

 ABIGAIL MINTO 25/1/2022

## Ford Pre-school & Ford Toddlers

Annual Report @ 25.1.2022 by Carol Douglas, Pre-school Manager at 31<sup>st</sup> July 2021

Due to the restrictions of the Covid-19 pandemic and subsequent postponement of our AGM in 2021 this report will give an overview of key events from September 2019 to July 2021.

As the autumn 2019 Term commenced, demand for sessions was high and we started with 26 children on register and all sessions allocated until September 2020. As many children were eligible for 30 hours EY funding per week, we planned to use the pre-school room we had refurbished upstairs to accommodate this demand, when daily attendees exceeded 16 children (the maximum we can have in our Pre-school room dictated by floor space). Initially this arrangement would be required on a Wednesday and Friday, however applications received projected a final cohort of 34 children which would require using the additional space nearly every day by summer term 2020. Responding to parental demand we also began offering holiday club for three days during the October/February/May half terms and the first two weeks of the Summer Holidays. Staffing hours were flexible between 20-30 hours to meet required child: staff ratios. With the news that SG would be starting maternity leave in the spring 2020 term. GC was taken on to enable use of the upstairs rooms and would then, following successful probation, cover for SG if she requested reduced hours in the later stages of her pregnancy and to cover her leave of absence. We also had ZT on student placement. However, at this time no one could possibly envisage the unprecedented times that lay ahead.

Our Autumn term started well, and sessions costs rose from £3 per hour to £3.70 from September 2019.

Northumberland County Council launched their School Readiness Passport this half term. For every child from 2 years old and completed by children's key worker it has been established to ensure that where a child is not meeting developmentally appropriate milestones in any area of learning at 2, 3 or 4 years old and therefore potentially, not on track to achieve what is considered to be a good level of development by the time they complete their Reception year in readiness to start school in Year 1; that this is identified and addressed, with relevant interventions or family support at the earliest opportunity and that the impact of this support is measured and evaluated. Both early years settings and parents have their part to play to ensure that the Government's universal Early Years Funding is being used to meet the needs of every child.

The new committee were proactive in their initial fundraising activities with the Body Shop event in November 2019 raising £179 and the Bring and Buy sale of clothes and toys £104.50.

The Pre-school Duck race raised £40 for Children In Need. The Blue Bell Inn at Crookham, donated the £146.00 proceeds from their New Year Raffle. Pre-school registered with Amazon Smile.

From November, we engaged the services of an independent Speech and Language Therapist every Friday morning to work with a small group of child but also as part of staff training so that we could deliver the best graduated approach to support all our children in our cycle of plan, do, review for everyone in this area of learning.

On the days we exceeded the capacity of the main pre-school room we split the large co-hort due to enter the reception class in 2020 and worked with these groups upstairs, providing age-appropriate phonics and maths activities



On Friday 13<sup>th</sup> December Ofsted carried out our Early Years inspection, all was going well and as the inspector finished off her time in pre-school talking to staff, she flagged up that she felt some members of staff weren't articulate enough about how they would prevent our pre-school children being drawn into terrorism. As this fell under safeguarding, she had to downgrade all the other areas of the inspection that she had rated as 'outstanding' to 'good' with an overall judgment of requires improvement because the concern fell within Safeguarding; however the inspector contradicted herself in the final report, documenting satisfaction with that area. An appeal was lodged with Ofsted, but nothing was received in relation to the appeal (unsure whether or not the whole covid-19 disruption was a factor in this). The outcome resulted in an action point for immediate attention with a further inspection for monitoring in the future. Within a week all staff had undertaken Prevent refresher training and when the monitoring visit took place the following year, the inspector then found that the action point had been fully met and apologies given for the lack of reply to appeal and confirmation that we would be inspected again before the end of the current inspection cycle. Having had two previous 'outstanding' outcomes this was disappointing, but we received many messages of support from our families and more children applied for places. We reflected on how to ensure we revisited key safeguarding terminology during half termly staff supervision to refresh knowledge and also increased signage around setting to remind staff. We were able to end the term with our usual Christmas family celebration.

