

## **Report of the trustees for the year ending 31 August 2020**

The Committee of Leaside Under Fives Kindergarten present their annual report and accounts for the year ended 31 August 2020 and confirm they comply with the requirements of the Charities Act 2011.

Leaside Under Fives Kindergarten is a committee – led, non- profit-making pre-school which was founded in 1994 to provide excellent early education for two and a half to five-year-olds. The Kindergarten runs during school term times only.

We are registered and inspected by Ofsted and full insurance is provided by our membership of the pre-school learning alliance.

### **Our mission**

Our mission is to work in the community alongside Parents and Carers to provide a high-quality educational experience for children under statutory school age in a relaxed and happy environment.

In order to achieve this our aims are to

- Provide children with a safe, secure and stimulating environment
- Provide children with opportunities to learn and develop through play
- Support children's learning and development by following the early years foundation stage
- Encourage parents and carers to take an active role in the kindergarten
- promote a caring environment, through the highest standards of professional practice, in which children can flourish, physically, emotionally, socially and intellectually.

### **Chairs Report**

This is my second year as Chair and I would like to begin by saying that I have found this year as rewarding as last year. I feel honoured to be a small part of Leaside Kindergarten and to work with so many committed staff, parents and children.

As Chair I consider it important to know what is happening in the Kindergarten and have visited regularly during the past year to speak to Mrs Chapman and to note how the nursery works on a day-to-day basis. The children always seem happy and enthusiastic. There is a calm atmosphere within the Kindergarten. The children are polite, friendly, well behaved and happy to talk about what they are doing.

This year has been very different and the Kindergarten has had some different challenges to face, chief of which has been the Coronavirus Pandemic. I have assisted the manager and staff this year in ensuring the Kindergarten has been able to function as normally as possible while adhering to the restrictions laid down by the government in response to Covid 19.

The committee has been very active this year looking at policies, discussing measures around the pandemic and keeping an eye on the work of the Kindergarten. They do an invaluable job and I would like to thank them for their dedication and the time they give to the Kindergarten.

The staff members of the Kindergarten are caring and professional in their interactions both with the children and their parents. I would like to thank them for their resilience, good humour and hard work in difficult and unfamiliar circumstances.

### **Leaders Report-**

I would like to welcome you all to our AGM and to thank you for making the effort to come and support your child's Kindergarten.

I would like to thank Lynne and the committee for the support they have given to Leaside over this past year, also for all their work organising fundraising events. Without the support and dedication of the management committee and the fundraising committee, Leaside Kindergarten would not be able to continue.

I would also like to thank The Rev Kathryn Taylor and Steve Brazier from Leaside Church, all our parents and especially to all the staff for their continued support and commitment given to me this past year. The staff work extremely hard to enhance the children's development through play and learning. I feel very proud to have a professional, supportive and dedicated team of people to work with.

Unfortunately, due to Covid 19, the Kindergarten had to close temporarily on Friday 20 March 2020. We attempted to stay open for key worker children, but there was no request from parents for places, therefore, the decision was made, in accordance with the Government's guidance, to temporarily close the Kindergarten.

On Monday 8<sup>th</sup> June 2020, after carrying out a thorough risk assessment and staff receiving training on Covid health and safety guidance and new procedures, we were very pleased to be able to re-open. We initially started with 12 children attending and very soon we had a request for more children to return and an increase in the number of sessions. This brought our number up to 24 children out of the 32 children we had on our register. We received a grant for £250 from Ware Town Council which we put towards purchasing cleaning materials and PPE equipment, in preparation for re-opening the Kindergarten.

As part of our fundraising, we held our Christmas Fair in December 2019, this was another successful year. All money raised from our fundraising events goes straight into buying new equipment and toys for the children.

We took part in Leaside Church Christmas Tree festival, where the children made their own decorations for our tree, which was then judged together with trees from other schools and businesses. We also held our own Christmas performance, which we invited parents and visitors to attend. There was a Christmas party for all the children to enjoy at the end of term and Father Christmas visited and gave presents to all the children. Unfortunately, due to the current situation, we are unable to organise any fundraising events in the building for the time being. However, we do hope to organise alternative activities for fundraising.

