

WEST STREET PRE-SCHOOL

England & Wales · Charity number 1036704

Details

Other names WEST STREET PRE SCHOOL PLAYGROUP

Status Registered

Legal form Other

Registered 1994-04-19

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

Contact

Address The Lodge
Grove Coach Road
Retford
DN22 0PW

Phone 07973956591

Email weststreet.preschool@gmail.com

Website www.weststreetpreschool.co.uk

Activities

Objects: The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Activities: 102 Education/Training201 Children/Young people306 Provides services (care/counselling)We provide services for children and their families through our:-Pre-school sessions Monday to Friday Term Time only

Classification

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

Geography

- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£108,238	£92,197	-	-
2024-03-31	£76,747	£76,553	-	-
2023-03-31	£72,610	£82,841	-	-
2022-03-31	£101,731	£83,645	-	-
2021-03-31	£74,630	£76,667	-	-

Trustees

Name	Role	Appointed
Alita Lyford		2026-02-11
Megan Jane Geeson		2024-07-02
PAT TROTTER		2019-06-04
SARAH JUBB		2023-07-25
Sonya Lillian Woods		2026-02-11

WEST STREET PRE-SCHOOL

England & Wales - Charity number 1036704

Accounts

West Street Pre-school
Annual General Meeting

Date: Friday 28th November 2025

Time: 12.30pm

Location: West Street Pre-school

Present: Sarah Jubb (Secretary) Sonya Woods (Treasurer) Pat Trotter (Chair)
Alita Lyford, Angie Trotter (Staff) Jess Campion (Staff) Hayley Hobbs
(Staff)

Apologise: Karen Booth, Megan Geeson, Kayley Harrison

Agenda:

- Minutes of the last AGM agreed as a true record.
- Welcome new Committee Members with suitability letters:
Sarah Jubb, Sonya Woods, Alita Lyford, Kayley Harrison - All proposed & seconded; see list appendix 1.
- Matters arising from 2024AGM minutes.
- Numbers of children attending. We currently have a long waiting list as children already attending have extended their hours.
- Staffing Issues:
After 13 years of employment Pre-school Leader Claire Curran left on the 5th of Jan 2025.
The Leader role has since changed title to Pre-school Manager. The position was advertised 5 times, and no suitable candidates were appointed. Mrs Angie Trotter our Deputy Manager agreed to take on the role.
Administrator 16hours post:
Now that more paperwork is being required of the Pre-school, the Committee agreed via email to advertise for a Pre-school Administrator to work term time only. Mrs Sonya Woods was appointed and commenced

her employment at the Pre-school on the 1st of July 2025. Kerry Waplinton will continue with us for 5 hours a week until December 2025, when she wishes to retire. Kerry will support Sonya to learn all the practices of the Amin role, and we thank her for her 7 years of service & support.

Sally Edwardes will be retiring on the 17th of October 2025. She has been a valued member of the team and will be greatly missed. We would like to thank her for her dedication and commitment to her role.

Jess Champion was appointed Pre-school Assistant in Jan 2025. She was recently appointed Pre-school Deputy Manager in September 2025.

- Treasurers Report:

Current Account opening balance April 2024: £31,937.48

Incoming: £108,237.70

Outgoing: £92,197.30

Closing balance: £47,977.88

Reserve Account balance: £51,775.70.

- SEND

We have again received funding to our group of children with additional needs. This has enabled extra staff to provide 1:1 work with these children during each session, to support & offer resources to children from disadvantage families. Records of both these spending streams are maintained by the Pre-school Manager Angie Trotter each year.

- Fundraising:

Pre-school Assistant Karen Booth has once again taken on the role of collecting raffle prizes from local businesses.

- Staff Hours:

We have had enough funds this year to not ask staff to reduce their hours. We continue to pay above minimum wage for our staff.

- **Fee Changes:**
We have increased the children's fees to £18.00 per 3-hour session.
- **NCC Committee Support Meetings:**
These continue to run. Pat continues to attend & keeps the group up to date with any changes.
- **Publicity:**
We have promoted the Pre-school more this year via our community links which has enabled us to be full with a waiting list.
Staff continue to keep their knowledge skill base up to date. New staff have been enabled time to familiarise themselves with all our Policies & Procedures, plus attend the Mandatory Training Course via Noodle Now.
- **Policies & Procedures:**
Angie has updated our Policies & Procedures.
- **Fire Safety:**
We now have an escape ladder from the upstairs room.
- **Telephones:**
We now have updated our Phone system to now have 4 phones in the building.
- **Grants:**
We obtained a grant from Bassetlaw District Council to paint a mural on the side of the Pre-school to raise awareness of conserving wildlife free of charge.
We also obtained a shop frontage Level Up Grant to enable us to have the building painted and new wooden notice boards made and displayed on the

front of the Pre-school. This improves the appearance. The amount was £6134.40, the Pre-school paid £681.60.

- **Leaflets:**
Angie Trotter has made improvements to the Pre-school leaflets, which now include up to date information regarding the Government funding process.
- **Wrap Around Care:**
Wrap around care for children 9 months - 5 years, we decided not to do this as we felt our building was not suitable.
- **Ratios:**
Child Care Ratios the Governments wanted to increase from 1:4 to 1:5 for 2 year old's, but we felt that our building was not suitable for the higher ratio, so we will maintain our 1:4 staff/child ration.
- **Energy Charges:**
Baring Law are still pursuing if we have a claim for overcharged commissions by EON.
- **First Aid:**
Our First Aid Audit is to be undertaken again this year by Secretary Sarah Jubb. New systems to be implemented.
- **Toothpaste:**
We received a donation of children's toothpaste from a Colegate representative via Ice Dental Blyth, this was given to the Pre-school for the children 3 years old. We have purchased toothbrushes to raise awareness of oral hygiene for children.

- **Maintenance:**
The flaking wall in the garden area, Sonya mentioned that one of our children dads (Josh Wittiker) is a builder and may be willing to help us. The small room has been painted off white and damp was found. Alison Hill to be contacted re: Grant Support for this?
- **Cleaning:**
Staff deep cleaned resources during the holiday period ready for the next term inside & out.
5 Inset Days were organised to support staff meetings & training.

