

LITTLE FINGERS PRE-SCHOOL
OFSTED URN 110092

ANNUAL REPORT
2020-2021

REGISTERED CHARITY NUMBER 1038252

Little Fingers Pre-school
The Gospel Hall
Vernham Dean
Andover
Hampshire
SP11 0LD

Aims and Objectives

As a member of the Early Years Alliance we are committed to providing high quality care and education for children below statutory school age. We do this by:

- Using the training and support given by Hampshire's Services for Young Children.
- Using the training and support given by Early Years Alliance.
- Working to improve learning goals by means of a curriculum tailored to meet the need of every individual child.
- Involving parents as much as possible in the group and in their child's learning.
- Offering individual attention through a Key Carer system and a high ratio of adults to children.

Little Fingers Pre-school offers a warm welcome to everyone who would like to get involved with the group supporting the above aims and objectives.

The trustees confirm that they have complied with a duty under the charities act 2011 to have regard to public benefit guidance published by the charities commission. The trustees believe that all of the charities activities furthered its charitable purposes for the public benefit.

Achievements and Performance

Despite the challenges of the Covid-19 health pandemic, Little Fingers Pre-school has continued to achieve the aims of the charity, some of which have been highlighted below:

- Training courses for staff to better their knowledge. Training this year: Paediatric First Aid, Safeguarding, Prevent training, Planning in the Moment.
- Fundraising activities, include a Halloween quiz and pumpkin trail, a virtual village quiz, both involving the wider community. We have also held two plants sales.
- We have continued our excellent relationships with the two local primary schools. We work with the foundation stage teachers and headteachers to continue to provide a high standard of early years learning helping to ensure the smooth transition into reception.
- The ongoing improvement to the quality of education by improvements to routines and full access to outdoor learning (free flow play) but also due to heightened engagement of staff as a result of increased training opportunities.

Little Fingers Pre-school staff list – 2020/2021

Manager, Designated Safeguarding Lead and SENCo

Leanne Shuttleworth

- NVQ Level 3 Certificate in Childcare
- Safeguarding
- Behaviour Management training
- Special Educational Needs training
- Paediatric First Aid
- Food Hygiene

Deputy Manager

Lana Shepard

- Level 3 Diploma in Childcare
- Safeguarding
- Paediatric First Aid
- Food Hygiene

Early Years Practitioner

Kelly Lowth

- Level 3 Diploma Cache in Early Years
- Paediatric First Aid
- Safeguarding
- Food Hygiene

Early Years Practitioner

Chelsie Head

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

Finance and Administration Officer

Olivia Duckney

- Safeguarding
- GDPR training

Little Fingers Pre-School Committee Members - 2020/2021

Trustees are elected for one year, at the annual general meeting, held in October.

The governing document for Little Fingers Pre-school is the Model Pre-school Constitution 2011.

- Carolyn Coleman - Chair
- Emily Cane - Treasurer
- Henrietta Garner - Secretary
- Sarah Donner - Committee member
- Bella Mezger - Committee member

Little Fingers Pre-school Proposed Committee Members 2021/2022

- Carolyn Coleman - Chair
- Emily Cane - Treasurer
- Henrietta Garner - Secretary
- Bella Mezger - Committee member
- Alley Gair - Committee member
- Kate Kennedy - Committee member
- Tessa Willis - Committee member
- Rachael Wythe - Committee member
- Olivia Wallace - Committee member

Chairpersons report 2020/2021

It's very good to see you all here in person today, especially as last year's AGM had to be held on Zoom – as have all our meetings until the beginning of this term. We have managed quite well and adapted in ways which will probably have benefits in the long term but there's nothing like meeting and talking face to face to get to know and understand each other. Nonetheless, it must be easier for parents with children to attend meetings online rather than sorting out babysitting; and as the nights get colder and darker, it's good to be able to get things done from the warmth of our own homes.

So, as we move forward, we'll aim to blend the two – holding regular committee meetings online but meeting up face-to-face sometimes when it suits.

