

## **AGM Reports**

A very warm welcome to everyone. As well as the official business, the AGM is a chance for us to review the preschool, celebrate the progress and the involvement the Parent's, staff and committee has had the past year.

May I take this opportunity to apologise for my absence tonight, I wish there had been a way I could have made it possible to attend and read this personally.

Our current committee members are:

Emma Kemp                      Chair (standing down)

Jane Philpott                  Treasurer

Sophie Lockwood          Secretary

Hannah Spence              Pre School Manager

Colleen Young

Leanne Collard

Lizzi Phillips

Monique Hodgson

Laura Tate

Yet again the dedicated committee have all giving up more of their time by putting on some brilliant events that raised lots of cash. So far for 2023, A great Easter Egg hunt in the Spring, the Summer Fair was a big success, the sun shone (on one day!!) We had lots of volunteers and we are very much looking forward to the next fundraising events for Halloween and Christmas. A huge Thankyou to the events committee team your support never goes unnoticed. We have been very fortunate to have had our previous fundraising totals matched by a supportive generous parent to whom we are very grateful and this has given us the opportunity to invest it back in to the development of the preschool garden which looks amazing. The children are loving their new space and it really does give the preschool a new look.

Firstly, I would like to thank the Management for what has been another challenging year. While a committee is made up of members who all take responsibility in being able to support in different ways, each person very much appreciated and thanked for work you all put in, my biggest thanks goes to Hannah Jane and Sophie for working night and day on top of your full time jobs to get to the point preschool is at today with a new beautiful baby room and new offerings. From a meeting of where to go next to keep preschool sustainable as an asset in our village which was way over a year ago to, Planning, financials, communications, advertising and much much more, it has taken its toll I know, but my god do I admire you all as individuals to what has being achieved. Well done.

We have aimed to maintain a consistent outstanding provision, for preschool children and families, along with supporting our staff whilst changes have happened throughout a rollercoaster of a year.

I would like to thank staff for their continued support and motivation. We were sad to lose Alison earlier in the year however we were delighted to recruit new lovely members to our team. Since last year we have struggled slightly to recruit staff, however now with the new staff package in place and the excitement of being a part of the expansion and growth of a fabulous preschool, Hannah has a strong team growing to make the new offering successful. As numbers grow Hannah will continue to advertise and recruit accordingly. Hannah as a manager continues to constantly demonstrate great leadership, resilience, tenacity, loyalty and commitment to both our setting the plans of what preschool may look like in the next 6 months to a year but mostly to the children and families in our care.

## Future Plans

We hope that this next year we can continue to grow, recruit staff, take on more children and get the balance right in 2 rooms, with our extended hours and wrap around care so we can remain sustainable for many years to come. We aim to support staff, families and their children, in what potentially will be an exciting challenge while maintaining the high quality of provision we know we provide as we head in right direction of growth, and with passionate committed staff members and committee members this is totally possible.

## Training

We have managed to stay on top of statutory training and staff recently completed their level 1 and 2 Makaton training which ensures we can offer an inclusive environment to all children. The trainer recently joined the Toddler group one week to demonstrate sing and sign skills to our toddlers, parents/ grandparents who join our toddler session each week.

### Extended offering and Wrap Care

Our extended hours, 8am – 6pm offering all year-round care to 0 – 5 year olds with our new under 2's designated room is working well and will be more appealing to parents current and new, it has enabled us to provide some further support for working parents alongside competitive prices in comparison to other local offerings.

### Joint working

NDU'5s continued to have a good working relationship with North Duffield School. Hannah keeps in contact when required with the Head teacher and EYFS class teacher. Hannah also has good communication and support from any required Health professionals or support teams from North Yorkshire County, having the right teams of people and support to work alongside settings staff parents and children is vital therefore good joint working relationships is important to us at NDU5's to support each child and access all they need throughout their development.

Overall I am deeply sad to be stepping down from this fantastic committee and not being able to contribute to the development and growth of the preschool any longer saddens me, however I know, now I'm not local I can no longer give what's needed to the committee and the team of people who deserve a stronger chair who can be more focussed and hands on giving what's required as the preschool grows. I would like to thank everyone for making me feel part of an amazing team of people and I could not be prouder of working with a team of amazing woman.