A.O.B

- Nominated Person for Ofsted contact to be changed from Pat Trotter to Sonya Woods. Pat to inform Ofsted of this change.
- All attendees informed of the following:
DBS Nominated Person (Registered Person) RP901968
Registered Charity No: 1036704
Early Year Association (EYA) PLA 15588

Signed as a true record:

Pat Trotter
Chairperson

Appendix 1

West Street Pre-school

Nominated Form

West Street Pre-school Committee 2025-2026

Role	Name	Proposed by	Seconded by
Chairperson	Pat Trotter	Alita Lyford	Sonya Woods
Treasurer	Sonya Woods	Alita Lyford	Angie Trotter
Secretary	Sarah Jubb	Pat Trotter	Angie Trotter
Link with Pre-school	Angie Trotter	Pat Trotter	Hayley Hobbs
Committee 1	Hannah Musto	Pat Trotter	Jess Champion
Committee 2	Kayley Harrison	Angie Trotter	Sonya Woods
Committee 3	Alita Lyford	Pat Trotter	Angie Trotter
Committee 4	Megan Geeson	Sonya Woods	Angie Trotter

West Street Pre-school

Current Account April 2024-March 2025

Date	Expenditure	Income	TOTAL	
opening balance			31,937.48	
April	7,168.01	9,566.77	34,336.24	2,398.76
May	6,824.55	10,053.53	37,565.22	5,627.74
June	7,848.53	10,048.42	39,765.11	7,827.63
July	8,218.26	9,638.91	41,185.76	9,248.28
August	6,538.60	0.00	34,647.16	2,709.68
September	11,183.06	19,700.21	43,164.31	11,226.83
October	7,159.74	1,753.33	37,757.90	5,820.42
November	7,622.24	10,778.25	40,913.91	8,976.43
December	8,154.84	11,922.99	44,682.06	12,744.58
January	5,706.04	9,110.06	48,086.08	16,148.60
February	8,542.82	8,614.84	48,158.10	16,220.62
March	7,230.61	7,050.39	47,977.88	16,040.40
Total	92,197.30	108,237.70	47,977.88	
<i>Pat's figures</i>				
opening balance	31,937.48			
Income	108,237.70			
Expenditure	92,197.30			
closing balance	47,977.88			
difference	47,977.88			
Income over Expenditure		16,040.40		

West Street Pre-School

Examination of accounts 01.04.2024 to 31.03.2025

Income

I have examined the blue book in relation to the paying in slips, the income folder, the bank statements and the spreadsheets and find no discrepancy during this year.

Expenditure

I have examined the expenditure folder in relation to the bank statements and the spreadsheets and found three very minor discrepancies, as follows:

June petty cash

Item 12 – should be £16.80, but was claimed as £16.60

August

Smartest Energy – the bill is £81.76; the bank statement shows a payment of £81.75

September

MoneySoft – the bill is £103.20; the bank statement shows a payment of £103.00

Generally, the system is working well, and I am happy to sign the Examiner's Report.

Patricia Everitt

13.07.2025

WEST STREET PRE-SCHOOL

England & Wales - Charity number 1036704

Accounts

West street Preschool AGM, Tuesday 2nd July 2024
6.30pm, on WhatsApp

Present: Pat Trotter, Claire Curran, Sally Edwardes, Angie Trotter, Cheryl Smith, Kate Ogle, Karen Booth, Sarah Jubb, Megan Geeson, Leanne Prior, Sonia Woods.

Apologies: Kerry Waplinton, Jane Hewett, Hannah Musto, Rowan Musto.

All Committee members had read the reports sent to them via email before this meeting:

Chairs Report from Sarah Jubb,
Treasurers Report from Pat Trotter
Preschool Leaders report from Claire Curran,
Accounts for the year April 2023 to March 2024.

- The Trustee Annual Report (TAR) is to be sent into the Charities Commission before March 2025.
- Thanks were given to Patricia Everitt, who audited our accounts. (The AGM was held after the audit was completed).
- Thanks, were also given to Sarah Jubb for continuing to undertake the First Aid Audit.
- The Leasing Agreement was renewed for a further two years, signed by Pat Trotter.
- Last years AGM minutes were also signed as being a true record.

Pat thanked the outgoing committee members, Hannah Musto, Rowan Musto, Danielle Lane for their support.

Emails will continue to be used between meetings to obtain a quick voting method.

The Committee all resigned, then the new committee were elected as follows:

Committee	Proposer	Secunder
Chair: Sarah Jubb	Angie	Cheryl
Treasurer: Pat Trotter	Sally	Karen

(Pat would like someone to take over this role)

Minutes: Sally Edwardes	Pat	Claire/Angie
Preschool link: Claire Curran	Pat	Angie
Hannah Musto	Pat	Cheryl

New Committee Members:	Proposer	Seconder
Megan Geeson	Angie	Claire
Leanne Prior	Angie	Kate
Sonia Woods	Angie/Pat	Claire

The new members were welcomed on to the committee.

- The numbers of children attending have increased, and we are now full, allowing the staff to go back to their original working hours (some had reduced their sessions).
- Due to this, our funds have increased making our bank balance much healthier.
- The Government have increased their funding of children from April 2024: 2year olds £7.47 per hour, 3- to 4-year-olds £5.03 per hour.
- Parents have been informed about the Government initiative of funding for working parents of two-year-olds.
- It was decided that we would not be accepting babies of 9 months in age as our building is not suitable for this.
- We also decided against 'wrap around care'.
- We will keep our ratio of 1:4, and not go to 1:5 as the Government has suggested.
- Thank you to Angie for updating all our policies.
- We will continue to use Tapestry for observations to share with parents and Newschild to share important notices and news.
- We have cancelled the support for our Website as this was too expensive. However it can still be accessed to enquire about preschool places, costing us £14.74 per year, to keep our name.

- Facebook: Pat is still the administrator for this but would like Karen to also have access. They will get together to find out how to do this.
- An escape ladder has been purchased for the upstairs office room. It is located on the bench next to the window for emergency use.
- We have not requested access to any Capital Grant Funding from the Government.
- We have support from Notts County Council for our Preschool from:

Sally Henderson (Early Years Specialist Support Teacher), Ang Julian (PVI Setting Support), Una Daniels (Family Hub Support Group), and Alison Hill (Early Years Support for Bassetlaw).

Treasures Report

Opening Balance	£31,743.70
Income	£76,746.84
Expenditure	£76,553.06
Closing Balance	£31,937.48

Reserve Account £52,057.14

- A mural is to be painted on the outside of our building with a theme of 'climate change'. This is to be done during the summer holidays.
- The builder Dave Keep, is to sort out the damp behind the easels in the main room.
- We have some outings planned funded by the Pupil Premium money to benefit certain children. We have been on a bus ride and will visit the park and there will be some animals brought in to preschool.
- The new Committee members must be updated for Ofsted.
- Our Business Plan: To keep ratios 1:4, repair the damp wall, paint the mural.
- Staff wages increased in March 2024, to just above the Government minimum wage.