Anyway, the main thing that I want to say is a huge thank you to the staff of Little Fingers – Miss Leanne, Miss Lana, Miss Kelly and Miss Chelsea, invaluable supported by our wonderful admin officer Olivia - who have kept Little Fingers open throughout all the challenges of the past year and more. The pre-school has continued to provide our children with a safe, stable and stimulating environment at a time when they may have needed it more than ever, as many other things in the world around them have faced unprecedented difficulties.

Thanks also to the committee, without whom we couldn't function. We have not been large in number this year and our officers in particular have been extraordinarily busy in their professional lives in addition to their family and other commitments; but, as we often see demonstrated, if you want to get something done, ask a busy person! So whatever your contribution has been, thank you very much. And we look forward very much to welcoming some enthusiastic new members to the committee this year.

Despite the limitations forced on us, it has been a busy year. In addition to the regular updating of policies we always do, we have had to been constantly following new government guidelines relating to Covid 19. Thanks again to Leanne and Olivia for keeping on top of this which has been vital.

I am also happy to say that our finances are in good shape in spite of everything. We are extremely grateful to Geoff Davis for auditing our accounts and, of course to Olivia, whom he compliments for her competence and strong book keeping skills. We are very lucky to have her.

We have a good number of children on role and going forward which underpins the strength of the finances. Little Fingers is a thriving pre-school.

A new system of staff appraisals was introduced by our previous chairman, Andrew Neal and I have been glad to continue and develop this. It has been a really helpful way for me to get to know the staff individually and gain a proper insight into the day-to-day running of the pre-school, especially as I have not been able to visit regularly as a volunteer to do singing and stories with the children as I used to.

Little-Fingers continues to be in the 'OFSTED window' which staff are always mindful of. I am confident that the pre-school is a 'good' setting (at least) with staff training carried out regularly, the new Early Years framework (September 2021) being implemented and shared with parents in an online meeting, and 'In the Moment Planning' now being put into practice by all the staff.

Fundraising is always important at Little Fingers both because we need the income in order to renew and replace resources for the children and also from the social point of view. It is fun for the children, the adults and local people who may get involved in some way. This year we have had to rethink a number of our events and activities but we have still succeeded in filling the calendar and raising money:

*Miss Leanne arranged a Halloween quiz and a pumpkin trail, and then Russell the Crow visited Vernham Dean to judge the scary scarecrow competition!

*A kind supporter made a range of hand-knitted children's jumpers for us to sell.

*We have held two sales with the hundreds of lovely plants kindly grown by Geoff and Moira from the village.

*On two occasions, Richard Winch has hosted a lively online quiz with the proceeds going to Little Fingers.

*At Christmas we held a virtual alternative to our usual raffle and were grateful for the many generous donations from local firms and individuals.

*Members of staff and supporters also made beautiful Christmas wreaths which they sold on a stall outside the pub at the end of term.

But alongside all of this, has been the longstanding question of the future of the Gospel Hall which has been the home of Little Fingers for nearly 30 years. We finally heard from the Trustees at the end of August that they were prepared to sell the building and its site to us for the very reasonable sum of £157,000. We are very relieved and grateful for this opportunity of securing the future of the pre-school in the village. Now we are embarking on the major but exciting project of raising the money through various grant applications, a request for donations and new fundraising events. We look forward to your support with this – all ideas and enthusiasm are most welcome.

Carolyn Coleman

Chairperson

20 October 2021

Treasurer's report 2020/2021

Little Fingers has had a really good year from a financial perspective for 2020/2021 which was fantastic to see given the operating loss of the 2019/2020 year. The accounts for the 2020/2021 which have now been signed off by the Independent Examiner, show that we made a £8.7K operating profit. The main reason for the change came as a result of the 64.5% increase in fees from attendances and an approximate 30% increase in head count as well as the introduction of a small daily consumables charge.

