



West Hallam Village Pre-School
Annual Report
September 2020 to August 2021

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:

Catherine Haswell*

Secretary:

Leonie Bilbie*

Family Members:

Sarah Dawn*
Lindsey Martin*
Ruth Robertson*
Sophie Scott*
Lynda Wright*

Affiliate Members:

As above (Karen Pilkington)
Shirley Clamp
Laura Gadsby

Co-opted Members:

None in place

Staff:

Samantha Marshall
Pre-School Manager

Leanne Durow
Supervisor (from September 2020)
Sheane Gilhooly
Senco
Leanne Hill
Qualified Assistant
Claire Leigh
Qualified Assistant (until June 2021)
Tracey Hilton
Qualified Assistant
Diane Smith
Qualified Assistant (until April 2021)
Rebecca Rogers
Qualified Assistant (until July 2021)
Anita Bailey
Qualified Assistant (until July 2021)
Laura Lebelinski
Qualified Assistant (from May 2021)

Gayna Monds
Relief Staff (until February 2021)
Karen Pilkington
Relief Staff
Shirley Clamp
Relief Staff (until February 2021)
Elizabeth Jackson
Relief Staff (from November 2020)
Rachel Marshall
Relief Staff (from November 2020)

Jackie Hinsley
Administrator (until July 2021)

The 2020/2021 Committee consisted of 10 members.

This was made up of 7 Family Members (*) and 3 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 2020/2021 document once this has been completed.

Chairperson Annual Report

This year has again been a difficult year for the Pre-School, with Covid-19 still having an impact on our day-to-day operations.

We started the year with the hope that we would be allowed to deliver the care and education to the children in our Pre-School that they deserved, but the concern if we would even have a large enough intake of children or if staff levels would be affected by the

virus, also the worry that we would need to close again and the financial impact that this has.

The staff have worked so hard and faced their worries and concerns, never letting it affect the care that they give our children. I am immensely proud of them.

We have tried to ensure the year is as normal as possible for the children, trying to think of ways to continue with experiences impacted by the virus.

Fundraising this year has been very successful and has made a huge difference in our recovery and I must thank all involved.

This is the last Annual Report that I will write as Chairperson of West Hallam Village Pre-School, stepping down after nearly ten years. I feel privileged to have been a part of the Pre-School for so long and wish them every success for the future.

Finances

The Pre-School financial year runs from 1st September – 31st August. Voucher Funding from Derbyshire County Council for this 2020-2021 period totalled £98,198.48 and fees from younger children and those not in receipt of funding totalled £22,288.40. We received no additional funding this year. This type of funding enables our staff to give direct support to qualifying children with additional needs in our care. Unfortunately, it is sometimes still necessary for us to give this support without funding in place and the costs have to be absorbed by us to allow us to meet the individual needs of the children in our care.

In the 2019-2020 academic year, DCC funding was £70,013.34, which is considerably lower than the above amount. The increase seen this year is more than likely due to the return of children back to our setting after the reduction in impact of Covid-19 on the setting.

The Pre-School made a £6,396.35 profit during this period.

This is a remarkable achievement, as the year still had complications for us. We had two closures due to positive cases of Covid-19, although we did use the Coronavirus Job retention Scheme where possible to reduce the impact of this, giving an income of £429.12. This profit is also due to an outstanding effort in both fundraising and grant applications and I hope this can be maintained in the next academic year as it really does make a difference.

We must ensure that spending in the financial year 2021/2022 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 and ongoing recovery from 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 that have been experienced by families during the pandemic.

We increased our session fees by £1.00, to £10.00 in April 2020. This increase was necessary to reduce the impact of the legal rise in the National Minimum Wage. The fee was comparable to that charged by the other setting in our area. We will need to assess if this should be increased for the next academic year but have maintained it at £10.00 this year as we have been mindful of the financial difficulties that have been experienced by families during the pandemic.

Annual General Meeting

The last Annual General Meeting was held on Wednesday 11th November 2020. Minutes are available in Pre-School.

Sessions

Our sessions at the start of this year were busy and continued to rise over the year. This has allowed us to start to recover financially.

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 high at £1,782.80. Compared to training costs in the previous year of £134.00 due to Covid-19. The increase is due to a requirement to bring all staff training up to date. It must also be noted that an amount of this, £550.00, was spent on an Ofsted inspection preparation audit which helped us achieve our 'Good' Ofsted rating in June 2021.

Training has been a mixture of face to face and online this year as it has still been impacted by the risks associated with Covid-19.

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 again been 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 given confidential surveys at the end of the year, but completed returns were minimal. We will aim to send the survey out again this December 2021, 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 and confidentially 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. At this point, staff are usually allowed to claim for time spent at home on paperwork, although it is capped each week.

We unfortunately had to say goodbye to several members of staff this academic year. I think that the Covid-19 pandemic had caused people to reassess their commitments and responsibilities. Diane Smith left us part way through the academic year to take up a new position within her family run business and Claire Leigh decided to step away from work to look at her career options. I would like to take this opportunity to thank them for all they have done for us and wish them both every success.