- Sleep policy: Pat had heard of a child dying due to the sleep policy not being followed. This turned out to be the trial of a case from some time ago. Staff will ensure to keep to our policy.

Any other Business

- Staff would like to purchase a new vacuum cleaner. Ours doesn't pick up and is heavy to use. Sally can ask her daughter to get one from Argos as she can use her staff discount to get it a bit cheaper. Claire and Karen suggested a Shark brand as they both have this and are happy with theirs.
- Treasurer: Pat is to hand this role over to someone else. The person needs to be on/join our committee, can't be a member of staff, but does not need to be a parent. Megan Geeson and Leanne Prior showed an interest and will talk to Pat to find out more about the role. To see if they could Job Share it.
- Pat to look into creating files of the treasurer's role with examples to discuss the process with them.
- Sarah Jubb is to visit Preschool to complete the First Aid audit.

West Street Preschool
Analysis Breakdown
April 2023 to March 2024

Opening Balance				£ 31,743.70
Income				
Fees		£ 11,504.00		
Refunds	Contra	£ 69.99		
NCC		£ 64,936.18		
Milk Returns		£ 161.80		
Fund Raising		£ 74.87		
Transfer from Reserve A/c				
Total Income		£ 76,746.84		
Expenditure				
<i>Staffing Costs</i>				
wages		£ 61,337.83		
NEST		£ 1,776.50		
HMRC		£ 2,706.21		
Refund from HMRC	Contra			
Other Costs		£ 492.44		
Total Staffing		£ 66,312.98		
<i>Running costs</i>				
Overheads		£ 2,607.37		
Electricity		£ 2,127.78		
Water		£ 414.43		
Subscriptions/Insurances		£ 1,749.91		
Misc.		£ 8.10		
Equip/Resources		£ 745.07		
Stationery/Printing		£ 318.01		
Maintenance		£ 1,130.00		
Fundraising		£ 59.41		
Pettycash		£ 1,080.00		
Transfer to a/c				
Total Running Costs		£ 10,240.08		
Transfer to Reserve Account		0.00	0.00	
Total Outgoings		£ 76,553.06	0	

Reserve Account 2023/2024

Date		Deposit	Withdrawal	Balance
	Brought Forward			50337.45
31.03.2023	Interest	42.75		50380.20
30.04.2023	Interest	39.34		50419.54
30.05.2023	Interest	48.97		50468.51
30.06.2023	Interest	47.7		50516.21
30.07.2023	Interest	56.81		50573.02
30.08.2023	Interest	60.2		50633.22
30.09.2023	Interest	58.33		50691.55
30.10.2023	Interest	64.44		50755.99
30.11.2023	Interest	60.49		50816.48
30.12.2023	Interest	58.54		50875.02
30.01.2024	Interest	66.7		50941.72
30.02.2024	Interest	58.69		51000.41
30.03.2024	Interest	56.73		51057.14

West Street Preschool
Income and Expenditure April 2023 to March 2024

Date	Expenditure	Income	TOTAL		
opening balance			31,743.70		
April	6,218.39	3,922.82	29,448.13	-2,295.57	
May	5,633.27	6,447.89	30,262.75	-1,480.95	
June	6,888.33	4,915.30	28,289.72	-3,453.98	
July	6,403.94	8,762.86	30,648.64	-1,095.06	
August	4,972.61	0.00	25,676.03	-6,067.67	
September	7,856.47	5,489.27	23,308.83	-8,434.87	
October	5,312.70	5,936.85	23,932.98	-7,810.72	
November	5,610.35	6,250.82	24,573.45	-7,170.25	
December	5,644.74	6,466.09	25,394.80	-6,348.90	
January	6,818.57	9,740.83	28,317.06	-3,426.64	
February	6,361.23	9,949.82	31,905.65	161.95	
March	8,832.46	8,864.29	31,937.48	193.78	
Total	76,553.06	76,746.84	31,937.48		
<i>Pat's figures</i>					
opening balance	31,743.70				
Income	76,746.84				
Expenditure	76,553.06				
closing balance	31,937.48				
difference	31,937.48				
Income over Expenditure		193.78			

Food/Sundries	Equip/Resources	Stationery/Printing	Maintenance	Fundraising	Petty Cash	Fees Refund	Transfer to Reserve A/c
		171.30					
					60.00		
					60.00		
0.00	0.00	171.30	0.00	0.00	120.00	0.00	0.00

Weststreet Preschool
Wages Breakdown April 2023 - March 2024

Pettycash Repayments			
Date	Amount	Date out of Bank	Amount
01.05.2023	60	09.05.2023	60
18.05.2023	60	19.05.2023	60
15.06.2023	60	16.06.2023	120
01.07.2023	60	14.07.2023	60
17.07.2023	60	21.07.2023	60
11.08.2023	60	01.09.2023	60
05.09.2023	60	12.09.2023	60
01.10.2023	60	29.06.2023	60
19.10.2023	60	30.10.2023	60
16.11.2023	60	17.11.2023	60
23.11.2023	60	24.11.2023	60
19.12.2023	60	20.12.2023	60
11.01.2024	60	12.01.2024	60
08.02.2024	60	09.02.2024	60
26.02.2024	60	01.03.2024	60
07.03.2024	60	18.03.2024	60
22.03.2024	60	21.03.2024	60
	1020		1080

Treasurer's report AGM 2024

Tuesday 02 July 2024 via What's App

Attendance

Our number of children attending Pre-school has slowly increased during this last year. This has enabled some staff, to come back to their contracted hours.

Wages

We have increased the staff wages rate per hour in line with Government guidance re the minimum wage. We agreed as a committee like last year we would start this in March 2024 instead of April, as a small thank you for all the staff support in trying to reduce the overspend on wages this last year.

Committee meetings.

Tuesday 18th July 2023 in Pre-school.

October 16th 2023 in Pre-school.

January 22nd 2024 in Pre-school.

Work undertaken.

We had the Pre-school building re rendered and painted this year during the October half term 2023.

The toilet for people with disabilities mended.

The roof assessed, but no problems identified that needed addressing.

Guttering on the building straightened.

