

Managers' Report AGM Jan 25

Hello everyone and thank you all for coming.

My name is Lesley Hicks; I have been working here as Manager at West End since 2014 and I have been working in the early year's sector for over ~~25~~ ³¹ years.

My report is quite long so please bear with me as I cover fundraising and the finance report for the academic year from September 2023 - July 2024.

I have always been passionate about improving the outcomes for children and to be able to give them an early year's experience that is filled with 'awe and wonder' which in time will help children have a zest for learning and set them on the road for lifelong learning. When I first started nearly 11 years ago, I aspired to share my passion with the team at the time and together we moved forward to making changes to enhance our quality of practice. Today, continue to be very reflective and look outside the box to be creative and to enhance our curriculum to ensure that the children are able to have every opportunity and experience to succeed to the best of their ability.

One of the activities we have been able to provide is to be able take our older children to Itchen Valley Forest School once a week for six weeks in the summer term. This opportunity enhances our already extensive curriculum and it allows the children the freedom to be out in nature, learn and build on their skills and enjoy new experiences such as toasting marshmallows on an open fire. Charlotte I am sure will pick up on this in her report.

We started September 2023 with a visit from Ofsted, it had been 6 years since our last inspection and although Ofsted had made significant changes to their inspection criteria and rating scales, we were ready to show case our pre-school, how well we know our children and families and the wonderful environment that enhances our curriculum and learning experiences for the children.

So, it goes without saying I give immense thanks to my staff team, because without their resilience, commitment and support we would not be where we are today. They ensure our vision is brought into our teaching and learning for the children that the children are at the heart of everything we do here. They all go over and beyond for each and every child and family that pass through our pre-school.

To Charlotte, who continues to bring her knowledge and experience to preschool, the in the moment learning she provides for the children is outstanding and the children are keen to participate and soak up all the learning she imparts. Charlotte works closely with me to ensure that the curriculum and environment we provide meets our core values and vision.

To Teresa who wears many hats, keyperson, Senco and Admissions Officer and as mentioned like all of the team always go over and beyond her duties, all of the children benefit from Teresa's expertise and knowledge but more so those children that may have some additional needs, she works tirelessly with me to get the extra support and funding for them and ensures that they are supported appropriately so that they are included in all aspects of the activities and routines in pre-school.

To Katie who has been working in childcare for many years and has brought so much knowledge and experience to the staff team. Katie is keyperson to some of our very young children and her specific knowledge of the ages and stages of this group has really supported the bespoke 'settling in' process of our very young children. She has a very calm and quiet manner which is very important,

To Stacey who has a mixed age group of key children and is extremely adaptable to the needs of each of them. As with all the staff Stacey has built strong relationships with her parents and is always available to talk to parents, at the end of the day she puts aside her needs to leave on time to collect her own children from school to be able to spend a valuable 5 minutes with a parents who want to share some information or just needs some reassurance.

To Julie and Heather who give immense support to the preschool and compliment the staff team. This year Julie who has an early years qualification will become a key person for two of our new children who are starting over the next couple of weeks. Heather is also our current Treasurer and has been a volunteer in this role for many years. Heather and I work closely balancing and managing our financial accounts. Nothing is too much trouble for Heather; she often does things in her own time for the benefit of the pre-school. It takes a special kind of person to be able to come into pre-school as a bank member of staff and just get on with things, both these ladies are the under - pinning support a setting need especially when we are short staffed.

Lastly, but not least Lydia, who recently joined us as a lunchtime assistant, having replaced Lisa. Lydia has only been with us for a couple of months and is embracing

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pre-school life, she has already made relationships with the children and they rush to greet her when she comes in.

At the end of last year, we said goodbye to Lauren who left us to begin her career in working with children and young people with special educational needs. Lauren had been with us for 6 years and although we miss her, we wish her every success for the future.

I so feel privileged to have such a great team working alongside me and we never underestimate their contribution and value to West End pre-school.

Committee

I would like to say thank you to all the committee, those who are standing down and those who are signing up for another year, on behalf of myself and all the staff we would very much like to thank them for their support, commitment and for consistently championing the pre-school out in the community. I would like to say thank you to Lumi Turcanu who has been a great support to me over the last year, Kate Ansell and Heather Brown who have been the other officers of the committee and have specific responsibilities.

Thank you to Emma and Lumi leading the way on marketing and fundraising, we have raised a fabulous £2915.01. A particular mention to Lumi who ran the Southampton 10k and to her daughter Vivien who ran the first 1k with her. Other events such as the Mother's Day shop, Sponsored bike ride, Parish Council funday at Hatch grange where some children sold homemade lemonade, and the staff and committee who volunteered on our Tombola stall. Much of this money is invested back into pre-school to provide repairs, equipment, resources and experiences for the children.

