

Trustee Annual Report (September 2020 – August 2021)

Charity Name: Modbury Preschool
Registered Charity Number: 1039616
Address: Barracks Road, Modbury, Devon PL21 0RF

Chairman's Report, September 2020-August 2021

Trustee Names

Role	Name	Action
Chairman	Becky Phelan	
Treasurer	Kate Miller	
Secretary	Becca Pepperell	Took over Secretary from Zoe Goss
Manager	Kate Porter	Until Dec 2021
Committee Member	Georgie Ruhl	Stepped down 2020
Committee Member	Emma Hancock	
Committee Member	Sylvie Knight	Stepped down 2020
Committee Member	Anna Coates	
Committee member	Sally Erith	Joined as committee member

Hello, my name is Becky Phelan and I have now been Chairman of the Modbury Preschool Committee for 3.5 years. Kate Miller has now been Treasurer for over 2 years, Becca Pepperell joined us in November 2020 as Secretary and Fundraising Lead. Anna Coates and Emma Hancock remained as Committee members and Sally Erith joined as a committee member at the last AGM in November 2020.

Although it didn't happen in the period of this AGM, I feel I need to mention early doors about the departure of Kate Porter who committed 12 years to the Preschool and made it what it is today. She is missed by everyone, staff, children and parents alike, but it's not all doom and gloom! The lovely Laura has arrived in our lives and I am certain that in her hands, with her enthusiasm and energy, the Preschool will continue to flourish. Welcome Laura! She has now introduced Danielle, a deputy manager, to the team. Danielle only started today - welcome and great to meet you!

So, it's a bit of an unusual Chairman's report this year. I do not really have any fundraising events to talk about that took place between September 2020 and August 2021. The dreaded Covid-19 put paid to any fun and socialising. Hopefully we have now seen the back of that and we can look forwards to bigger and better events than ever.

However, despite Covid-19, Modbury Preschool continued to serve the community. It opened its doors as much as possible. During the long lockdown from January to March, it was open to key worker children and

for those with additional needs, and as soon as we were allowed, everyone restarted back again.

The preschool still continued to receive funding through the lockdown, and this helped us to keep in as financially good shape as we find ourselves today. We have some spare money in the account, so we have decided we want to really enhance the garden – Laura and the staff have some great ideas to work with and we would like to employ local businesses to do the work for us.

I know I say it every year, but we could not be nearly as successful without the lovely staff. We've got Jenny and Veronika well established in the team (although Jenny is now off again on maternity leave), and Molly must be finishing her apprenticeship any time now. It's been hard at times with all the restrictions and infection control considerations, but they have all got through it with smiles on their faces. The children think the world of them and so do I, so thank you to each and every one of you. Nell has flown with her new role and job title in the Preschool office (or should I say cupboard?). She is a vital part of the smooth running of the business and I know she is a great support to both Laura and the rest of the staff. Keep up the good work!

I would also like to thank any departing members of the committee. I believe Emma has chosen to end her service – thank you for all your time, energy and commitment over the years

If anyone is interested in finding out more about joining or helping the committee, we are always looking for new members. We are really keen to get an enthusiastic team of volunteers together to properly get going with fundraising events throughout the academic year. It can be anyone with a link to a preschool child – not only mothers!! There is a bit of official paperwork to complete, but we can guide you through that. Please ask any one of us if you would like to find out more.

Thank you for coming this evening and do let me know if you have any questions.

Becky Phelan, Chairman
Modbury Preschool – March 2022

Managers Report

Hello and Welcome to our AGM meeting. As you all know this is my first meeting so I apologise in advance for not being the most confident public speaker.

As some of you may know, we usually hold our AGM in November, but due to Kate leaving and me starting in November, it was decided that it was best to postpone the meeting until now. This report that I am about to give may overlap from the previous meeting and I hope you don't mind me reading it out as bullet points, this report will go through events that have happened within the pre-school from September 2020 - now, usually they run September - August but as there have been some big changes over the last few months we felt that it was important to inform you of these too.

