

Report by the Chair to the Annual General Meeting | 2021

Report by the Chair of the Farmborough Pre-school Management Committee to the Annual General Meeting, Monday 8th November 2021.

Registered Charity No: 1037250

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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 2021.

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)
- Hannah West
- Leticia Herrera

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 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.

Report by the Chair to the Annual General Meeting | 2021

Additional funds are received from parents who pay fees before their child receives EYE funding, from fees 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 2021.

Staff

The last 2 years have 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 in conjunction with the Covid awareness of our families we have been very fortunate to have been able to stay open all year. This really is testament to everyone's hard work and commitment to keeping each other safe.

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. Even with the pandemic we were able to raise extra funds, we collaborated with the Butchers Arms pub in February with the Valentines Day special offer and raised £200. In May we had a Bags2School collection, and our own Farmborough Parish Council awarded us a grant of £400 which helped with new equipment and expanding our sensory provision for the children. It's this extra financial input that has meant we have been able to start Yoga again for the children which is wonderful. 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.

Report by the Chair to the Annual General Meeting | 2021

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

As a management committee we have to remain diligent regarding our financial planning as rising costs over the coming year will have an impact on small independent charities like ours, however, 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 to continue with extra experiences and will go towards providing the pre-school with new equipment.

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:

- o To continue to support the staff in maintaining a safe, happy and stimulating environment for the children.
- o To continue with careful financial planning, in which the accounts and budget are regularly reviewed.
- o To plan for the updating and replacement of equipment.
- o Continue our fundraising efforts to allow all of the extra activities and opportunities to be provided, which the children enjoy so much.
- o To continue to review policies and procedures.
- o 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.

Summary

Even through recent unprecedented times, we have stood strong and remained united and I am proud to be part of something so special.

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

Report by the Chair to the Annual General Meeting | 2021

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

08/11/21

| | | | | | |
|---|------------------|------------------|--------------------|------------------|--|
| FARMBOROUGH PRESCHOOL | | | | | |
| INCOME AND EXPENDITURE ACCOUNT - YEAR ENDED 31 JULY 2021 | | | | | |
| PROFIT & LOSS 2020 | | | | | |
| | 2021 | | 2020 | | |
| Standard Items | Receipts | Payments | Receipts | Payments | |
| BANES Funded Income | 61,895.16 | | 58,970.91 | | |
| Un-Funded Income | 9,119.56 | | 8,259.36 | | |
| Misc Income | | | 69.20 | | |
| Fundraising | 825.40 | | 4,911.78 | 156.92 | |
| Interest | 0.18 | | 0.78 | | |
| Staff Wages | | 54,905.83 | | 53,281.38 | |
| Office Expenses | | 814.06 | | 690.05 | |
| Cleaning | | 824.72 | | 677.13 | |
| Toys & Equipment | | 130.61 | | 85.98 | |
| Provisions | | 300.00 | | 310.00 | |
| Misc Expenses | | 271.58 | | | |
| Telephone | | 111.18 | | 176.23 | |
| Training | | 96.00 | | | |
| Venue Hire | | 17.00 | | 42.00 | |
| Subscriptions | | 806.56 | | 1,178.91 | |
| Rent | | 3,350.00 | | 1,675.00 | |
| Repairs | | 150.00 | | | |
| Standard Items Totals | 71,840.30 | 61,777.54 | 72,212.03 | 58,273.60 | |
| Non-Standard Items | | | | | |
| Grant Income | 750.00 | | 550.00 | 550.00 | |
| Payroll Expenses | | | | | |
| Bad Debts | | 536.80 | | 173.94 | |
| Non-Standard Items Totals | 750.00 | 536.80 | 550.00 | 723.94 | |
| Totals | 72,590.30 | 62,314.34 | 72,762.03 | 58,997.54 | |
| (DEFICIT) SURPLUS FOR THE YEAR | | 10,275.96 | | 13,764.49 | |
| BALANCE SHEET AT 31 JULY 2021 | | | | | |
| NON CURRENT ASSETS | | | | | |
| Land & Buildings (F&F) | 1,433.42 | | 1,235.48 | | |
| CURRENT ASSETS | | | | | |
| Bank Account | 59,551.99 | | 47,030.19 | | |
| Savings Account | 1,741.50 | | 1,741.32 | | |
| Bad Debts | | | | | |
| Cash | | | | | |
| Debtors | 230.40 | | 2,613.65 | | |
| Undeposited Deposits | - 120.00 | | - 240.00 | | |
| Total Bank Balances | 62,837.31 | | £ 52,380.64 | | |
| CURRENT LIABILITIES | | | | | |
| PENSION | - 180.46 | | | | |
| PAYROLL DEDUCTIONS | | | | | |
| GRANT INCOME | | | | | |
| PAYROLL CLEARING | | | | | |
| TAX & NI | | | 0.25 | | |
| TOTALS | 62,656.85 | | £ 52,380.89 | | |
| NON CURRENT LIABILITIES | | | | | |
| CREDITORS DUE AFTER 1 YEAR | | | - | | |
| | - | | - | | |
| TOTAL ASSETS LESS LIABILITIES | 62,656.85 | | 52,380.89 | | |
| ACCUMULATED FUNDS | | | | | |
| Balance Brought Forward | 52,380.89 | | 38,616.40 | | |
| Surplus / (Deficit) for the Year | 10,275.96 | | 13,764.49 | | |
| Balance Carried Forward | 62,656.85 | | £ 52,380.89 | | |
| Treasurer Mark Mattock | | | | | |
| Signed on | | | | | |