



Little John's Preschool

Annual Report to 31 August 2020

This report was approved unanimously by the Trustees of Little John's Preschool on **date**.

Signed on behalf of the Trustees by:

Mellonie Flamson

Date: 15th October 2020

The Management Committee present this report with the financial statements of the Preschool for the year ended 31 August 2020.

INCORPORATION AND CONSTITUTION

Little John's Preschool is a registered charity (No 1036192) and is registered in England as a charitable company (No 7199734). The company was incorporated on 23 March 2010.

PRINCIPAL ACTIVITY AND OBJECT OF THE CHARITY

The principal activity and object of the charity is to enhance the development and education of children primarily under statutory school age. This is achieved by encouraging parents to understand and provide for the needs of the children through a community Preschool held in rented premises at St John the Baptist Church in Clarendon Park, Leicester, and by offering play, education and care facilities five days a week. This is coupled with the right of parents to take responsibility for and become involved with the activities of the Preschool, whilst ensuring that our sessions are offered to all children, regardless of race, culture, religion, means or ability. We seek to encourage the study of the needs of such children and their families and to promote public interest in the recognition of such needs.

STATEMENT

"Little John's Preschool – the place to play, learn and grow."

BENEFITS TO THE COMMUNITY

Little John's Preschool has been running since late 2009, following a restructuring of the organisation previously known as The Park Playgroup. The Preschool is located in the Parish Centre of St John the Baptist Church in Clarendon Park, a community in Leicester with many young families. The Preschool premises are opposite the popular primary school of St John the Baptist. Whilst we are not directly affiliated to the School or the Church, many of our families find this proximity and connection convenient and many children move onto the foundation stage at St John's School.

The quality care and education we offer enables children to learn and develop essential skills necessary for entry into primary school and beyond. We believe that the Preschool is an important stepping stone for developing skills such as social and emotional, communication, language, teamwork, and safety, and these enable children to play a confident and active part in their local community.

Our staff are a source of information and knowledge on many aspects of Early Years childcare and they share this knowledge and guidance with our families from the local community. Areas of support they are able to offer include advice on diet, mealtimes, oral hygiene, toilet training and behaviour management.

Little John's Preschool is overseen by a Committee constituted of parent volunteers and Preschool staff. This gives local parents the chance to contribute to the development and education of their children, as well as gaining beneficial experience and skills through doing voluntary work. The Committee encourages participation in community events and links with local businesses, educational establishments and charities.

MANAGER'S REPORT

Mellonie reported that, by the end of the 2019-20 academic year, there were 38 children on roll, of whom 5 were 2-year olds accessing 15 hours of funding and 6 paying 2-year old children, 26 were 3-4 year old children accessing all or part of their universal or extended funding (15 or 30 hours), and 1 privately paying 3 year old child.

During 2019-20, the Preschool continued working in partnership with parents through termly parent consultations, a joint workshop with St John's School Foundation teachers around school readiness, oral health information programme and a new healthy cooking/eating program. The Preschool started the year working with Amy Owen's Cheerleading group on Monday mornings helping children to develop their imagination and physical skills, however due to the COVID 19 crisis this was temporarily halted at the end of March 2020. It is intended that classes will

commencing again in January 2021 and run for 12 months as per the original contract.

Mandatory staff training in first aid, food hygiene and safeguarding was kept up to date. Preschool policies have been reviewed on a rolling programme by staff and signed off by all staff and Mellonie on behalf of the Committee. Despite the majority of the Foundation Stage 1 children not attending preschool since March 2020 due to COVID 19, feedback from St John's Primary School is that they have successfully settled into their new school confident and independent ready to begin their educational journey. Regrettably many of the aims for the year 2019-20 had to be put on hold when the preschool, in line with the rest of the country had to go into lockdown due to COVID 19 in March 2020.

COVID 19 has had a big impact on the preschool, when the lockdown was announced in March 2020 parents kept their children at home. At first the preschool opened to just 1 key worker's child, eventually 3 key worker's children were in attendance for 3 day a week. The summer term saw an increase in attendance of just 1 new child when lockdown was lifted. Unfortunately Leicester then went into a local lockdown and all parent confidence disappeared, no further children signed up for attendance. As a result we will enter the academic year 2020-21 with only 15 children on role for September 2020. In comparison we started September 2019 with 32 children on role, a reduction of 53% of children on role.

COMMITTEE'S REPORT

Mellonie then reviewed the 2019-20 year and thanked all the staff for their hard work, Rachel (Young), Ana and Kiki as parent trustees. Mellonie also thanked Ciaran for keeping the website up-to-date and being a source of ICT help.

