



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	Sept	2020		31	Aug	2021

Section A Reference and administration details

Charity name	Freshford Preschool
Other names charity is known by	
Registered charity number (if any)	1153406
Charity's principal address	Freshford Memorial Hall
	Freshford Lane
	Freshford, Bath
Postcode	BA2 7UR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alison Sellers	Chair		
2	Fiona Meaking	Treasurer		
3	Kate Walters	Secretary		
4	Sarah Perry	Deputy Chair		
5	Gavin Bate	Volunteer Coordinator		
6	Lucy Sturges	Committee Member		
7	Claire Thomas	Committee Member		
8	Lisa Rodd	Committee Memeber		
9	Charlotte Taylor	Committee Member		
10	Annabel Batchelor-Wylam	Committee Member		
11				
12				
13				
14				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Debbie Giles - Preschool Manager from 01/03/2014
 Jen Harper - Preschool Business Manager from 01/01/2017

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
 (eg. trust deed, constitution)

Initial Constitution for Freshford Preschool Charity 1129972 adopted 16th September 2008. Constitution revised and adopted on 13th May 2009, with subsequent revisions on 21st April 2010, 1st November 2010, 21st September 2011, and 16th July 2013.

Freshford Preschool Charitable Incorporated Organisation constituted 16th July 2013 and registered with the Charity Commission as Charity 1153406 on 14th August 2013. All activities of Charity number 1129972 transferred to CIO 1153406 by 27th March 2014, on which date Charity 1129972 was dissolved.

How the charity is constituted
 (eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
 (eg. appointed by, elected by)

The Officers and Committee members shall be elected for an initial term of two years at the Annual General Meeting. After two years, retiring Officers and Committee members are eligible for re-election for up to 5 terms in total.

In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Member appointed by the Committee.

If the Committee feels that extra committee members are needed to provide additional expertise or to fulfil a new committee role, extra committee members may be appointed between AGMs.

To encourage parental involvement, at least two thirds of the charity trustees shall normally at the time of election be family members. In the event that this figure cannot be achieved however, the CIO may elect affiliate members to make up the balance of the charity trustees.

Parents wishing to join the committee between AGMs may approach the Preschool Chair, Preschool Business Manager, or current committee members and offer their services.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Refer to current Freshford Preschool Policies and Procedures found at <https://www.freshfordpreschool.co.uk/s/Operational-Policies-and-Procedures-V29-June-2020-xbm5.pdf>

The Preschool has a Child protection policy in place. DBS criminal record checks are carried out prior to commencement of employment, trusteeship or other voluntary work with the Preschool. Employee DBS checks are reviewed annually using the Update Service.

All trustees give their time as volunteers and receive no remuneration or other benefits for duties fulfilled as part of their trustee role.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Freshford Preschool works for the public benefit having as its objects the development and education of children and young people by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and
- (6) furthering the aims of the Early Years Alliance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In managing the Preschool, the trustees have had regards to the Charity Commission's guidance on public benefit.

Freshford Preschool has now been fully operational over twelve school years. By providing a Preschool within the centre of the village of Freshford we believe we improve the quality of life of both parents and children. The children socialise and bond as a year group which eases their transition to Freshford Primary School. Parents have a convenient childcare facility close to the village school and Galleries shop. In addition, we are now attracting more children from further afield who go on to other local primary schools. Families are attracted by our ethos, our focus on outdoor learning and Forest School and our rural setting, which helps to create a very positive learning environment.

Activities at the Preschool foster the social, emotional, physical, creative, spiritual and cognitive development needs of each child. The activities also fulfil the curriculum guidance for the Early Years Foundation Stage and reflect the interests and ideas of the children.

Our Preschool is entirely inclusive. We welcome all children, whatever their ability, cultural, religious or social background. We work hard to

find out about each child's individual needs, ideally before they start, through taster sessions, home visits and completion of an 'All About Me' questionnaire. This allows us to get the training we need to accommodate everybody.

