



West Hallam Village Pre-School
Annual Report
September 2021 to August 2022

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:

Sophie Scott*

Treasurer:

Laura Gadsby

Secretary:

Ruth Robertson*

Family Members:

Lindsey Martin*
Lynda Wright*

Affiliate Members:

As above:
(Laura Gadsby)
Shirley Clamp

Co-opted Members:

None in place

Staff:

Samantha Marshall
Pre-School Manager

Leanne Durow
Deputy Manager
Sheane Gilhooly
Supervisor/Senco
Leanne Hill
Qualified Assistant
Claire Leigh
Qualified Assistant (from September 2021)
Tracey Hilton
Qualified Assistant
Diane Smith
Qualified Assistant (from September 2021)
Hannah Hayes
Qualified Assistant (from October 2021)
Ellie Kirkham
Qualified Assistant (from October 2021 until February 2022)
Laura Lebelinski
Qualified Assistant

Karen Pilkington
Relief Staff
Elizabeth Jackson
Relief Staff
Rachel Marshall
Relief Staff
Chelsie Dobson
Relief Staff (from February 2022)
Sarah Barker
Relief Staff (from April 2022)
Jackie Hinsley
Relief Staff (until July 2022)

Karen Pilkington
Administrator (from September 2021)

The 2021/2022 Committee consisted of 6 members.

This was made up of 4 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 2021/2022 document once this has been completed.

Chairperson Annual Report

It was thought that this year had been a successful year for the Pre-School, but with the end of year calculations showing high levels of financial loss, there is disappointment and concern within the staff and Committee for our future.

We are a successful Pre-School, our number of children on role is high and there is a steady stream of interest from new parents and

carers. We are good at what we do and must not allow the closure of a setting that has so much more to offer.

We are going to have to cut back on our expenditure and ask more of our staff as we work closer to ratio, which obviously puts more demand on our team. There will be a need to increase our fees to survive and a hope that this will be acceptable to our parents and carers in these financially difficult times for all.

I am so proud of the team for all their hard work and dedication and for this I give thanks.

I have given below further information in the various areas of the Pre-School.

Finances

The Pre-School financial year runs from 1st September – 31st August. Voucher Funding from Derbyshire County Council for this 2021-2022 period totalled £104,483.96 and fees from younger children and those not in receipt of funding totalled £32,567.24. We received no additional funding this year. This type of additional 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 2020-2021 academic year, DCC funding was £98,198.48, which is similar to the above amount. The number of children attending our setting has remained quite constant which has been reassuring in these financially difficult times.

Unfortunately, even with the high number of children in attendance, the Pre-School made a £13,713.10 loss during this period.

This was mainly caused by the combined result of children in our care requiring one to one support and for this no additional funding was received, also running the setting slightly over ratio to reduce stress on the staffing team and allow the completion of paperwork during the working day rather than at home. This decision caused a significant impact on our annual staffing costs, ending up approximately £20,000.00 over our estimation within the budget. It is clear to see that the Early Years funding that settings receive is not sufficient to allow slight over staffing or provide staff with the level of salary they deserve for the work load they have to complete.

The increases seen within the annual wage bill also caused an increase in the payments required to HMRC and pension contributions previously calculated in the budget.

Within the end of year calculation was the costs associated with moving the payroll to an external provider. This was £1,265.00 that was not allocated in the original budget.

IT expenditure was £500.00 higher than budgeted due to the urgent purchase of two laptops for staff.

Unfortunately, the bank used by Pre-School has decided to put a charging system in place to cover activity on our account. This will be standard going forward and we may need to look at an alternative bank to reduce this cost, although charges seems to be in place for all business accounts, as we no longer have the option of using a Charity account as they have been withdrawn from most banking organisations.

We had an annual cost not budgeted of approximately £500.00 for the children to experience fitness activity classes provided by an external company coming into our setting. Although the children enjoyed this, it may not be practical to continue this as there is not enough disposable income within our budget to cover it.

It must be noted that equipment costs are extremely high at £4,998.59. This is not a true figure, as grants received for equipment during the 2020/2021 academic year were not spent during this time, but actually spent during the 2021/2022 academic year. We can assume from this that the profit of £6,287.73 seen last academic year was not true as it was still holding grant money that should have been spent and also that the loss of £13,713.10 this year should therefore have actually been less.

