



West Hallam Village Pre-School

Annual Report

September 2019 to August 2020

WEST HALLAM VILLAGE PRE-SCHOOL
Scargill CE Primary School, Beech Lane, West Hallam,
Ilkeston, Derbyshire DE7 6GU

Registered Charity No. 1049840

West Hallam Village Pre-School

Committee:

Chairperson:

Karen Pilkington

Treasurer:

Laura Gadsby

Secretary:

Leonie Bilbie*

Family Members:

Shirley Clamp*
Sarah Dawn*
Catherine Haswell*
Ruth Robertson*
Rachael Shawyer*
Kate Wood*
Lynda Wright*

Affiliate Members:

As above (Karen Pilkington / Laura Gadsby)

Co-opted Members:

None in place

Staff:

Samantha Marshall
Pre-School Manager
Sheane Gilhooly
Supervisor (until February 2020)
Senco
Leanne Hill
Qualified Assistant
Claire Leigh
Qualified Assistant
Tracey Hilton
Qualified Assistant
Diane Smith
Qualified Assistant
Rebecca Rogers
Qualified Assistant

Gayna Monds
Relief Staff
Zoe Flint
Relief Staff
Anita Bailey
Relief Staff
Karen Pilkington
Relief Staff
Shirley Clamp
Relief Staff

Jackie Hinsley
Administrator

The 2019/2020 Committee consisted of 10 members at the start, but unfortunately due to application issues through Ofsted, Kate Wood was unable to become a Committee Member during this year, therefore the Committee consisted of 9 members and Kate Wood remained a guest.

This was made up of 7 Family Members (*) and 2 Affiliate Members, allowing us to ensure that not less than 60 per cent of the Committee members, including Co-opted Members, at time of election or co-option were Family Members, as detailed in our constitution.

Please note, all figures quoted within this report have been taken from our end of year financial spreadsheets, prior to them being viewed by our Independent Examiner and may be subject to change after this has taken place. The exact and final figures will be able to be found in the Independent Examiners Summary 2019/2020 document once this has been completed.

Chairperson Annual Report

This year has been a difficult year for the Pre-School.

It is hard for me to write my normal report, as the structure of the year has been lost.

We started the academic year with hope and excitement. We were expecting a large intake of children and the possibility that the end financial result would be profit and not loss.

In the first part of the year, we were able to open up our new Website to sit alongside our newly open Facebook group and Twitter feed. These are all proving successful, giving a great insight into Pre-School life and the ability for our parents to have a place to go to obtain required information.

We continued to organise activities for example, Christmas and Easter Messy Church. Mother's Day, Father's Day. Some of these were able to go ahead but sadly, some had to be cancelled as we started to see the impact of Covid-19 on our daily life.

We have seen a significant impact on our finances this academic year. I hope that the next academic year allows us to recover but times are uncertain. We are unsure if we will be open as normal, or if a period of lockdown will be required again.

Finances

The Pre-School financial year runs from 1st September – 31st August.

Voucher Funding from Derbyshire County Council for this 2019-2020 period totalled £70,013.34 and fees from younger children and those not in receipt of funding totalled £14,643.00. We received £850.00 in additional funding this year. This type of funding enables our staff to give direct support to qualifying children with additional needs in our care.

In the 2018-2019 academic year, DCC funding was £74,829.87, which is slightly higher than the above amount. The decrease seen this year could be due to the impact of Covid-19 on the setting. It made a significant impact on our income from younger children and those not in receipt of funding, as parents chose to keep their children at home over the first Lockdown and were not charged during this period.

The Pre-School made a £2,391.00 loss during this period.

It must be noted that we had predicted a loss for this financial year of approximately six thousand pounds. The actual amount is lower, which could be due to the budget calculations being carried out at the start of the academic year, without the knowledge of the total amount of children for the year. We always see a steady increase in the number of children on role as the academic year progresses and this year prior to the pandemic, the increase was significant only to decline during Lockdown. With the impact of Covid-19 on a segment of this year, the above loss is acceptable and could have been much worse.

We must ensure that spending in the financial year 2020/2021 is closely monitored, as we must not rely on savings to fill the void. Careful spending, fundraising and grant applications are key to our success as attendance of children is unknown during the pandemic.

We have continued to request the voluntary snack donation from attending parents at £3.50 per half term. We will need to assess if this should be increased for next academic year but be mindful of the financial difficulties being experienced by families during the pandemic.

We increased our session fees by £1.00, to £10.00 in April. This increase was necessary to reduce the impact of the legal rise in the National Minimum Wage. The fee is comparable to that charged by the other setting in our area.

Annual General Meeting

The last Annual General Meeting was held on Monday 21st October 2019. Minutes are available in Pre-School.