The Preschool promotes British Values through all our activities. As part of the focus on self-confidence and self-awareness, Freshford Preschool staff encourage children to know their views count, to value each other's views, and to talk about their feelings. Staff choose opportunities to demonstrate democracy in action, for example, children sharing views with a show of hands. Staff provide activities that involve turn-taking, sharing and collaboration. Children are given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Supporting and promoting the wellbeing of the child has always been central to how preschool operates as this allows each child to fully participate and gain maximum benefit from preschool attendance. Staff provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities. We encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions. Overall high levels of wellbeing and involvement can be seen in the children through both staff observations and the children's day-to-day behaviour: they are confident, relaxed and settled.

Our ethos is one of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community. The children are encouraged to acquire a tolerance and appreciation of and respect for their own and other cultures. They also learn about similarities and differences between themselves and others from different families, faiths, communities, cultures and traditions, and share and discuss practices, celebrations and experiences. We encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions. Staff promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping. We have an annual topic focus on different countries and cultures, where we encourage parents to share knowledge, experience and artefacts of other countries where they have lived and travelled.

Preschool continues to provide parents with access to their child's online learning journal on Tapestry. Parents can log on securely and view their children's observations and photographs and upload their own observations of WOW moments recorded at home. They also receive weekly email digests of observations for their child, and their child's complete learning journal as a downloadable PDF when their child leaves the setting.

We accept the Early Years Entitlement Grant from Bath and North East Somerset Council, (including the extended '30 hours' grant for eligible families) to provide up to 22 hours of free childcare per week for eligible 3 and 4-year olds. This funding can be used for all sessions without restriction.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Committee members, parent and community volunteers give a lot of time, energy and expertise over the preschool year and this makes a significant contribution to the successful operation of the Preschool, along with staff commitment outside of their paid hours.

Pre-pandemic, parent volunteers helped at every Preschool session, which provided a valuable opportunity for them to see their child's Preschool life and share their own skills with the Preschool. Other parent helpers have assisted in work party activities, such as maintaining the Preschool garden, and at fundraising community events.

COVID-19 restrictions have prevented parent volunteers returning to the preschool setting. However, in the summer term we were able to welcome them back to help during our forest school sessions. They have also continued to provide support for the preschool through virtual fundraising events and help in the maintenance of the garden.

The Preschool provides a regular source of income to the Memorial Hall, which helps to ensure its own financial security and ongoing maintenance. This was incredibly important this year as most hall users were unable to continue using the hall during the lockdowns.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During 2020/2021, Freshford Preschool operated successfully for its twelfth school year. The Preschool was once again fortunate to have a dedicated staff team, and a professional team of trustees. The Preschool is a highly valued part of the local community with an excellent reputation both in the village and further afield.

We had some staff changes this year. Two staff worked slightly reduced hours from September reflecting initially low numbers of children registered. These hours were increased again from January. Kerry Sherlock's promotion to the Deputy Manager role was made permanent in December. We created a new Assistant post to provide 4 hours a week (plus cover as needed) to flexibly support the existing team. We hired Becky Clay, who was looking for experience of Early Years work, for this role. She finished in the role in July 2021, and we have maintained the role, subsequently hiring Jo Carter (an NNEB qualified supply staff member) for the post as we find the flexible support it offers to be invaluable.

We continue to invest in our staff and all staff members have been participating in regular training during the year, covering both statutory requirements (safeguarding, First Aid, the EYFS) and best practice learning (Makaton, wellbeing, emotion coaching).

During the 2020/2021 school year, the preschool was 60% subscribed in the Autumn terms and 80% subscribed from January 2021. We continued to have two intakes, the main one in September and then a smaller additional intake in January, which helps the children to settle into preschool life. Our numbers were slightly down for the Autumn term, partly due to the larger than normal number of children who left to start school and partly due to lower demand during the pandemic with families experiencing unsettled work and finances. Numbers remained lower than usual in the Spring term as the January-March lockdown saw several families choosing not to send their children to preschool, and one or two families not taking up their child's place. We ended the year 98% subscribed as families' confidence returned and we were able to admit another 3 children in April. For 2021/22 we are currently 80% subscribed rising to 100% from January.