In January 2020 along with the rest of the North East we fell under Tier 4 restrictions, however as with other Early Year settings we continued as normal with increased awareness of handwashing and enhanced cleaning. Due to the DFE Government guidance for children to attend only one setting or parents choosing to protect vulnerable families' members and keep their children at home, our attendees dropped to 23 children at the start of the Spring 2020 term.

SG commenced her maternity at the February half term and we welcomed baby J into our extended pre-school family in March.

On March 23<sup>rd</sup> 2020 along with the rest of the UK we went into lockdown, parents were sign posted to learning activities produced by Northumberland County Council Early Year Team via email, our Facebook site and Tapestry. I uploaded a 'story time video' onto Tapestry every day and contact/support was maintained with children in receipt of 2 year funding or Early Years Pupil Premium to ensure they received a substituted nutritious meal. During this time staff continued to update their CPD with on-line training and research.

Pre-school re-opened on 8th June 2020 under a 'system of control' with stripped down resources for children of key workers /2 Y Funded/ Vulnerable. The number of children allowed to attend at any onetime was limited to 15 and bubbles had to remain constant in respect of both adult and children. DB, MB and myself staffed these sessions, RC took on responsibility for the on-line daily stories and also held a weekly online virtual session, GC contributed to this with her yoga routines. Guidance was received from Gov.uk on a daily basis usually in the evening and the 'systems of control' amended as required.

With a large co-hort due to start Reception in September, we were able to give the opportunity for them to reconnect and staff to say goodbye to them during the summer holiday club, all staff returned during this fortnight DB, MB and myself continued with the 15 children (Bubble A) we had had throughout the Summer Term, RC assisted by ZT were able to run sessions in the front garden for those children in receipt of EY Funding who had not been able to access the bubble A. GC undertook deep clean of all pre-school resources.

Impact on the projected fees between Sep 19-July 2020 resulted in a loss in excess of £10,000. In main this was due to loss of parent fees and because NCC funded throughout the 19-20 academic year based on the September 2019 headcount. However, we were successful in our bid to NCC for a non-returnable business grant of £5,000 in July 2020 and we were also able to flexibly furlough staff and claim from the HMRC Job Retention Scheme for a further £4433.75. As a small business we were also able to advance claim 103% of the Statutory Maternity Pay required to be paid during this period too. We also met the criteria for the annual small business employer's national insurance grant, which waives our employer's liability up to £2000. In October 2020 we received a further £5,000 from NCC in an additional round of funding to distribute surplus funds, having previously qualified for assistance. We also successfully applied for a £500 grant from Groundworks, which we designated to fund our hand-washing unit and additional waterproof suits and wellies to ensure all pre-school attendees had their own set for access to outdoor play. In June 2021 we successfully applied for a NCC Covid Resilience Grant of £8,000 with a view to use this to create some robust areas of open sided cover in the front garden (sand pit/outdoor kitchen/ garden shelter ect). £5,000 of this was transferred into our Rate Reward Account that holds our contingency funds to reflect the then wage liability, not knowing how Covid-19 would impact the setting in the future and so if required, liability to staff wages could be met in full. These funds can obviously be accessed at any time in line with Pre-school needs in the future.