At the start of the Spring term, we had another intake of new children. We have had more requests from parents to look around the Kindergarten and we continue to add names to our waiting list.

The introduction of an additional date for parent consultations has been successful. We now offer dates for the consultations in the Winter, Spring and Summer terms. These meetings are a chance for parents to talk about their child's development, with their key person.

The staff and I continue to attend courses and briefings in childcare to increase our knowledge, update our qualifications and learn about any new legislation.

Name of staff member	Job title	Full/part time
C Chapman	Leader	Full time
E Milton	Deputy/key person	Full time
H Ryan	Key person	Part time
K Woodley	Support worker	Part time
PFarnham	Support worker	Full time
B Conway-Baker	Support worker	Part time
N Spendiff	Support worker	Part time
Amanda Wasylcyzn	Support worker	Part time
Ching Howitt	Support worker	Part time

Adam Berthoud	Administrator	Part time

We have had Louise the photographer visit us to take some beautiful individual and group photos of the children, this is always very popular with the parents.

Unfortunately, we were unable to arrange our Easter performance or organise any of our normal outings in the Spring and Summer term this year due to Covid-19.

However, we did take the children to visit the War Memorial to look at the wreaths for Remembrance Day.

We continue to have visits from our Inclusion Officer, Special Educational Needs advisor and Speech and language therapists who give us support and advise for some of our children. We are very fortunate to have Maria who comes into the Kindergarten regularly to play the piano for the children and they sing nursery rhymes and songs.

Since the start of Covid-19, we have been unable to allow any visitors into the setting, we have been able to use the garden however, to welcome new children with their parents to help them settle into the nursery.

Numbers on roll (current number)

Stage	Boys	Girls	Total
EYFS:			
Pre school	4	9	13
Nursery	10	9	19
EYFS Total	14	18	32

Kindergarten: We can offer up to 38 places in any one session in the Kindergarten.

Preschool: The intake for preschool room is 10 in any one session.

Nursery: The intake for the hall is 28 in any one session.

CURRENT SEN REGISTER: (Special Educational Needs)

Stage	Number	Boys	Girls
EHC	0	0	0
Other SEN Support	3	2	1
Totals	3	2	1

Number	10%	7%	3%
as %			

#### CURRENT EAL REGISTER: (English as Additional Language)

Stage	Number	Boys	Girls
Preschool	0	0	0
Nursery	8	4	4
Totals	8	4	4
Number			
as %			

#### Last Year's Curriculum

Our themes last year included, All about me, People who help us, and A day at the beach. Children learnt about where they live, who is in their family, if they have pets. They experience a doctor's life during role play and explored sand and water. We looked at family photos and explored what we look like. We also continued with our phonics, looking at numbers, shapes and sizes and looking at the change of seasons.

#### Treasurer's Report-

During the year, the audited accounts for 2018/19 were submitted and accepted by the **Charities Commission**.

The Annual Accounts for 2019/20 are being finalised and will be submitted to the Charities Commission in due course.

The ending balances for 19/20 were;

**Main Account** - £5,560.38

**Fundraising Account** – £1,517.41

**Reserves Account** - £15,023.23

<b>Total Assets</b> - £22,140.35
----------------------------------

Please note that we have yet to make the rent payment which was due in June 2020. The management team are in discussions with the Church to agree on a reduced payment owing to a reduction in use of the facilities during the COVID crisis.

### **Payroll**

National Living Wage increased to to £8.75 from April 2020 and this was applied to all support workers.

### **Savings 20/21**

The management team in conjunction with the chair and treasurer have reviewed the outgoings and have made savings in several areas e.g. terminated the contract with Parent Mail (saving of over £700) and reduction in magazine subscriptions.

### **Budget for 20/21**

A budget for 20/21 has been agreed and is being continually reviewed based on the current information e.g. when children numbers increase. Another national living wage increase is due in April 2021

### **Accounting Procedures**

We continue to use an online accountancy package (WAVE) to help keep our financial records alongside our current (excel Spread sheet) system. This will be reviewed this coming year to agree if dual reporting is required.

