

## **Chairs report- Lynne Warrilow**

Lynne has said this would be her last report as chair as she has decided to stand down.

This is my fifth Chairs report and covers 2021-2022. In September 2021 the Kindergarten began the year with 2 new members of staff and I am happy to say that both of them are still with us making a valuable contribution to the kindergarten and the children. We also welcomed new children and have continued to do so throughout the year. It is lovely to see the children settle in to the routine of the kindergarten and that is due to the leadership and the dedication of the staff. Throughout the year it has been commented on by parents and professionals how settled and secure the children are. Mid-way through the year Mrs Chapman informed us of her intention to retire. This comes as a big shock to the staff, committee and parents and I would like to take this opportunity to record our thanks for her hard work during the time she was manager. She left the kindergarten with a reputation in Ware as a place where children were happy, achieving and secure and where parents felt confident that their children were well looked after.

Her departure meant we needed a new manager and I am delighted to say that Mrs Arnold took up the post. We all hope she will be very happy in her new role.

The end of the year also saw Miss Farnham leave to take up a new position. Again, I would like to thank her for her work with Leaside and to wish her all the luck for her future. Unfortunately we have not yet found a replacement for her so I would like to thank all the staff who are taking on more hours to cover the post. Hopefully we will be able to appoint soon.

This is my last report as chair as I have decided to stand down from the committee. I have enjoyed my years as the chair but feel it is time for somebody else to take over. I would still like to be involved with the kindergarten and be happy to induct a new chair. I hope that some of you sitting for the committee and who knows we may well have another chair with us tonight. I would like to thank all the committee past and present for their hard work, the staff for their dedication and the parents for having faith in Leaside.

## **Leaders Report**

Thank you Lynne, I would also 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 the Kindergarten over this past year. Without the support of the management committee, Leaside Kindergarten would not be able to continue.

I also want to thank The Rev Ernie Bosse and Steve Brazier from Leaside Church, all our parents and especially to all the staff for their continued commitment and support they have given 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 to work with.

We were able to invite parents and friends again to our Christmas performance in Leaside Church, where the children sang Christmas songs. We also took part in the Christmas Tree Festival and we took the children to visit the "Ware Bear" at Christmas. Photos were taken of the children with the bear and made Christmas cards to give to their parents. We had a Christmas party for all the children and a visit from Father Christmas at the end of term. For "Mother's Day" each mum received a plant and a card and for "Father's Day" the children designed their own card to give to their dad's. For Easter, the children took part in an Easter Bonnet parade and then sang songs for their parents in the Church. We also visited the baker's to buy a hot cross bun. We visited the War Memorial for Remembrance Day.

Louise the photographer visited the nursery to take some beautiful individual and group photos of the children; this is always very popular with the parents.

From the start of the Autumn term, Covid restrictions were lifted and we were able to invite prospective parents into the setting to look around. We had 16 children at the start of the new term and more children started after the October half term and again in the January.

Parent consultations were offered to parents each term, these meetings are an opportunity for parents to talk to their key person about their child's development.

| Name of staff member | Job title         | Full/part time |
|----------------------|-------------------|----------------|
| Carmel Chapman       | Leader            | Full time      |
| Joanne Cordwell      | Deputy/key person | Full time      |
| Kym Woodley          | Key person        | Part time      |
| Paige Farnham        | Key person        | Full time      |
| Barbara Conway-Baker | Key person        | Part time      |
| Amanda Wasylcyzn     | Key person        | Part time      |
| Niamh Spendiff       | Key person        | Part time      |
| Ching Howitt         | Key person        | Part time      |
| Catherine Sibthorpe  | Administrator     | Part time      |

Unfortunately, we had to say goodbye to Paige Farnham who left us in July for a new role in another nursery. We would also like to take this opportunity to say a heartfelt thank you from all at Leaside for the amazing job Carmel undertook in the time she was here. We all wish her an enjoyable and well deserved retirement....

We were very happy to welcome to Mrs Cordwell, our new key person for our nursery group and my deputy. Also, Mrs Catherine Sibthorpe, our new administrator. Both of whom have proved to be a huge asset to the Kindergarten and settled into the team very well.

### **Last Year's Curriculum**

Some of our themes last year included, All about me, my family, where I live, our environment, how to keep ourselves healthy. Animals around the world, children discovered how our seasons change and weather in different countries, recycling and Remembrance Day.

We started our phonics, looking at numbers, shapes and sizes.

