

Whiteley Pre-School AGM - via Zoom 12/03/2021

Agenda

1. Welcome & Apologies
2. Committee Report
3. Financial Report
4. Committee nominations
5. AOB

Attendees

Hayley Montague - Chair

Gemma Hardy - Secretary and Business Manager

1. Welcome & Apologies:

An 'in person' AGM was hoped to be held at Pre-School, however given restrictions on the access to the Community Centre during the pandemic and the most recent lockdown, the AGM was held online via Zoom. Despite the Meeting being advertised, no parents joined the Zoom call and the only attendees were Chair, Hayley Montague and Secretary/Business Manager, Gemma Hardy.

2. Committee Report:

In January 2020 an Ofsted inspection took place at Whiteley Pre-School which identified that personal development and leadership and management of the setting required improvement, although the quality of education and behaviour and attitudes were judged to be good. This was hugely disappointing and led to a change in Childcare Management and Designated Safeguarding Lead at the Pre-School, as well as changes to the Committee. Subsequently the Pre-school has undergone a great change in the last year, a new Childcare Manager has been welcomed, six members of staff have left and five new members of staff have joined the setting. The Committee has also had a change of Chair and we continue to seek appropriate Trustees to ensure the governance of Pre-School.

Safeguarding processes were reviewed, overhauled and improved by the new DSL, Gemma Hardy, following Ofsted's inspection. Improvements were also made to the structure of group time and the sizes of groups which led to more adult led moments each morning. Children who only attend in the afternoon's also have sessions of adult led moments, as well as Educators meeting at the end of session with their children. A buddy system was also introduced so that each Key Worker has another member of staff as support who are able to act as their Co-Key worker if required which has further strengthen the role. Management and Leadership of the setting has been fully audited with new procedures for time recording, supervisions and observations and policies being implemented ensuring that management and leadership is now highly effective.

In March 2020 we unfortunately were required to close Pre-School for three months which was disappointing, but in June 2020 we were able to re-open the setting to most families for the end of the Summer term.

The COVID-19 Pandemic has brought many challenges this year in terms of increased pressure on staff, increased costs, further regulations and restrictions and a reduction in the numbers of children attending the setting which affected funding levels. This was further compounded by restrictions on events Pre-School could organise and hold which further reduced income. Despite the pressures of the pandemic and the Ofsted inspection, we have had incredible feedback from our Parents who felt the rating did not accurately reflect the setting. We were delighted that so many Parents returned their children to Pre-School when we were able to reopen and we have been very thankful for the feedback and support we have had from our Parents.

The Pre-School was re-vamped over the summer and investment made for new resources being added inside and outside, as well as more shelter being created in the garden to extend the use of the space. We continue to develop the space and make improvements and look forward to the Community Centre updating the equipment in the garden. This improvement was delayed due to Covid and we are hopeful this work will be able to take place over the next holiday.

From September 2020 we introduced EYLog, an online platform to record children's observations and developments, which has been hugely beneficial in terms of more easily tracking the children, as well as strengthening our partnerships with Parents. Parents are now able to receive updates on their phone with photos showing their child in setting and the ability to comment back to the Educator. Parents are also able to upload their own observations of their child for the Educator to view. This extra communication channel has been useful during the pandemic when we have been unable to allow Parents into setting, but they have been able to see their children and their activities and developments through EYLog frequently. Parents have also been fully supportive of our risk assessments, maintained social distancing, worn masks at drop off/collection times and supported our staggered drop off and collection system.

In January 2021 EYLog was further utilised as a Home-Link when many parents chose to keep their children at home during the latest lockdown, despite EYFS settings remaining open during this time. This was really effective in terms of keeping children involved in Pre-School life and appreciated by Parents who felt well supported.

A full SEN review was also completed in September 2020, leading to change in our SEND Co-ordinator. We have implemented two intervention groups which target areas of development identified from both staff and EY Log. Currently the focus is on speech and language as well as Personal and Social Development.

Pre-School has also acknowledged the impact the pandemic has had on our setting and a Well-Being Officer was introduced to help provide resources and support staff and our children with their well-being.

The website and Facebook pages have been well used this year, regularly kept up to date so existing Parents can see the provocations and activities covered at Pre-School that week, as well as serving as a marketing tool for prospective Parents who can see what an excellent setting we are. To strengthen ties to the local community we have supported our local food bank with a Christmas collection by the staff, children and families and met with our local Councillor. Our Deputy-Manager has created discovery walks in our local woods, hiding characters from our 'Book of the Week' in the trees for our families (and other local families) to enjoy whilst walking to Pre-School. These have sparked many conversations and enjoyment.

This year has been a huge challenge for Pre-School, however the changes in Committee and Management have been refreshing and staff have worked tirelessly to ensure we provide excellent care for our children despite all the external factors. We continue to be proud of the setting and staff and hope the coming year will be less challenging and we receive the Ofsted rating which reflects the hard work of all involved with Pre-School.

