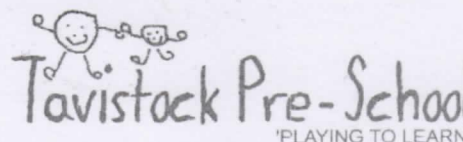


TAVISTOCK PRE-SCHOOL GROUP  
BROADACRES  
FLEET  
HAMPSHIRE  
GU51 4EU



TEL: 01252 616902

<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 2021 and confirm they comply with the requirements of the Charities Act 2011 and the Constitution.

### **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 2020 to August 2021**

This academic year has seen return to normality after Covid restrictions albeit still with a number of students and teachers catching Covid..

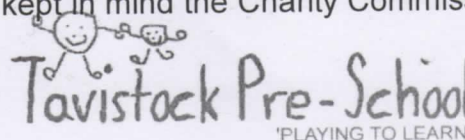
Not surprisingly a loss was made for the year, but this was a relatively small amount of £8,923 down from last year's £12,362.

Total receipts were £123,666, down from the previous year when it was £146,181. This difference is purely down to reduced grants received.

Total payments for the year were £132,589, down £26k from the previous year.



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



## 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 have a strong team in terms of qualifications and experience and we continue to encourage all staff to develop their skills and knowledge base through online and face to face training. All staff, plus three committee members, completed a Paediatric First Aid course on the premises in July 2021, plus other training in 2020/2021 included Food Hygiene, the new EYFS framework and Level 4 Safeguarding.

## 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 fundraising 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 still restricted this year due to Covid restrictions in the first half of the year. We did however manage to raise £1,411 from two activities alone, and hopefully this will increase moving forward. Sponsored activities raised an excellent £1,004.70, and sale of uniforms raised income of £406.50

## Ofsted

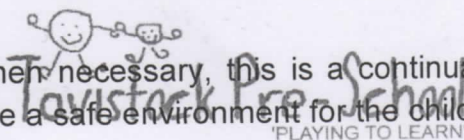
We have not had an inspection since July 2017 however we are well prepared for the next one. One of our main goals is to return to our rating of outstanding at the next inspection. We therefore, at present, maintain our 'Good' rating.

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 now live and will help improve information for existing and potentially new parents.

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

Total cash funds stand at £72,925 down from £81,848 but still at a healthy level.

Signed on behalf of the Trustees of Tavistock Preschool

Celen

Signature

chair

Position

28.6.22

Date

# Tavistock Pre-School Group

Registered Charity No 1050163

## Receipts and Payments Account for the year ended 31 August 2021

	2021			2020
	Restricted Fund £	Unrestricted Fund £	TOTAL £	£
<b>Receipts</b>				
Donations		651	651	441
Grants		94,604	94,604	120,015
Fund Generation - Fund Raising		1,550	1,550	538
Investment Income (Interest/Loyalty Rewards)		14	14	70
Other Income		642	642	0
Fees		25,084	25,084	23,160
COVID-19 Job Retention Scheme Grant		1,121	1,121	1,957
<b>Total Receipts</b>	0	123,666	123,666	146,181
<b>Payments</b>				
<u>Direct Charitable Expenditure</u>				
Rent and Rates		11,666	11,666	11,302
Heat, Light, Power and Insurance		1,920	1,920	3,790
Printing and Stationery		1,911	1,911	1,528
Maintenance		1,040	1,040	1,396
General Expenses		5,854	5,854	5,524
Bank Charges		193	193	150
Gross Wages		101,517	101,517	107,939
Professional Fees		0	0	654
Food Vouchers Issued		642	642	0
Session Supplies/Consumables		5,174	5,174	16,489
Furlough Salary Cost		1,121	1,121	1,957
	0	131,038	131,038	150,729
<u>Fundraising Expenditure</u>				
Fundraising Expenditure		399	399	
Equipment purchases		1,152	1,152	7,814
	0	1,551	1,551	7,814
<b>Total Payments</b>	0	132,589	132,589	158,543
<u>Net of receipts/(payments)</u>	0	-8,923	-8,923	-12,362
Net cash funds last year		81,848	81,848	94,210
Net cash funds this year end	0	72,925	72,925	81,848



# Tavistock Pre-School Group

Registered Charity No 1050163

## Statement of assets and liabilities as at 31 August 2021

**2,021**

**2020**

### Cash Funds

Details	£	£
Bank Account (Current)	35,744	44,441
Bank Account (Contingency Fund)	37,013	37,005
Cash in Hand (Float)	168	402
	<b>72,925</b>	<b>81,848</b>

### 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	1,429
Meaco 20L LE Low Energy Dehumid	253	253
Walk up change table + blue mat	486	486
High Quality Gym Rebounder	194	194
Numatic Henry Vacuum Cleaner	160	
Panasonic Digital Camera x 2	238	
	<b>14,013</b>	<b>13,615</b>

### Other Assets

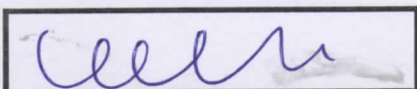
Details	£	£
	0	0

### Liabilities

Details	£	£
Creditors		
PAYE & NI		
	0	0

Signed by two trustees on behalf of all trustees

Signature





Print Name

Date

CLARE CRICK 28.6.22

Andy Stegman 28/06/22

**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 2021.

**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

*30 June 2022*