During September 2023 a big publicity campaign was undertaken to see if we could get more children attending Pre-school. Publicity events posters in shops, leaflets to the nearby Children's Centre and

Toddler groups in The Well church. Posters in ASDA; Costa; Bacon's shop; the local sweet shop.

Fundraising

Christmas Raffle raised £139.00. ASDA very kindly donated a wooden shop and chocolates. Staff committee members and families also donated prizes.

Christmas family Calendars were created and sold at £2.00 each and raised £64.00.

We raised £59.41 for BBC Children in Need appeal.

Fees increased

In April 2024 fees were increased from £15.00 a three-hour session to be £16.00 a three-hour session.

Government funding for 2's is £7.47 per hour.

Government funding for 3- and 4-year-olds is £5.03 per hour.

PAT Testing

Was undertaken and a certified report on the electricity board system in Pre-school obtained.

Training for committee.

Pat attended N.C.C. committee network support group on Teams on 9th November also on Monday 25th March 2024 to enable our committee to Keep up to date with changes.

Training for staff

Staff also have access to Noodle Now training; Educare training; N.C.C. courses; NHPB courses; Plus First Aid and safeguarding plus Food Hygiene which are updated every 3 years.

Christmas parties.

These were held in the Pre-school building via two sessions. A present was given to each child and party games undertaken during the session.

Staff Christmas meal.

Staff went to their Christmas meal after the last children's party to exchange their Secret Santa presents. This took part in the Bay Tree.

Charity Annual Return form 2024.

This TAR was sent into the Charity Commission after we held the AGM and the accounts were audited.

Energy prices.

We changed suppliers from EON to Smartest Energy as our contract ended, but the costs still arose each month by a significant amount.

Inset Days

We continue to provide 5 Inset days for staff's Continual Professional Development. Funding for these 5 days comes out of Pre-school funds.

Reserve Account

We have a reserve account and a policy which explains what this can be used for- Redundancies if necessary and any unexpected expenditure required by West Street Pre-school.

Online Banking

The online banking systems continue to work well, and all of our standard invoices are paid for this way. Families are encouraged to pay the fees by BACS. We continue to have two signatures on our online account. Thanks to Kerry who undertakes most of this work.

Appreciation

Thank you to the staff team for all your support during this last year. They have undertaken organizing the Petty Cash sheets each month and buying all the food and items needed for Pre-school weekly. Plus, the Admin role re the accounts and wages, undertaken by Kerry our Admin person.

Audit of Accounts.

Our accounts were audited by Patricia Everitt this year who passed them as being correct. We thanked her for her continued support of our Pre-school for doing this once again.

Charity Annual Return form 2024

This was sent in on Sunday 8th August 2024.

Treasurers' reports.

A treasurers' report was given at each committee meeting and via emails to enable the committee to be aware of our financial status. We are monitoring the rising running costs of the Pre-school to maintain our suitability.

The final figure of the accounts from April 2023 to March 2024.

Is: -£31743.70

Brought forward balance is :- £31743.70

Incoming £76746.84

Outgoing £76553.06

Carried forward figure _____

31937.48

Reserve account £51057.14

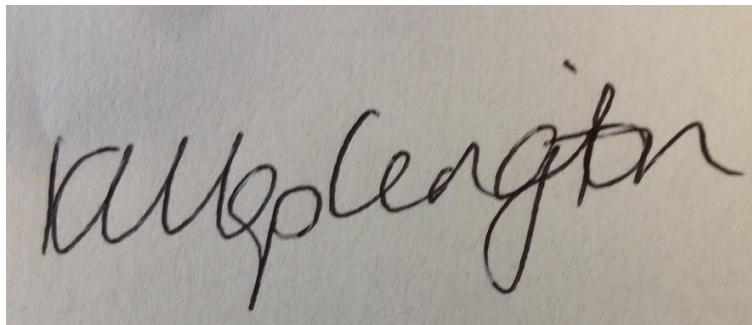
Signed by



Date

Print name Pat Trotter

Signed by



Date

Print name Kerry Waplinton

WEST STREET PRE-SCHOOL

England & Wales - Charity number 1036704

Accounts

West Street Pre-school AGM held on Monday 25th July 2023

At 6.30 in West Street Pre-school.

We awaited the Pre-school accounts to be audited before we set the AGM date.

A welcome was given to all who attended.

Those Present

Sarah Jubb; Pat Trotter; Angie Trotter; Sally Edwardes; Kate Ogle; Karen Booth; Hannah Musto

Apologies

Danielle Lane; Rowan Musto; Claire Curran; (all three were available via Telephone) Cheryl Smith.

Last Years Report.

This was read out then signed as a true record.

Chair's report

Treasurers report

Pre-school leader's report. These reports had been sent out to all staff and committee before the meeting to enable them to be read.

They were then read out again at the meeting to see if anyone had any queries.

The accounts were audited for the year 2022-2023 by Patricia Everitt for the second year. We had undertaken her suggestions/ recommendations from the previous years audit which made the audit much easier. Sincere thanks were given to her for doing this for us.

Recruitment of new committee members was processed throughout the year. We again still await two suitability letters.

Lease agreement

The lease agreement for the next two years was signed by the Chair Sarah Jubb.

First Aid Audit

We have been very grateful to Sarah Jubb, who resigned from her committee role at last years AGM, as she had been on our committee for 14 years. But had offered to continue to undertake the First Aid audit of all the accident/ incidents records if required. It was voted that we would accept her offer.

Resignation of all committee.

Resignation of all the existing committee members took place.

New committee members election March 2023 - March 2024 took place.

Role	Name	Proposed by	Seconded by
Chair	Sarah Jubb	Angie Trotter	Karen Booth
Treasurer	Pat Trotter	Sarah Jubb	Hannah Musto
Minutes Secretary	Sally Edwardes	Angie Trotter	Pat Trotter
Committee Member	Danielle Lane	Angie Trotter	Kate Ogle
Committee Member	Hannah Musto	Angie Trotter	Pat Trotter
Committee Member	Rowan Musto	Sally Edwardes	Karen Booth
Committee Link	Claire Curran	Pat Trotter	Hannah Musto

Thanks Given out

Thanks were given to retiring committee members Jane Hewitt; Mary Said; Hilary Clough; Megan Hayes; Lydia McGoldrick for all their support last year for pre--school.

Welcome to new committee members

Welcome was given to the newly elected committee members.

Information

We have had less children attending our sessions at pre-school this last year, so the staff team agreed to work less hours per week, when they were not required in ratios.