A lot of work goes on behind the scenes by the committee- Charity Commission returns, Policy reviews, fundraising etc. and without you all, there would not be a Pre-School, your time and commitment are so very much appreciated!

Finance Report

The accounts for 2023-24 have been audited by Beverley du Crow, Treasurer of the Hilldene and our thanks go out again to her. The report back from the auditor was signed as a true reflection of our income and expenditure for the year 2023/24.

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Copies of the accounts /budgets are available on request.

Financially the impact of the cost of living increases, government introduction of 15 hours funding for 2 years olds and 30 hours funding, together with the increase in the national living wage and an additional expense of using an external cleaner twice a week, means that we are working hard to monitor our income and expenditure and occupancy to ensure our future sustainability. I would like to take this opportunity to thank parents and families for supporting us by donating snack items off of our weekly shopping list, this has helped greatly.

Looking forward it is really important that we continue to market and champion the pre-school and word and mouth is the best way to do this in order to ensure that we have a substantial amount of new children starting over this year and in September 2025.

Points to note:

Wages increased in line with the 9.8% increase in the minimum wage.

Training and Annual subscriptions were higher than last year as I had to renew staff statutory safeguarding and first aid training.

Our materials budget was exceeded in line with the increasing costs of food and resources. Gas, water and refuse collection costs doubled.

So just to recap, this new financial year will as always, be a challenge to ensure we keep within our overall budget without exceeding it too much! As a Charity, we need to ensure that we are financially sustainable, and any profits made after this is fed back into the preschool to help with future sustainability, staff wages and training, and resources and equipment for the benefit of improving the outcomes for the children.

Provisional 2024 / 2025 forecasts and budgets will be drawn up, and these budgets will be ready to be reviewed and agreed at the first committee meeting after the AGM.

Conclusion

West End Pre-School will continue to thrive, develop, and improve thanks to an exceptionally dedicated and enthusiastic team of Staff, Committee and our Parents and families. We are honored currently to have such a wonderful group of parents

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| Balances brought forward | |
|--------------------------|-----------------|
| Current | 15146.17 |
| Savings 1 | 1135.70 |
| Savings 2 | 19713.88 |
| Debit | 208.45 |
| Subtotal | 36204.20 |

| Income | |
|---------------------|-------------------|
| Fees/deposits | 127118.50 |
| Grant | 270.00 |
| Wages | - |
| Refuse | |
| Photos | 342.00 |
| Donation | - |
| Misc | 1023.50 |
| Materials | |
| DBS | |
| Sweat/Tee shirts | 180.00 |
| Fund raising | |
| F8 Leaving Presents | 7.85 |
| F5 Cycle Ride | |
| F7 Easter | 394.82 |
| F1 Equipment | 1615.61 |
| F4 Funday | 477.00 |
| Misc Fundraising | |
| Interest | 656.77 |
| SubTotal | 132.086.05 |

| Expenditure | |
|-------------------------------|------------------|
| Wages | 97941.71 |
| Payroll | 794.88 |
| Pension | 3924.24 |
| Inland Revenue | 6812.02 |
| Rent | 3952.04 |
| Cleaning | 1666.00 |
| Water | 781.00 |
| Gas/Service | 1069.00 |
| Electricity | 369.12 |
| Telephone | 985.74 |
| Training/annual subscriptions | 897.97 |
| Materials | 5134.21 |
| Insurance membership | 790.02 |
| Sweatshirts | 402.00 |
| AGM | 22.65 |
| Photographs | 263.26 |
| Stationery | 334.89 |
| Ofsted | 50.00 |
| Fire checks | 261.86 |
| DBS | |
| Leaving presents | 20.00 |
| Refuse | 555.60 |
| Repairs | |
| Data Protection | 35.00 |
| Audit | |
| Misc Pat Testing | |
| Misc C9 | 1483.69 |
| Account fee | 120.00 |
| Food vouchers | 400.00 |
| Fees and Funding | |
| Human Resources | |
| Leaving presents | |
| Marketing | 15.00 |
| Fundraising | |
| F2 Christmas | 226.48 |
| F1 Equipment | 11.25 |
| F7 Easter | 141.12 |
| F3 Raffles | 61.15 |
| Sub Total | 129521.90 |
| Savings 1 | 1796.11 |
| Savings 2 | 25294.74 |
| Current | 11317.88 |
| Debit Card | 359.62 |

| | | | |
|--------------|------------------|--------------|------------------|
| TOTAL | 168290.25 | TOTAL | 168290.25 |
|--------------|------------------|--------------|------------------|



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
WEST END PRE-SCHOOL

On accounts for the year
ended

31st AUGUST 2024

Charity no
(if any)

1033708

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

6/11/25

Name:

BEVERLEY DU-CROW

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

Address:

LYNDALE, BALDIC ROAD, WEST END
SOUTHAMPTON
SO30 3DZ