Our fundraising opportunities last year continued to be limited by the pandemic. However, despite this we raised £1,632 in 2020/2021. Our new outdoor Spooky Trail raised £200 in the autumn, Christmas cards, carol singing and nativity video donations £530, our Easter Trail £200 and our Chair running the Bath Half raised £500. We also continued to raise funds through Give as You Live, raising £200. This is a great total considering our usual fundraising events for Fireworks and Christmas had to be cancelled and it shows the strong support we enjoy from families and the wider community. We used the money raised to upgrade staff IT equipment so that updating Tapestry and planning and administration was made much easier and faster. We also purchased a new storage shed for the garden.

Fundraising money also enabled us to continue providing a weekly sports session, which is greatly enjoyed by all the children and fits in with our healthy ethos. We continued our music sessions led by a music teacher parent, and were able to host travelling performers Music for Miniatures again in the summer term to enjoy their live Bubble Bach

show.

Our Manager Debbie continues to have a good working relationship with the reception teacher at our local primary school (to where two thirds of our children usually transition). The school continue to say how well the children from Freshford Preschool are prepared for school and complimented our amazing staff team on all they do to ease the transition into formal education.

Despite the Covid Pandemic we have kept preschool open throughout the year with only one week closed (4-7 January 2021) while we responded to the very last minute announcement of another lockdown. This gave us the time to make sure we could open in a safe way in that stage of the pandemic. We provided safe care and support for our children and families, easing the transition into school. Both the committee and staff team worked hard to allow preschool to stay open and comply with all relevant safety protocols during the COVID pandemic, providing a vital resource for local families.

Despite their not being allowed in the setting we maintained our close connection with our families, continuing to use Tapestry to communicate with parents and share pictures and information about what the children had been doing at preschool. We were delighted to welcome back parent volunteers to our outdoor forest school sessions in the spring. We have re-introduced in person home visits for our new starters in September 2021, but also offered online 'visits' if the families preferred.

The Preschool committee continues to fulfil a vital role in ensuring the smooth running of the Preschool. During 2020/2021 they carried out a wide range of tasks on a voluntary basis including observing and monitoring the children's learning and development; appointing new staff; approving changes in the terms and conditions of employment for staff members; maintaining the rota of volunteer helpers; marketing the Preschool through digital and print media and organising fundraising events. In addition to this the committee was involved in decisions around how we maintained child and staff safety through the multiple lockdowns and guidance changes. Each family with a child attending the Preschool has the right for one parent or carer to vote at General Meetings of the Preschool and join the Preschool committee and trustees.

During 2020/2021, the Preschool provided part-time family friendly employment for six permanent members of staff from the surrounding area. The Preschool also offered regular supply work to another four individuals.

Brief statement of the charity's policy on reserves

The Preschool aims to maintain a reserve fund of £40,000 which is adequate to cover our normal operational costs for at least 6 months. This will allow us to meet staff notice and redundancy costs if ever needed and will put us in a better position to absorb any temporary fluctuations in income due to unexpected decreases in child numbers, or difficulties in bill payments. The Preschool's unrestricted reserves are currently £78,876, reflecting a surplus for 2020/2021 of £12,150. This is due mainly to very strong attendance numbers for the Spring and Summer terms, but also to reduced staffing costs in the Autumn term when we were initially undersubscribed.

The additional surplus and any additional surplus during 2021/2022 will be allocated towards:

- Supporting any major repair or renovation of our premises at Freshford Memorial Hall. Freshford Memorial Hall is in relatively poor repair, with low levels of financial reserves. The trustees therefore feel it is prudent to maintain sufficient reserves to allow the Preschool to contribute to any major repair/renovation bills if needed. The heating system needs to be replaced and new building insulation is required. A plan has been put in place to re-clad the building and install an air source heat pump. Preschool have committed to donating £5,000 towards this. We expected to make this donation during the 2020/21, but the works have been delayed until 2021/2022.
- Garden improvements once the cladding work has been completed. The initial landscaping was completed over a decade ago and running repairs are becoming problematic.
- Allowing for reduced income from families choosing not to send their children to preschool during this period of inevitable disruption.
- Undertaking a major review of staff pay, to incorporate benchmarking with other settings, changes to the National Minimum Wage and improving differentiation between roles based on experience and qualifications. The trustees anticipate this will increase ongoing staffing costs but believe this will help with staff retention and will underpin a staff team who are able to deliver the best possible Early Years care and provision going forward.

