

# **St Pirans Playschool Annual Report from AGM held 28 September 2023.**

Confidentiality and conflict of interest reminder and previous meeting minutes and 2022's AGM minutes and Accounts signed off by committee.

## **Chair/Manager Report**

*We are very pleased to have some new parents along and we will miss the committee members moving on due to children leaving and starting school. Hate to say it but another difficult year as we lost most of our management team early in the year. We felt very lucky to recruit our new full time manager and we are feeling positive going forward into the next academic year.*

**Attendance, Staffing, staff training, EYFS and curriculum discussed.**

### **Upcoming events**

- 17 October visit to Fire Station and Delabole coffee morning is now on 14 November.
- A list of festivals and celebrations and special dates has been put into the new noticeboards outside for parents.
- Last year Christmas events for the children were a party for an hour on a day for each age group and early closure on the last day of term as well as a movie evening. We are looking at slightly changing for this year taking into account the term dates that we adhere to being same as Delabole school and the funding we receive and will discuss at the next meeting.

### **Food**

We have now stopped school lunches and children are bringing packed lunches and the majority of children are bringing snacks as well. This means that there isn't a member of staff taken out of ratio to collect the meals, reduced food waste, reduced washing up and staff having to take time away from the children and a calmer lunch time.

### **Transition to school**

The end of year celebration day was slightly different and the children had a lovely day with fun and games ending with offering cream teas to their parents.

### **Holiday Club**

We had around 10 children a day and the children all had a lovely time with a range of activities every day. Holiday Club was mainly attended by children that had funded hours saved and is always a bit difficult to staff as there are also lots of other jobs that need to be caught up with in the summer holidays ready for the new term. Going forward we propose to review the offer and seek feedback from parents.

## **Treasurers Report**

We weathered major staff changes this year in losing our Manager, and Deputy Manager, which inevitably resulted in inefficiencies and potentially not been able to deliver all funded hours and take on new children until we found a new manager. Having a full time manager will take out some cost in duplication of effort and systems have been streamlined resulting in simplification and cost savings. We have now moved over to invoicing via Tapestry saving us £330 per year on software and also made a small saving by moving away from the text message service. We were sad to say goodbye to the 'Bonjour' lady but the decision will save us £600 per year and we will be doing lots of activities in-house.

We have not increased our fees in September 2023, but have taken out supplying extras such as nappies and wipes and have stopped the cooked lunch service, reducing

administration and some food costs. Parents now have the option to bring in their own snack or we are can still provide for a fee.

### **Profit & Loss shared**

Shows some improvement on the previous year, we have worked at cutting costs and will continue to do so and hope that this will be illustrated in the next financial year.

### **Funding/Fees**

Funding shows an increase of almost £16K on the previous year but this is £4K overstated as we were unable to deliver these hours and they have been deducted from the September payment. So in real terms it is an increase of £12K.

Fees are up by about £6K. We had more babies than previous year and in June we started opening the Baby Room all week and it is now full almost every day.

### **Fundraising**

Although down on last year, the grant figure is up so combined figures are the same as last year. We started the year well and raised £362 mainly from Bingo, and a car boot sale but then recruitment of a new management team became the main focus.

We continued with 3 collections of Bags2school in the year raising a total of £245 and via Easyfundraising we raised £56. We desperately need more parents/friends and families onboard with Easyfundraising as it is a really easy way to raise money for Playschool.

We have also saved money as we were lucky to obtain lots and lots of valuable resources and furniture from our new manager's previous setting, that unfortunately had to close.

### **Grants**

We got the Tesco Grant for £1,000 and there is now power in the Outside Classroom ready for the winter. We decided to use lamps instead of stark strip lighting and any funds remaining will be used to install a security light in the front garden.

We also received £500 from Cornwall Council towards a new shed but are looking to see if it is feasible to get something that the children can use.

We received £360 from Saputo which paid for installing a new smoke alarm in the sensory room which was flagged as a requirement at the last Fire Check and risk assessment.

### **Payroll**

Minimum wages significant pay rise from £9.50 per hour to £10.42 in April 2023. This accounts for the 10% increase in wage costs, plus a full time Manager will inevitably impact the wage bill.

### **Major Expenses/Maintenance**

We have made a conscious effort to reduce maintenance costs by getting committee, staff and parents to help. We have sorted and removed vans of rubbish, dismantled and removed old Playhouse and shed. Taken out side wooden steps and replaced with new fence and strimmed and cleared Forest School. Thank you to everyone that helped with these jobs.

### **General**

Apart from wage costs overall expenses were the same as the previous year despite a significant increase in costs such as power and supplies. The saving in power costs will be due to no longer cooking lunches. We have changed to Biffa waste via Cornwall Council which should reduce our annual waste cost.

We will look to move energy supplier from Good Energy which could achieve a 50% saving in standing charge alone.