It is not possible to compare end of year children on role with the previous year as the preschool finished the year after enduring 4 months of lockdown and being open to children of key workers and vulnerable children only. This reduction in children will have a significant impact on the finances of the preschool for the year 2020-21 as the summer term is when the preschool generates a surplus income to offset the lower numbers during the next term. The Preschool is open Monday to Friday (10 sessions), to take advantage of the government's offer of 30 hours' FEEE to some parents. In line with its commitment to offering learning and support to under-3s, the

preschool accepts FEEE and private paying 2 year-olds. Fees payable for under-3s have been kept at the same level as for over-3s for this year (£12.50 per 3 hour session), and the Committee will continue to review the 2-year-old funding impact on a regular basis.

The relationship with St John's School and the Church continues to evolve in a positive direction with all leadership teams supporting these partnerships. Prior to the COVID 19 crisis the Preschool took part in School and Church events and services, which have also served as an opportunity to promote the Preschool. 12 of our FS1 school leavers went on to St John's School, 4 children went on to Avenue Primary, 1 child went on to Launde Primary and 1 child to St Thomas More. We also had a SEND child who went on to Netherhall Special Needs School and 1 child left to attend the FS1 unit in their chosen primary school. Our proposal of a formal partnership with St John's School has been put on hold by the new Head Teacher as she gets to grips with running the school. It has not been dismissed out of hand however; she is open to holding a discussion again with the preschool in 2021-22.

Two of the FS1 staff and a member of the Toddler Room have spent time in the FS2 classes at St John's Primary School, assisting the class teachers and bring back good practice ideas to further their practice and that of the preschool. Unfortunately COVID 19 lockdown happened before the final member of the FS1 team could spend time in the primary school. The staff that attended have all stated that it was worthwhile and enjoyable, and that they would like to do it again every year.

The Church continues to work through maintenance issues as they arise; a key issue is the COVID 19 compliance issues due to the Church reopening from September 2020 including cleaning and sanitising of the premises.

FINANCIAL REPORT

The financial report was reviewed and approved. During 2019-20, taking into account FEEE funding received early, a small excess of income over expense of approximately £1,800 was made, this was less than the previous year due to numbers being reduced during the pandemic and the Local Authority paying for the

numbers of funded children during the summer term based on spring term figures. As a charitable not-for-profit setting, the Preschool continued to subsidise activities such as children's music and movement sessions and the Christmas party however due to the pandemic the end-of-year trip and party had to be cancelled. Instead the three key worker children attending at the end of the school year celebrated with a small pizza party.

The Preschool also supported the migration of children's records and learning journeys to the Tapestry online software. The Preschool is legally required to offer a workplace pension scheme, which is administered by our accountant, current only the manager and deputy are enrolled. The Preschool also offers placements for students registered with one of the approved national apprenticeship schemes, which carry a set salary cost. During 2019-20 the preschool undertook to support an unqualified mature apprentice studying level 2 childcare and to support the previous year's level 2 apprentice to gain level 3 in childcare.

TRUSTEES

Trustees for the charity known as Little John's Preschool are elected each year at the Annual General Meeting and are known as the Management Committee.

Candidates are proposed and seconded by the attendees of the AGM.

Trustees for the 2019-20 year were:

Rachel Young – Chair/Secretary

Ana Kerageorge - Treasurer

Mellonie Flamson - Staff Representative

Kiki Liley - Parent Representative

Mellonie Flamson stood down from the role of Staff Representative as she will be leaving the preschool on 28 February 2021. Three Committee members stood for re-election and the new preschool manager will stand for election as Staff Representative.

The results were as follows:

Rachel Young - Chair/Secretary

Ana Kerageorge - Treasurer
Kiki Liley - Committee Member
Manager - Staff Representative

STAFF

Staff members for 2019-20 were:

Mellonie Flamson - Manager
Yvette Salmon - Deputy Manager and SENCO
Rabia Chaudhry – FS1 Leader, 3rd in Charge, Healthy Co-ordinator and SENCO
Jasvinda Dhanjal - Preschool Assistant
Nikita Watson - Preschool Assistant
Julheka Ibrihim – Bank Staff
Nadiya Akhtar – L3 Apprentice
Felicity Rumble – L2 Apprentice

PLAN FOR 2020-21

1. To recruit a new manager for the preschool with a September start date to shadow Mellonie before she leaves.
2. Increase child numbers to ensure financial stability and long term sustainability as the preschool has been hit very hard by the COVID 19 crisis and parents lack of confidence at sending children to a setting based in multi-purpose rooms.
3. Continue to develop the preschool's market presence within the area using social media, local amenities and groups.
4. Continue to develop the relationship with St. John's School and the Church.
5. Build on relationships with parents and encourage their involvement in their children's learning and development by active participation in the Preschool and in the Committee.