Emma

### **Hannah Spence's Annual Report for the AGM 2023**

What a year we have just had, we have put the cogs in motion into planning the biggest change that we have ever seen at North Duffield under Fives, extending our offering to not only longer ours, all year round care but opening up separate under 2's room.

We have been building on our reputation again this year which I feel is as strong as ever and over the last year we had children from not only North Duffield

attending the setting but from both Bubwith to, despite the bridge closures we seem to be first choice for many families in Bubwith despite the offering on their doorstep, this is really positive. Currently At the time of this AGM we have 17 children on the register and 2 more registered to start in November. Along with the current children registered to do more and longer days in January.

Toddlers is still proving to be busy and a great way for us to promote the setting, now that we offer care for under twos we were in 2 minds whether to continue running, however the overall consensus was that it is still a provision needed by the village. Steph and Rosie have kindly offered to continue the running of Toddlers when I am busy in the baby room, I will be attending at least once a month to oversee and offer any support if needed.

Again, this year we have worked extremely hard to maintain our strong links with North Duffield Primary School. For the first time since Covid the children this year benefited from a thorough transition period, visiting the school on numerous times alongside myself and Jenny.

The two of us have worked also lot with Miss Williams in the run up to the September through partnership meetings where we were able to discuss the children's needs, interests, assessments, phonics assessments and learning styles and feel like this will help our relationship with the school in the long run. These meetings help to ensure that the school know everything about each child before they start in September. Working together with everyone involved in the children's lives ensures that we can give the best care and education for every child who attends North Duffield Under Fives.

We have had staff changes again over the last year, with Dana leaving for her maternity leave and making the decision not to return and Alison leaving in April. Jenny who was employed for Dana's maternity leave was taken on full time and as of September 4<sup>th</sup> has been promoted to setting deputy manager and has stepped up to this role supporting me with the general running, planning and organising of the setting primarily child focussed, giving me time to focus on getting the new offering up and running.

We have also recruited a new practitioner Katie who is working with us for 35 hours per week alongside attending college where she is studying for her level 5 in childcare.

We also have a team of bank staff, Mel, Bethany and Vicky who are able to be flexible with their working hours to suit the settings needs and mean we do not yet have to recruit another contracted member of staff until our numbers rise.

Mel who has taken on a set 3 days a week has formed really good bonds with the children and is natural, confident and caring with all the children.

Over the past year we have attended a lot of online training, including food hygiene as we are now preparing evening meals, as part of this we had our food hygiene rating at the end of June and received a 5 star hygiene rating.

We have kept up to date with all our mandatory training through online training and additional free training which had been put on by the North Yorkshire Safeguarding Children's Partnership.

They have just released more dates (Yesterday) for more of this free training for the Autumn term which has been shared with the team.

I feel this training will really help us look after our families and children to the best of our ability and provide them with the best support possible.

Before returning in September the staff team undertook Makaton training level 1 and level 2 on a 14 hour face to face training course. This provided the team with a brilliant insight to how best support non verbal children and we will be introducing Makaton signs into everyday practice helping the children learn along the way. Research shows that Makaton not only enables non verbal children to communicate well but also increases speaking children's vocabulary much more.

Our Christmas celebration continued to be a success, we did our first ever live Nativity performance in the village hall, with Jenny on the keyboard all the children joined in and sang Christmas songs for parents, carers and other family members. Costumes were kindly donated by Butterfly treasures and Judith Hannah donated a Christmas cake to generate funds through sales of tea, coffee and cake.

We also had our Christmas party held in the village hall with a visit from Santa, where toddlers and preschool came together to celebrate. Again bringing the two together so toddler families were able to get a feel for U5s and get to know the staff team.

We also enjoyed sharing our favourite books with each other on World Book Day and dressing up as our favourite book characters. We were able to open up our Sports Day and celebrate this with their families, holding it on a Sunday enabled both parents to attend. We enjoyed another lovely leavers presentation picnic on the field which we hope to continue as an annual end of year event.

As always, we have made the most of our lovely village, going for walks, feeding the ducks, playing at the park and on the big playing field all ensure that the children feel part of the community which they live in.

On behalf of myself and the rest of the team, I really cannot thank the committee enough. You have been a committee who have pulled out all the stops and worked so hard to keep the pre-school up and running. You've number crunched, rebranded, marketed, canvassed, promoted us, fundraised and much, much more.