We started autumn 2020 with 21 children on register. Staff continued as per summer 2020. Health issues with my muscles and joints reduced my mobility at low level and outdoors with the aid of walking poles, I requested that my hours be reduced to facilitate administrative responsibility and cover where and when required and the proportion of my hands-on hours in the pre-school room be given to other staff to enable those staff to be retained to ensure that staffing wasn't compromised due any Covid-19 related absences that may occur in the future. Rebecca as deputy would take responsibility when I was not in the pre-school room. Resources continued to be stripped back, arrival at pre-school continued via the back gate, which again was a saving in not having to staff our signing in area in the main school building. Majority of our children were not phased to say goodbye to carers at the pre-school gate and give a wave goodbye at the side window on arrival. For those that were a little reticent the self-choice nature of pre-school facilitated the children's arrival well, as staff could respond to the needs of each individual child in settling each morning. Staff noticed that the removal of some of the resources meant that the children's play took on a different dynamic in a positive way. We are so fortunate to have access to the extensive play environment we do, so the restriction of bubbles not mixing on the school site had little impact and our designated area of use in the front garden used for most of the day and in addition the woodland, raised garden area and the village. SG returned from maternity leave in February 2021, and staffing hours were amended. In spring 2021 we had 25 children on register and by summer 2021, 29 children. Although we missed out on a lot of the family days that would normally pepper our pre-school year, being able to provide what we did, had a positive impact not only on the children, but the staff's well-being too. At times the endless cleaning and regard for updated guidance and changing goal posts was exhausting, but having a little bit of near normality in Pre-school gave respite for the more restrictive measures outside of pre-school; and at this point I want to thank the staff team and our families for the part they played in enabling this.

We were able to enjoy a lovely family day out in June 2021 riding the train to Heatherslaw followed by a socially distanced picnic in the grounds of Etal Castle, also saying goodbye to our reception 2021 starters and sharing the Class of 2021 video with them in a well ventilated hall.

As this academic year came to close, I reflected on my journey with pre-school over the last 20 years and the amazing support from colleagues and our families that I have had along the way. Listening to and responding to the needs of the community has underpinned the success and good

reputation Pre-school has today. I became increasingly frustrated with myself not being able to physically give all that is required to maintain the environment and have the agility to enjoy working with the children at their level without pain.

Having built a staff team who I know share my values and ethos, I feel I can step away from pre-school and leave it in safe hands. I wanted the very best early years' experience for my own child all those years ago and recognised the potential that Ford provided, I'm delighted that so many more children and their families have been able to share in that experience too. Thank you to the committee along the way, for entrusting the driving seat and pedals to me, it has been an amazing chapter in my life. The very best of luck for continued success in the future.

Carol Douglas 31.8.2021

#### Attached Appendix

1. Financial Statement 19/20
2. Expenditure Analysis 19/20
- 3 & 4 Individual items over £30 value 19/20
5. Financial Statement 20/21
6. Expenditure Analysis 20/21
- 7 & 8 Individual items over £30 value 20/21

All accounts have been audited by independently by Sally Onions



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**Ford Pre-School Ford Toddlers**  
**Financial Statement 2019/2020**

INCOME		Amount	EXPENDITURE		Amount
Pre-school/Lunch Fees from Parents	£	25,849.01	Wages	£	59,815.31
Early Years Education Funding	£	46,352.72	Pension	£	1,779.55
Toddlers Fees	£	184.48	Consumables	£	481.50
			Buldings	£	239.91
Fundraising	£	283.50	Equipment	£	1,626.17
Grants	£	-	Outdoor Learning	£	415.56
Donations	£	188.50	NCC Lunch Provision	£	4,968.00
Interest	£	37.20	Insurance/ Subscriptions	£	863.32
HMRC Refund SMP	£	-	Admin/Other	£	828.76
EYPP	£	147.55	PS Mobile & Smartboard	£	1,024.60
Special Education Needs and Disability Payments	£	2,256.87	Rent/ Repairs	£	-
Fruit Fees	£	370.00	Snacktime Food	£	323.19
			Training & Mileage	£	727.20
			Trips/Events/Boogie Beats	£	315.88
		<b>£ 75,669.83</b>		<b>£ 73,408.95</b>	

31/03/2019	Balance BF (1)	£	13,939.28
"	Balance BF (2)	£	115.83
"	Balance BF (3)	£	9,627.04
"	Toddler Cash Float	£	8.64
"		£	-
"			
"			
		<b>£</b>	<b>99,360.62</b>

<b><u>31/03/2020</u></b>	
Balance at Bank (1)	£ 16,380.30
Balance at Bank (2)	£ 453.33
Balance at Bank (3)	£ 9,664.24
Unpresented Chqs/ DD(1)	-£ 554.84
Unpresented cheques (2)	£ -
CSH/CHQ to be banked	£ -
Toddler Cash Float	£ 8.64

