additional supporting staff member to help aid the transitions for our existing and new children through the pandemic and be able to give the children and staff additional support where needed and to help maintain our high standards.

In April, our Summer term brought big changes to the setting, we said farewell to Angela who managed the setting for 9 years and welcomed Lauryn to the post with many years of Early Years' experience and fresh ideas to lead the team with Kate working alongside her as Deputy. We have been very pleased with this transition and how well they have performed as well as the morale of the staff team.

The committee officers (Georgie (Treasurer, Alice (Secretary) and I (Chair)) took over these positions in January 2021, we also have had new members join the committee and meet regularly each term (via Zoom) to help run and fundraise for our lovely Preschool. We are always on the lookout for committee members, so if you are interested in joining, please get in touch.

As a non-profit- making charity we try to keep our fees low to be accessible to all in the community. Due to Covid, we have been unable to hold many of our fundraising events, this included our biggest fundraiser the 'Village Christmas Market', this encouraged us to become creative with Georgie arranging a performance from her brass band as well as Christmas and Easter activity packs and Raffle prizes at different points throughout the year, well done to everyone involved. We are hoping to be able to provide a stall this year for the 'Village Christmas Market'. We welcome fundraising ideas and support.

Thank you to Alice, Georgie, Hels, Agnes, Mrs Hobby's continued support Peter Bartlett for 7 years of maintaining the website and Georgie for her work on the website.

Staff continually working above and beyond during the many changes this year has brought.

Nisa for continuing to nominate us to receive donations from Making a Difference Locally (MADL)

Thank you to all for your continued support for our wonderful Preschool,  
Emma Taylor Chairperson of Ashurst Wood Community Preschool

### **AGM Managers Report 2020-2021 (3<sup>rd</sup> November 2021)**

In September 2020 we returned from the Summer break with 27 children and by the end of the academic year we had 38 children on our books. We re-opened back on our normal sessions running between 9am - 3pm Monday to Friday (we had reduced to 9-2 from June to July 2020 due to Covid-19 to allow time for strict cleaning routines). We managed to remain a covid- free setting for the duration of the 2020-2021.

The staff all returned in September 2020, well rested and eager to return to some sort of normality. Parents were still not allowed to come into the setting as per government guidance, show rounds were offered (whilst wearing masks) at late afternoons or during half terms and holidays. We were lucky enough to be able to offer a last minute Christmas song performance outside the preschool and on the decking which appeared to be well received by our families.

Upon our return in the spring term (January 2021) the country was put into another lockdown. The education sector, except for early years was closed to all except keyworkers and vulnerable families. As we have many children who have older siblings that were not attending school, we were quite low on our numbers of children who we had attending as parents decided to keep their children at home with their siblings. Caroline who was previously in the vulnerable group with her health, remained at home from just before the Christmas break until 8<sup>th</sup> March to ensure she remained safe. This time with low numbers was used to offer lots of personal, social and emotional support and activities to the children and ensure our environment remained clean and safe.

For most part of the academic year I was the Pre-School Deputy Manager supporting Angela. Angela left us at the end of Spring Term to spend some time with her mother who she had been unable to see throughout the pandemic through risk of transmitting the virus. At the beginning of the Summer term, I was appointed as the new Pre-school Manager with Kate as the Pre-school Deputy.

In April, I stepped up to fill Angela's very big boots and quickly realised that taking over as new manager alongside 7 key children was not manageable and I was not getting the quality time with the children that they deserved. We were lucky enough to find Nicola Cottrell available at short notice, who had enrolled herself onto a teaching assistant training course and had an interest in early years. She joined us on a temporary basis and alleviated

some of the pressure on the team and was able to buddy up to help support the children whilst I got my head around all the office paperwork and day to day running of the pre-school as Angela and I were only able to get a very short handover period due to staffing and covid requirements.