Sessions

Our sessions at the start of this year were busy, but demand fell due to the Covid-19 pandemic. Sessions for the coming academic year are unknown as we enter uncertain times. Capacity will need to be regularly reviewed.

Policies

All new staff and Committee receive a memory stick containing all Policies for review. Each member of the team must complete this, returning a signed form to confirm, along with any amendments they require. Any amendments will be discussed and adopted by the Committee, with significant changes communicated to parents and carers.

We have also reviewed the Risk Assessment file, along with COSHH and regular area Health and Safety inspections.

Training

The amount spent on staff training this year has been low at £134.00

Face to face training was not possible in the second part of the academic year due to Covid-19 restrictions, with some being completed online where costs are significantly reduced.

Derbyshire County Council continue to reiterate that we must ensure all training is relevant and from a recognised source. It must be recorded and progressed. Training can make an impact on the Pre-School's budget but is something that we must do. All staff are encouraged to speak to the Committee if they wish to attend any additional courses which they feel will enhance their work at Pre-School, although we may not always be able to meet these costs.

Staff

This year has been exceedingly stressful with the difficulties and risks associated with the Covid-19 pandemic. The Committee would like to thank all the staff for their hard work and commitment over the year. We also wish to thank the relief staff for their continued involvement and hard work in these difficult times.

Samantha Marshall, our Manager, continues to take the Pre-School from strength to strength, with the support of her team.

The staff were not given confidential surveys at the end of the year due to the pandemic. We will aim to send the survey out again this December 2020, as the feedback we receive helps the Committee plan changes and improvements in the way the setting is managed at Committee level. In response to some of the previous concerns raised, we ensure that all staff have contact details for the three main Committee officers, to allow queries and concerns to be raised easily if required.

We have a staff rota that is reviewed every half term, to ensure that ratios are always being met and to allow sufficient levels of staffing to enable staff to take the twenty minutes lunch time break they are entitled to. We have also tried to ensure that the rota allows for staff to have time away from the session to complete paperwork. This can get more difficult to achieve towards the end of an academic year, as children numbers increase and the demands on the staff are greater.

We unfortunately had to say goodbye to Zoe Flint who stepped down from her Relief Staff Member role due to an increase in her work commitments. I would like to take this opportunity to thank her for all she has done for us.

Committee

Unfortunately, this AGM saw the stepping down of three members; Anita Bailey in her role as Treasurer; Zoe Flint in her role as Secretary and Danielle Titterton. I would like to thank them all for their hard work and determination in their roles and I know that they will be greatly missed.

We welcomed seven new Committee members this year. Kate Wood, Ruth Robertson, Catherine Haswell, Leonie Bilbie, Rachael Shawyer, Sarah Dawn and Lynda Wright. Unfortunately, due to application issues through Ofsted, Kate Wood was unable to become a Committee Member during this year, but continues to remain in the process, with the hope of joining us next academic year.

I would like to thank our existing Committee members for all their hard work this year. It has been challenging but without the team, we would not succeed, and their involvement is so valuable.

Fundraising

We raised £573.40 in fundraising and donations this year with £256.93 in expenses. The impact of the Covid-19 pandemic can be clearly seen in these figures. We have never had such a low income from fundraising, caused by closure of the setting and not being able to hold our normal fundraising events due to social distancing and limiting exposure.

Although not strictly fundraising, the snack pot voluntary contribution system has given us £538.00. This is close to our forecast and is due to the fact that contributions for the year usually come into the setting at the start and this was prior to the pandemic affecting us.

We were extremely fortunate to be in receipt of two grants this year. One from the Scargill Education Foundation for £380.00 and one from Erewash Borough Council for £600.00. It had been decided, prior to the pandemic, that these specific grants would be used to upgrade our IT facilities and enabled us to purchase a new laptop, Microsoft Office, printer, digital camera, memory cards and music system. These items have made a real difference in the setting and for this we are very grateful.

IT Developments

Our Website was completed and is now up and running, alongside our Facebook and Twitter accounts. I would like to thank Samantha Marshall and Rachael Shawyer for all their hard work in making this happen. Our parents can now be regularly updated and have a place to go to obtain required information.

We are still using our online learning journal Tapestry, which comes with an annual fee. It has been an amazing asset to the Pre-School.

The amount spent on IT this year was £783.45. This was made up of annual fees for Tapestry, Payroll Manager and Website etc, printer ink and mobile phone usage. There were also items within this that were paid for from the two grants outlined above.

Pre-School Events

It has been a difficult time at Pre-School this year with many events having to be cancelled due to the pandemic. Prior to its arrival, we were able to hold a Macmillan Coffee Morning in October, our Christmas Concert and Messy Church and the Christmas Party for the children. Sadly, we had organised a Messy Church for Easter and a celebration for both Mother's Day and Father's Day, but all of these were cancelled. We are uncertain of what next year will hold and if any events will be allowed.