£ 25,951.67  
£ 99,360.62

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Ford Pre-school & Ford Toddlers - Expenditure Analysis 19/20

Wages	£ 59,815.31
Pension	£ 1,779.55
Consumables	£ 481.50 ( Tissues/Wipes/Paint5s/Paper etc)
Buildings	£ 239.91
Equipment	£ 1,626.17
Outdoor Learning	£ 415.56
NCC Lunches	£ 4,968.00
Insurance/subscriptions	£ 863.76 as detailed below
Admin	£ 828.76 (includes repayment of fee overpayment) Ink for printer/postage
PS Mobile/Smartboard	£ 1024.60 ( £55/£969.60)
Rent /Repairs	£ 0 There was no rent payments this year as School waived them as they took the smartboard that had been installed in the upstairs front room)
Snacktime Food	£ 323.16 ( Oranges/Apples/Bananas/Pears/Rice Cakes/Crackers )
Training & Mileage	£727.20
Trips/Events	£315.88
Total	£ 73,408.95

Individual items over £30 value

Date	Name	Buildings	Equipment	Outdoor Learning	Subscriptions/Insurance	Admin	Training Mileage	Trips/Events	Other
24/4/2019	Boogie Beats							Boogie Beats £180 for 4 weeks	
24/4/2019	Morton Michel				Public Liability Insurance £402.52				
14/6	Reimburse Carol D			Seedlings for Garden £76.34					
1/5/2019 3/6/2019	Laura Thompson								Laura Thompson Staff Cover £70
22/6/2019	NCC						SG Overcoming Barriers Training £60		
1/7/2019	R Brown			wasp nest removal £140					
10/7/2019						Repayment of fees to I Rampersad overpaid £658.25			
18/7/2019	NCC				NCC EY SLA £180				
1/8/2019	Early Years Alliance				Early Years Alliance Subscription - £112				
6/3/19	Foundation Stage Ltd				Tapestry Subscription £118.80				

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Date	Name	Buildings	Equipment	Outdoor Learning	Subscriptions/Insurance	Admin	Training Mileage	Trips/Events	Other
9/9/19	Edusential		Book Rack Cloakroom Trolley £331.02						
12/9/19	Reimburse Carol D	Stairgate £39 Partition £117	Replacing Resources £216	Mud Kitchen £100					
24/9/19	YPO		Literacy Resources £105.78	Wash Station £174.00					
1/11/19	Reimburse Carol D		Amazon- RWI cards £58.19	Flushing Porta Loo £49.99		DBS RC/GC/ZT £64.68	EY Conference Newcastle £55	Xmas Books £35.97	
27/11/19	Findell		Ride on Tractor £71.99						
27/11/19	NCC						Paediatric First Aid GC/ZT £150		
20/3/20							Speech & Language Support Training £320		



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**Ford Pre-School Ford Toddlers**  
**Financial Statement 2020/2021**

INCOME		Amount	EXPENDITURE		Amount
Pre-school/Lunch Fees from Parents	£	13,597.37	Wages	£	68,955.74
Early Years Education Funding	£	50,916.31	Pension	£	1,834.03
Toddlers Fees	£	5.50	Consumables	£	373.78
			Buldings	£	19.22
Fundraising	£	111.17	Equipment	£	1,661.13
Grants	£	10,500.00	Outdoor Learning	£	1,137.49
HMRC CJRS	£	4,433.75	NCC Lunch Provision	£	3,053.49
Interest	£	15.99	Insurance/ Subscriptions	£	905.46
HMRC Refund SMP	£	6,645.43	Admin/Other	£	372.92
EYPP	£	1,053.70	PS Mobile & Smartboard	£	983.57
			Rent/ Repairs	£	1,805.67
Special Education Needs and Disability Payments	£	-	Snacktime Food	£	271.57
Fruit Fees	£	160.00	Training & Mileage	£	185.00
	£	<u>87,439.22</u>	Covid Compliance/PPE	£	<u>749.30</u>
				£	<u>82,308.37</u>

