

## Chair Persons Report – AGM 2022 Emma Swires-Kemp

Firstly I would like to congratulate our fabulous Pre school manager on her first year managing NDU5, Hannah you are so passionate and driven about the preschool and your work is nothing short of amazing, however you do need to take more time to yourself and with a great team behind you to share workload this is totally possible!! While we have lost members of staff throughout the year we are still very fortunate to have quickly re-employed highly qualified staff with tons of experienced who share the same views for preschool as Hannah which allows us to continue to provide a great Early Years' Service.

I would also like to say a big thankyou to The committee, for all the hard work everyone has put in and all the time you have given to meetings and fundraising , I want to say a special thanks to Sophie our sectary and Jane our treasurer for taking on a lot of the administrative tasks, it's a long list!! but the work you do in order to keep the preschool on the straight and narrow is phenomenal but that comes from the passion you have to maintain an invaluable asset in our village.

As its my first year as chair and on the committee I find it hard to sit here and compare to last, I can however see as a preschool we have continued to adapt and continue to offer the excellent service that NDU5s are known for, as well as a growing toddler group which offers a social gathering for children, parents/grandparents term time and during school holidays.

Again Following on from last year I feel we have had another successful fundraising year and together we really are great at running events that bring the full community together. I do however feel there are gaps in our fundraising and organising which can be built on this year but I would like to say seeing the passion, hard work and effort that everyone puts in makes me proud to be part of the committee and excites me for what's to come !

On to the year ahead as we move into another year building the preschool up to be bigger and better I feel positive that we continue to have a great team and committee to do this and the prospect of new members on the committee to share the journey of preschool will only make us stronger.

In place and we know that we need to keep expenditure as low as possible and increase the headcount in order to keep the preschool sustainable for the long term this will be based on the plans for the expansion of the preschool's offerings, We have already taken on board feedback from surveys and what parents would like, from this we are now offering extended hours, this would be from 8am through until 5.30pm. As we are now starting to feel a little more normal post Covid it's not going to be

easy with the current economy changes and more competitors continuing to appear but with a strategic plan in place along with the team and committee working hard together North Duffield Under Fives can hopefully continue to provide an outstanding service to the local community.

## Manager's report 2022

As my first year in the role as preschool manager I feel we have had a successful year, with all our school leavers leaving ready and confident for school, having become independent learners and progressing well in line with the EYFS.

We started the year with 12 children on the books,  
With another 10 children starting over the course of the year  
And a further 2 towards the back end of the summer term.  
With 24 children on our books at the busiest time.

This autumn term we have lost 8 children to school, 1 due to a house move and another due to parents maternity leave starting.

We are starting this next term with 14 children on our books which is a strong start for September numbers.

We have had a turbulent year with staffing, as we are in the middle of a recruitment crisis in the early years sector we have been very lucky in recruiting when the needs have arisen.

In December one of our practitioners left us to pursue work as a teaching assistant nearer home, was replaced by another level 3 qualified practitioner with a lot of experience, who is a great asset to the team, hardworking and great with the children. We were sad to see yet another practitioner also leave, again for a teaching assistant position at Easter, after only a few months in the setting. We took on another great level 3 candidate for the last summer term, who again has been a great asset and fit into the team very well. This staff member is currently on her Maternity leave which commences in September and her little boy is due to be born in October. She still maintains communication and wishes to return next September 2023. We have now employed a maternity cover member of staff, who is a qualified teacher cover, she is very passionate and cares a lot about the children she works with and I feel will be a great asset to the team and help the children progress for school readiness with ease.

This year not only have we seen a lot of change in staffing we have also moved over to the new EYFS which has been the biggest change I've seen in my 10 years in childcare and had taken us a while to find ways to make it fit our planning, observation and assessments, that been said we have now a robust system in place ensuring all the children are working towards their own personal goals and we are able to plan activities to support these have clear intent and staff can observe the impact to

continue the cycle. We have clear processes in place to track each child's learning and progress which ensures nothing is overlooked.

Another change we have seen this year has been the move over to digital observation, this has strengthened our already brilliant relationships with parents and carers and has been commented on by parents as a very good move. This makes observing and assessing children quicker and more efficient leaving us more time to spent time with the children. At the end of July we moved to eylog and eyman where we are no able to process invoices, registration forms, medication, accidents and many more alongside the current photo observations and assessments.

Over this next year I am excited to continue to see preschool grow and with our vision of extending our offering feels like the right move to continue to make ourselves the right choice for childcare for working families within the village.

**Registered Charity No. 1045432**

**NORTH DUFFIELD UNDER FIVES**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2022**

**NORTH DUFFIELD UNDER FIVES**  
**ANNUAL REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**Activities and Objectives of the Trust**

North Duffield Under Fives is a Registered Charity No. 1045432 and is also Registered with OFSTED No. EY231566. The organisation has been established for a period in excess of thirty years and provides a pre-school environment and activities for the children of North Duffield and its surrounding area prior to the commencement of school.