Until this year we had been holding reserves in anticipation of securing alternative short-term premises such as a temporary classroom during any major building works at the Hall. A plan was drawn up by the Memorial Hall Trustees in 2017/18 to re-develop the hall and this has the potential to greatly improve the premises we rent in the long term. We have recently received assurances from the hall redevelopment committee that any work would be carried out in such a way that the preschool could continue to use the Hall, and so we no longer need to hold reserves against this eventuality.

In response to the Childcare Bill, in 2016/17 we made the decision to offer up to 22 funded hours to eligible families from September 2017.

Details of any funds materially in deficit

Our policy is to offer up to 25% of our places as 30 hours places, and to date demand for 30 hours places has not exceeded this limit or had a negative impact on preschool finances, and so we will continue to offer this and review as necessary in the future.

Not Applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

For the 2020/2021 financial year, the preschool's principal sources of funding were as follows:

£49,819 in Early Years Entitlement grants for children attending

£38,164 in fees and donations from parents

£1,632 (£1,970 before expenses) from fundraising events/donations

The principal areas of expenditure were as follows:

£66,530 on staff salaries (including employer pension contributions)

£4,760 on hall hire (including premises maintenance)

£1,037 on HR (advice on contracts), advertising & recruitment

£2,725 on consumables

£490 on IT (software, web admin & support)

£1,072 on insurance & registrations (Ofsted, ICO, Early Years Alliance)

£967 on training and development

£2,602 on external providers for sports and music, new garden storage and a refresh of staff IT equipment to support in-session observation and planning/administration

Section F Other optional information

We continue to promote volunteering to the preschool parents and encourage parents to sign up to be volunteers now that the pandemic is easing. However, we have also adjusted our staffing during 2020/21 and beyond so that we can run without volunteers if required by current or future events.

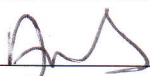
We are working towards achieving the Millie's Mark certification by having all our staff Paediatric first aid trained. We are also fundraising for a new shed and wood working area for the children, building on our outdoor learning experience.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Alison Sellers

Claire Thomas

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

19th October 2021

FRESHFORD PRESCHOOL (1153406) Receipts & Payments ACCOUNT

Account summary

	2019/2020 Unrestricted funds £	2019/2020 Restricted funds £	2020/2021 Unrestricted funds £	2020/2021 Restricted funds £
RECEIPTS				
Registration Fees	£390.00		£640.00	
Early Years Entitlement Grant	£30,500.57		£49,818.98	
EY Pupil Premium	£0.00		£0.00	
Trip contributions	£165.50		£0.00	
Parents Fees and donations	£44,517.06		£38,163.93	
Gift Aid	£1,222.12		£1,155.02	
Interest	£0.00		£0.00	
Fund Raising	£2,622.21		£1,970.41	
Milk	£143.87		£115.86	
Refunds	£0.00		£0.00	
Historical rounding	£0.75		£0.00	
Grant making trusts		£0.00		£0.00
Uniform		£205.80		£188.60
EYITT		£0.00		£0.00
Transfer between funds (see Note 1)	£9,639.07	-£9,639.07	£0.00	£0.00
Transfer between funds (see Note 2)	£0.00	£0.00	£0.00	£0.00
Receipts for 01/09/2019-31/08/20	£89,201.15	-£9,433.27	£91,864.20	£188.60
PAYMENTS				
Events and fundraising	£1,644.05		£2,601.85	
Fee Refunds	£0.00		£0.00	
Consumables	£2,511.26		£2,725.00	
Training	£637.87		£966.73	
Staff salaries, NI, tax and pensions	£67,851.25		£66,529.97	
Advertising and Recruitment	£1,036.72		£441.17	
Hall Hire	£4,621.63		£4,759.50	
Insurance & registrations	£1,050.37		£1,071.85	
Milk	£153.78		£125.22	
IT	£489.66		£493.44	
Capital expenditure	£0.00		£0.00	
External Visits	£453.20		£0.00	
Grant making trusts		£500.00		£0.00
Uniform		£365.80		£311.94
EYITT		£0.00		£0.00
Payments for 01/09/2019-31/08/20	£80,449.79	£865.80	£79,714.73	£311.94
(DEFICIT) / SURPLUS FOR YEAR	£8,751.36	-£10,299.07	£12,149.47	-£123.34

NOTES:

(1) We received advance payment of EYE fees (£6,496.00) and parent fees (£3,143.07) for the 2019/2020 year in August 2019. These were recorded in the 2018/19 accounts as a restricted fund to be carried over to the 2019/20 school year. These were transferred back to unrestricted funds in 2019/2020.

