

Rodett Lee Pre-School
31 Manor Park, London SE13 5QZ
Charity Number: 1037312

Trustees Annual Report April 2020 – March 2021

Rodett Lee is a community group which means it is run and managed by the parents/carers of the children in the group.

The aim of the school is to provide a safe, secure and stimulating environment where children aged 2 – 5 years old can develop at their own pace with encouragement from staff and helpers.

Governance:

Rodett Lee is run by a committee of trustees. They receive help contracted from the Early Years Alliance who help with Human Resources and handle the payroll.

Day to day management is provided by the pre-school manager who is responsible for ensuring that the pre-school meets the requirements for such a setting as set out by Ofsted. The committee is responsible for the money earned and spent and to ensure all staff are suitably qualified and experienced to further the aims of the school. Lewisham Early Years offers advice and training to ensure government guidelines are met.

Committee as at 31st March 2021

Chair: Faith Smith (Trustee)
Secretary: Debbie Wright (Trustee)
Treasurer: Susan Gordon (Trustee)
Member: Belinda McAlla

Staff as at 31st March 2021

Manager: Sue Guy
Deputy: Sue Olley
Assistant: Durdana Chisti

Students:

The school is registered by Ofsted to care for 16 children from 2 to 5 years old in each 3 hour morning session. Of these only 8 children can be under 3 years old.

The children come from diverse backgrounds both culturally and economically which reflects the community where the pre-school is situated. Some of the children have previously diagnosed developmental conditions and some others are evaluated whilst attending the pre-school using links with the local authority.

The school was under capacity for most of the year 2020/2021.

The school had to close in the middle of March 2020 due to restrictions from the Covid 19 pandemic.

Work was done in the summer break to improve the garden area with decking replaced, fencing improved and planting done.

Committee:

The committee meets at least once every term. Amongst matters discussed in this year was changing the bank account and choosing a new boiler.

The committee have been happy with the continuing management of Sue Guy and the support of her team. The feedback from parents continues to be positive. The pre-school has been judged 'Good' by Ofsted.

It continues to be hard to encourage parents to join the committee and offer support as most children only attend for a few terms.

A new committee member joined in September 2019.

Staffing Levels:

Staff were paid during pandemic closure but going forward staffing levels may have to be discussed if child numbers continue to fall.

Financial Report:

Due to problems communicating with our bank, HSBC, in this year the account was closed after the bank lost paperwork necessary for their Money Laundering audit.

A bank account was opened with the Lewisham Credit Union. Although this does not offer complete current account facilities it is easier to use as staff are helpful and more knowledgeable.

The pre-school made a loss this year. Salaries were paid during lockdown. This was partly offset by a government grant. It is important that if the pre-school is to continue that child

numbers can be increased. Due to Covid 19 many families have changed their childcare priorities and numbers have not returned to pre-pandemic levels.

If numbers stay low then the committee will have to consider reducing staffing levels to reflect this.

Susan Gordon,

Trustee

Accounts 1st April 2020 – 31st March 2021

£7563

Cash Balance at 31/03/21	£1841
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