# LEASIDE UNDER FIVES KINDERGARTEN

## INCOME & EXPENDITURE ACCOUNT for the YEAR to 31 August 2020

2018/19		2019/2020
£		£
<b>INCOME</b>		
100,968.89	Fees from HCC	90,891.62
12,145.00	Fees from Parents	10,459.00
594.00	Parents Contributions Milk, Biscuits & Healthy Eating	854.00
0.00	Bank Interest & Compensation	
101.94	Milk Refund (Inc Opening & Closing Debtor figures)	68.47
0.00	Grants	1,807.31
2.52	Vouchers & Discounts	0.00
3,943.18	Fundraising Income	674.60
0.00	Miscellaneous Income	0.00
27.97	Bank Account Interest (Reserve Account)	22.83
<b>117,783.50</b>	<b>TOTAL INCOME</b>	<b>104,777.83</b>
<b>EXPENDITURE</b>		
84,646.48	Gross Wages Including Employers Contribution to NI	89,646.25
846.71	Other Staff Costs (inc DBS checks)	236.50
11,486.67	Premises Costs	11,831.26
1,574.29	Annual Running Costs	1,574.16
767.05	Telephone / Internet Costs	650.94
3,755.41	Equipment & Consumables (General & Office)	1,665.56
1,014.70	Equipment & Consumables (Children Related - Photos (Journals), Consumables, Play & T	1,127.24
515.75	Milk, Biscuits & Healthy Eating	402.34
558.00	Payroll Subscriptions	647.40
155.00	Magazine Subscriptions	61.00
1,199.73	Fundraising Expenses	209.42
42.80	Bank Charges	0.00
183.00	General Expenses AGM Expenses & Staff	86.80
0.00	Petty Cash	0.00
<b>106,745.59</b>	<b>TOTAL EXPENDITURE</b>	<b>108,138.87</b>
<b>11,037.91</b>	<b>SURPLUS OF INCOME OVER EXPENDITURE</b>	<b>-3,361.04</b>

## BALANCE SHEET as at 31 August 2020

<b>FIXED ASSETS</b>		
0.00	Brought Forward	0.00
0.00	less Depreciation	0.00
0.00		0.00
<b>CURRENT ASSETS</b>		
	Debtors	
	Petty Cash	39.33
	Accounts Receivable	0.00
	NatWest Bank Current Account	5,560.38
	NatWest Bank Fundraising Account	1,517.41
	NatWest Bank Reserve Account	15,023.23
<b>25,501.39</b>		<b>22,140.35</b>
<b>CURRENT LIABILITIES</b>		
0.00	Creditors	0
<b>25,501.39</b>	<b>NET CURRENT ASSETS (Working Capital)</b>	<b>22,140.35</b>

**REPRESENTED BY**

14,463.48	2018/2019 Balance of Funds Brought Forward	25,501.39
11,037.91	Surplus / Defecit for Current Year	-3,361.04
<u><u>25,501.39</u></u>	<b>BALANCE OF FUNDS</b>	<u><u>22,140.35</u></u>





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Leaside Under Fives Kindergarten

On accounts for the year  
ended

31<sup>st</sup> August 2020

Charity no  
(if any)

1142831

Set out on pages

1 – 11

(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 **31/08/2020**.

Responsibilities and  
basis of report

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:

K Street

Date:

27-4-2021

Name:

K.E STREET

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

Address:

73 DOWNHALL LANE BUNTINGFORD SG9 9JT




**Section B**

**Disclosure**

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.**

--



## Independent Examiners Report

I have examined the accounting records provided to me and am of the opinion that the statement above shows a true record of the Income & Expenditure for the Year and Assets & Liabilities of the Leaside Under Fives Kindergarten as at 31st August 2020

K. Street  
73 Downhall ley  
BUNTINGFORD  
Herts  
23rd April 2021  
Independent Examiner

D. Swann  
58 TRINITY RD  
WARE, SG12 7DD  
13/05/2021  
Treasurer