

Shurdington Pre-School



AGM REPORT 16TH NOVEMBER 2023

AGM Agenda

- 6.00 pm - Welcome & Introductions – Flo Speller
- 6.05 pm - Summary from Caterpillars – Flo Speller
- 6.10 pm - Summary from Butterflies - Penny Baker
- 6.15 pm - Overview of AGM Report - Lauren Morgan
- 6.20 pm - Overview of Finances - Rachel Green
- 6.25 pm - Elections – Rachel Green
- 6.30 pm - Any Other Business
- 6.35 pm - Parent's Evening Commences

Legal and Administrative Information

Trustees

(Committee):

Chair & Safeguarding Champion – Lauren Morgan
Treasurer – Nick Stone
Secretary – Rachel Green
Committee Member – Lucy Robinson-Clark
Committee Member – Lauren Jones
Committee Member – Flo Speller

Staff:

Manager, DSL & Shared SENDCO – Kelly Clifford
Deputy Manager & Deputy DSL – Flo Speller
Administrator - Nicola Jasper
Butterfly Room Lead & Shared SENDCO – Penny Baker
Caterpillar Room Lead – Currently Recruiting
Early Years Educator – Jemma Hole
Early Years Educator – Jessica Trinder
Relief Early Years Educator - Lynn Moore
Relief Early Years Educator – Lynn Bilas
Relief Early Years Educator – Currently Recruiting
Early Years Apprentice – Alura Diemer

Charity Number

1053167

Principal Address

Millennium Hall, Bishop Road, Shurdington, Cheltenham, GL51 4TB

Bankers

Nat West Bank, 21 The Promenade, Cheltenham

Annual Report

Objectives and activities for the public benefit

The Pre-School's objectives are:

- To provide high quality, affordable learning and development opportunities to children of Pre-school age living within the local community and the surrounding area.
- To offer support, advice and guidance to Parents and Carer's with children of Pre-School age and create an enabling environment in which they can share in their child's development.
- To fulfil our Mission Statement:

Shurdington Pre-School aims to offer each child an enriched learning experience through play. We will do this by providing them with a nurturing, holistic and fun environment.

Each child and their family will be supported as we encourage all of our children, irrespective of need, to reach their full potential.

Main Objectives for 2022-2023

Shurdington Pre-School had the following objectives in 2022-2023:

- 1. Maintain our Committee with an effective handover from one member to another as people step down or sign up.***

The Committee have successfully assisted in the continued running of the Pre-School to ensure we can remain open and provide the best care that we can for our existing and future children.

- 2. Aim to achieve a Good or Outstanding Ofsted on our next inspection.***

We did achieve this aim victoriously by receiving a "Good" result in all four areas in January 2023 all down to the efforts of every staff member and all of the Committee for playing their part.

3. Allocate time to learn new features of Tapestry that are available to us

We have managed to use more features on Tapestry however we would like to dedicate more time to this communication platform.

4. Be able to offer extra training to staff to improve their CPD and therefore benefit the children.

We have kept on top of all of our compulsory training and have managed extra cpd activities to enhance our learning such as Senco Support, Readiness for School and creating impactful interactions.

Also Pre-School will be training up three members of staff to move them up to the next stage in their learning which will start immediately and benefit the children with extra knowledge.

5. Encourage more Parents and Carer's to sign up to Parent Rota to improve the partnership between Parents and Staff.

The Parent Rota has not been as effective as we would like as we understand Parents are trying to balance work and home life so may make this impossible however we would like to encourage as many Parents as possible to take part in this. It is very beneficial to Staff, Parents and children to build on our current partnership.