Print costs are lightly less than last year but believe we could achieve significant savings if switched to more economical printer particularly as we generally print less now due to more digital communication.

### **Looking forward to 2023/24**

#### **Finance**

We will need to increase fees w/e 1 January 2023. Funding levels for 2 year olds have increased significantly. Additional Government funding for 2 year old's of working parents is being introduced from April 2024 which should positively impact Playschool numbers on role. Account checking – continue with annual check with external accountant to limit cost.

### **Funding**

It is likely that our funded income will increase this year due to funding being extended to more 2 year olds.

### **Fundraising**

Going forward we are looking to organise some joint fundraising activities with Friends of Delabole School to combine efforts and reach a larger audience. Also mindful of costs for parents as many parents will have children at both settings.

October - Bag2school collection 3 October.

December – Christmas Fayre, Santas Shop, Christmas card sales.

### **2024**

Joint Valentine casino event with Fods

### **Grants**

**We need to decide what we need and could apply for the following grants;**

Parish Council

Council Community Chest

Tesco

Good Energy

### **Payroll**

It looks like the minimum wage increase will be slightly less this year and is estimated around 7%. We need to look at ways of covering the cost increase and reducing wage bill. Business Manager role needs to be reviewed now we have a full time manager in place.

### **Maintenance**

Gardening and staining of outside wood still needs to be done.

Slip mats around Outside Classroom.

Guttering fixed on back roof - currently getting quotes.

Buggy shelter side.

New shed/playhouse (£500 budget).

Review outside fence re security and obtain quotes.

Boiler service.

**Committee: New committee members elected as previous members stood down.**

# St Pirans Playschool

## Profit and Loss

September 2022 - August 2023

	TOTAL
Income	
Bank interest	296.76
Education Funding	74,600.57
Fees	41,038.73
Fundraising	959.22
Grants	1,860.00
Lunch Club	4.60
Miscellaneous Income	157.73
nursery milk scheme	13.65
Unapplied Cash Payment Income	-3,512.64
<b>Total Income</b>	<b>£115,418.62</b>
GROSS PROFIT	<b>£115,418.62</b>
Expenses	
Advertising/Promotional	638.47
Baby Room	162.85
Books and Publications	52.59
cleaning supplies	341.03
consumables	1,818.04
Supplies	205.62
<b>Total consumables</b>	<b>2,023.66</b>
Contract Labour	1,554.40
Dues and Subscriptions	595.15
Forest School	8.17
Fundraising expense	60.77
Gifts and Donations	230.99
Insurance	1,101.14
Miscellaneous	811.00
Office Supplies	289.74
Payroll Expenses	102,051.09
Payroll operation expense	594.70
Payroll Expenses	1,894.32
<b>Total Payroll operation expense</b>	<b>2,489.02</b>
<b>Total Payroll Expenses</b>	<b>104,540.11</b>
Postage and Delivery	122.92
Printing and Reproduction	815.26
Professional Fees	806.78
Accounting	156.00
<b>Total Professional Fees</b>	<b>962.78</b>
Rent	21.76
Repairs	64.57
Equipment Repairs	221.62
PAT Testing	133.50
<b>Total Repairs</b>	<b>419.69</b>
Smoke alarm and lights as per Fire check	159.25
Software Expense	544.80

# St Pirans Playschool

## Profit and Loss

September 2022 - August 2023

	TOTAL
Supplies	26.73
Telephone	354.32
Mobile	34.00
<b>Total Telephone</b>	<b>388.32</b>
toys	295.58
training	179.60
Travel & Ent	0.00
Entertainment	355.95
Meals	2,382.72
<b>Total Travel &amp; Ent</b>	<b>2,738.67</b>
uniform	165.64
Utilities	63.00
Gas and Electric	1,718.76
Water	325.32
<b>Total Utilities</b>	<b>2,107.08</b>
<b>Total Expenses</b>	<b>£121,358.15</b>
NET OPERATING INCOME	<b>£ -5,939.53</b>
Other Income	
Other Income	130.93
<b>Total Other Income</b>	<b>£130.93</b>
Other Expenses	
Amounts Written Off	177.38
Reconciliation Discrepancies	-6.99
<b>Total Other Expenses</b>	<b>£170.39</b>
NET OTHER INCOME	<b>£ -39.46</b>
NET INCOME	<b>£ -5,978.99</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
ST PIRAN'S PLAYSCHOOL

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1061195

Set out on pages

One

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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 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:

Date:

26/02/2024

Name:

Jon Sharpe

Relevant professional  
qualification(s) or body  
(if any):

Institute of Certified Bookkeepers  
FICB PM.Dip

Address:

Higher North Beer Farmhouse, Boyton

Launceston

Cornwall PL15 8NP

Only complete if the examiner needs to highlight 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.**