This is to be monitored on an ongoing basis to keep the pre-school sustainable. We are very lucky to have a stable staff team who work well with the children, many of the children this last year have attended with 'special needs'. Funding to support these children has been Government funded, via N.C.C..

Change Energy supplier

We have decided to change our energy supplier from EON to ECOSAVE Gas and Power in October 2023 when our contract is up for renewal.

Running Costs

It was decided not to use a website but to only put our information onto Facebook and Tapestry. To keep in touch with families and the public. To save money. We have tried to publish our services more widely this year to encourage more children to attend. We will continue to do this if numbers remain low.

Government Funding will increase in September 2023 and again in April 2024. When all working parents will be entitled to their child obtaining 2-year government funding.

We discussed whether to use WhatsApp instead of Tapestry to save money. No final decision was reached.

Financial accounts

The final figure of the accounts from April 2022 to March 2023 is £31743.70 in the bank.

Brought forward Balance £41974.90

Incoming £72610.62

Outgoing £82841.82

Carried forward figure £31743.70

Total £31743.70

Reserve Account £50337.45

Signed by date 25.07.2023.

Print Name Pat Trotter

Signed

Signed by date 25.07.2023.

Print Name Kerry Waplinton

Signed

Date of next meeting Monday 16th October at 6.30pm in West Street Pre-school building.

West Street Preschool
Analysis Breakdown
April 2022 to March 2023

Opening Balance			£ 41,974.90	
Income				
Fees		£10,978.50		
Refunds	Contra			
NCC		£60,486.20		
Milk Returns		£170.08		
Fund Raising		£364.16		
Transfer from Reserve A/c				
Refunds		£611.68		
Total Income		72,610.62		
Expenditure				
<i>Staffing Costs</i>				
wages		62910.7		
NEST		1824.55		
HMRC	(incs back payment)	4070.27		
Refund from HMRC	Contra			
Other Costs/ Training		590		
<i>Total Staffing</i>		69,395.52		
<i>Running costs</i>				
Overheads		3473.27		
Electricity		2546.23		
Water		725.82		
Subscriptions/Insurances		2108.58		
Miscellaneous		8.1		
Food/Sundries		0		
Equip/Resources		2961.59		
Stationery/Printing		509.71		
Maintenance		30		
Fundraising		143		
Pettycash		940		
Total Running Costs		13446.30		
Transfer to Reserve Account		0.00	0.00	
Total Outgoings		82,841.82	0	

West Street Preschool
 Analysis Breakdown
 April 2022 to March 2023

Balance		31,743.70		
Bank		31,743.70		
Difference		0.00		
opening balance		41974.90		
Income		72610.62		
Expenditure		82841.82		
closing balance		31743.70		
Excess Income over Expenditure		-10231.20		

Reserve Account 2022/2023

Date		Deposit	Withdrawal	Balance
	Brought Forward			50159.09
31.03.2021	Interest	0.48		50159.57
31.04.2021	Interest	3.49		50163.06
30.05.2021	Interest	4.4		50167.46
30.06.2021	Interest	4.12		50171.58
31.07.2021	Interest	3.99		50175.57
31.08.2021	Interest	4.54		50180.11
30.09.2021	Interest	9.07		50189.18
31.10.2021	Interest	16.36		50205.54
30.11.2021	Interest	28.89		50234.43
31.12.2021	Interest	33.03		50267.46
31.01.2022	Interest	35.26		50302.72
28.02.2022	Interest	34.73		50337.45
09.03.2022	Transferred to Current A/c			50337.45
				50337.45

West Street Preschool
Income and Expenditure April 2022 to March 2023

Date	Expenditure	Income	TOTAL	
opening balance			41,974.90	
April	10,876.29	7,025.12	38,123.73	
May	7,124.09	8,886.94	39,886.58	
June	7,482.61	6,545.25	38,949.22	
July	8,104.47	6,316.06	37,160.81	
August	6,619.03	21.55	30,563.33	
September	7,479.62	7,205.31	30,289.02	
October	5,842.27	6,358.91	30,805.66	
November	5,409.19	5,508.05	30,904.52	
December	6,284.85	10,266.14	34,885.81	
January	5,603.26	611.90	29,894.45	
February	5,166.71	5,644.90	30,372.64	
March	6,849.43	8,220.49	31,743.70	
Total	82,841.82	72,610.62	31,743.70	
<i>Pat's figures</i>				
opening balance	41,974.90			
Income	72,610.62			
Expenditure	82,841.82			
closing balance	31,743.70			
difference	31,743.70			
Income over Expenditure		-10,231.20		

expenditure				
Phone	Food etc	Equipmen t / Sundries	Repairs	Total
0	£ 40.49	£ 24.88		£ 66.33
£ -	£ 59.93	£ 18.77		£ 78.70
£ -	£ 72.82	£ 15.40		£ 88.22
£ -	£ 69.52	£ 22.50		£ 118.27
£ -	£ 22.44	£ -		£ 22.44
£ -	£ 40.72	£ 13.30		£ 65.02
£ -	£ 17.95	£ -		£ 60.94
£ -	£ 88.57	£ 49.33		£ 137.90
£ -	£ 22.81	£ 36.13		£ 84.84
£ -	£ 73.07	£ 9.56		£ 83.63
£ -	£ 50.36	£ -		£ 55.11
0.00	68.92	0.00		£ 73.87
£ -	£ 627.60	£ 189.87	£ -	£ 935.27

Independent examination of accounts

Checks carried out:

Expenditure by statement / spreadsheet/expenditure files / cheque stubs

Income by statement / spreadsheet / income file / paying-in book stubs

Petty cash by spreadsheet / expenditure files

Expenditure

28.04.21 - cheque 5683 £60 petty cash – no 'record of petty cash payments' sheet in expenditure file

Sept - £120 petty cash – undated 'record of petty cash payments' sheet in expenditure file

31.11.21 – Argos, 2 cameras purchased. 1 camera exchanged 3.12.21. £10 gift card issued to cover lower price of replacement. Gift card not recorded anywhere.

November – Wages. C Smith. Employer's summary £863.65. Spreadsheet and bank statement £863.71 – 4p discrepancy

Income

Spreadsheets, income folder, bank statements and paying-in books all reconcile.

Inconsistencies in what is or is not recorded in the blue books plus inconsistencies in chronology make them difficult to reconcile with other records. See following suggestions to improve income audit trail.