2020/2021 Projects

Over the coming academic year, we will aim to survive the dreadful impact of the Covid-19 pandemic. We have lost thousands of pounds due to loss of fundraising opportunities and unpaid parent fees. Our main aim will be emergency grant applications and recovery. Expenditure will need to be closely monitored.

We will continue to develop the setting and ensure all our systems are reviewed and in place.

The 2019/2020 Pre-School academic year has been extremely challenging but thanks to the hard work of staff and Committee, the Pre-School has survived. I am enormously proud of the team, stepping up during these uncertain times, managing their own worries and concerns of the pandemic and continuing to provide a stable environment for the children in our care.

This year should have been our year to financially recover and gain some security for the future. This has not happened, resulting in us having to use our reserve to survive. I hope that the new year 2020/2021 is kind and allows us to repair the financial damage to our Pre-School.

Karen Pilkington
West Hallam Village Pre-School
Committee Chairperson

		Actuals	Forecast To Go	Full Year Forecast	Term 1 15 (DCC14) wks (forecast)	Term 1 15 (DCC14) wks (actual)	Term 2 13 wks (forecast)	Term 2 13 wks (actual)	Term 3 11 wks (forecast)	Term 3 11 wks (actual)	2018-2019
		£	£	£	£	£	£	£	£	£	£
Income											
Paid Fees	FEES	14,643.00	1,784.40	16,427.40	6,597.00	6,453.00	4,968.00	7,478.00	4,862.40	712.00	12,684.54
Universal and Extended Funding from DCC	DCC/STA	70,013.34	-4,315.30	65,698.04		22,199.88	20,587.16	32,375.40	23,966.40	15,438.06	74,829.87
New Starter Administration Fee	ADMIN	320.00	-60.00	260.00	40.00	160.00	140.00	160.00	80.00	0.00	260.00
Milk Refunds	MILK	90.70	-0.70	90.00	30.00	45.44	30.00	37.23	30.00	8.03	102.51
Childrens Uniform	UNI/CHI/SOLD	323.00	-23.00	300.00	150.00	223.00	100.00	100.00	50.00	0.00	357.00
Staff Uniform	UNI/STA/SOLD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
Fundraising Internal	FUND/INT	573.40	1,426.60	2,000.00	500.00	477.40	500.00	96.00	1,000.00	0.00	3,255.42
Fundraising External	FUND/EXT	45.00	-25.00	20.00	0.00	45.00	0.00	0.00	20.00	0.00	0.00
Grants	GRA	980.00	-980.00	0.00	0.00	0.00	0.00	0.00	0.00	980.00	0.00
Interest	INTR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DCC Additional Hours Funding	DCC/AF	850.00	-550.00	300.00	100.00	323.00	100.00	527.00	100.00	0.00	191.25
Snack Pot	SNA/INC	538.00	62.00	600.00	200.00	173.40	200.00	364.60	200.00	0.00	605.80
Christmas Party	PARTY/C/INC	55.00	45.00	100.00	100.00	0.00	0.00	55.00	0.00	0.00	80.00
Savings Transfer	SAV/TRA/INC	11,035.40	-9,035.40	2,000.00	2,000.00	2,000.00	0.00	9,035.40	0.00	0.00	4,500.00
Refund	REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training Income	TRAIN/INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Error	ERR/INC	336.00	-336.00	0.00	0.00	300.00	0.00	0.00	0.00	36.00	2,253.84
Coronavirus Job Retention Scheme Payment	CJRS	2,936.14	-2,936.14		0.00	0.00	0.00	0.00	0.00	2,936.14	
Total Income		102,738.98		87795.44	30,861.48	32,400.12	26,625.16	50,228.63	30,308.80	20,110.23	99,169.23
minus Savings Transfer due to closure of account		9,035.40						not including savings			
Total Income		93,703.58						41,193.23			
								note DCC pymnts high		note DCC pymnts low	
Expenses											
Staff Wages	WAGES	76,673.08	-1,673.08	75,000.00	25,000.00	24,465.73	25,000.00	20,655.56	25,000.00	31,551.79	77,616.96
Tax & NI	TAX/NI	4,897.63	352.37	5,250.00		1,329.64	1,750.00	2,805.21	1,750.00	762.78	4,985.58
Rent	RENT	6,000.00	0.00	6,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	6,000.00
Consumables	CON	404.33	495.67	900.00	300.00	147.02	300.00	101.94	300.00	155.37	1,299.88
Insurance	INS	618.33	1.67	620.00	620.00	618.33	0.00	0.00	0.00	0.00	0.00
Subscriptions	SUBS	0.00	20.00	20.00	0.00	0.00	20.00	0.00	20.00	0.00	92.00
IT	IT	783.45	-33.45	750.00	250.00	189.48	250.00	508.08	250.00	85.89	789.01
