

Signed by Clare Crick - Cella
Committee Secretary.
Andy - Treasurer



TAVISTOCK PRE-SCHOOL GROUP
BROADACRES
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<http://tavistockPre-School.co.uk>

REGISTERED CHARITY NUMBER 1050163

MANAGER: Fiona Clarke

Trustees' Report

The trustees present their annual report on the affairs of the charity together with the financial statements for the year ended 31 August 2020.

The financial statements have been prepared in accordance with the accounting policies and comply with the Charity's constitution, applicable law and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK.

Objects and Organisation

Tavistock Pre-School operates out of a separate building on the site of Tavistock Infant School, Fleet, Hampshire. Tavistock Pre-School is an unincorporated charity, run by trustees and members (who are responsible for its business and educational activities). All children are valued, made to feel welcome and given the opportunity to meet their potential.

Our vision at Tavistock Pre-School is to nurture each and every child in a secure, stimulating, fun and play-based environment, thus laying the foundation for a bright future.

Overview of academic year September 2019 to August 2020

During these unprecedented times the staff of Tavistock pre-school have worked incredibly hard to make the building and environment as safe as possible for students, staff and parents alike. This has involved more regular and thorough cleaning, maintaining staff-child ratios when staff are off ill or isolating, Covid testing, furlough schemes, regular changing of policy to keep within the changing government guidelines, and regular updates to parents.

Tavistock Pre-School has had a very positive year despite the very challenging conditions. As well as keeping the school running on a day-to day basis, the bathroom renovations were completed as a result of previous fundraising and rattan furniture was purchased. Some parents who could not send their children to pre-school due to Covid 19, when the preschool was open, also donated some money to cover a proportion of the fees that the preschool was losing out on.

Not surprisingly a loss was made for the year, but this was a relatively small amount of £12,362 which is testament to the hard work by all as a large section of this loss was down to timing differences between the 2018/19 and 2019/20 academic years.

In planning all of our activities and policies the Trustees have kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

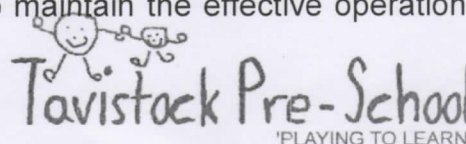
Staffing

The management team has been a strong guiding presence to the staff. We are proud of the fact that there is generally a very low turnover of staff, with no staff leaving during this past academic year. Two staff members have successfully completed their level three training and we have received certification from the qualification board. One member of staff is currently on maternity leave whilst another member of staff has returned from maternity leave. We continue to have a strong team in terms of qualifications and experience. We continue to encourage all staff to continue to develop their skills and knowledge base through online and face to face training. We will also be holding a paediatric first aid course on the premises in July 2021 for all staff and three committee members.

Committee

We have a committee of parent volunteers, which include named roles of Chair, Treasurer and Secretary. The committee is responsible for agreeing Pre-School policies, recruitment of staff, fundraising and organising social events to name a few. The committee meets regularly with staff to ensure good communication between all parties. At these meetings we discuss ideas for fund-

raising and all areas that needs to be actioned in order to maintain the effective operation of the Pre-School and its continued development.



There has been a positive influx of new members this year which ensures a positive handover period as some committee members will be standing down at the end of this year. The committee is back up to strong numbers and is running effectively as shown by successful fundraising and events.

Fund raising

Fundraising was severely restricted this year due to lockdown. We did however manage to raise £538 and hopefully this will increase dramatically as restrictions lift. The Christmas sponsored Reindeer Run was a success, although the plan is to keep parent-sponsored events to a minimum so not to put pressure on parents who have less disposable income or have lost jobs during the pandemic.

Due to continuing uncertainty and also lack of time, there are no further planned fundraising events in the 2020-2021 academic year.

Ofsted

We have not had an inspection since July 2017 however we are well prepared for the next one. One of our main goals is to return to our rating of outstanding at the next inspection. We therefore, at present, maintain our 'Good' rating.

The Pre-School is well thought of locally with far more demand than spaces. We do not have to advertise due to the Pre-School's good standing in the community.

Risk assessment and management

Risk assessments are reviewed and updated annually when necessary, this is a continual process, the daily risk assessments have continued and ensure a safe environment for the children to learn.

The accident evaluation process has continued and is effective in identifying any patterns that can be fixed, for example a new external hand rail has been installed on the stairs to the garden.

Fire drills are completed half termly, they are documented, timed and evaluations made to assist with improvements are noted and passed on to staff during meetings. New equipment has risk assessments completed before use and are revised soon after to assess how the equipment is used and where changes to safety can be made. We encourage children to manage their own risks through discussion and positive role modelling. There are regular staff meetings where any issues can be raised, discussed and addressed.

