

Annual Report September 2020-November 2021: All Saints Pre-School

All Saints Church Hall, Melbourne Road
Leyton, London E10 7HF

Introduction:

All Saints Pre-School is governed by a constitution and is a registered Charity (Charity No. 1062504). During the year the Trustees were: *Chair*: Rosa Campbell; *Secretary*: Ataibor Adebajo; *Treasurer*: Shabana Ashraf; *Safeguarding Officer*: Sandra Buffonge (also *Vice Chair*); Erica Alegbeleye, Rachel Labour and Debbie Earl-Singh, Aysha Asif, Tanzeela Latif and Saima Ali, Trustees that stepped down during the year were: Jess Farmiloe, Kelly O'Leary, Razia Din.

Given the climate created by the pandemic the committee started holding its meetings by conference call on zoom, creating flexibility which increased participation. Although, the decision to hold meetings in person is reviewed on a continuous basis throughout the year. Our Managers, Michelle Norwood and Wendy Gray and Office Manager Lumna Begum also attended committee meetings. Some urgent decisions were made by written resolution via email in the interest of time.

The pre-school had to be closed for 10 days earlier this year, between the 19th and 29th January 2021, when a staff member contracted coronavirus. Whilst we have seen fewer children attend pre-school this year because of parent concerns over the pandemic, we have been fortunate to receive funding from the borough based on the places we are able to offer children. This has meant we have not had to make any redundancies or furlough staff, enabling us to seamlessly provide the places offered once a parent is comfortable with their child attending. We are grateful to our pre-school managers Michelle and Wendy who continue to stay on top of implementing the latest guidance to ensure the pre-school remains a safe environment for both our staff and children.

The Pre-School provides up to 30 places (mornings) and up to 30 places (afternoons) for children aged between two and four years to attend up to 5 or 10 x three hour sessions per week (depending on eligibility criteria). There were two sessions each day: 9am-12noon and 12.30-3.30pm. A lunch club was provided when the need arose.

Our aim is to provide quality pre-school education for those children according to the Early Years Foundation Stage curriculum guidelines. We are on the Early Years and Childcare Registers and are inspected by Ofsted.

Our most recent inspection was on 3rd November 2016 and the outcome was 'Good' with very positive comments. A copy of this report is available to view in the pre-school entrance foyer and online through the Ofsted Website: www.ofsted.gov.uk and click on 'inspection reports'. Our URN is 155086 and when you enter this or our address you will be able to access the report. We are expecting an inspection during the coming year.

During the year our Independent Examiner was Mr Brian Unwin, 22 Dale View Crescent, Chingford E4 6PQ. We are affiliated to the Pre-School Learning Alliance. Our current account was held at Barclays Bank. We had reserves held in a Virgin Money account which is ring-fenced as a Contingency Fund. We aim to keep at least one term's worth of money in the Contingency Fund so that in the event that the pre-school should ever have to close we have sufficient money to pay the staff, to cover redundancy payments and any bills.

Accounts:

2019/20 accounts are presented for agreement (they were not ready for the Annual Meeting last year, but have now been Independently examined). Also, draft accounts submitted for examination, for the year 2020/21 are attached to this report, together with a full commentary. Looking at the balance for the Pre-school it shows we have surplus of £3,212.41.

Account for 2020/21 have been submitted for independent examination, if they have not been finalised in time for our AGM on 19th December 2021, they will be presented for agreement at next year's Annual Meeting.

After careful consideration of our financial position in March the Committee voted to increase staff pay by 3%, to reflect the continued dedication of staff members who had not been awarded a pay rise in two years. During the year we also continued to support those members of staff who are entitled on the NEST pension scheme. Those who are eligible have also been offered this opportunity. We have seven *members in the scheme*.

Charges:

These were increased for 2 year olds, in line with the fees paid by the borough for funded places. To minimise impact the increase was staggered, rising by 50p per an hour for the April-August period and then finally a further 50p per an hour from September onwards to £6 per an hour/ £18 per session. Fees for 3&4 year olds were raised to £5.50 per an hour / £16.50 per session from September 2021.

Staff working with the children:

Our permanent staff team over the past year was as follows: Michelle Norwood (Pre-school Manager 3 days a week), Wendy Gray Norwood (Pre-school Manager 2 days a week), (Ayesha Akbar (Deputy Manager), Shaista Sahall, Shakoor-un Nisa and Sidra Rashid. All permanent staff are qualified at Level 3 or 4; In addition, we have four other staff who work with SEND children and act as cover staff as needed: Saima Taj, Lubna Mirza, Shabana Gul and Misbah Ahmed.