Throughout the year we continued to offer our usual weekly topics to the children and celebrated festivals and celebration days through play and activities. We had the front garden levelled to make the ground safer with minimal trip and slip hazards. The majority of the works was funded by a grant from the police fund and making a difference locally village shop donation box. The children often ask to use the front garden over the back and enjoy getting messy in the mud kitchen, digging in the tyres and creating their own paint brushes from branches and leaves.

Shannon continues to work through her level 5 and is making good progress. Kate and Shannon have completed SENco training and will be taking more of these responsibilities from me as they feel more confident in the role.

A parent questionnaire was sent out to all parents in the summer term and we received such lovely feedback from both new and longer standing families of the setting. We said goodbye to 12 children in July who left to embark on their primary school journey. We were able to have a short transition meeting with Ashurst Wood Primary School and virtual meetings with The Meads, Estcots and Halsford Park. All of the leavers were able to attend short settling sessions within their new schools.

During the summer term I focused a lot of my time on staff well-being and ensuring they were adjusting to the change of management. My intentions were for all staff to feel heard and involved. I encourage all staff to contribute to changes within the setting and value their opinions and feedback greatly. We are still trying to find the 'best fit' for us as a team and establish roles and responsibilities between us all. The staff all appear to have adjusted well and on our staff group work chat they were complementary about positive changes and impact that they have noticed since I have stepped up. My aim as a new manager is to utilise my 16 years of experience in Early Years to offer a high quality, fun, safe and nurturing provision for all of the children and families of the Pre-school.

In September, we embraced the changes to our curriculum (EYFS). Kate and I have spent many hours researching, attending training and reading up how best to deliver this framework into our provision. We have moved away from particular topics as they have been deemed 'old fashioned' and instead will be focusing on a country and story of the week. This allows us to offer a variety of foods for snack times, and experience different media as we look into festivals, religions and cultures of these countries. We share snippets of what we do on our private parent's facebook page and have received lots of

lovely comments.

Thank you to Mrs Hobby, the parent committee, all families of the setting and most of all, the wonderful staff team for another fantastic year and your endless support. I look forward to another fun year at Ashurst Wood Pre-School.

Lauryn Page  
Pre-School Manager

### **Treasurers report 2020/2021**

The accounts are currently with the accountant for sign off. But here is an update on 20-21 finances.

In the 20-21 school year we had an income of £93,502.27. Of this £21,653.10 were fees topped up with £61,581.69 from West Sussex County Council and £1,515 of Early Years Pupil Premium and Disability Access Fund. Over the year fundraising raised £1,653.25 and we received £752.75 in donations. We got £3500 from the Lakehouse Lasting Legacy and another £1,198.27 in grants.

Our outgoings totalled £91,624.41. We spent money as follows. £75,245.04 in Wages, National Insurance and pension contribution. It is worth saying that all staff have received a pay rise in line with the rise in the living wage increases. We also spent £595.80 on training. We paid £2,571.84 in taxes, £1,658.54 in insurance, £1,931.79 on utilities, £1557.25 on subscriptions and licences and £1,757.03 on stationary and resources. The building is now edging on 10 years old and as a result there has been an increase in amount we are spending on maintenance. This year it was a total of £4,047. This included new fire alarm batteries, upgrade to the front garden and a sandpit, callout for electricity, a new washing machine, annual door panel service, new fence and boiler service. We have spent £645.94 of EYPP and DAF money.

Thank you to Claire for all her hard work over the last year.

### **Admissions Report 2020/20201**

The Preschool started off this academic year with 30 children on the roll, comprising 20 Owls, 8 Owletts and 2 fledglings across the following split of sessions:

Monday: 18 am, 13 lunch, 12 pm

Tuesday: 18 am, 15 lunch, 10 pm

Wednesday: 17 am, 10 lunch, 9 pm

Thursday: 16 am, 13 Lunch, 8 pm

Friday: 15 am, 12 Lunch,, 12 pm

Into the Spring term we started out with 33 children as we gained 2 owletts and a new fledgling. Taking the sessions to:

Monday: 20 am, 17 Lunch, 15 pm

Tuesday: 19 am, 18 Lunch, 13 pm

Wednesday: 20 am, 17 Lunch, 13 pm

Thursday: 18 am, 13 Lunch, 12 pm

Friday: 17 am, 16 Lunch, 13 pm

Our numbers for the summer term on paper were due to be 39 Then a week before the end of the Spring term we were put us into a national lock down and we saw the Preschool close its doors as we didn't have sufficient key worker children to warrant keeping the preschool building open.