Autumn Term 2020

September 2020

Return to preschool after the summer break. Numbers = about 30 children in total. Despite the pandemic with the lock down and being closed from March - June 2020. We have 9 new children of which 8 were caterpillars.

Many changes due to covid. Preschool Start time 9.15-3.15. BC/ASC operating in bubbles with reduced availability and hence fully booked. Rigid drop off and pick up times. All Parents asked to complete a parental agreement and sign a risk assessment in learn in covid precautions.

Adaptations were made to start time for key workers with elder siblings.

Flexibility offered to BC/ASC children with various pick up times. 16 in the bubble.

Molly became a full time Level 3 apprentice after temping since December.

Starting logging learning journey on Family migrating existing children from Tapestry. Very successful with no hiccups.

Introduced a new HR software package and staff benefits package including mental health and wellbeing support as well as expert HR advice when required.

October: Holiday Club:: Offered 3 days /week Modbury Primary school and Preschool children only,

November: 2nd Lockdown

AGM via Zoom on 3rd December for the first time

December: unable to open door to the Nativity and Grotto but held a party in the preschool

Spring Term 2021

January 2021: Lockdown 3

Preschool open 9-3.15 - Total numbers increased to 36 children

BC 8-9

ASC 3.30-4.30 - ASC still in 'bubbles' with concerns around financial sustainability we were less flexible around cancellation fees.

Despite a lockdown nurseries and preschools were to remain open to all children. The Local Authority threatened to not release funding if a child cancelled their place putting us in the difficult position of thinking we would have to charge for any cancelled places. Luckily in the end the L.A did release the funding. Preschool was open with the same high level of increased admin.

Feb 2021

We brought a new storage shed with Coop funding.

Becca Pepperell became the lead fundraising office in the committee. Rebecca has won us various grants including £500 from DCC which will go toward the recreation of the garden that took a beating during these covid times as children were outside as much as possible.

March 2021

BC/ASC return to normal full hours (7.30-6pm)

Easter holiday club (2 weeks). We opened for 5 days in total.

Preschool- Parents advised to test children and staff started testing 2 x week - which they still do to date.

SUMMER TERM 2021

April 2021 :

Preschool returned to 3.30 end time with option to be picked up earlier if siblings leaving earlier. Up to 42 children in total (mainly caterpillars joining us)

May 2021

May Holiday Club- open 3 days still only Modbury children.

Held a Cake stall at the Modbury May Fair Market and raised?

June/July. There was a delay to the easing of restrictions due to lockdown and sadly we could not invite parents to a sport's day or graduation ceremony. We offered a sports week and disco party in the preschool which was thoroughly enjoyed by the children. Jenny created a beautiful medal to complement the usual graduation certificate..

Amazing it took until July 21 to get our first case of covid among the children and we all had to isolate. This meant the preschool had to close on the last week of term. Sadly, the butterflies and staff did not get to say goodbye properly.

Summer holiday numbers. Opened every day, every week and almost full every day. For the first time payment for the summer holiday club was taken in advance. Two reasons firstly this is common practice with other holiday club providers and secondly as we had lost quite a lot of money in previous years with last minute cancellations.

September 2021 – February 2022

This term brought a number of changes. The biggest was losing Kate, she was such a valued member of the pre-school and after 12 years she decided to leave. We wish her all the best in her future endeavours. This brought me to the team. I was very lucky to have met and worked alongside Kate for 4 weeks where she showed me the ropes and we had a lovely transition period, which I couldn't be more grateful for.

In December we were able to preform our Nativity, unfortunately it wasn't live to all of our parents and carers but we were very luck to have Tim and Andy record it for us and send it out to everyone to enjoy. Hopefully this year the children will be able to preform to a live audience.

Our February half term was busy, we were open for 3full days and were full on one of the days and $\frac{3}{4}$ full the other 2 days. We hope Easter half term will be as busy if not more so.

Today we don't just welcome everyone to the AGM but we also welcome Danielle to the team, she is our new Deputy Manager, she has come from both a nursery and primary school background and is very excited about working with us all.