A huge thank you to Michelle, Wendy and all the staff (paid and volunteers) who work so hard and give over and above to ensure the success of our pre-school.

Our office staff:

Lumna Begum, our Office Manager, continues to run our office and now works five days a week, for four hours each day alongside Michelle/Wendy our Pre-school Managers and Shabana our Treasurer. The pre-school also started employing Lumna to provide 20 hours of office support across the holiday periods.

Fundraising:

Fundraising efforts continue to be impeded by the pandemic. However, £240 was raised from graduation pictures which will be used towards our project to redevelop the garden facilities. We send our thanks to Debbie Earl-Singh who took the pictures.

Facilities:

We strive to offer children a safe environment that stimulates productivity. We are therefore very grateful to the hard work of our Managers, Michelle and Wendy and Office Manager Lumna who have actively worked to improve our outdoor facilities by securing local funding (£7,500) to support a £13.2k~ redevelopment of our outdoor garden space. The canopy has already been repaired to offer better protection and Play Soft has been engaged to resurface the entire garden with Astro Turf; work to commence November 22nd 2021.

Policies:

All our policies were available for inspection in the entrance area until the Pandemic. They are available online and can be emailed to you on request. They continued to be updated on an annual basis, with one (or sometimes two or three) policies at a time being circulated to all the committee members and staff for comments. These are collated and agreed at the following committee meeting. We aim to review all our policies on a rolling basis each year. If you are not on the committee and would like a copy of any of our policies, please contact Lumna.

Manager's Report: September 2020 – August 2021

Teaching and Learning

The Early Years Foundation Stage Curriculum has been revised and a small number of settings across the country have been trailing it. Wendy and Michelle have attended information meetings regarding the changes and will be putting in place any changes necessary ready for September 2021.

There is a shortened version of the EYFS on the wall in the foyer and if anyone would like more information on it, please feel free to speak to Michelle or Wendy. The whole curriculum is available online. 2020/21 has been a very difficult year for education. Although we did not have to close again once we reopened in May 2020 after the initial lockdown. On reopening we had to do lots of work on Personal,

Social and Emotional Skills. We found that even our most confident children needed support to build up their confidence once back in the setting.

We did have to close the entire Preschool for two periods of 14 days and 10 days due to a member of staff having COVID in November 2020 and January 2021

We did one face to face parent/carers meeting in November adhering to strict COVID guidelines. When this was not possible for the next meetings, we were able to supply written reports and telephone meetings were necessary.

Finally, our summer term parent/carers meetings were face to face again with COVID restrictions in place. Special Books were still sent home so that parent/carers could see the progress their children were making. It proved difficult not being able to have parent/carers in the building for registration sessions but we were able to do them in the garden.

We have continued to review our policies and procedures in line with changes made by government, Ofsted, local authorities, and research. Parental comment and involvement are always welcome. Policies being reviewed are in the blue folder in the foyer for parent/carers to see.

Early Years Pupil Premium (EYPP)

We continue to have a small number of children eligible for EYPP this is an extra payment of 53p per session from the government for every eligible 3-4 year old. It is to be used to enhance the learning of those eligible.

In 2020/21 we have been able to take these children and families on a trip to Southend and had a visit from the Little Supernova who an interactive story telling company.

Staff Training

During 2020/21 staff trained in a variety of subjects in order to keep up to date with research and changes to the curriculum, for their own professional development and to further improve our practice. These were:- SENCOS Early Years - Resource Ladder, Early Years Safeguarding Forum (DSL), Early Years Level 4, EYFS Reforms, Creating an Effective Communication & Language Environment, Characteristics of Effective Teaching and Learning Level 2, Virtual Covid19 Information Session, EYFS Reforms, Prevent, Introduction to Child, Psychology, Oral Health, Early Years Safeguarding Forum for Designated Safeguarding Leads (DSLs), Effective Interactions for Supporting Language and Communication, Makaton (5 week), Being Two (6 session), Children's Perspective on Play, EYFS SEND Forum, Managing Allegations Against Those Working or Volunteering With Children, DSL Refresher, Managers Cluster Meeting, Information Session on Covid-19 Home testing for PVI's, EYFS SEND Forum, EYFS Prevent, DSL Forum, Early Years Provider Portal Training for PVI's, A Healthy Start in Childcare Course, Festival Of Creativity And Recovery In The Early Years, Effective Transition & Emotional Wellbeing in Early Years and Paediatric First Aid

Home Reading Scheme

Sadly, our home reading scheme was suspended due to COVID restrictions.