Sessions filled: (current number)

| Stage      | Boys | Girls | Total |
|------------|------|-------|-------|
| EYFS:      |      |       |       |
| Pre school | 5    | 6     | 11    |
| Nursery    | 6    | 10    | 16    |
| EYFS Total | 11   | 16    | 27    |

Kindergarten: We can offer up to 33 places in any one session in the Kindergarten.

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

Nursery: The intake for Nursery is 23 in any one session.

CURRENT SEN REGISTER: (Special Educational Needs)

| Stage | Number | Boys | Girls |
|-------|--------|------|-------|
|-------|--------|------|-------|

|                   |   |   |   |
|-------------------|---|---|---|
| EHC               | 0 | 0 | 0 |
| Other SEN Support | 1 | 1 | 0 |
| Totals            | 1 | 1 | 0 |
| Number            | 1 | 1 | 0 |
| as %              |   |   |   |

CURRENT EAL REGISTER: (English as Additional Language)

| Stage     | Number | Boys | Girls |
|-----------|--------|------|-------|
| Preschool | 2      | 1    | 1     |
| Nursery   | 1      | 1    | 0     |
| Totals    | 3      | 2    | 1     |
| Number    |        |      |       |
| as %      |        |      |       |

**Treasurer's Report AGM 11<sup>th</sup> October 2022**

During the year, the audited accounts for 2020/21 were submitted and accepted by the **Charities Commission**.

The Annual Accounts for 2021/22 will be submitted to the Charities Commission by June 2023

**The ending balances for 21/22 were;**

|                         | <b>Starting balance</b> | <b>Debit</b>       | <b>Credit</b>      | <b>Net movement</b> | <b>End Balance</b> |
|-------------------------|-------------------------|--------------------|--------------------|---------------------|--------------------|
| <b>Fundraising</b>      | <b>£1,536.11</b>        | <b>0</b>           | <b>0</b>           | <b>0</b>            | <b>£1536.11</b>    |
| <b>Main Account</b>     | <b>£11,344.94</b>       | <b>£104,211.82</b> | <b>£108,355.69</b> | <b>- £4,143.87</b>  | <b>£7,201.07</b>   |
| <b>Reserves Account</b> | <b>£15,024.76</b>       | <b>£7.04</b>       | <b>0</b>           | <b>£7.04</b>        | <b>£15,031.80</b>  |

**Total Assets - £23,751.43**

**Staffing costs**

No new posts were created. This year we saw the appointment of a replacement administrator and the Kindergarten Deputy Manager. The Kindergarten is currently replacing a support worker.

**Additional Costs**

**Payroll**

National Living Wage and National Minimum Wage rates increased on 1 April 2022 by 6.6%. This affected 6 members of the Kindergarten. To provide a sliding pay structure within the Kindergarten and the committee agreed a pay increase of 6.6% to those staff not affected by the NLW and NMW changes.

**Funding**

Herts County Council has increased the hourly rate we are funded from April 2022;

**2Yrs - £5.51 to £5.72**

**3-4 Yrs/30 Hours - £5.24 - £5.41**

**Savings 20/21**

The management team in conjunction with the chair and treasurer and have reviewed the outgoings and have made savings where possible. This includes annual website administration costs.

**Decision agreed by committee affecting 22/23**

Leaside Church and Community Centre notified us of an increase in hiring fee. There will be an Increase in rent of 10% a year from the current amount £17,746.90 to £19,521.60 to take effect from 1st September 2022.

**Fees Increase**

In line with increases in rent and payroll we are recommending an increase in the hourly rate of the kindergarten. The current hourly rate is £5.50. This equates to £16.50 a session. The new rate suggested is £6/hr which will be £18.00 a session. To take effect from 1<sup>st</sup> September 2022.