Pre-School Provision and Staffing

- 1. We have 15 Butterfly children and 14 Caterpillar children. However, in January, we have 1 new Caterpillar starting with us and 2 more at the start of April. We are at 64% capacity at the moment and we will be at 70% after Christmas.*
- 2. We currently have 59 sessions in Butterflies and 34 sessions in Caterpillars available, however we have 10 sessions allocated for January and 7 for April in Caterpillars.*
- 3. This academic year we have taken on new staff including our Early Years Educator Jessica Trinder and Room Lead Rebecca Brooke both in our Caterpillar Section.*
- 4. We have seen existing staff changes with Rebecca Brooke and Dot Poole-Jones who have both recently left us at the end of the Summer Term to take on new roles elsewhere. Penny Baker has been promoted to Butterfly Room Lead and is doing a great job. We are currently recruiting for Caterpillar Room Lead and another Relief Member of Staff.*

Financial Review

1. 2022-23 was a good year for Shurdington Pre-School. Despite making a loss, this was very much planned, with profits from previous years spent on new equipment and resources. In the financial year ending 31 July 2023, the Pre-School made a loss of £12,080.
2. Fees dropped a little bit in 2022-23 from the high levels of the previous year. Going forwards, this should be improved by the welcome increase in funded child contributions from the government.
3. Expenses increased significantly as a result of very high inflation in the UK, which impacted all major overheads including rent, but also staffing costs which move in line with the national minimum wage.
4. It is worth reiterating that as a charity the aim of the Pre-School is not to build up a significant profits or losses.

Annual Accounts

Shurdington Pre-School, Year Ending 31 July 2023

	Aug-21 to Jul-22	Aug-22 to Jul-23	% Change
INCOME			
Funded Child Fees	£96,890	£93,613	-3%
Private Child Fees	£18,112	£10,837	-40%
Fundraising	£59	£0	-100%
Total Income	£115,061	£104,449	-9%
EXPENDITURE			
Wages	£92,948	£101,323	9%
Tax & NI	£3,915	£2,272	-42%
Training	£1,135	£1,372	21%
Premises (Rent)	£2,649	£3,299	25%
Subscriptions	£1,313	£956	-27%
Insurance	£975	£997	2%
Administration	£683	£358	-47%
Consumables	£2,215	£1,911	-14%
Equipment	£1,990	£2,740	38%
Other costs	£1,946	£1,193	-39%
Uniform	£300	£108	-64%
Total Expenses	£110,068	£116,529	6%
Surplus/Deficit	£4,993	-£12,080	-342%

Plans for the Future

Shurdington Pre-School has the following objectives in 2023-24:

1) Continuity of our Provision:

We are working on ideas for the future so that we are not reliant on our hard working Committee members and look at putting plans in place that have the best interests of the children as our priority.

We wish to improve and strengthen our ongoing relationship with Shurdington Primary School. For several years we have been exploring the idea of working more closely with them and the long term option of possibly merging with the School.

Pre-School will consider this further and re-open those discussions and this is something that we will endeavour to keep you updated about if any changes are considered in the future.

2) Recruit and Retain:

Going forward we are currently interviewing for our Room Lead and Relief positions so we are hoping to secure some more great members of the team to bring their different personalities and skills to the group.

We are hoping to offer more training to all staff to increase their continuing professional development, follow their interests and increase their knowledge to enhance the enjoyment for the children.

3) Improve Communication:

Over this academic year we plan to assign further time to use more features of Tapestry to make more use of this facility.

4) Strive to achieve Outstanding Ofsted:

To work on our recommendations given in our last Ofsted Report in January advising us to focus more on maintaining consistent strategies to enable the children's understanding of the routine expected of them at required times.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the trustees/
members of

Shurdington Pre-School

On accounts for the year
ended

31 July 2023

Charity no
(if any)

1053167

Set out on pages

4-8

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

As the charity's trustees, 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 Trust's accounts 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed: N.Stone

Date: 29/09/23

Name: Nicholas Stone

Relevant professional
qualification(s) or body

ACCA

(if any):

Address:

Millenium Hall

Shurdington, Cheltenham

GL51 4TB

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Shurdington