Patricia Everitt

20th June 2022

Recording income

In order to improve the income audit trail the following improvements could be made:

Receipt books.

The information recorded on receipts should be consistent, e.g.:

Date received

Name of child (or reason for income e.g. donation)

Reason for income e.g. lunch club / Christmas party / Pre-school fees)

Period covered by income, if applicable

£ amount

Received by

As they are triplicate books, top copy to payee, 2nd copy to income folder and attached to banking sheet, third copy remains in book

If the receipt number were also added to the spreadsheet entry e.g.

Fees – R27, R29, R30 £45 the entry could be easily matched to the banking slip

Blue books

In the same way, if the receipt number were added to the blue book entry it could be easily matched to the banking slip

If the headings in the blue books were changed to mirror the receipt books then the information could be more readily reconciled with other records:

WEST STREET PRE-SCHOOL

England & Wales - Charity number 1036704

Accounts

West Street Preschool
Analysis Breakdown
April 2021 to March 2022

Opening Balance			£ 23,889.08	
Income				
Fees		£11,389.45		
Refunds	Contra	£1,331.83		
Photos		£88.50		
NCC		£68,758.08		
Milk Returns		£130.68		
Fund Raising		£33.00		
EIF Funding		£0.00		
Transfer from Reserve A/c		£20,000.00		
Local Giving		£0.00		
Total Income		101,731.54		
Expenditure				
<i>Staffing Costs</i>				
wages		63053.96		
NEST		1799.95		
HMRC	(incs back payment)	5067.79		
Refund from HMRC	Contra	0		
Other Costs		194.8		
Total Staffing		70,116.50		
<i>Running costs</i>				
Overheads		9377.68		
Refund of Overheads				
Food/Sundries		184.38		
Equip/Resources		2147.12		
Stationery		495.64		
Captain Jacks		187.00		
Photos		0		
Fundraising		57.4		
Pettycash		1080		
Local Giving		0		
Total Running Costs		13529.22		
Transfer to Reserve Account		0.00	0.00	
Total Outgoings		83,645.72	0	

West Street Pre-school

Treasurer's report May 2022.

Our accounts were audited by Patricia Everitt this year who passed them as being correct. We thank her for her support for our pre-school by doing the audit this year.

March saw the staff wages upgraded in line with the new Government Minimum wage increase. This increase was given early in the month of March 2022 as a thank you for all their support during 2021/2022 Re covid19.

We sent £40.00 to BBC Children in Need Appeal this year.

Our Pupil Premium funding enabled us to purchase extra resources to meet children's individual needs this year.

The additional SEND funding has been used for additional staffing to meet the one-to-one needs of three children.

During this financial year N.C.C. have again distributed Supermarket vouchers for all Government funded children attending during Autumn; Christmas; February Easter; Spring Bank Holiday and Summer breaks, to pre-school to distribute to the families with vulnerable children.

Meetings were held last year were: -

Tuesday 6th July at 8.00pm via Microsoft Teams.

Tuesday 20th January meeting was cancelled this year. Emails were undertaken instead for decisions needed.

The online banking systems have been working very well and most of our regular invoices are now being paid this way. We have been using this system now since March 2021. Pat Trotter and Kerry Waplinton remain the two signatures on our online account.

Votes on matters needing addressing between meetings were organised via emails and records kept of all replies with the outcome of these votes.

Throughout the year adaptations and amendments to existing policies and the creation of new policies was undertaken via emails to all the committee and staff team.

A Treasurers report was given at each meeting and via emails to enable the committee to be aware of our financial status. We moved £20,000.00 from our Reserve account to the current account, in anticipation of the rising costs of the wage increases; Utility bills increasing and resources. Which is already happening.

Additional financial support from the Government's Job Retention scheme has ceased.

5 inset days were organised as well as funding courses for the staff teams Continual Professional Development. Funding for these days comes from pre-school funds. One Inset day this year was used to interview for new staff. For the full time post we appointed Kenneth Tinkham from America and need to apply for a Sponsor Licence to let him work in pre-school.

Christmas presents, purchased by pre-school, were given to each child at Captain Jacks when we held our Christmas Party. The families attended as well as the children.

We continue to be aware that a grant form is available for families who live in Ordsall and would benefit from having funds available for their child to attend free sessions from this grant. A panel would decide on who fulfilled the criteria. This will be available for a couple of years.

It was agreed at the last committee meeting via Teams, that fees each session as from April 2022 would raise to £15.00 to try and meet the increased rising costs of wages, utilities, Insurance,

resources etc. Lunch Club fees would increase to £4.00 per session as another member of staff is needed to support the increased number of children attending.

We have a Reserves Policy, which identify funds which are to be used for Redundancies, if necessary and any unexpected expenditure required by West Street Pre-school. The pre-school follows our Reserves policy as agreed by the committee.

Thank you for all your support during this last year, when I supported Emma Trotter in the role of Treasurer. Due to me not being on the Committee in an Officer's role. I would be willing to return to the committee next year following the PLA constitutional rules if required. The staff team have been appreciated for doing the Petty Cash sheets each month and buying all the food weekly for the pre-school. Plus, the admin support re the accounts and wages undertaken by Kerry our Admin Person.

The final figure of the accounts from April 2021 to March 2022 is:-

Brought forward balance £23889.08

Incoming £101731.54

Outgoing £83645.72

Carried forward Figure £41974.90

Total £41974.90

Reserve account £50,159.57

Signed by Date.....28.06.2022

Signed by Date.....

Independent examination of accounts

Checks carried out:

Expenditure by statement / spreadsheet/expenditure files / cheque stubs

Income by statement / spreadsheet / income file / paying-in book stubs

Petty cash by spreadsheet / expenditure files

Expenditure

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November – Wages. C Smith. Employer's summary £863.65. Spreadsheet and bank statement £863.71 – 4p discrepancy

Income

Spreadsheets, income folder, bank statements and paying-in books all reconcile.

Inconsistencies in what is or is not recorded in the blue books plus inconsistencies in chronology make them difficult to reconcile with other records. See following suggestions to improve income audit trail.

Patricia Everitt

20th June 2022

Recording income

In order to improve the income audit trail the following improvements could be made:

Receipt books.