You have supported me in my role and helping bring the idea of the new offering from our heads to paper to actually up and running. You continue to support the vision we have, to be the best pre-school around.

I would like to give a particular huge thank you to Jane, who has been at the other end of the phone, day or night (often early hours) helping problem solve with the many obstacles we have faced in the planning and executing the new offering, she really had gone above and way beyond and it has not gone unnoticed. Thank you.

Through fund raising this year we have managed to raise money through clothes recycling, our Halloween Spooktacular party, which was kindly match funded by a family, Christmas Grotto and Scarecrow Festival.

The money we raise through fundraising will never keep North Duffield Under Fives a float, but it does go towards new resources and treats for the children. We have also had some very generous cash donations from some of our families,

one in particular went directly to the new garden renovations, which has provided us with a brand new, purpose built space to ensure babies and children up to 5 can explore, learn and play in the safety of our garden.

My final "Thank You" goes to all the parents, grandparents, and carers of North Duffield Under Fives for their continual support throughout this year. By working together, we ensure that we can maintain the high standards that the children of our setting so rightly deserve for them to progress in their learning and development. As we enter a new year, we all know that we are working together at North Duffield Under Fives to maintain the high standards of education and care that these children so rightly deserve.

### **Treasurers report 2022 / 2023**

A solid year for incoming revenue with both the fees on invoicing and direct from NYCC increasing 19% year on year. This is down to the amazing work Hannah and the team have done with getting new children on board and maximizing Rota's and turning away additional invoiced revenue if the ratios would be oversubscribed. Before Hannah the invoice would always be accepted but we would need to pay additional staff and the cost then outweighs the income.

Unfortunately, costs have increased, mainly down to the 2 pay rises we have had to implement due to the cost of living increasing and the difficulty of recruiting team members, with more qualified Early years qualified staff leaving the industry than ever recorded before.

I'd like to thank the wider committee for all their help and support in the last year with the fundraising efforts for the preschool it's been great to see us still being so visible in the village from a branding perspective. However, Fundraising has seen a 21% dip on incoming revenue this year vs previous year and an 11% dip for the previous year - when we were in lockdown due to the pandemic, but I know with the focus on the baby room the fundraising has taken a back seat in the last 12 months.

As you know we are a non-for-profit organization and the above actually represents on black and white terms a profit. However, there are out of those savings Accrual reserved revenues for the following expenditure;

1. Payroll renewal = £95.00
2. Annual insurance = £1,120
3. Sept 2023 - December 2023 rental for PFA = £3,600
4. Full 2024 rental (to be paid in advance) = £11,250
5. Redundancy Insurance for staff in case of closure = £20,000
6. In case of closure other bills = £600

Leaving total protected revenue funds of £36,665

So, £3,735 remaining for expenditure on projects and supplies this year.

Looking forward to 2023 / 2024 we know that we are not yet making the revenue required to cover the rent and payment of staff and we are short by circa 37 hours a week so the monies in savings will in the short term be used to cover salary bills and rental.

**Registered Charity: 1045432**

**NORTH DUFFIELD UNDER FIVES**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2023**

**NORTH DUFFIELD UNDER FIVES**



**ANNUAL REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

**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 organization has been established for a period more than 30 years and provides a preschool environment and activities for the children of North Duffield and its surrounding area prior to the commencement of school.

**Management and Governance**

The organization is managed and governed by elected parents and its attendees willing to volunteer their time and during this year comprised of.

CHAIRPERSON: Emma Swires Kemp

SECRETARY: Sophie Lockwood

TREASURER: Jane Philpott

MANAGER: Hannah Spence

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

The day-to-day organization and activities are the responsibility of a Playgroup Manager, Administrator and assistants appointed by the committee as paid employees.

**Financial Review**

By 5<sup>th</sup> April 2023 there was a balance of £43,824.14

£30,750 is restricted fund.

There was a surplus in the year of £8333.14.