We were able to claim £224.82 back in SSP which was Covid related, before the Government scheme closed.

We increased the amount of the voluntary snack donation from attending parents to £5.00 from £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 are being experienced by families at the moment.

We increased our session fees by £2.00, to £12.00 in April 2022. 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 settings in our area. We will need to assess if this should be increased for the next academic year to aid our

recovery, but as always, be mindful of the financial difficulties currently being experienced by families.

The loss has resulted in the Pre-School having to use the £10,000.00 reserve to remain open. I believe that if we ensure that spending in the financial year 2022/2023 is closely monitored and fundraising and grant applications are made a priority then we should be able to start the long road of recovery. The reserve must be put back in place as a matter of urgency.

Annual General Meeting

The last Annual General Meeting was held on Monday 8th November 2021. Minutes are available in Pre-School.

Sessions

Our sessions at the start of this year were busy and continued to rise over the year. We finished the year with the highest number of children on role that we have ever seen.

Policies

Our Policies have been reviewed this year, as standard. All new staff and Committee receive a memory stick containing all Policies currently in place that must be read and understood. Each member of the team must complete this, returning a signed form to confirm, along with any amendments they have noticed. 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 completed regular area Health and Safety inspections.

Training

The amount spent on staff training this year has been high at £1,893.99, similar to training costs in the previous year of £1,782.80.

Training has been a mixture of face to face and online this year.

Within the amount above, there have been two large payments to cover First Aid training of £368.80 and £347.80. A payment of £350.00 for Equal Opportunities training and £200.00 to cover Early Years SEN training.

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

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 which is much appreciated.

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

Staff confidential surveys have not been used this year, due to several staff structure changes, but will be reintroduced in the next academic year. 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 were joined by several new team members this academic year. We saw the return of Claire Leigh and Diane Smith in September after a short break from their roles with us. Jackie Hinsley stepped away from her Administrator position at the end of the last academic year, which was filled from September by Karen Pilkington, since leaving her Chairperson role on our Committee. Jackie Hinsley joined our relief team, along with Chelsie Dobson in February and Sarah Barker in April. Due to increases in the number of children in the setting, we were able to recruit two new Qualified Assistants, Hannah Hayes and Ellie Kirkham. They have been a great asset to our team.

We had a slight change to the staffing structure, with Leanne Durow changing her title to Deputy Manager and Sheane Gilhooly having her role defined as Supervisor. The setting will now have three Designated Safeguarding Leads, Samantha Marshall continuing as the main responsible person, with Leanne and Sheane in the Deputy positions.

We unfortunately had to say goodbye to Ellie Kirkham part way through the academic year to start training for a new career. I

would like to take this opportunity to thank her and wish her every success in her new venture.

At the end of the academic year, we unfortunately had to say goodbye to Jackie Hinsley from our relief team. Family commitments made it difficult for her to be available for relief at short notice. As before, I would like to take this opportunity to thank Jackie for being part of our team.

Committee

Unfortunately, this AGM saw the stepping down of four members: Leonie Bilbie as Secretary, Sarah Dawn, Catherine Haswell as Treasurer and Karen Pilkington as Chairperson. 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.

These vacant office roles were filled by Sophie Scott as Chairperson, Laura Gadsby as Treasurer and Ruth Robertson as Secretary.

Unfortunately, we only had one new parent show interest in joining the Committee, who later withdrew from the application process.

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 £2,310.24 in fundraising and donations this year with £590.29 in expenses. This amount was through various events; Bag2School collections, Easy Fundraising and Amazon Smile donations, raffles and sponsored events.

Although not strictly fundraising, the snack pot voluntary contribution system has given us £1,098.50 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 £245.00, one from Erewash Voluntary Action for £1,500.00 and one from Derbyshire County Council for £700.00. 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 £1,668.44. This was made up of annual fees for Tapestry, Website, printer ink and toner and mobile phone usage. There were also purchases of three Fire tablets that the staff use to access Tapestry whilst in the setting, two replacement laptops for the staff and Microsoft Office 365 annual license.

Pre-School Events

This year we have been able to invite parents and carers back into our setting with the return of our Christmas and Easter activity session, along with Mother's Day and Father's Day celebrations. They are a chance for parents and carers to experience the Pre-School environment and meet with the staff caring for their children.

We were able to offer AM Sports activity sessions to the children on a Wednesday morning each week, offering fitness and dance, that was loved by all.