3. Financial Report:

We received 134,207.47 in EYE Grants and 29,488.60 in fees. The Community Centre did not charge us for hall hire during the closure which significantly reduced our expenditure in this area whilst other payments increased due to Covid. Pre-school utilised the CJRS offered by the Government and we have reduced running costs wherever possible to ensure we could break even as the Pre-School was running at a projected loss when we returned after the first lockdown. Through careful budgeting, increasing fees and welcoming new children we have achieved a surplus of 12,960.90 which was unexpected.

4. Committee nominations:

Committee nominations were completed, all happy to remain although we continue to seek new and appropriate Trustees to support Pre-School.

5. AOB - none.

Whiteley Pre-School

Detailed Receipts and Payments Account

<u>Payments</u>	<u>Year ended</u> <u>31-Aug-20</u> £	<u>Year ended</u> <u>31-Aug-19</u> £	<u>Year ended</u> <u>31-Aug-18</u> £	<u>Receipts</u>	<u>Year ended</u> <u>31-Aug-20</u> £	<u>Year ended</u> <u>31-Aug-19</u> £	<u>Year ended</u> <u>31-Aug-18</u> £
Payroll	125,482.87	115,852.15	105,000.00	Registration/Holding Fees	925.00	625.00	275.00
Pension	3,534.66	2,547.81	1,152.82	Term Fees	29,488.60	31,659.89	24,792.04
Resources	5,387.76	4,078.61	3,071.74	Eye Grant	134,207.47	119,525.08	137,563.42
Training	1,519.11	1,493.80	352.20	Other Grants		17,843.69	4,302.57
Hall Hire	16,067.88	27,799.57	25,455.32	Fundraising	2,508.47	453.46	
Fee Refund	496.80			Miscellaneous	130.56	126.14	3,051.53
Snack	1,099.13	872.42	1,123.82	Donations	380.00		
Malleable	15.46	107.90		Interest	103.08	128.71	22.31
Accounting	828.00	660.00	384.00	Extra sessions	35.00		
Postage	21.42	12.36	18.78	Training & Consultation	722.03	60.00	
Telephone	608.15	618.19	424.23	Payroll Refund	10,139.54	5,787.14	
Stationery & Software	174.98	254.43	79.99				
County Supplies	528.30						
Nappy Bin	121.26						
Maintenance		6.45					
Equipment	2,325.15	4,550.71	4,126.35				
Photocopying & Printing	432.24	718.53	700.32				
Miscellaneous	156.60	1,269.30	5,476.54				
Staff Uniforms	437.33	413.98	602.87				
Insurance	745.40	740.44					
Subscriptions	564.48						
Marketing & Website	114.76	260.56	502.83				
Functions/Days out	862.80	1,742.22	822.00				
DBS	259.12	54.08	236.48				
Expenses	236.44	803.44	564.46				
Bank & CC Charges	30.00	32.00	19.03				
Offsted		50.00	50.00				
Andrea payout	3,628.75						
Total Expenditure	165,678.85	164,938.95	150,163.78	Total Income	178,639.75	176,209.11	170,006.87
Surplus of Income over Expenditure					12,960.90	11,270.16	19,843.09

Balance Sheet

	<u>as at</u> <u>31-Aug-20</u> £	<u>as at</u> <u>31-Aug-19</u> £		<u>as at</u> <u>31-Aug-20</u> £	<u>as at</u> <u>31-Aug-19</u> £
Capital			Represented by:		
Reserves at 01/09/19	99,435.55	88,165.39	Bank Reserve Account	79,427.51	72,804.40
Surplus of Income in year	12,960.90	11,270.16	Bank Current Account	33,733.48	27,101.72
			Cash	63.46	63.61
			less: creditors	-828.00	-660
			plus: Andrea amount owed		157.01
			less: credit card	0.00	-31.19
Balance at 31/08/20	112,396.45	99,435.55		112,396.45	99,435.55
			Creditors		
			Accounting	828	
				828	



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26th February 2021

Dear Committee

I have today finalised the Audit of your 2019/20 accounts, as agreed.
Your accounts have been prepared on a receipt and payment basis.

1. Bank statement transactions have been matched to invoices & receipts entered onto the spreadsheet template provided. Missing transactions have been entered and spreadsheet formulas have been corrected. Both bank accounts have now been fully reconciled and I can confirm that all bank transactions have been included in the accounts.

2. Credit card transactions have been added to the spreadsheet, as were not included. The credit cards have been fully reconciled and I can confirm that all transactions have been included in the accounts.

3. Cash transactions have been fully reconciled and I can confirm that all transactions have been included in the accounts.

Based on the information provided, I can confirm that these accounts are a true reflection of the trading activity and the financial position of Whiteley Pre-school.

I am pleased to have been of service and hope I can continue to do so in future years.

Yours sincerely

Trudy Byles AICB CB.Cert

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