We were joined by two new team members, Leanne Durow accepted the position of Supervisor at the start of the academic year and Laura Lebelinski joined us in May, retuning to childcare. They have been a great asset to our team.

At the end of the academic year, we unfortunately had to say goodbye to three more members of our team. Jackie Hinsley wanted more time to spend with her family and left us after 24 years. Rebecca Rogers was offered the exciting opportunity to become a Teaching Assistant and Anita Bailey left us to pursue a change of career. As before, I would like to take this opportunity to thank them for all they have done for us and wish them all every success.

Committee

Unfortunately, this AGM saw the stepping down of two members: Rachel Shawyer and Kate Wood. 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 two new Committee members this year, Sophie Scott and Lindsey Martin.

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 £3,037.27 in fundraising and donations this year with £671.03 in expenses. This amount was achieved even with us not being able to hold our normal fundraising events due to continued social distancing and limiting exposure.

Although not strictly fundraising, the snack pot voluntary contribution system has given us £1001.20 this year which is very close to the amount we would hope to see if all parents paid the requested voluntary amount.

We were extremely fortunate to be in receipt of three grants this year. One from the Scargill Education Foundation for £255.00, one from the Derbyshire Community Foundation for £2,000.00 which was used to improve our Sensory equipment, Home Corner and Water Play area and one from Derbyshire County Council for £500.00 used for craft supplies over the academic year. These grants have made a real difference in the setting and for this we are very grateful.

IT Developments

Our Website is up and running, alongside our Facebook and Twitter accounts. This allows our parents to 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 £1,053.30. This was made up of annual fees for Tapestry, Payroll Manager and Website etc, printer ink and toner and mobile phone usage. There were also purchases of Fire tablets that the staff use to access Tapestry whilst in the setting, USB sticks for the distribution of the setting Policies and Procedures and Microsoft Office 365 annual license.

Pre-School Events

It has again been a difficult time at Pre-School this year with many events having to be cancelled due to the pandemic. We have tried to remain closed to large amounts of visitors to protect our staff and children, which has sadly resulted in us not being able to hold many of the events as in previous years.

2021/2022 Projects

Over the coming academic year, we will aim to continue to recover from the dreadful impact of the Covid-19 pandemic. We lost thousands of pounds due to loss of fundraising opportunities and unpaid parent fees. Our aim will still 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.

As a team, we will be implementing and learning the new curriculum which comes into effect with the changes to the Early Years Foundation Stage Framework.

There will be a need to recruit at the start of the next academic year to replace those staff members who left us this year. We will ensure that they are settled, with the required training in place, helping them become part of our team.

We will aim to work towards bringing our parents back into the setting with involvement in the events that mean so much to us all.

The 2020/2021 Pre-School academic year has again been extremely challenging but thanks to the hard work of staff and Committee, the Pre-School has started to repair. I am enormously proud of the team, continuing to step 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.