There was much celebration to acknowledge the Queen's Platinum Jubilee, with themed activities to ensure the children had an understanding of this special event.

2022/2023 Projects

Over the coming academic year, we will aim to recover from our financial losses with grant applications and fundraising being key. 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 2021/2022 Pre-School academic year has again been extremely challenging but thanks to the hard work of staff and Committee, the Pre-School has continued to grow and is a respected childcare provider in our community. I am enormously proud of the team, continuing to step up when required and providing a stable environment for the children in our care.

Sophie Scott
West Hallam Village Pre-School
Committee Chairperson

		Actuals	Forecast To Go	Full Year Forecast	Term 1 14 wks (forecast)	Term 1 14 wks (actual)	Term 2 12 (DCC11) wks (forecast)	Term 2 12 (DCC11) wks (actual)	Term 3 12 wks (forecast)	Term 3 12 wks (actual)	2020-2021	
		£	£	£	£	£	£	£	£	£		
Income												
Paid Fees	FEES	32,567.24	406.10	32973.34	11,153.34	11,301.44	10,880.00	9,415.45	10,940.00	11,850.35	22,362.40	
Universal and Extended Funding from DCC	DCC/STA	104,483.96	-13,357.08	91126.88	30,197.44	30,248.40	28,606.24	39,532.26	32,323.20	34,703.30	98,198.48	
New Starter Administration Fee	ADMIN	460.00	60.00	520.00	300.00	240.00	160.00	140.00	60.00	80.00	540.00	
Milk Refunds	MILK	146.18	-26.18	120.00	40.00	38.04	40.00	54.90	40.00	53.24	143.04	
Childrens Uniform	UNICHI/SOLD	670.50	-29.50	700.00	400.00	489.00	200.00	136.00	100.00	45.50	749.00	
Staff Uniform	UNI/STA/SOLD	25.00	-25.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	
Fundraising Internal	FUND/INT	2,310.24	-810.24	1500.00	500.00	685.30	500.00	697.65	500.00	927.29	3,037.27	
Fundraising External	FUND/EXT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grants	GRA	2,445.00	-2,445.00	0.00	0.00	0.00	0.00	0.00	0.00	2,445.00	2,755.00	
Interest	INTR	5.67	-5.67	0.00	0.00	4.90	0.00	0.55	0.00	0.22	1.08	
DCC Additional Hours Funding	DCC/AF	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.00	0.00	
Snack Pot	SNA/INC	1,098.50	-198.50	900.00	300.00	517.00	300.00	336.50	300.00	245.00	932.20	
Christmas Party	PARTY/C/INC	110.00	-110.00	0.00	0.00	65.00	0.00	45.00	0.00	0.00	126.50	
Savings Transfer	SAV/TRA/INC	0.00	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	0.00	
Training Income	TRAIN/INC	1,050.00	-1,050.00	0.00	0.00	300.00	0.00	750.00	0.00	0.00	600.00	
Error	ERR/INC	21.00	-21.00	0.00	0.00	0.00	0.00	21.00	0.00	0.00	558.66	
Coronavirus Job Retention Scheme Payment	CJRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	429.12	
Statutory Sick Pay due to Covid	SSP	224.82	-224.82	0.00	0.00	0.00	0.00	224.82	0.00	0.00	0.00	
Total Income		145,618.11		127840.22	42,890.78	43,914.08	40,686.24	51,354.13	44,263.20	50,349.90	130,432.75	
Expenses												
Staff Wages	WAGES	128,049.21	-20,049.21	108000.00	36,000.00	41,507.65	36,000.00	30,926.53	36,000.00	55,615.03	101,935.05	
Tax & NI	TAX/NI	5,165.47	-665.47	4500.00	1,500.00	2,139.76	1,500.00	934.59	1,500.00	2,091.12	3,163.99	
Accountant	ACC	1,265.00	-1,265.00	0.00	0.00	345.00	0.00	345.00	0.00	575.00	0.00	
Rent	RENT	5,750.00	250.00	6000.00	2,000.00	2,000.00	2,000.00	1,750.00	2,000.00	2,000.00	6,000.00	
Consumables	CON	1,259.40	-359.40	900.00	300.00	436.46	300.00	371.85	300.00	451.09	964.14	
Insurance	INS	704.82	-4.82	700.00	700.00	704.82	0.00	0.00	0.00	0.00	618.33	
Subscriptions	SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
IT	IT	1,668.44	-468.44	1200.00	800.00	307.07	200.00	1,239.53	200.00	121.84	1,053.30	