**Management and Governance**

The organisation is managed and governed by elected parents and its attendees willing to volunteer their time and during the year comprised. -

CHAIR:	Emma Swiers-Kemp
SECRETARY:	Sophie Lockwood
TREASURER:	Jane Philpott
MANAGER:	Hannah Spence

Governance is under the Pre-School Learning Alliance Constitution adopted at each Annual General Meeting and the Ofsted requirements.

The day to day organisation and activities is the responsibility of a Playgroup Manager, Administrator and assistants appointed by the Committee as paid employees.

**Financial Review**

At the end of March 2022 there was a balance of £35,491 in Unrestricted liquid funds following the operating surplus in the year of £4,282.

**NORTH DUFFIELD UNDER FIVES**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

I report on the accounts of North Duffield Under Fives for the year ended 31<sup>st</sup> March 2022 which are set out on pages 4 to 6.

**Respective responsibilities of trustees and examiner**

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 an independent examination is needed.

It is my responsibility to: -

- Examine the accounts (under Section 145 of the 2011 Charities Act)
- To follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)b of the 2011 Charities Act), and
- To state whether particular matters have come to my attention.

**Basis of independent examiners report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiners statement**

In the course of my examination, no matter has come to my attention which give me cause to believe that in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act 2011; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and context of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Michael Ward  
6 Common Road  
Skipwith  
Selby  
YO8 5SG

Date 31.01.2023

**NORTH DUFFIELD UNDER FIVES****BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2022**

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b><u>TOTAL FUNDS</u></b>	
			<b>2022</b>	<b>2021</b>
	£	£	£	£
<b><u>ACCUMULATED FUND</u></b>				
Opening Balance	-	31,209	31,209	11,500
Surplus for the Year	-	4,282	4,282	19,709
	-	£35,491	£35,491	£31,209
=====				
<b><u>REPRESENTED BY</u></b>				
Debtors	-	-	-	-
Playing Field Bond	-	50	50	50
HSBC Deposit Account	-	35,029	35,029	30,025
HSBC Current Account	-	412	412	1,134
Cash In Hand	-	-	-	-
	-	35,491	35,491	31,209
Less: Sundry Creditors	-	-	-	-
	-	£35,491	£35,491	£31,209
	=====	=====	=====	=====

**Approval of Accounts**

The accounts were approved by Committee on ...31.01.2023.....



..... Chair .....Treasurer

**NORTH DUFFIELD UNDER FIVES**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

			<b><u>2022</u></b>	<b><u>2021</u></b>
	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	£	£	£	£
<b>Income Resources</b>				
Fees Received	-	11,498	11,498	6,289
Bank Interest	-	3	3	9
Donations	-	-	-	580
NYCC Funding	-	31,740	31,740	35,121
Fundraising	-	2,972	2,972	2,112
Miscellaneous	-	-	-	7
Parish Council Grant	-	-	-	300
Job Retention Grant	-	-	-	1,057
Covid-19 Support Grant	-	-	-	11,868
Orchard Trees Recharge	-	1,521	1,521	564
<b>Total Income Resources</b>	<u>-</u>	<u>£47,734</u>	<u>£47,734</u>	<u>£57,907</u>
	=====	=====	=====	=====
<b>Resources Expended</b>				
Equipment	-	620	620	499
Insurance	-	917	917	902
Employee Costs	-	34,561	34,561	31,785
Rent	-	5,222	5,222	2,909
Training	-	532	532	-
DBS Fees	-	-	-	61
Uniform	-	355	355	94
Subscriptions	-	128	128	176
Consumables	-	194	194	372
Printing, Postage, Stationary	-	134	134	241
Telephone	-	292	292	275
Sundry Expenses	-	327	327	550
Repairs and Maintenance	-	170	170	-
BT Contract Settlement	-	-	-	334
<b>Total Resources Expended</b>	<u>-</u>	<u>£43,452</u>	<u>£43,452</u>	<u>£38,198</u>
	=====	=====	=====	=====
Surplus for Year	<u>-</u>	<u>£4,282</u>	<u>£4,282</u>	<u>£19,709</u>
	=====	=====	=====	=====



**NORTH DUFFIELD UNDER FIVES**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**1. ACCOUNTING POLICIES**

**Basis of Preparation of Accounts**

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated. The accounts have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting Charities in accordance with the Financial Reporting Standard applicable in the UK FRS 102 and with the Charities Act 2011.

**Income**

Fees receivable and local authority funding represent total fees arising in the period. Income from fund raising is accounted for as it arises net of expenses. Donations are accounted for as received.

**Liabilities**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to make a payment and that such obligation can be measured with reasonable certainty.

**Value Added Tax**

Value added tax is not recoverable by the Charity, and as such is included in the relevant costs within the Statement of Financial Activities.

**Registered Charity No. 1045432**

**NORTH DUFFIELD UNDER FIVES**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2022**

**NORTH DUFFIELD UNDER FIVES**  
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