31/03/2020	Balance BF (1)	£	15,825.46
"	Balance BF (2)	£	453.33
"	Balance BF (3)	£	9,664.24
"	Toddler Cash Float	£	8.64
"		£	-
"			
"			

<u>31/03/2021</u>	
Balance at Bank (1)	£ 18,066.53
Balance at Bank (2)	£ 530.50
Balance at Bank (3)	£ 14,680.23
Unpresented Chqs/ DD(1)	-£ 2,203.38
Unpresented cheques (2)	
CSH/CHQ to be banked	
Toddler Cash Float	£ 8.64

£ 113,390.89

£ 31,082.52

£ 113,390.89

*Du Tompkins*

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Ford Pre-school & Ford Toddlers - Expenditure Analysis 20/21

Wages	£ 68,955.74
Pension	£ 1,834.03
Consumables	£ 373.78 ( Tissues/Wipes/Paint5s/Paper etc)
Buildings	£ 19.22
Equipment	£ 1,661.13
Outdoor Learning	£ 1,137.49
NCC Lunches	£ 3,053.49
Insurance/subscriptions	£ 905.46 as detailed below
Admin	£ 372.92 (includes repayment of fee overpayment) Ink for printer/postage
PS Mobile/Smartboard	£ 983.57 ( £/)
Rent /Repairs	£ 1,805.67
Snacktime Food	£ 271.57( Oranges/Apples/Bananas/Pears/Rice Cakes/Crackers )
Training & Mileage	£ 185.00
Covid Compliance	£ 315.88
Total	£ 82,308.37

Individual items over £30 value .

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Date	Name	Buildings	Equipment	Outdoor Learning	Subscriptions/Insurance	Admin	Training Mileage	Covid Trips/Events	Other
23/4/20	Morton Michel				£402.52 Insurance				
29/6/20	Reimburse Carol D							Storage Boxes £70 Disinfectant Products £44.49 EYPP/2 YEAR Funded Pupil Support £163.82 Mobs/PPE/Gloves £53.88	
28/8/2020	Reimburse Carol D		Nappy Bin £89.95 Folding Tables £527.73	Marquee £449.99		USB for leavers £55.98			Holiday Club Lunch Food £30.31
1/9/2020	EY A				Subscription £115.00				
7/9/20	Foundation stage				Tapestry £121.20				
15/9/20	NCC				EY SLA £180.00				
10/11/20	Reimburse Carol D		Lidi Waterproofs £47.92 Web Camera Wireless Keyboard and Mouse for Laptop £80.15	Rubber Mat 24.62				Gloves £23.96	



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23/11/20	Children In Need								CIN raised £40
17/12/20	YPO			Tyres/Planks/Storage Unit £ 306.42					
11/1/21	Reimburse Carol D							PS Children Xmas Gifts £22.99 Gloves/Cleaning/Sanitising Products £39.35	
26/3/21	YPO		Fishing Game £48.84 Percussion Set £30.47						
26/3/21	Adventure training						Outdoor First Aid R Clark £185		
26/3/21	Reimburse Carol D		Balance Bikes & Helmets £113.89 Diversity Books & Helmets £53.49 Mosaic Drill Sets £53	Parasol & Base £75 Grass Matting £113 Cow Mats for Marquee £261.40		Zoom £144			Covid Lunches 36.63



# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ford Pre-school & Ford Toddlers

On accounts for the year  
ended

31 March 2021

Charity no  
(if any)

1042921

Set out on pages

ATTACHED ACCOUNTS PAGES REC/EXP/FINANCIAL STATE remember to include the page numbers of additional sheets

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.

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:

S. Onions

Date:

10 December 2021

Name:

Mrs Sally Onions

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

**Address:**

ST Nicholas Church, Kyloe, Fenwick, Berwick Upon  
Tweed

TD15 2PG

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.