We have cash at the bank of £26,014 and £42,900 in our saving account which puts Little Fingers in a good position as we start the 2021 academic year. For 2021/22 positive steps are being taken to acquire the property freehold during the course of the next 12 months for a favourable price with a small deposit of £15,700 and it has been put to the committee that one option is to utilise some of the funds within our saving account are to be utilised to pay the deposit with the hope of securing Grant(s) from the Council/Charitable Organisations to assist with funding the purchase price.

A small amount of fees remains outstanding and efforts will continue to ensure that this small amount is received.

Given that again 2020/2021 continued to be a difficult year from a COVID perspective and the continued requirement for bubbles and additional measures curtailed many of the usual fund-raising activities special mention must go to the Staff, Olivia, Carolyn and the Committee as well as members of Vernham Dean village who have been instrumental in Little Fingers fund raising efforts. In total £3,109 has been raised for the Pre-School through fundraising efforts.

Finally as we look forward to 2021/2022 Little Fingers continues to be in a fantastic place with finances that are healthy, however given the fluctuation that can be seen from year to year efforts that have gone into online marketing through for example the Facebook page are to continue and as a Committee we will look at seeing whether we can once again run some of our usual annual fundraising activities.

Emily Cane

Treasurer

20th October 2021

Pre-school Manager's report 2020/2021

Firstly, I would like to say how nice it is to see you all here in person, after almost 2 years of zoom meetings, although they work well, it's nice to be able to get together.

This year, after many years of giving my report, I'm going to change my format just a little to reflect the past 18 months at the pre-school. Instead of thanking my staff last, this year I feel it is only fitting to thank them first.

Throughout the pandemic each and everyone one of them have been absolutely incredible, showing how committed they are to making sure that the pre-school continued to provide children with a fun and safe environment for their early year's education, remaining open to support all our families, especially those who are classed as critical workers.

With concerns for their own health and their families they continued to put themselves aside and arrive each day with a friendly face and smile, with Olivia at the end of the phone/email in what feels like day and night each time we had to send out new policies and procedures.

So, I would like to massively thank my team who really do make Little Fingers the wonderful place it is not only for the children and families but for us to work at.

I would also like to thank Carolyn for her hard work, commitment and support in what has been a very tricky first year as Chair. I would like to say "let's hope this coming year is easier" but I'm afraid we all know that's not on the cards.

Although the last year has brought many challenges, it has been a good year at the pre-school.

We have continued to welcome new children and their families to the pre-school and we are looking forward to welcoming more next term.

Staff training has been very different this year but we haven't let that get in the way of ensuring we all continue to keep our CPD knowledge up to date. With training being accessed via zoom or webinars, it has allowed us to share training as a team, this is something we will be continuing going forward, as it's proved really effective to be able to bounce ideas off each other.

Some of the training this year includes: Paediatric First Aid, Safeguarding, Prevent training, Planning in the Moment.

This year we changed the way we plan, observe and assess the children to prepare for the new changes that were made to the Early Years in September 2021. As the new system becomes more familiar to us we are seeing the benefits and making changes and adaptations to suit our own pedagogy and curriculum.

It has been really lovely to be able to have recent "face to face" parent's evenings and hope this continues. As we feel discussions with parents are vital to ensure that we are all on the same page, we are going to introduce half termly 'progress review chats', followed by a short progress summary report. We have some new ideas and changes we would like to implement this year - so watch this space.

Fundraising, hasn't been easy this year but with a little creativity and thinking outside the box, and with the odds against us we, had a terrific year. A big thank you to all involved, whether it was joining in with the online quiz, supporting our plant sales, spending late nights making Christmas wreaths, building smelly cheese boxes or joining in with the Halloween and Easter fun - we really have proved every little helps.

I would personally like to thank Geoff and Moira, who are wonderful in their support of the pre-school. They live in the village and grow all the plants for our many sales, all at their own cost.

That brings me on thanking the committee for all their help and support, and to all of you here tonight showing your support to the pre-school, you are a very valuable part of the pre-school.