Fortunately after May half term we were given the go ahead to reopen, maintaining the government guidelines, we were so pleased that we were able to create 2 bubbles of children for those last 6 and a half weeks of the term. Each bubble having the same staff members throughout and on the majority of days we had up to 8 in each bubble. So lovely that parents/carers had the confidence in us to be comfortable to let their children return.

So not quite knowing how the new academic year would look in this "new normal", we have found that despite numbers being a little lower than usual we have still had 24 families return or start in Preschool and as I'm typing this we so far have no space on a Friday and very limited on the other 4 days.

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS OF ASHURST WOOD COMMUNITY PRE-SCHOOL

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- c) to state whether particular matters have come to my attention.

### Basis of independent examiner's report

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Robert Agates & Associates  
Certified Accountants

Dated: 26<sup>th</sup> APRIL 2022

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# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2021

<b>INCOME</b>	<b>£</b>	<b>EXPENSES</b>	<b>£</b>
WSCC funding	60,691.18	Staff wages	83,084.36
Fees	23,523.20	Staff pension contributions	1,680.96
Legacy	3,500.00	Rent and rates	450.00
Grants received	1,198.27	Electricity, gas and water	790.20
Fundraising and donations	2,963.00	Refuse collection	180.00
Bank interest received	8.17	Snack bar	206.03
		Insurance	1,658.54
		Stationery and resources	1,999.85
		EYPP and DAF expenses	645.94
		Childrens' entertainment and gifts	321.23
		Training costs	655.80
		DBS checks	163.20
		Fundraising expenses	619.70
		Staff clothing	144.00
		Website hosting and updates	22.24
		Telephone	881.59
		Repairs and maintenance	4,516.77
		Donation to Ashurst Wood School	271.50
		Subscriptions and licences	682.56
Net deficit for the year	7,090.65		
	<u>98,974.47</u>		<u>98,974.47</u>

## RECONCILIATION OF CHARITY RESERVES

### OPENING BALANCES

	<b>£</b>
Cash at bank:	
Current account (General Fund)	23,628.35
Deposit account (Contingency Fund)	58,009.88
BT bills account	7,416.96
Petty cash in hand	74.76
Stock in hand - T-shirts	260.00
WSCC funding received in advance	(10,398.78)
Creditors - PAYE & National Insurance	(156.00)
	<u>78,835.17</u>
Net surplus for the year	<u>-</u>
	<u>78,835.17</u>

### CLOSING BALANCES

	<b>£</b>
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<b>INCOME</b>	<b>£</b>	<b>EXPENSES</b>	<b>£</b>
WSCC funding	60,691.18	Staff wages	83,084.36
Fees	23,523.20	Staff pension contributions	1680.96
Legacy	3,500.00	Rent and rates	450.00
Grants received	1,198.27	Electricity, gas and water	790.20
Fundraising and donations	2,963.00	Refuse collection	180.00
Bank interest received	8.17	Snack bar	206.03
		Insurance	1,658.54
		Stationery and resources	1,999.85
		EYPP and DAF expenses	645.94
		Childrens' entertainment and gifts	321.23
		Training costs	655.80
		DBS checks	163.20
		Fundraising expenses	619.70
		Staff clothing	144.00
		Website hosting and updates	22.24
		Telephone	881.59
		Repairs and maintenance	4,516.77
		Donation to Ashurst Wood School	271.50
		Subscriptions and licences	682.56
Net deficit for the year	7,090.65		
	<u>98,974.47</u>		<u>98,974.47</u>