# Account Balances

## Leaside Under Fives Kindergarten

Date Range: Sep 01, 2021 to Aug 31, 2022



| ACCOUNT                  | STARTING<br>BALANCE | DEBIT              | CREDIT             | NET<br>MOVEMENT   | ENDING<br>BALANCE |
|--------------------------|---------------------|--------------------|--------------------|-------------------|-------------------|
| <b>Assets</b>            |                     |                    |                    |                   |                   |
| Accounts Receivable      | -£13.00             | £28,154.54         | £28,156.54         | -£2.00            | -£15.00           |
| Cash on Hand             | £0.00               | £5,054.50          | £5,054.50          | £0.00             | £0.00             |
| Fundraising              | £1,536.11           | £0.00              | £0.00              | £0.00             | £1,536.11         |
| Main Account             | £11,344.94          | £104,211.82        | £108,355.69        | -£4,143.87        | £7,201.07         |
| Reserves Account         | £15,024.76          | £7.04              | £0.00              | £7.04             | £15,031.80        |
| Transfer Clearing        | £0.00               | £5,016.50          | £5,016.50          | £0.00             | £0.00             |
| <b>Total Assets</b>      | <b>£27,892.81</b>   | <b>£142,444.40</b> | <b>£146,583.23</b> | <b>-£4,138.83</b> | <b>£23,753.98</b> |
| <b>Liabilities</b>       |                     |                    |                    |                   |                   |
| Accounts Payable         | -£0.01              | £47.48             | £47.48             | £0.00             | -£0.01            |
| <b>Total Liabilities</b> | <b>-£0.01</b>       | <b>£47.48</b>      | <b>£47.48</b>      | <b>£0.00</b>      | <b>-£0.01</b>     |
| <b>Equity</b>            |                     |                    |                    |                   |                   |
| Starting Balance         | £15,048.48          | £0.00              | £0.00              | £0.00             | £15,048.48        |
| <b>Total Equity</b>      | <b>£15,048.48</b>   | <b>£0.00</b>       | <b>£0.00</b>       | <b>£0.00</b>      | <b>£15,048.48</b> |

| Income                           |              |                    |                    |
|----------------------------------|--------------|--------------------|--------------------|
| FUNDRAISING                      | £0.00        | £829.97            | £829.97            |
| FUNDRAISING DONATIONS            | £0.00        | £231.90            | £231.90            |
| HCC Funding                      | £0.00        | £81,648.90         | £81,648.90         |
| Investment - Interest            | £0.00        | £7.04              | £7.04              |
| Miscellaneous Revenue            | £0.00        | £377.06            | £377.06            |
| Sales                            | £0.00        | £20,086.00         | £20,086.00         |
| Snack Money                      | £0.00        | £888.50            | £888.50            |
| UNIFORM SALES                    | £0.00        | £161.00            | £161.00            |
| <b>Total Income</b>              | <b>£0.00</b> | <b>£104,230.37</b> | <b>£104,230.37</b> |
| Expenses                         |              |                    |                    |
| ANNUAL OPERATING COSTS           | £5,429.67    | £0.00              | £5,429.67          |
| CHILDRENS PLAY                   | £169.08      | £0.00              | £169.08            |
| FUNDRAISING EXPENSES             | £197.90      | £0.00              | £197.90            |
| GENERAL EXPENSES                 | £2,617.10    | £24.49             | £2,592.61          |
| GENERAL EXPENSES - CLEANING      | £32.69       | £0.00              | £32.69             |
| GENERAL EXPENSES - STAFF WELFARE | £10.04       | £0.00              | £10.04             |
| HEALTHY EATING                   | £470.28      | £0.00              | £470.28            |
| MILK                             | £4.98        | £0.00              | £4.98              |
| OFFICE SUPPLIES                  | £66.99       | £0.00              | £66.99             |



| Expenses                      |                    |                    |                    |
|-------------------------------|--------------------|--------------------|--------------------|
| Payroll - HMRC                | £5,024.48          | £0.00              | £5,024.48          |
| Payroll – Employee Benefits   | £3,771.69          | £0.00              | £3,771.69          |
| Payroll – Salary & Wages      | £71,948.60         | £0.00              | £71,948.60         |
| PREMISES                      | £17,746.89         | £0.00              | £17,746.89         |
| TELEPHONE & INTERNET          | £340.15            | £0.00              | £340.15            |
| TRAINING & DBS                | £563.15            | £0.00              | £563.15            |
| <b>Total Expenses</b>         | <b>£108,393.69</b> | <b>£24.49</b>      | <b>£108,369.20</b> |
|                               |                    |                    |                    |
| <b>Total for all accounts</b> | <b>£250,885.57</b> | <b>£250,885.57</b> |                    |



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name:

LEASIDE UNDER FIVES KINDERGARTEN

On accounts for the year  
ended

31<sup>st</sup> AUGUST 2022

Charity no  
(if any)

1142831

Set out on pages

(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<sup>st</sup> AUGUST 2022.

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:

M E Davis

Date:

15/06/2023

Name:

MARGARET DAVIS

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

N/A

Address:

101 HEATH DRIVE, WARE, SG12 0RL

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

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 2022

*M E Davis*

Independent Examiner

MARGARET DAVIS  
101 HEATH DRIVE,  
WARE SG12 0AL

*Donna Swann*

Treasurer

DONNA SWANN  
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WARE SG12 4DD