Last but by no means least, we are incredibly excited about the year ahead, having been given the opportunity to purchase the Gospel Hall. During my 20 years at the pre-school and Lana's 16 years, we have often day dreamt about what we would love to do and be able to achieve at the pre-school, if only we could have our own premises. Well, here it is - the time has come to make our dreams come true.

Leanne Shuttleworth
Pre-school Manager

20th October 2021

Little Fingers Pre-school
Financial statements for the year ended 31st August 2021
Registered Charity Number : 1058252

Independent Examiner's Report

Geoffrey Davis BSc ATT prev FABRP MIPA
Chute Collis Cottage, Hookward Lane, Upper Chute, Wiltshire SP11 9EF

Little Fingers Pre School (LF)

Internal report of Independent Examiner (IE) to Committee.

I have now carried this out with the helpful assistance of Olivia Duckney, the Finance and Administration Officer, covering the accounting year to 31 August 2021. The final signing off in The Charity Commission format takes place after your meeting and "Trustees Report".

The relevant authority, regulations and requirements are set out in - Charity Commission Directions and guidance for examiners (CC32). Mandatory from 1 December 2017. These embody the relevant requirements of The Charities Act 2011.

"An independent examination is a form of external scrutiny providing a limited check on specific matters". The IE is only required to confirm whether any material matters of concern have come to their attention". It is not an audit.

Accounts

Key points relating to year end 31 August 2021.

1. Very positive operating surplus of £8,734 compared with 2020 operating deficit of £7,827.
2. Main reason being 64.5% increase in fees from parents/attendances. Broken down this arises from an approximate 30% increase in head count over the year and an increase in funded charges of 9% and the introduction of the daily consumables charge and a net reduction in salary costs.
3. Broadly this has increased cash at bank by a similar amount up from £11,532 to £26,014 while reserves have stayed static at £42,900. A review of cash deposits and interest is recommended.
4. Debtors/Creditors. Debtors as at, 31 August 2021 amounted to £841 but approximately half of this remains unpaid still despite being chased. Creditors/liabilities are de minimus.
5. Recommendations last year of simple cash flow budgets and revised costings have been implemented and have assisted financial management.

General

As flagged last year the low-cost tenure in the property together with the payment of utilities and financial contribution LF makes is informal and largely depends on the continuing goodwill of Landlord. Ideally this arrangement should be formalised. LF's viability is also dependent on government funding.

Positive steps, however, are being made to acquire the property freehold during the course of the next 12 months from the owners at what appears a favourable price of £157,000. An immediate "deposit" of £15,000 has been requested, which, although affordable is being considered carefully by the Committee. A cautionary response dated 23 September 2021 was sent to the owners and a reply is expected shortly.

Grant and fund raising is in hand. Given the Charity cannot own land, make loans, or give security in its current form, a new structure must be considered. One option is the Charitable Incorporated Organisation (CIO) which is registered and regulated by The Charity Commission but not Companies House. Existing Charities can be converted to a CIO relatively easily. Further research of this option recommended bearing in mind if the property is acquired partly by way of loan the CIO would have had to have been set up.

Previous recommendation stands that the overall condition and security of building should be ascertained soon to establish affordability in particular repair and maintenance, security, and insurance requirements

The accounts are in good shape and the quality and competence (and CC compliance) of the book-keeping and accounting remains strong and as stated above I propose to sign off the IE reports after the AGM.