## RECONCILIATION OF CHARITY RESERVES

### OPENING BALANCES

	<b>£</b>
Cash at bank:	
Current account (General Fund)	23,628.35
Deposit account (Contingency Fund)	58,009.88
BT bills account	7,416.96
Petty cash in hand	74.76
Stock in hand - T-shirts	260.00
WSCC funding received in advance	(10,398.78)
Creditors - PAYE & National Insurance	(156.00)
	<u>78,835.17</u>
Net surplus for the year	<u>-</u>
	<u>78,835.17</u>

### CLOSING BALANCES

	<b>£</b>
Cash at bank:	
Current account (General Fund)	19,056.10
Deposit account (Contingency Fund)	58,017.21
BT bills account	7,417.80
Petty cash in hand	50.42
Stock in hand - T-shirts	242.00
WSCC funding received in advance	(12,804.29)
Creditors - PAYE & National Insurance	(234.72)
	<u>71,744.52</u>
Net deficit for the year	<u>7,090.65</u>
	<u>78,835.17</u>

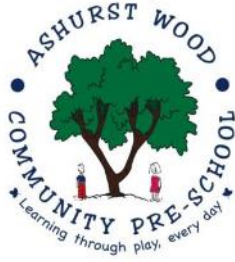
**ASHURSTWOOD COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1033649

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# Accounts

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# Annual General Meeting 2019-20

## Minutes (AGM) 23/11/2020

1. **Welcome and introduction**
2. **Apologies** – Lois Bradnam LB, Wendy Ward WW, Helen Buck HB  
**Present:** Claire Shuttleworth CS, Lauryn Page LP, Kate Coffey KC, Kelly Phillips KP, Megan Tester MT, Harriet Crocker HC, Angela Poole AP, Lisa Hobby LH, Alice Down AD, Agnes Rogers AR, Georgie Bushall GB,
3. **Declaration of interest** – none
4. **Approval of last minutes from AGM** – all approved Proposed by KP, seconded by HC

## 5. **Chairs report**

### **Ashurst Wood Community Pre-school - Chair's Report to AGM November 2020**

What a year!

At the start of the academic year 2019 all staff were retained, future admission looked good, finances were as usual exceptionally well managed, and we hadn't even heard of Covid-19 and social distancing.

March 2020 came the first national lockdown and we closed our doors.

The staff were extremely supportive and loyal, agreeing to be furloughed or working from home to continue communication with parents and children in innovative ways including video storytelling, sending birthday messages, maintaining communication via Tapestry and sharing activities to do at home.

In June 2020 we re-opened operating with two bubbles and numbers began to pick up especially for those due to start school.

Despite restrictions for early years settings claiming under the job retention scheme and no income other than the free entitlement funding we avoided the need to use our contingency funds.

The start of a new academic year (September 2020) all the staff returned to pre-school to welcome new and existing children and attendance returned to near normal for an Autumn term.

The committee officers (Harri, Megan and myself) agreed to stay on despite our children moving on to the primary school, but Harri (Treasurer) and Megan (Secretary) will be standing down at the AGM. In addition, our other committee members have either emigrated or no longer have children in the pre-school. We are therefore seeking to elect new family and associate members to help run and fundraise for our lovely pre-school.

As a non-profit-making charity and we try to keep our fees low to be accessible to all in the community. Due to Covid-19 we have been unable to hold many of our fundraising events, this includes one of our biggest fundraisers the Village Christmas Market. We welcome fundraising ideas and support.

Thank you to

Harri, Megan, Jackie Edwards and Dana

Mrs Hobby for her continued support and all the school staff

Peter Bartlett for 6 years of maintaining the website and Georgie for her work to update the website following a change of platform.

The Staff who went above and beyond their job descriptions including painting, decorating, gardening and laying paving and roping in partners to help.