Little John's Pre-School
Accounts
(1 September 2019 – 31 August 2020)

Assets:

	2019-20	2018-19
Cash at bank 1 September	£60,861.14	£48,271.81
Cash at bank 31 August	£62,723.58	£60,861.14
1:1 funding not yet received	-	-

The Pre-School Charity has a Reserve Fund Policy. A Reserve Fund of £35,000 is targeted, which covers three months of rent and salaries in case of any unfortunate event. *This target has been met.*

Liabilities:

	2019-20	2018-19
Rent owed to Church	-	-
EEEE paid early	£19,840.45	£15,170.87
Insurance (PLA)	£948.19	-

Receipts:

	2019-20	2018-19
Cash at bank c/f	£60,861.14	£48,271.81
Nursery Education Grant (NEG/EEEE/EYPP)	£88,554.94	£88,027.67
Fees	£13,652.50	£22,933.00
Job retention scheme	£8,262.70	-
Donations/activities	-	-
Untaxed interest	-	-
Commissions	-	£546.50
Pension refunded	25.82	-
Payroll Grants/professional fees		£1,000.00
Total	£171,357.10	£160,778.98

Payments:

	2019-20	2018-19
Professional fees	£3,499.39	£5,274.93
Fees refunded		£87.50
Accountant fees	£1,913.00	£1,913.00
Staff wages	£85,516.25	£72,986.72
Pension	£2,020.75	£1,287.78
Rent	£9241.40	£10,847.00
Consumables	£3,203.17	£1,867.10
Office costs	£1,102.11	£1,571.69
Equipment	£295.01	-
Training	£627.00	£782.99
Entertainment & Activities	£1,165.44	£1,652.50
Registration & Insurance	£50.00	£1,646.63
Marketing		-
		-
Cash at bank c/f	£62,723.58	£60,861.14
Total	£171,357.10	£160,778.98

Little John's Pre-School

Accounts (1 September 2019 - 31 August 2020)

Balance sheet as at 31 Aug 2020

	2019-20	2018-19
Assets:		
Cash at bank 31 August 2020	£62,723.58	£60,861.14
Prepayments- funding not yet received		
	£62,723.58	£60,861.14
Liabilities:		
Accruals - Rent owed to Church	-	-
Accruals - Accountancy	£800.00	£800.00
Accruals - JRS over claimed	£5,781.33	
Deferred income - FEEE paid early	19,840.45	£15,170.87
	£26,421.78	£15,970.87
Net Assets	£36,301.80	£44,890.27
Reserves		
Opening Balance - Reserves	£44,890.27	£32,798.13
Income & Expenditure account	-£8,588.47	£12,092.14
	£36,301.80	£44,890.27

Income & Expenditure account

	2019-20	2018-19
Income		
Nursery Education Grant (NEG/FEEE/EYPP)	£83,885.36	£87,530.48
Fees	£13,652.50	£22,845.50
Resource Grant		
Donations		
Govmt Job Retention Scheme furlough	£2,481.37	
Commissions		£546.50
Pension refunded	£25.82	
Payroll Grants		£1,000.00
Total	£100,045.05	£111,922.48
Expenditure		
Professional fees	£3,499.39	£5,274.93
Fees refunded		
Accountant fees	£1,913.00	£1,913.00
Staff wages	£85,516.25	£72,986.72
Pension	£2,020.75	£1,287.78
Rent	£9,241.40	£10,847.00
Consumables	£3,203.17	£1,867.10
Office costs	£1,102.11	£1,571.69
Equipment	£295.01	
Training	£627.00	£782.99
Entertainment & Activities	£1,165.44	£1,652.50
Registration& Insurance	£50.00	£1,646.63
Marketing		
Corporation Tax owing from 2012		
Total	£108,633.52	£99,830.34
Excess of Income over expenditure	-£8,588.47	£12,092.14



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Littlejohn's Pre School

On accounts for the year
ended

31 August 2020

Charity no
(if any)

1036192

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent
examiner's statement

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Signed:

M. Z. Gara

Date:

09/02/2020

Name:

M.Z Gara

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

Chartered Certified Accountants

Address:	The Zak Partnership Limited
	20 Ashfield Road, Leicester
	LE2 1LA

Section B	Disclosure
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Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

N/A