Fundraising Expenses	FUND/EXP	590.29	59.71	650.00	350.00	303.79	100.00	41.44	200.00	245.06	671.03	
Fundraising Donations	FUND/DON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bank Charges	CHARGES	70.43	-70.43	0.00	0.00	2.22	0.00	0.00	0.00	68.21	0.00	
Gifts	GIFTS	77.30	-62.30	15.00	5.00	6.98	5.00	37.17	5.00	33.15	512.53	
Training	TRAIN/OUT	1,893.99	-93.99	1800.00	600.00	1,021.80	600.00	432.79	600.00	439.40	1,782.80	
Uniform Staff	UNI/STA	352.00	-252.00	100.00	100.00	352.00	0.00	0.00	0.00	0.00	171.50	
Uniform Children	UNI/CHI	837.00	-137.00	700.00	500.00	414.00	100.00	0.00	100.00	423.00	1,218.00	
Recruitment	REC	71.71	28.29	100.00	100.00	71.71	0.00	0.00	0.00	0.00	15.01	
DBS Checks	DBS	120.00	120.00	240.00	120.00	0.00	120.00	120.00	0.00	0.00	120.00	
Whole Kaboodle	WK	565.56	34.44	600.00	200.00	190.08	200.00	213.84	200.00	161.64	813.02	
Stationery	STA	233.32	-83.32	150.00	50.00	101.47	50.00	77.48	50.00	54.37	130.28	
Registration Fees	REG/FEES	240.00	0.00	240.00	80.00	75.00	80.00	115.00	80.00	50.00	230.00	
Equipment	EQUIP	4,998.59	-4,398.59	600.00	200.00	1,892.73	200.00	349.78	200.00	2,756.08	1,060.63	
Petty Cash	PC	1,200.00	300.00	1500.00	500.00	700.00	500.00	200.00	500.00	300.00	1,250.00	
Christmas Party Expenses	PARTY/C/EXP	60.00	0.00	60.00	60.00	60.00	0.00	0.00	0.00	0.00	60.00	
Leavers Party Expenses	PARTY/L/EXP	215.45	-115.45	100.00	0.00	0.00	0.00	0.00	100.00	215.45	80.00	
Pension Contributions	PEN	2,989.94	-889.94	2100.00	700.00	763.24	700.00	934.30	700.00	1,292.40	2,090.26	
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	0.00	
Legal Expenses	LEG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Activity in PreSchool from External Provider	ACT/EXT	495.00	-495.00	0.00	0.00	270.00	0.00	225.00	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	0.00	
Error	ERR/EXP	47.00	-47.00	0.00	0.00	26.00	0.00	21.00	0.00	0.00	0.00	
Snack Expenses	SNA/EXP	411.29	-171.29	240.00	80.00	83.23	80.00	115.29	80.00	212.77	205.15	
Refund of Overpayed Fees to Parents	FEES/REF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenses		159,331.21		130495.00	44945.00	53,775.01	42,735.00	38,450.59	42,815.00	67,105.61	124,145.02	
Net Income / Loss		-13,713.10		-2654.78	-2,054.22	-9,860.93	-2,048.76	12,903.54	1,448.20	-16,755.71	6,287.73	
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					189.49	272.72	203.08	318.37	174.94	387.71		
Consumables including Whole Kaboodle					198.19	824.73	50.07	635.76	156.36	769.09		
Equipment					26.50	1,919.23	30.93	380.71	40.63	2,796.71		
Stationery					57.06	158.53	11.99	89.47	0.00	54.37		
					471.24	3,175.21	296.07	1,424.31	371.93	4,007.88		
					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 Ha

I report on the accounts of the Pre-School for the year ended 31 August 2022.

Respective responsibilities of trustees and examiner.

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 43(1) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is not required.

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 of the charity and a comparison of the accounts presented with those records. I also consider any unusual items of disclosure in the accounts.

The procedures undertaken do not provide all the evidence that would be required for 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 accounting requirements;
 - (a) to keep accounting records in accordance with section 41 of the 1993 Act;
 - (b) to prepare accounts which accord with the accounting records and conform 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

Date

06/17/2023

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