Nisa for continuing to nominate us to receive donations from Making a Difference Locally (MADL)

Andy Crocker for relaying the astro-turf.

I'm looking forward to a new year of fresh ideas for fundraising all being well, fingers crossed and the pre-school continuing to thrive.

Kelly Phillips (Chair)

## **6. Managers' Report (AP)**

### **Ashurst Wood Community Pre-school**

#### **AGM Managers Report 2019-2020 23 November 2020**

In September 2019 we started back with 31 children attending and retained all staff members.

Our general planning was based on half termly themes from traditional tales to water. Individual planning was based on each child's interests and development stage and their key person designs activities to extend their learning. In addition, we celebrated festivals and awareness events throughout the year. For Halloween we held a craft party for parents and children, we entered the village scarecrow festival, we celebrated Diwali, Christmas, the Chinese New Year, Storytelling week, Road Safety Week, Safer Internet Day, Valentine's Day. We invited parents to watch "Our First Nativity" which actually was our first nativity performance. Unfortunately, we had to cancel our Mother's Day and Easter events due to the coronavirus.

We moved away from whole group circle-time to provide daily key person opportunities in small groups and additional small group time with activities based on ability.

In March the government announced the closing of schools and early year's settings for all but critical workers due to Covid-19. Every parent was emailed to gauge the number of critical workers and their needs. We made the hard decision to close but offered our services to the primary school and other settings in the local area.

The staff were very accommodating and agreed to be furloughed or work from home to maintain links with parents and children.

When we knew we were able to reopen, the staff worked exceptionally hard to get the pre-school ready, rearranging the room into two bubbles, clearing soft furnishings, cleaning and establishing two outside areas.

We reopened on the 8<sup>th</sup> June, initially with limited numbers. Many parents were concerned that there would be a sterile environment and that staff would be wearing masks and socially distancing. We reassured parents with photos of the pre-school and met with parents in the outside areas. By the end of term, the majority of children had returned. Ashurst Wood Reception class teachers visited the children in the outside areas and we even managed outside graduation ceremonies.

The primary school gave us permission to use the grassed area at the front of the school. This area made a huge difference to outdoor play and learning, providing us with natural grass, trees and shrubs, slopes, and much needed shade in the summer months. In the summer holiday the area was enclosed with wooden fencing making it safe and secure and a real asset to the pre-school.

We continued to keep in touch with families who didn't return and we liaised with the teachers at the five other primary schools to ensure smooth transitions to school.

Joanne managed to complete her Level 2 childcare qualification during lockdown and Shannon used her time to continue her studies for a Level 5 Foundation Degree. All staff continued to undertake on-line courses for their continuous professional development.

Before re-opening we held show-arounds for prospective families and settling sessions for new starters.

This September we welcomed back returning children and despite parents not coming inside the pre-school the new starters settled quickly (well most of them).

The staff have worked incredibly hard to create a safe and nurturing environment whilst maintaining high standards of cleanliness. They focused on supporting the children's emotional wellbeing and resilience, building strong bonds with their key children and maintaining communication with parents despite government advise to not allow parents into the building. Throughout the pandemic we continued to comply with the requirements of the EYFS to provide high quality care and learning opportunities.

We continue to be regarded as an outstanding setting attracting new starters through recommendation and have limited spaces available for this academic year (see Admissions Report).

It has been a challenging year for all of us, including the children - they have been our little heroes.

I would like to thank the staff, committee and all parents for their continuing support.

Angela Poole  
Manager

## **7. Treasures Report (HC)**

### **Ashurst Wood Community Pre-school Report to AGM**

#### **Treasurers Report 2019-2020**

Well the end of an interesting if not strange academic year and possibly the quickest one yet!

We started the year with £27089.62 in the main account, £56194.10 in the contingency account and the BT bills account had £1335.43. We maintained all staff this year and Shannon has started her Level 5 through funding from the Lakehouse lasting legacy.