Fundraising

We were unable to hold any fundraising events due to the pandemic. We did however raise £5 through Amazon Smile and £240 from Graduation Photos.

HEYL

We were unable to go ahead with our HEYL Silver Award as the project was suspended due to the pandemic. There is no news yet as to whether or not if it will begin again.

Staffing

Our staffing team remains unchanged.

The Future

We are expecting in the near future our OFSTED Inspection which is overdue.

Thank you to our parent/carers who have been with us during this very difficult year and for your patience and understanding.

Thank you to those parent/carers that have been on our committee. Without your support we would not have a Preschool.

Our Parent Partnership is at the heart of all we do, and we are always available to talk with you at a mutually convenient time (subject to any COVID restrictions).

Signed.....
Michelle Norwood, Manager

Date.....

Signed.....
Rosa Campbell

Date.....

ALL SAINTS PRE-SCHOOL INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDING 31st AUGUST 2021

Current Account			Virgin Reserves Account			Petty Cash		
Balance Carried Forward 2019/20	Current Account	£27,129.23	Balance Carried Forward 2019/20	Virgin Reserve Account	£86,759.83	Balance Carried Forward 2019/20	Petty Cash Bal	£16.13
Aug-21			Aug-21			Aug-21		
Details	Amount	Total	Details	Amount	Total	Details	Amount	Total
Income - Bank			Income - Bank			Expenditure:		
FEEE 3 & 4 Years	£64,537.26		Virgin Account Interest	£164.90		Petty Cash Out	£15.12	
FEEE 2 Years	£36,508.34		Total Income		£164.90	Total Expenditure:		£15.12
Fees from Parents	£14,374.00		Expenditure:			Deficit		-£15.12
Fundraising	£245.00		Transfer to Current Account	£1,759.83				
Folders	£117.00		Total Expenditure:		£1,759.83	Total New funds Held		£1.01
Church	£666.00		Deficit		-£1,594.93			
EYPP	£1,564.56							
SEN	£9,009.00							
DAF	£615.00							
NEST Credit	£43.96							
Grant	£10,000.00							
Loyalty Award	£0.29							
Transfer from Virgin Account	£1,759.83							
Reconciliation	£155.15							
Total Income		£139,595.39						
Expenditure:								
Salaries	£102,985.00							
Rent	£8,979.00							
DBS expenditure	£177.10							
ConsumablesPreschool stationary	£2,364.53							
Equipment	£354.51							
Office Costs	£326.37							
Telephone + Internet	£546.36							
EYPP expenditure	£1,415.00							
SEN expenditure	£12,776.82							
DAF Expenditure	£166.15							
Training	£60.00							
Garden	£148.45							
Church/carpark	£250.00							
< DVD licence, Membership & ICO	£237.33							
< Insurance and Health & Safety	£994.22							
Grant Expenditure	£4,180.32							
Bank Card expences	£341.90							
Bank Charges	£79.92							
Total Expenditure:		£136,382.98						
Surplus		£3,212.41						
Total New funds Held		£30,341.64						

Check - Forecast Worksheet (Aug-21 Balance) £30,341.64
Variance £0.00

Summary of Total Funds Balance C/F	
Current Account 2020-21 C/F	£30,341.64
Virgin Reserves Account	£85,164.90
Petty Cash	£1.01
Total Fund Held 2020-21 C/F	£115,507.55

Independent examiner's report to the trustees of

ALL SAINTS PARISH SCHOOL

I report on the accounts of the charity for the year ended 31/12/2021, which are set out on pages 2 to _____

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

Examine the accounts under section 43 of the 1993 Act;

Follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and

State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items and disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (*other than disclosed over/leaf**):

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
to keep accounting records in accordance with section 41 of the 1993 Act; and
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have 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.

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

Name: BRIAN UNWIN

Relevant professional qualification or body (if any):

Signed:

B M Unwin

Date: 17/11/2021

Address: 22 DAVE VIEW CRESCENT

LONDON E4 6PQ