**NORTH DUFFIELD UNDER FIVES**

**ANNUAL REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 5<sup>th</sup> APRIL 2023**

I report on the accounts of North Duffield Under Fives for the year ended 5<sup>th</sup> April 2023 which are set out on pages 4 – 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:-

1. Examine the accounts (under section 145 of the 2011 Charities Act)
2. 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
3. To state whether 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 an unusual items or disclosures in the accounts and seeing explanations from you as trustees concerning and 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**

During my examination, no matter has come to my attention which gave me cause to believe that in any material respect:

1. The accounting records were not kept in accordance with section 130 of the Charities Act 2011; or
2. The accounts did not accord with the accounting records; or
3. 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.

Sarah Vokes: Sarah Helen Vokes, ACMA

Signature: 

Date of Review: 30/01/24

Address: 2 Park View, Wetherby LS22 7UT

# BALANCE SHEET

## ACCUMULATED FUND

		TOTAL FUNDS			
		Restricted Funds	Unrestricted Funds	2023	2022
		£	£	£	£
Opening Balance		£ -	£ 35,491.00	£ 35,491.00	£ 31,209.00
Surplus for the year		£ -	£ 8,333.14	£ 8,333.14	£ 4,282.00

	£ 43,824.14	£ 43,824.14	£ 35,491.00
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2023 Restricted Funds Accrual Split			
Restricted Funds	Unrestricted Funds	Total	
£	£	£	
Total		£ 30,750.00	£ 13,074.14

£ 30,750.00	£ 13,074.14	£ 43,824.14
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## REPRESENTED BY

		TOTAL FUNDS			
		Restricted Funds	Unrestricted Funds	2023	2022
		£	£	£	£
Debtors		£ -	£ -	£ -	£ -
Playing Field Bond			£ 50.00	£ 50.00	£ 50.00
HSBC Deposit Account		£ 30,750.00	£ 9,617.05	£ 40,367.05	£ 35,029.00
HSBC Current Account			£ 3,407.23	£ 3,407.23	£ 412.00
Cash In Hand		£ -	£ -	£ -	£ -

£ 30,750.00	£ 13,074.28	£ 43,824.28	£ 35,491.00
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## **Restricted Funds**

Due to upcoming project work and potential staff redundancies, there has been an accrual of revenue into the restricted funds. These cover costs, rental and bills should the setting need to close or make staff cuts.

## FINANCIAL STATEMENT

			Total Funds	
	Restricted Funds	Unrestricted Funds	2022	2021
<b>INCOME RESOURCES</b>	£	£	£	£
Fees Received		£ 13,428.30	£ 13,428.30	£ 11,498.00
Bank Interest		£ 130.36	£ 130.36	£ 3.00
Donations		£ 580.17	£ 580.17	
NYCC Fnding		£ 38,449.00	£ 38,449.00	£ 31,740.00
Fundraising		£ 2,136.85	£ 2,136.85	£ 2,972.00
Miscellaneous		£ 110.50	£ 110.50	
Orchard Trees Recharge		£ -	£ -	£ 1,521.00

£	-	£	54,835.18	£ 54,835.18	£ 47,734.00
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### Resources Expended

Resources Expended					
Equipment			£ 286.00	£ 286.00	£ 620.00
Insurance			£ 994.52	£ 994.52	£ 917.00
Employee Costs			£ 36,415.11	£ 36,415.11	£ 34,561.00
Rent			£ 5,696.50	£ 5,696.50	£ 5,222.00
Training			£ 242.90	£ 242.90	£ 532.00
DBS			£ 241.31	£ 241.31	£ -
Uniform				£ -	£ 355.00
Subscriptions				£ -	£ 128.00
Consumables			£ 14.40	£ 14.40	£ 194.00
Print, Postage, Stationary			£ 153.60	£ 153.60	£ 134.00
White Goods			£ 100.00	£ 100.00	
Telephone / website / software			£ 1,449.09	£ 1,449.09	£ 292.00
Sundry Expenses			£ 63.22	£ 63.22	£ 327.00
Accountancy / Legal			£ 213.00	£ 213.00	
Repairs and Maintenance				£ -	£ 170.00
Petty Cash			£ 632.39	£ 632.39	£ -

£	-	£	46,502.04	£46,502.04	£43,452.00
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Surplus for the year	£	8,333.14	£	8,333.14	£	4,282.00
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## **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: 1045432**

**NORTH DUFFIELD UNDER FIVES**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2023**

**NORTH DUFFIELD UNDER FIVES**

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