We also had a very minimal debt from the previous year which was then squared up in the autumn term. Invoices were issued and some have been transferred over to the new academic year the majority of those has been due to the pandemic and people's jobs being held or made redundant. However, they are in process for this year and payments are being made, we are a community preschool and we try to accommodate and work to ensure everyone's best interests are covered. We had 2 year funded children this year again and also still had children attending using the full 30 hours or a split of these within the setting, with a couple of slight hick ups where codes weren't correctly updated and unfortunately we had to invoice hours until the next term where the code was eligible again.

The year ended with £96427.87 for income and the expenses were £99015.27. Slightly higher expenditure than previous years however we are a non-profit making charity and with the previous year's having had a profit this is what we would expect. The final accounts will go to the accountant, hopefully Mr Robert Agates will do the honours again and once completed will be available on the charity commission. Thank you for doing the previous years. Should anyone want to have a more in depth look at the figures or any questions please do ask.

The autumn term saw the usual boiler service expense, lease payment to West Sussex County Council and this year we needed to update the key-pad for the door entry as it had got wires missing/worn. We also switched from our usual insurance provider to dot2dot as they are one of the leading insurers for preschools and those that are timber framed building construction.

Moving into the Spring term we put away £9500.00 to the contingency account, possibly aware of things to come! £6000 of this money then was subsequently moved into the "BT bills" accounts and renamed "redundancy monies". The total needed for this account was calculated using the government calculator available online, moving forward this will need to be updated on an annual basis. We had a couple of children that were eligible to receive a DAF (Disability Access Fund) payment which we put towards the purchase of a touchscreen, the hope was that we would get another part of the DAF in the next financial year, however Covid19 happened and we were just really fortunate that West Sussex honoured the funding payments for the hours that should have been attended. So out of the money that was put into contingency a further £1600 was used to cover the touchscreen cost.

The preschool also invested in a dishwasher which has been helpful with the Pandemic as we can wash some of the plastic toys in there on a rotation helping with the need to now make sure that things are deep cleaned. Also helps with time for staff at the end of the day when there was a large amount of plates and cups to be cleaned away.

We invested in some new trikes for the garden with monies that had previously been raised through the previous summer terms sponsored walk which the children all love. Then we saw ourselves having to shut our doors due to Coronavirus (Covid-19) being declared as a pandemic and the country going into lockdown. We could open for key worker families, after going through the children on the role we found that actually the children that were from key worker parents had younger siblings which we couldn't accommodate as below 2 years; so that meant decision made we would shut until further notice.

Many conversations were had between Angela and Claire as to the staff, wages and who would we furlough through the government scheme that was set up. The decision was made that we would continue to honour the staff their wages as depending on how long the lockdown lasted we would possibly be back in again.

We had to work out the percentage of the total income from invoiced fees received in February which then gave us an amount that we could furlough up to. We decided to furlough Lauryn, Caroline and Sharon in the first round which would make the most of the amount we could claim up to. We then as a preschool topped up the additional 20% so no staff member was out of pocket. In May came the news that after May half term we could open our doors again keeping in small bubbles. We changed the staff that were furloughed so that Lauryn and Caroline would return as full-time staff members ready for the bubbles to be formed and have Joanne, Holly and Sharon on furlough. Invoices were recalculated for those that were due monies back that had paid or this was taken off once they returned in the summer term.

We were fortunate that the structure and set up described to the parents by Angela meant the initial numbers returning were small but good to be getting back into the swing of things. Those parents that didn't initially return started to feel more comfortable and possible word of mouth saw a significant amount of children return. We financed the front garden with a new fence at the end of the academic year as having this area proved to be invaluable with having 2 bubbles and ensuring all children had access to outside facilities. It also made it look more secure and easy on the eye as we have used tape at stacks initially! Those that returned and were due to be invoiced we decided as we were receiving government funding for all the children that would usually be in and not all were that we wouldn't invoice which helped with finances initially for some and also the need for them to be in the setting.