The information recorded on receipts should be consistent, e.g.:

Date received

Name of child (or reason for income e.g. donation)

Reason for income e.g. lunch club / Christmas party / Pre-school fees)

Period covered by income, if applicable

£ amount

Received by

As they are triplicate books, top copy to payee, 2nd copy to income folder and attached to banking sheet, third copy remains in book

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Blue books

In the same way, if the receipt number were added to the blue book entry it could be easily matched to the banking slip

If the headings in the blue books were changed to mirror the receipt books then the information could be more readily reconciled with other records:

WEST STREET PRE-SCHOOL

England & Wales - Charity number 1036704

Accounts



West Street Pre-school

A.G.M. Tuesday 6th July 2021. At 8.00pm

Meeting held on Microsoft Teams due to Covid-19 restrictions on group meetings taking place.

Those present: -

Pat Trotter: Hilary Clough (Joined then got blocked out); Sarah Jubb; Angie Trotter; Claire Curran; Cheryl Smith; Sally Edwardes; Kerry Waplinton; Kate Ogle; Carol Dempsey; Clare Wortley; Mary Said

Apologies: -

Rowanne Trollope (Resigned) Emma Trotter; Laura Saunders, both unable to attend.

Well, this year's A.G.M. was again definitely one with a difference. Due to Covid 19.

We went ahead and had the accounts audited and recruited committee members.

We had a few names to investigate. Mary Said's DBS is being pursued so she is not a voting member until we get her suitability letter. Emma Trotter has a DBS and suitability letter for West Street Pre-school which is ongoing from her previous time on our committee.

This A.G.M. has again been quite a while after the end of the financial year but was the only way we could hold a group meeting after the accounts were audited.

The reports were sent out via email to all staff and committee members before the Teams meeting, to give the members time to absorb the information and have any questions ready for the A.G.M.

Plus, the last year's AGM minutes which required signing as a true record and the new Lease agreement form (For two Years at a time only) which needed agreement and signing as well. Sarah Jubb, Chairperson agreed to these being a true record from last year's AGM in 2020 and these being brought to her house for her signature on Saturday morning 10th July 2021.

All committee members resigned during this point in the A.G.M. and then the new committee were elected. Rowanne Trollope and Pat Trotter resigned permanently, and they were thanked for their roles and support as committee members.

The committee was then voted on: -

Role	Name	Proposed By	Seconded By
Chairperson	Sarah Jubb	Kate Ogle	Angie Trotter
Vice Chairperson	Hilary Clough	Sally Edwardes	Kate Ogle

Treasurer	Emma Trotter	Angie Trotter	Sally Edwardes
Secretary/Minutes Secretary	Sally Edwardes	Claire Curran	Sarah Jubb
Committee member	Claire Wortley	Claire Curran	Angie Trotter
Committee member	Carole Dempsey	Kate Ogle	Sally Edwardes
Committee member	Mary Said	Angie Trotter	Claire Curran

Thanks were given to two parents Clare Wortley and Carole Dempsey for staying on the committee for another year.

Thanks were given to Hilary Clough for agreeing to be the link between pre-school and the committee for this coming year.

The discussion of Pat Trotter becoming an unpaid Admin Person for this coming year to support the pre-school when she is not able to stay on the committee for one year was voted on and agreement from the committee and staff was obtained. This would enable her to support the newer committee members with their tasks.

A.O.B.

Thanks, were given to the two committee members retiring Pat Trotter and Rowanne Trollope and a welcome to the two new committee members Emma Trotter voted on for the Treasurer's role next year and Mary Said voted on as committee member. Pat had completed her 14 years as a committee member and following our constitution had to retire. She hopes to return after a one year-break.

It was agreed by all present that the next meeting date was set for Tues. 12th October 2021. (6.30pm if at West Street. All voted yes with the proviso 8.00pm if on Microsoft teams) To await the Government advice if group meetings could be held or if it would have to be another virtual meeting. All agreed they would like to wear masks and thought by then all would have had their second covid vaccination.

Pre-school leader to send out information to parents re the new procedures in September to follow. Re continuing some of our Covid practices i.e. drop off and pick up's at the pre-school gate to continue. Plus, a hard copy of this information to be available to hand out during the first week open.

Information to be also put onto Tapestry; Facebook and to emails of families.

(Covid policies to be updated which will be looked at on our Inset Day on 28th July 2021.)

(N.C.C. Summer Vouchers for 17 children (13 two year funded and 4 EYPP) will receive vouchers for the Summer holiday period and will be sent out to pre-school to distribute between 19th-23rd July. They will be vouchers for Aldi shop at £15.00 per week for 5 weeks, for each child.)

Meeting ended at 9.05pm

West Street Pre-school

Treasurers report May 2021

Our accounts were audited by Kate Evans this year who passed them as being correct. We thank her for her continued support of our pre-school for doing this once again.

April saw the staff wages upgraded in line with the Government Minimum wage increase.

We hired an emergency Lunch Time Assistant, Georgia Trotter for one week, who organised the lunch sessions for the children very well.

We sent £55.70 to Children in Need Appeal.

Local Giving membership of £96.00 was cancelled this year as we were now not using this service.

Our pupil premium funding enabled us to purchase extra resources to meet children's individual needs. Plus, one family were given funds to purchase their child's school uniform with permission from N.C.C. Early Childhood Services Department.

During this financial year N.C.C. have distributed Supermarket vouchers for all Government funded children attending during Christmas; February and Easter breaks, to pre-school to distribute to the families. Also available to support families was a £90.00 voucher for all families attending pre-school. If families were struggling financially due to Covid-19 they could apply for Utilities payment support, some families requested this, so an application was put into Notts Energy Partnership for them. Many replied they had been successful and thanked pre-school for doing this process for them.

Meetings held last year were: -

AGM Monday 17th August 2020 via Microsoft Teams.

Tuesday 2nd February 2021 Committee meeting held via Microsoft Teams. Where the committee investigated and agreed to pursue the Nat West online banking system.

This was achieved and was in use from March 2021. Pat Trotter and Kerry Waplinton being the two authorised signatures on our online account.

Votes on matters needing addressing between meetings were organised via Emails and records kept of all replies with the outcome of these votes.

Throughout the year adaptations and amendments to existing policies and the creation of new policies was undertaken via Emails to all the committee and staff team.

A Treasurers report was given at each meeting and via emails to enable the committee to be aware of our financial status.

5 Inset days were organised as well as funding courses for the staff teams Continuous Professional Development. Funding for these days comes from pre-school funds.

Two new skylight windows, which could open, were put into the main play area during August 202. This was to enable the air flow to be better to safeguard children/staff being affected by the Covid-19

Christmas presents purchased by pre-school were given to each child.

We once again created Calendars but with no charge, of the children playing in pre-school. We did not use this as a fundraiser this year.

