

Report by the Chair to the Annual General Meeting | 2020

Report by the Chair of the Farmborough Pre-school Management Committee to the Annual General Meeting, Thursday 15th October 2020.

Registered Charity No: 1037250

Farmborough CofE Primary School, The Street, Bath, BA2

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Welcome to Farmborough Pre-School's Annual General Meeting, for those of you who do not know me my name is Stephanie Mayor and I am the current Chairperson.

Background

This is the annual report for the year ending August 2020.

Farmborough Pre-school is an independent registered charity, which is inspected by Ofsted and also registered with Bath & North East Somerset Council to accommodate 20 children per day. It is run by a voluntary management committee who is elected in accordance with its adopted constitution at the Annual General Meeting.

The current committee members,

- Stephanie Mayor (Chair)
- Rebecca Allan (Secretary)
- Mark Mattock (Treasurer)
- Nicky Haynes
- Jen Long
- Abby Coleman
- Tim Covington

At Farmborough Pre-school our aim is to provide a safe, secure and stimulating environment, which ensures equal opportunity for all children and families.

We employ an experienced and well-qualified team, who provide a wide range of activities and opportunities relating to the Early Years Foundation Stage curriculum. There are currently four permanent members of staff, all of whom hold the relevant level 3 qualifications.

Most of our income is received from the local authority through the Early Years Entitlement (EYE), which is available for each child from the term after his or her third birthday and provides up to 15 hours of care. This funding is calculated per child per hour attended, so

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our income varies according to the number of children enrolled at any one time. We are also registered to accept the 30 hour funding scheme from those families who are eligible.

Additional funds are received from parents who pay fees before their child receives EYE funding, from fees by attending over the allotted funded hours, from fundraising events, and from grants awarded by various bodies.

Below is a summary of key elements, changes and successes that occurred up to the end of August 2020.

Staff

This year has been unprecedented with the whole world having to deal with the pandemic and although things have been tough for everyone we as the Management Committee are immensely proud of our staff members. They have managed to make our Pre-school as safe as it possibly can be in the current climate and the return of our children and their families have confirmed what a fantastic job they have done. Our new outdoor classroom which Sarah and her family erected over the summer is proving a valuable space for the children and allows separate age groups to do appropriate activities.

This last academic year we have really galvanised our team after Gemma joined us last September, and despite the difficulties with the pandemic they have shown what a strong resilient team they are.

Financial Planning

This is a crucial role of the committee, which means the admissions system and database remains key to enabling us to predict the funding we will receive in fees and from the local authority. This, coupled with the detailed account keeping from the Treasurer, has ensured we have a clear and consistent method for financial planning and monitoring our income and expenditure, which can change positively and negatively year on year. We really do appreciate the hard work of Mark, our Treasurer.

We have found over time and with experience that applying for grants is a good way of raising funds for specific projects. This year charities like ourselves haven't been able to hold any fundraising events however the Committee worked to still try and raise money and we were successful with The Sperring Trust recently awarding us funds for our outdoor classroom. A Crowdfunding page also raised over £400 and our own Farmborough Parish Council awarded us a grant at the start of the year. It's this diligence that has meant we have survived the pandemic so far and we hope to continue with activities like forest school and yoga, when the rules allow. We are always looking for ways to raise additional funds so all ideas welcome.

Marketing , social media, communication with parents.

We pride ourselves in communicating regularly with parents and carers and will always make ourselves available if anyone needs us. We try and distribute an annual questionnaire to parents and carers - this provides a great opportunity for us to receive feedback from the most important people, yourselves and your children, and take action if required. So keep an eye out for that.

We have opted for distributing preschool information such as newsletters, alerts, letters and announcements via email and Facebook as much as possible. This has proved popular and enables us to be more efficient and economical in how we share information. We are of course always happy to provide paper copies where required.

Looking ahead

We can be very positive and proud about what has been achieved over the past year within the setting despite the difficulties of the pandemic. This along with the Committee's commitment to fundraising, should allow us continue with extra experiences as and when we can and will go towards providing the pre-school with new equipment. We are hoping to look at more health and well-being initiatives, incorporating mindfulness as paying attention to children's mental health is something that is very important to us here. We are also keen to hear any ideas you might have so please do get in touch.

It's this commitment that is crucial over the next year to carry on ensuring the preschool remains successful.

The key tasks for the new committee will be:

- To continue to support the staff in maintaining a safe, happy and stimulating environment for the children.
- To continue with careful financial planning, in which the accounts and budget are regularly reviewed.
- To plan for the updating and replacement of equipment.
- Continue our fundraising efforts to allow all of the extra activities and opportunities to be provided, which the children enjoy so much.
- To continue to review policies and procedures.
- To ensure that the safeguarding and welfare requirements of the EYFS are in place, and that the staff are supported in delivering the other aspects of it.

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Summary

Overall, it's been a bonkers year but we have stood strong and remained united which is what is seeing us through these difficult times.

I would like to thank all of the staff for the effort and expertise that they continue to give to the setting.

I would also like to thank the Committee for their support and all their contributions throughout the year and thank you to our families who have continued to support our Pre-school.

Stephanie Mayor

Chair of Committee

28/11/19

Farmborough Pre School

Profit and Loss August 2019 - July 2020

	TOTAL
Income	
Bank Interest Earned	0.78
Fees & Funding	67,299.47
Fund Raising Events	4,843.78
Bag2school	68.00
Total Fund Raising Events	4,911.78
Grants	0.00
Total Income	£72,212.03
GROSS PROFIT	£72,212.03
Expenses	
Cleaning	677.13
Dues and Subscriptions	1,178.91
Employer Pension Contributions	1,916.82
Fundraising Expenses	156.92
Miscellaneous Expense	173.94
Office Expense	690.05
Payroll Expenses	51,364.56
Refreshments for children	310.00
Rent and Rates	1,675.00
Telephone	176.23
Toys and equipment	85.98
Venue Hire	42.00
Total Expenses	£58,447.54
NET OPERATING INCOME	£13,764.49
Other Expenses	
Reconciliation Discrepancies	0.00
Total Other Expenses	£0.00
NET OTHER INCOME	£0.00
NET INCOME	£13,764.49



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Farmborough Pre School

On accounts for the year
ended

31 July 2020

Charity no
(if any)

1037250

Set out on pages

1

(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 31/07/2018.

Responsibilities and
basis of report

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

24/06/2021

Name:

Ray Sheppard

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

Address:

Stoneleigh Accountancy Limited,
107B Wellsway, Keynsham, Bristol, BS31 1HZ