We would like to say a big thank you to the Trigwell family for their generous leavers donation of £500.00.

After a really strange second half of the year and with the relief that West Sussex would still fund our hours at the levels that they would have been had we not we been in a pandemic, and utilising for a 3 month period the furlough scheme, it has meant that actually we haven't had to break into our contingency fund as possibly would have been expected despite on paper seeming to have over spent. The accounts ended with Main account balance £23628.35, the contingency £58009.88 and the redundancy monies £7417.31.

Well done to all for getting through this last academic year.

Harri Crocker (Treasurer)

## **8. Admissions Report (CS)**

### **Ashurst Wood Community Pre-school AGM 23.11.2020**

#### **Admissions Report 2019/2020**

The Preschool started off this academic year with 30 children on the roll, comprising 20 Owls, 8 Owletts and 2 Fledglings across the following split of sessions:

Monday: 18 am, 13 lunch, 12 pm

Tuesday: 18 am, 15 lunch, 10 pm

Wednesday: 17 am, 10 lunch, 9 pm

Thursday: 16 am, 13 Lunch, 8 pm

Friday: 15 am, 12 Lunch, 12 pm

Spring term we started with 33 children as we gained 2 Owletts and a new Fledgling. Taking the sessions to:

Monday: 20 am, 17 Lunch, 15 pm

Tuesday: 19 am, 18 Lunch, 13 pm

Wednesday: 20 am, 17 Lunch, 13 pm

Thursday: 18 am, 13 Lunch, 12 pm

Friday: 17 am, 16 Lunch, 13 pm

Our numbers for the summer term on paper were due to be 39, then a week before the end of the Spring term we were put us into a national lockdown and we saw the Preschool close its doors as we didn't have sufficient key worker children to warrant keeping the preschool building open.

Fortunately after May half term we were given the go ahead to reopen, maintaining the government guidelines, we were so pleased that we were able to create 2 bubbles of children for those last 6 and a half weeks of the term. Each bubble having the same staff members throughout and on the majority of days we had up to 8 in each bubble. So lovely that parents/carers had the confidence in us to be comfortable to let their children return.

So not quite knowing how the new academic year would look in this "new normal", we have found that despite numbers being a little lower than usual we have still had 24 families return or start in Preschool and as I'm typing this we so far have no space on a Friday and very limited on the other 4 days.

Claire Shuttleworth

Administrator

## **9. Fundraising Report**

We currently do not have an allocated member of the committee heading up fundraising it has been a combined effort with the whole committee pre Covid we managed to hold a stall on the Village Christmas market, we earned funds from Rudolph cards, label planet, easyfundraising and the snack bar was part funded through the donation pot that is held in the Village Nisa store.

## **10. Election of new Committee members**

Alice Down to be Secretary. Proposed by KP, seconded by ET

Georgie Bushall to be Treasurer. Proposed by AD, seconded by ET

Emma Taylor parent. Proposed by GB, seconded by AD

Agnes Rogers parent. Proposed by GB, seconded by AD

Wendy Ward grandparent. Proposed by KP, seconded by AR

Lois Bradnam. Proposed by KP, seconded by AR

Lisa Hobby Head of Ashurst Wood Primary School. Proposed by ET, seconded by AR

Helen Buck awaiting confirmation form and proposal/seconder

11. **Resignation of existing Trustees**

Confirmation that the resignations were received from Harriet Crocker as Treasurer and Megan Tester as Secretary. Thanks were given for their time and work spent during their time as committee members.

12. **Any other business.**

Looking into possibility of CIO/CIC  
Temporary adoption of the Constitution

13. **Date of next meeting date**

To be confirmed

**AGM closed at 19.55**



# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS OF ASHURST WOOD COMMUNITY PRE-SCHOOL

---

We report on the accounts of the company for the year ended 31 July 2020, which are set out on page 2

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 and that an independent examination is needed.