GNJD 15 October 2021

Little Fingers Pre-school

Statement of financial activities For the year ended 31st August 2021

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Last year £
Receipts				
Activities for generating funds	99,235		99,235	84,126
Grants				
TOTAL RECEIPTS	99,235		99,235	84,126
Payments				
Charitable activities				
Governance costs				
TOTAL PAYMENTS	90,501		90,501	91,953
Net receipts/payments	8,734		8,734	(7,826)
Reconciliation of funds				
Total funds brought forward	£60,669		£60,669	£69,403
Total funds to carry forward	£69,403		£69,403	(£7,826)

Little Fingers Pre-school

Receipts and Payments Accounts For the year ended 31st August 2021

Receipts	£	£
Fees from parents		34,436.25
Government funding		48,382.42
HCC - top up funding		8,005.45
School vouchers		363.00
Fundraising		2,911.81
Registration fees		800.00
Bank interest		4.32
Donations		564.45
T-shirts		207.00
Wraparound-care		360.00
Consumables charge		2,488.00
Snack		515.70
Photograph commission		-
Other income		197.50
TOTAL RECEIPTS		99,235.90
Payments		
School vouchers	-	
Childcare registration	50.00	
Insurance	748.89	
DBS Check	206.16	
Staff salary	68,864.28	
CJRS Grant	-	
Tax and National Insurance	6,636.65	
Staff pension	2,920.90	
Overheads	3,312.00	
Telephone	614.59	
Postage	2.30	
Office supplies	162.39	
Repairs and maintenance	240.97	
Equipment and cleaning	459.34	
Staff training	708.96	
Subscriptions	1,165.27	
Total business payments	86,092.70	
Arts and crafts	589.41	
Toys and equipment	1,230.28	
Gardening club	-	
Sweatshirts, polo shirts and staff uniform	414.79	
Consumables	617.26	
Charitable donations	234.00	
Fundraising general	263.76	
Seasonal costs	476.94	
Educational visitors	-	
Refreshments	-	
Presents	26.29	
Books and publications	15.79	
Computing and website	390.42	
Travel	-	
Other	150.00	
TOTAL PAYMENTS	90,501.60	
Net of receipts/(payments)	8,734.30	

Little Fingers Pre-school

Reserve Accounts For the year ended 31st August 2021

Opening Balance	£ 42,901.00
Income	
Bank interest	4.32
Inter account transfers	-
Total income	4.32
Expenditure	
Equipment	-
Inter account transfers	-
Total expenditure	0.00
TOTAL EXPENDITURE	19,674.88
Current balance	42,905.88

Little Fingers Pre-school

Balance sheet As at 31st August 2021

Current Assets	£
Bank Current Account	26,014.27
Bank Instant Cash Reserve Account	17,905.91
Reserves Account	25,000.00
Petty cash	-
Cash in hand	241.00
Debtors	840.58
Plant and equipment	-
Computing equipment	-
TOTAL ASSETS	70,001.76

Less Current Liabilities	£
Uncleared cheques and payments	36.00
TOTAL UNCLEARED CHEQUES AND PAYMENTS	597.95
NET ASSETS	<u>69,403.81</u>

Represented by	
Accumulated fund	60,669.51
Cash funds this year end	8,734.30

Approved by the committee on 13.06.2022
and signed on it's behalf by:

Signed: Carolyn Coleman

Name: CAROLYN COLEMAN

Position: CHAIR

Signed: Emily Cane

Name: EMILY CANE

Position: TREASURER

Little Fingers Pre-school

Note to the financial statements For the year ended 31st August 2021

Accounting Policies

• Basis of accounting

The Financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102), effective from 1st January 2015

• Taxation

No Corporation Tax is provided for as being a charity is exempt Because of it's current activities Little Fingers Pre-school is not VAT registered and therefore cannot recover VAT on its expenses

• Fixed assets

Tangible fixed assets are stated at cost. Depreciation is calculated at appropriate annual rates estimated to write off the cost of fixed assets over their useful lives as follows:

Furniture, Fixtures and Equipment 25% straight line

The cost of acquiring the fixed assets is charged to the SOFA in the year of acquisition if the useful economic life is less than three years.

• Reserves Policy

The pre-school maintains reserves to meet unexpected expenditures, in particular with regard to the staff costs and the premises, where the pre-school relies on the goodwill of the trustees of the Gospel Hall. The policy is reviewed annually.

Debtors

£

2021

Late fees from parents

840.58

Total

840.58

Liabilities

£

2021

Uncleared payments

597.95

Total

597.95