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 12 wks (forecast)	Term 2 12 wks (actual)	Term 3 12 wks (forecast)	Term 3 12 wks (actual)	
		£	£	£	£	£	£	£	£	£	
Income											
Paid Fees	FEES	22,288.40	1,621.35	23909.75	9,589.91	8,173.30	7,399.92	6,191.00	6,919.92	7,998.10	
Universal and Extended Funding from DCC	DCC/STA	98,198.48	-15,566.48	82632.00	27,693.12	29,481.99	27,236.16	29,231.55	27,702.72	39,484.94	
New Starter Administration Fee	ADMIN	540.00	-60.00	480.00	280.00	340.00	140.00	60.00	60.00	140.00	
Milk Refunds	MILK	143.04	-53.04	90.00	30.00	33.86	30.00	46.27	30.00	62.91	
Childrens Uniform	UNI/CHI/SOLD	749.00	-249.00	500.00	350.00	533.50	100.00	105.50	50.00	110.00	
Staff Uniform	UNI/STA/SOLD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fundraising Internal	FUND/INT	3,037.27	-1,537.27	1500.00	500.00	1,447.15	500.00	145.08	500.00	1,445.04	
Fundraising External	FUND/EXT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grants	GRA	2,755.00	-2,755.00	0.00	0.00	0.00	0.00	500.00	0.00	2,255.00	
Interest	INTR	1.08	-1.08	0.00	0.00	0.00	0.00	0.00	0.00	1.08	
DCC Additional Hours Funding	DCC/AF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Snack Pot	SNA/INC	1,001.20	-401.20	600.00	200.00	425.60	200.00	250.60	200.00	256.00	
Christmas Party	PARTY/C/INC	131.50	-131.50	0.00	0.00	126.50	0.00	0.00	0.00	0.00	
Savings Transfer	SAV/TRA/INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Refund	REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Training Income	TRAIN/INC	600.00	-600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	
Error	ERR/INC	558.66	-558.66	0.00	0.00	0.00	0.00	0.00	0.00	558.66	
Coronavirus Job Retention Scheme Payment	CJRS	429.12	-429.12	0.00	0.00	0.00	0.00	429.12	0.00	0.00	
Statutory Sick Pay due to Covid	SSP	568.70	0.00	0.00	0.00	0.00	0.00	568.70			
Total Income		131,001.45		109711.75	38,643.03	40,561.90	35,606.08	37,527.82	35,462.64	52,911.73	
Expenses											
Staff Wages	WAGES	101,935.05	-23,935.05	78000.00	26,000.00	31,288.17	26,000.00	23,875.09	26,000.00	46,771.79	
Tax & NI	TAX/NI	3,163.99	2,236.01	5400.00	1,800.00	1,065.36	1,800.00	785.55	1,800.00	1,313.08	
Rent	RENT	6,000.00	0.00	6000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
Consumables	CON	964.14	235.86	1200.00	400.00	474.62	400.00	167.59	400.00	321.93	
Insurance	INS	618.33	1.67	620.00	620.00	618.33	0.00	0.00	0.00	0.00	
Subscriptions	SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
IT	IT	1,053.30	-303.30	750.00	250.00	425.35	250.00	453.54	250.00	174.41	
Fundraising Expenses	FUND/EXP	671.03	-401.03	270.00	90.00	368.65	90.00	20.00	90.00	282.38	
Fundraising Donations	FUND/DON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bank Charges	CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Gifts	GIFTS	512.53	-497.53	15.00	0.00	15.96	0.00	0.00	15.00	496.57	
Training	TRAIN/OUT	1,782.80	-982.80	800.00	600.00	1,134.30	100.00	324.00	100.00	324.50	
Uniform Staff	UNI/STA	92.00	8.00	100.00	100.00	67.00	0.00	0.00	0.00	104.50	
Uniform Children	UNI/CHI	1,297.50	-797.50	500.00	400.00	504.00	50.00	234.00	50.00	480.00	
Recruitment	REC	15.01	-15.01	0.00	0.00	0.00	0.00	0.00	0.00	15.01	
DBS Checks	DBS	120.00	30.00	150.00	50.00	0.00	50.00	120.00	50.00	0.00	
Whole Kaboodle	WK	813.02	-363.02	450.00	150.00	244.64	150.00	309.84	150.00	258.54	
Stationery	STA	130.28	49.72	180.00	60.00	38.47	60.00	34.29	60.00	59.52	
Registration Fees	REG/FEES	230.00	10.00	240.00	80.00	75.00	80.00	115.00	80.00	40.00	
Equipment	EQUIP	1,060.63	-160.63	900.00	300.00	321.19	300.00	99.56	300.00	639.88	
Petty Cash	PC	1,250.00	250.00	1500.00	500.00	450.00	500.00	200.00	500.00	600.00	
Christmas Party Expenses	PARTY/C/EXP	60.00	0.00	60.00	60.00	60.00	0.00	0.00	0.00	0.00	
Leavers Party Expenses	PARTY/L/EXP	80.00	20.00	100.00	0.00	0.00	0.00	100.00	0.00	80.00	
Pension Contributions	PEN	2,090.26	-640.26	1450.00	500.00	712.97	500.00	612.26	450.00	765.03	
DCC Additional Funding Expenditure	DCC/AF/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Legal Expenses	LEG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Redesign Outside Using Smartie Money	REDES2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Resources Upgrade Using Sponsored Walk Money	REDES3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
IT Upgrade Using EBC and Scargill Foundation Grants	REDES4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Savings Transfer	SAV/TRA/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Error	ERR/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Snack Expenses	SNA/EXP	205.15	34.85	240.00	80.00	113.43	80.00	0.00	80.00	91.72	
Refund of Overpaid Fees to Parents	FEES/REF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Craft Supplies from DCC Grant	REDES5	460.08	0.00	0.00	0.00	0.00	0.00	460.08	0.00	0.00	
Total Expenses		124,605.10		98925.00	34040.00	39,975.44	32,410.00	29,810.80	32,475.00	54,818.86	
Net Income / Loss		6,396.35		10786.75	4,603.03	586.46	3,196.08	7,717.02	2,987.64	-1,907.13	
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					180.12	293.55	146.14	146.14	283.31	375.03	
Consumables including Whole Kaboodle					112.59	831.85	36.18	180.81	761.28	761.28	
Equipment					124.15	445.34	67.89	167.45	68.29	708.17	
Stationery					48.15	84.62	21.20	55.49	34.40	93.92	
					465.01	1,655.36	271.41	882.69	566.81	1,938.40	
Bank Opening bal		8179.569999999998			Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	
Bank Closing bal		14575.92			Paid out from	Paid out from	Paid out from	Paid out from	Paid out from	Paid out from	
		6396.350000000002			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 2021.

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.

Bev Bull (CPFA)
21 Richmond Close
West Hallam
Ilkeston
Derbyshire
DE7 6NA

06/25/2022