Reserves

As a guiding principle, the committee aims to hold cash reserves equating to six months expenditure. Plans are in place to re-design the outdoor space, specifically to make it more interactive and fun for the children. Options also include the possibility of a canopy to cover the majority of the front outside area to allow outdoors play during bad weather as well as good.

A brand new website is in the process of being built which will improve upon the current one which is very basic and looks old. A professional web presence is vital in order to keep up with other pre-schools when it comes to attracting new parents to send their children to Tavistock pre-school. The new website will be more interactive, and may also have the option for parents to pay online to register – the fewer steps needed to register the better in terms of efficiency and also not losing potential new students.

This work will not reduce the reserves to an inappropriate level and the Pre-School continues to be in a positive financial position.

Tavistock Pre-School Group

Registered Charity No 1050163

Receipts and Payments Account for the year ended 31 August 2020

	2020			2019
	Restricted Fund £	Unrestricted Fund £	TOTAL £	£
Receipts				
Donations	250	191	441	1,546
Grants		120,015	120,015	131,939
Fund Generation - Fund Raising		538	538	2,948
Investment Income (Interest/Loyalty Rewards)		70	70	95
Other Income			0	0
Fees		23,160	23,160	26,839
COVID-19 Job Retention Scheme Grant	1,957	0	1,957	
Total Receipts	2207	143,974	146,181	163,367
Payments				
Direct Charitable Expenditure				
Rent and Rates		11,302	11,302	12,310
Heat, Light, Power and Insurance		3,790	3,790	3,357
Printing and Stationery		1,528	1,528	2,187
Maintenance		1,396	1,396	1,580
General Expenses		5,524	5,524	3,219
Bank Charges		150	150	116
Gross Wages		107,939	107,939	94,976
Professional Fees		654	654	221
Depreciation			0	0
Bad Debt			0	0
Session Supplies/Consumables		16,489	16,489	11,953
Asset Disposal			0	0
Furlough Salary Cost	1,957	0	1,957	
	1,957	148,772	150,729	129,919
Fundraising Expenditure				
Fundraising Expenditure				2,406
Equipment purchases	886	6,928	7,814	3,119
	2843	6,928	7,814	5,525
Total Payments	2843	155,700	158,543	135,444
Net of receipts/(payments)	-636	-11,726	-12,362	27,923
Net cash funds last year	636	93,574	94,210	66,287
Net cash funds this year end	0	81,848	81,848	94,210

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Tavistock Pre-School Group

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Statement of assets and liabilities as at 31 August 2020

Cash Funds

	2020	2019
	£	£
Bank Account (Current)	44,441	57,137
Bank Account (Contingency Fund)	37,005	36,945
Cash in Hand (Float)	402	163
	81,848	94,245

Assets Retained for the Charity's Own Use

Details	£	£
Parasol	4,000	4,000
Bookkeeper laptop	419	419
Smart tablets x 3	356	356
Access Control System	1,020	1,020
CCTV	1,380	1,380
Office computer	276	276
Fridge	100	100
Vacuum cleaner	99	99
Gazebo	142	142
Book Trolley	180	180
Low Circular Storage Unit	396	396
Mobile Shelf Back Display	900	900
Fusion Open Shelf Bookcase x2	504	504
Tilted Tray Tidy Clear Trays	276	276
Toddler Low Square Play Table	276	276
Book Browser Box	168	168
Storage 4 Shallow/4 Deep	264	264
Mobile Outdoor Classroom	105	105
HP 477dw Printer (Office)	392	392
Flooring in Bathrooms	1,429	714
Meaco 20L LE Low Energy Dehumid	253	
Walk up change table + blue mat	486	
High Quality Gym Rebounder	194	
	13,615	11,967

Other Assets

Details	£	£
	0	0

Liabilities

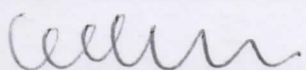
Details	£	£
Creditors		35
PAYE & NI		
	0	35

Signed by two trustees on behalf of all trustees

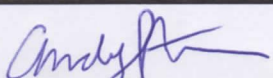
Signature

Print Name

Date



CLAIRE CRICK 9.6.21



Andy Skedman 09/06/21

**Independent Examiner's Report
to the Trustees of Tavistock Pre-School Group**

I report to the trustees on my examination of the accounts of Tavistock Pre-School Group for the year ended 31 August 2020.

Responsibilities and basis of report

As the charity trustees of Tavistock Pre-School Group, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts of Tavistock Pre-School Group carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of Tavistock Pre-School Group as required by section 130 of the Charities Act; or
- the accounts do not accord with the accounting records

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



S J Wright FCA DChA
3 Haig Lane
Church Crookham
Fleet
Hampshire GU52 8UN

22nd June 2021