(2) The 2019/2020 Early Years Entitlement grant total included the payment of £7968.24 for the 2020/2021 school year. £1165.50 of fees were paid in Jul/Aug 2020 for Sept to Dec 2020. In previous years these have been carried over to the following preschool year so that they do not artificially inflate income for that year. From Sept 2020 we no longer transfer money between funds at year end (as it is not necessary for Receipts & Payments accounting and makes the yearly examination of accounts more complex). Therefore there is no outgoing transfer here to the 2020/21 year and the 2020/21 accounts do not show an incoming transfer from 2019/20.

GENERAL FUND (UNRESTRICTED)

	2019/2020 £	2020/2021 £
Balance b/f	£57,974.97	£66,726.33
(Deficit) / Surplus for Year	£8,751.36	£12,149.47
Balance c/f	£66,726.33	£78,875.80

RESTRICTED FUNDS

	2019/2020 £	2020/2021 £
Balance b/f	£13,006.17	£2,707.10
(Deficit) / Surplus for Year	-£10,299.07	-£123.34
Balance c/f	£2,707.10	£2,583.76

CONSUMABLES ACCOUNT

	2019/2020 £	2020/2021 £
Balance b/f	£2.05	£1.17
(Deficit) / Surplus for Year	-£0.88	£140.66
Balance c/f	£1.17	£141.83

TOTAL ALL FUNDS

	2019/2020 £	2020/2021 £
Balance b/f	£70,983.94	£69,434.60
(Deficit) / Surplus for Year	-£1,549.34	£12,166.79
Balance c/f	£69,434.60	£81,601.39

SUMMARY STATEMENT OF ASSETS & LIABILITIES

CASH FUNDS

	2019/2020	2020/2021
Balance b/f	£69,434.60	£81,601.39

EQUIPMENT

Category	2019/20 New for old replacement cost (£)	2020/21
Art and craft	£1,262	£1,292
Construction Toys	£4,482	£0
Forest Schools	£1,254	£1,254
Furniture & furnishings	£8,511	£8,511
Hygiene and safety	£553	£553
ICT	£4,778	£5,464
Kitchen	£405	£405
Literacy	£1,376	£1,376
Music	£860	£860
Numeracy	£580	£637
Physical/Outdoor Play & Garden	£11,318	£11,348
Puzzles and Games	£741	£741
Role Play	£1,904	£1,934
Sensory Play	£165	£281
Small world	£1,695	£1,695
Stationery and Office	£752	£752
STEM	£0	£4,865
Woodworking	£484	£484
World about us	£94	£94
Total replacement cost (£)	£41,215	£42,547

CURRENT LIABILITIES

	2019/2020	2020/2021
Tax – due, not yet paid	£647.42	£1,147.76
Pension – due, not yet paid	£0.00	£320.69
Suppliers – due, not yet paid	£0.00	£0.00
	£647.42	£1,468.45

Chairman

Date

Treasurer

Date

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRESHFORD PRE-SCHOOL (CHARITY NUMBER (1153406))

I report to the trustees on my examination of the accounts of Freshford Pre-School (the Charity) for the year ended 31st August 2021.

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 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 (other than that disclosed below) in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

The accounts to 31st August 2021 have been prepared on a Receipts & Payments basis; for all earlier years the accounts were prepared on an accruals basis. The result for the current year is a surplus of £12,166.79. If the prior year had been prepared on the same basis, then the surplus would have been £8,089.73 (rather than the reported deficit of £1,549.34 under the accruals basis). This change in accounting policy has caused a one-off adjustment of £9,639.07 and going forward the results should be directly comparable. This is fully explained in the notes to the accounts.

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.

Signed: *Philip Cox*

Name: Philip Cox

Relevant professional qualification or membership of professional bodies (if any): ICAEW

Date: 17th October 2021