A grant application form was created for requests for this Ordsall grant funding and a panel set up to process these requests. We have not had any requests this year due to restrictions by the pandemic and no new children enrolling. This will continue to be made available in future years.

It was agreed at the last committee session that fees each session, as from April 2021 would raise to £14.50 a session, to meet the increased rising costs of wages, utilities, Insurance, resources etc. Staff wage rate per hour would increase as from April 2021.

With the J.R.S (Furlough) support it has enabled pre-school to remain sustainable. Although to process this scheme has been quite complicated and the % we could claim needed working out each month, as it kept changing re how many staff were on furlough and the % government funding we got each term.

It was decided not to charge families the full number of sessions they attended pre-school, if they chose to not attend during the Covid-19 pandemic. We would ask for payment of one session per week to be paid, to keep their child's place open for them when they returned. Which would support the

sustainability of pre-school. Each case would be considered separately depending on family's circumstances.

We have a Reserves Policy, which identify funds which are to be used for Redundancies, if necessary and any unexpected expenditure required by West Street Pre-school. The pre-school follows our reserves policy as agreed to by the committee. This year has been financially successful for pre-school, with the bonus of the merged funds from Ordsall Pre-school, being in our Reserve account for emergencies. Some of this reserve's money, £12,000.00 was transferred to our current account, in case we needed it during the pandemic by the committee agreeing to this. But it was not required, I am pleased to say. It remains at present in our current account.

This emergency came sooner than expected with Corid-19 pandemic coming to Britain in March 2020 and the Government closing all childcare settings as from Monday 23rd March 2020 if they were not catering for vulnerable children. At this point in time, we were not, so closed.

We then reopened to provide a limited service of mornings only. In July Government said settings to open to all children, so we reopened all our sessions again with staff acting up into different roles and some working additional hours.

The Government had created a Job Retention scheme that we could access to pay 80% (But we were only able to claim 26% as were still getting funded children's costs from the Government), of furloughed staff wages. We kept the leader and admin posts on as paid staff to undertake any tasks necessary to the running of the pre-school. We then furloughed the other 6 part time staff. They all agreed to this process with a signed letter. We agreed to do this process to keep the pre-school sustainable as we were not sure how long this shut down would continue for.

It was agreed to pay the difference to the furloughed money to keep the rate to be the same as the new minimum wage starting April 2020 for all staff when setting was closed, due to the lockdowns. (Government had stated that February figures were to be used for all claims)

The Government funded 2,3,4-year-olds would continue to be paid, which will in part support the wages and we must fund the other running costs of the group, initially from the fee's income or fund raising.

The committee agreed to pay the furloughed staff the other 74% of their wages during this shut down period. (Making it a total of 80% paid then top it up with pre-school fees with a further 20%) When some staff worked and others could not, it was agreed to pay furloughed staff 80% and working staff 100% of their wages.

Thank you for all your support during this last year. I have really appreciated it, especially the staff doing the Petty Cash sheets each month and buying all the food weekly for the pre-school. Plus, the Admin support re the accounts and wages undertaken by Kerry.

The final figure of the accounts from April 2020 to March 2021 is: -

Brought Forward balance £25926.00

Incoming £74630.29

Outgoing £76667.21

Carried forward figure

Total £23889.08

Reserve account £70152.64



West Street Pre-school

A.G.M. Tuesday 6th July 2021. At 8.00pm

Meeting held on Microsoft Teams due to Covid-19 restrictions on group meetings taking place.

Those present: -

Pat Trotter: Hilary Clough (Joined then got blocked out); Sarah Jubb; Angie Trotter; Claire Curran; Cheryl Smith; Sally Edwardes; Kerry Waplinton; Kate Ogle; Carol Dempsey; Clare Wortley; Mary Said

Apologies: -

Rowanne Trollope (Resigned) Emma Trotter; Laura Saunders, both unable to attend.

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We had a few names to investigate. Mary Said's DBS is being pursued so she is not a voting member until we get her suitability letter. Emma Trotter has a DBS and suitability letter for West Street Pre-school which is ongoing from her previous time on our committee.

This A.G.M. has again been quite a while after the end of the financial year but was the only way we could hold a group meeting after the accounts were audited.

The reports were sent out via email to all staff and committee members before the Teams meeting, to give the members time to absorb the information and have any questions ready for the A.G.M.

Plus, the last year's AGM minutes which required signing as a true record and the new Lease agreement form (For two Years at a time only) which needed agreement and signing as well. Sarah Jubb, Chairperson agreed to these being a true record from last year's AGM in 2020 and these being brought to her house for her signature on Saturday morning 10th July 2021.

All committee members resigned during this point in the A.G.M. and then the new committee were elected. Rowanne Trollope and Pat Trotter resigned permanently, and they were thanked for their roles and support as committee members.

The committee was then voted on: -

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Vice Chairperson	Hilary Clough	Sally Edwardes	Kate Ogle

Treasurer	Emma Trotter	Angie Trotter	Sally Edwardes
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Committee member	Claire Wortley	Claire Curran	Angie Trotter
Committee member	Carole Dempsey	Kate Ogle	Sally Edwardes
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Thanks, were given to the two committee members retiring Pat Trotter and Rowanne Trollope and a welcome to the two new committee members Emma Trotter voted on for the Treasurer's role next year and Mary Said voted on as committee member. Pat had completed her 14 years as a committee member and following our constitution had to retire. She hopes to return after a one year-break.

It was agreed by all present that the next meeting date was set for Tues. 12th October 2021. (6.30pm if at West Street. All voted yes with the proviso 8.00pm if on Microsoft teams) To await the Government advice if group meetings could be held or if it would have to be another virtual meeting. All agreed they would like to wear masks and thought by then all would have had their second covid vaccination.

Pre-school leader to send out information to parents re the new procedures in September to follow. Re continuing some of our Covid practices i.e. drop off and pick up's at the pre-school gate to continue. Plus, a hard copy of this information to be available to hand out during the first week open.

Information to be also put onto Tapestry; Facebook and to emails of families.

(Covid policies to be updated which will be looked at on our Inset Day on 28th July 2021.)

(N.C.C. Summer Vouchers for 17 children (13 two year funded and 4 EYPP) will receive vouchers for the Summer holiday period and will be sent out to pre-school to distribute between 19th-23rd July. They will be vouchers for Aldi shop at £15.00 per week for 5 weeks, for each child.)

Meeting ended at 9.05pm