Fundraising Expenses	FUND/EXP	256.93	243.07	500.00	0.00	236.93	250.00	0.00	250.00	20.00	632.49
Fundraising Donations	FUND/DON	0.00	20.00	20.00	0.00	0.00	0.00	0.00	20.00	0.00	35.00
Bank Charges	CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	GIFTS	10.50	-10.50	0.00	0.00	0.00	0.00	0.00	0.00	10.50	166.58
Training	TRAIN/OUT	134.00	166.00	300.00	100.00	85.00	100.00	10.00	100.00	39.00	1,421.60
Uniform Staff	UNI/STA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.00
Uniform Children	UNI/CHI	187.50	62.50	250.00	150.00	187.50	50.00	0.00	50.00	0.00	747.50
Recruitment	REC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DBS Checks	DBS	0.00	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00
Whole Kaboodle	WK	291.60	8.40	300.00	100.00	135.78	100.00	155.82	100.00	0.00	379.32
Stationery	STA	81.95	128.05	210.00	70.00	19.39	70.00	55.58	70.00	6.98	226.28
Registration Fees	REG/FEES	230.00	-50.00	180.00	60.00	75.00	60.00	115.00	60.00	40.00	187.00
Equipment	EQUIP	552.04	347.96	900.00	300.00	34.91	300.00	194.99	300.00	322.14	1,816.42
Petty Cash	PC	500.00	1,000.00	1500.00	500.00	200.00	500.00	100.00	500.00	200.00	1,790.00
Christmas Party Expenses	PARTY/C/EXP	29.97	10.03	40.00	40.00	29.97	0.00	0.00	0.00	0.00	38.37
Leavers Party Expenses	PARTY/L/EXP	30.00	95.00	125.00	0.00	0.00	0.00	0.00	125.00	30.00	125.00
Pension Contributions	PEN	1,371.88	-171.88	1,200.00	400.00	473.36	400.00	415.01	400.00	483.51	1,236.87
DCC Additional Funding Expenditure	DCC/AF/EXP	816.73	-816.73	0.00	0.00	0.00	0.00	482.75	0.00	333.98	
Legal Expenses	LEG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,016.00
Resources Upgrade Using Sponsored Walk Money	REDES3	413.24	-413.24	0.00	0.00	413.24	0.00	0.00	0.00	0.00	460.00
IT Upgrade Using EBC and Scargill Foundation Grants	REDES4	622.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	622.84	
Savings Transfer	SAV/TRA/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Error	ERR/EXP	180.00	-180.00	0.00	0.00	180.00	0.00	0.00	0.00	0.00	192.81
Snack Expenses	SNA/EXP	232.58	-232.58	0.00	0.00	73.31	0.00	88.24	0.00	71.03	179.43
Refund of Overpayed Fees to Parents	FEES/REF	761.00	-761.00	0.00	0.00	0.00	0.00	0.00	0.00	761.00	
Total Expenses		96,094.58		94165.00	31690.00	30,909.59	31,200.00	27,688.18	31,275.00	37,496.81	104,637.07
Net Income / Loss		6,644.40		-6369.56	-828.52	1,490.53	-4,574.84	22,540.45	-966.20	-17,386.58	-5,467.84
not counting Savings Transfer due to closure of account		-2,391.00						not including savings			
								13,505.05			
NOTE - Savings Account held Reserve. Aim to return it to £10K											
Expenses					Term 1 - petty cash only	Term 1 - including above	Term 2 - petty cash only	Term 2 - including above	Term 3 - petty cash only	Term 3 - including above	
Petty Cash					£						
Snack Expenses					160.30	233.61	86.45	174.69	43.11	114.14	
Consumables including Whole Kaboodle					114.34	397.14	74.23	331.99	49.21	204.58	
Equipment					8.00	42.91	0.00	194.99	17.99	340.13	
Stationery					15.18	34.57	41.49	97.07	39.96	46.94	
					297.82	708.23	202.17	798.74			
					Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	
					Paid out from	Paid out from	Paid out from	Paid out from	Paid out from	Paid out from	
					Petty Cash	Petty Cash and Account	Petty Cash	Petty Cash and Account	Petty Cash	Petty Cash and Account	
					(not including WK)	(including WK)	(not including WK)	(including WK)	(not including WK)	(including WK)	

Independent Examiner's Report to the Trustees of West Hallam Village Pre-School

I report on the accounts of the Pre-School for the year ended 31 August 2020.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items of disclosure in the accounts.

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.

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements;
 - (a) to keep accounting records in accordance with section 41 of the 1993 Act and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Name and address
Bev Bull (CPFA)
21 Richmond Close
West Hallam

Ilkeston

Derbyshire

DE7 6NA

Date

21 June 2021