I would like to take this time to thank you, staff, families and committee for all supporting me with my new position and making this the most welcoming nursery and community that I have ever been a part of and I look forward to what the future holds for us all!

Modbury Preschool Treasurer's Report

September 2020 - August 2021

I am happy to report that the Preschool is financially secure and fulfils all the Charity Commission requirements.

Reading back over last years report it feels we have come such a long way. I am very grateful to see the back of furloughing!

The figures from the last year are a testament to everyone's hard work and commitment in the Preschool.

Government grants for the 2-4-year-olds with a funded place was £90,164.26. Even though this sounds a large amount it is worth noting that our expenditure for wages alone was £96,000 hence why our other income is so crucial. Our staff are vital, hugely valued and without them there is no preschool.

Sessions fees: included in this is Schools Out, Holiday Club and direct fees from parents, were £40,201.09. For the first year we charged parents prior to the Summer holiday club which means this income is included in this balance sheet. This has proven to us how essential the holiday clubs are financially. Parents have also contributed £5,035.85 from the voucher system which is an increase on last year. Thank you to all parents who donated money this year.

Due to the ongoing Covid situation fundraising by the committee was challenging but we did make a record £548 at the Cake Stall and £141 at Santa's Grotto, both very popular events. Going forward we hope that with an increase in committee members and less Covid restrictions we can expand the fundraising further. The Co-op has been an amazing source of fundraising in the last few years, it brought us a new shed last year and we are still in the Co-op round for a new garden area so please sign up as a cause.

We have four bank accounts; the Reserve and Contingency accounts are legally restricted funds to cover all redundancies and a sudden drop in numbers. The Fundraising account is for income and expenditure relating to fundraising. The Treasurer's account is for all fees and expenses.

The accounts are available to view on the Charity Commission website or on request.

Overall, Modbury Preschool has made a profit of £3,985.08 which is an increase on last year.

Kate Miller

Treasurer, Modbury Preschool

1st March 2022 (AGM)

Profit and loss and balance s

Profit and loss report

INCOME

Grants	£	90,164.26
Session Fees	£	40,201.09
Vouchers	£	5,035.85
Donations	£	1,996.00

Sundries	£	8,015.79
Fundraising		

Interest	£	9.51
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Total		£145,422.50
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Profit/Loss

EXPENDITURE

Rents, Rates, Util
Wages
HMRC
BT

Insurance, PLA
Ofsted, NEST
consumables

Maintenance
Training
Travel outings
Marketing
Petty Cash
Sundries
EYP
Refunds
Fundraising
Total

Sheet for Modbury Preschool

£	2,452.31	
£	99,252.22	
£	6,786.32	
£	1,125.64	
£	9,550.33	
£	5,996.39	
£	676.08	
£	560.00	
£	192.57	
£	500.00	
£	1,214.09	
£	207.93	
£	8,083.19	
£	4,840.35	3044.85
£	141,437.42	
£	3,985.08	

1st September 2020 - 31st Aug

TREASURER'S ACCOUNT	Opening cash po
	Profit/loss
	Closing cash pos
	BALANCE SHEET
	16582160 reserve
	534656 Treasurer
	22765568 Fundraising
	1220558 contingency
	Diff

gust 2021

Balance sheet			
sition		96,323.32	
	£	3,985.08	
ition	£	100,308.40	
2021		2020	
£	15,999.81	£	15,998.34
£	68,126.06	£	61,063.43
£	2,160.82	£	5,205.67
£	14,057.19	£	14,055.88
<u>£ 100,343.88</u>		<u>£ 96,323.32</u>	
-£	35.48		

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Modbury Pre-school

**On accounts for the year
ended**

31st August 2021

**Charity no
(if any)**

1039616

Set out on pages

2

(remember to include the page numbers of additional sheets) ²

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Nicola Hooper

Date:

18th December 2021

Name:	NICOLA HOOPER
Relevant professional qualification(s) or body (if any):	MAAT
Address:	21 CHERRY TREE CLOSE
	EXETER
	DEVON EX4 5AT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

Give here brief details of any items that the examiner wishes to disclose.