Having satisfied ourselves that the Charity is eligible for independent examination it is our responsibility to:

- a) examine the accounts under Section 43 of the 1993 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under Section 43(7) of the 1993 Act; and
- c) to state whether particular matters have come to my attention.

### Basis of independent examiner's report

Our 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 our statement below.

### Independent examiner's statement

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

- 1) which gives us reasonable cause to believe that in any material respect the requirements:
  - a) to keep accounting records in accordance with Section 41 of the 1993 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met, or
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Robert Agates & Associates  
Certified Accountants

Dated: 18<sup>th</sup> MAY 2021

Sentosa  
Southview Road  
Crowborough  
East Sussex  
TN6 1HG

# ASHURST WOOD COMMUNITY PRE-SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2020

<b>INCOME</b>	<b>£</b>	<b>EXPENSES</b>	<b>£</b>
WSSC funding	73,754.53	Staff wages	80,934.84
Fees	13,221.10	Staff pension contributions	1,379.57
Legacy	3,500.00	Rent and rates	450.00
Grants received	615.00	Electricity, gas and water	509.37
Fundraising and donations	2,163.38	Refuse collection	105.00
Covid-19 job retention grants received	4,272.59	Snack bar	123.78
Bank interest received	30.95	Insurance	1,499.89
		Stationery and resources	2,357.50
		Childrens' entertainment and gifts	105.91
		Training costs	2,791.40
		DBS checks	115.10
		Fundraising expenses	281.60
		Purchase of interactive TV	2,803.10
		Website hosting and updates	124.63
		Telephone	687.33
		Repairs and maintenance	1,494.34
		Staff entertaining	176.92
		Donation to Ashurst Wood School	60.00
		Subscriptions and licences	695.60
		Net surplus for the year	861.67
	<u>97,557.55</u>		<u>97,557.55</u>

### RECONCILIATION OF CHARITY RESERVES

#### OPENING BALANCES

	<b>£</b>
Cash at bank:	
Current account (General Fund)	32,940.30
Deposit account (Contingency Fund)	56,189.32
BT bills account	1,335.30
Petty cash in hand	11.43
Stock in hand - T-shirts	315.00
Fee and other debtors	488.90
WSSC funding received in advance	(13,124.75)
Creditors - PAYE & National Insurance	(182.00)
	<u>77,973.50</u>
Net surplus for the year	<u>861.67</u>
	<u>78,835.17</u>

#### CLOSING BALANCES

	<b>£</b>
Cash at bank:	
Current account (General Fund)	23,628.35
Deposit account (Contingency Fund)	58,009.88
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	<u>78,835.17</u>
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Dated: 18<sup>th</sup> MAY 2021

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# ASHURST WOOD COMMUNITY PRE-SCHOOL

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		Subscriptions and licences	695.60
		Net surplus for the year	861.67
	<u>97,557.55</u>		<u>97,557.55</u>

### RECONCILIATION OF CHARITY RESERVES

<b>OPENING BALANCES</b>	<b>£</b>	<b>CLOSING BALANCES</b>	<b>£</b>
Cash at bank:		Cash at bank:	
Current account (General Fund)	32,940.30	Current account (General Fund)	23,628.35
Deposit account (Contingency Fund)	56,189.32	Deposit account (Contingency Fund)	58,009.88
BT bills account	1,335.30	BT bills account	7,416.96
Petty cash in hand	11.43	Petty cash in hand	74.76
Stock in hand - T-shirts	315.00	Stock in hand - T-shirts	260.00
Fee and other debtors	488.90	Fee and other debtors	
WSSC funding received in advance	(13,124.75)	WSSC funding received in advance	(10,398.78)
Creditors - PAYE & National Insurance	(182.00)	Creditors - PAYE & National Insurance	(156.00)
	<u>77,973.50</u>		<u>78,835.17</u>
Net surplus for the year	<u>861.67</u>	Net deficit for the year	<u>-</u>
	<u>78,835.17</u>		<u>78,835.17</u>