



Long Bennington Pre-School

Registered Charity No: 1157300

St James's Village Hall, Main Road
Long Bennington,
NEWARK, Notts
NG23 5DJ

Telephone: 07816 537242

Email: longbenningtonpreschool@googlemail.com

Chair: Sam Dell

Secretary: Hannah Johnson

Clerk to the Committee: Jane Evans

Trustees' Annual Report for the period:

From:	08/11/2022	To	13/11/2023
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Reference and Administrative Information

Charity Name	Long Bennington Pre-school
Registered Charity Number	1157300
Charity's Address	St James' Hall Main Road Long Bennington Newark Nottinghamshire NG23 5DJ

Names of the charity trustees who manage the charity

	Trustee Name	Office (If any)	Dates acted
1	Samantha Dell	Chair	08/11/2022
2	Julie Knapton Butler		08/11/2022
3	Gemma Atkinson	Treasurer	08/11/2022
4	Hannah Johnson	Secretary	08/11/2022
5	Angela Foreman		08/11/2022
6	Rebecca Sadler		08/11/2022
7	Kathryn Taylor		08/11/2022
8	James Cunningham		08/11/2022
9	Lyndsay Teft		08/11/2022

Structure, Governance and Management

Type of governing document	Constitution adopted 26/03/2014
Trustee selection methods	Trustees are appointed, or reappointed annually at the Annual General Meeting held in October.
Additional governance information	The Early Years Foundation Stage curriculum is followed and the Pre-school can be inspected by Ofsted at any time.

	<p>Long Bennington Pre-school is a member of the Early Years Alliance and Early Years and Childcare Support service for Lincolnshire which provide support and advice on all aspects of running the pre-school as well as best practice in the setting.</p> <p>All trustees gave their time voluntarily and received no remuneration or other benefits.</p>
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Objectives and Public Benefit

Public Benefit

Long Bennington Pre-School is a charitable trust which seeks to benefit the public through the pursuit of its stated objective, namely to provide quality, affordable childcare for pre-school aged children (from age 2 to statutory school age) from the local community. We provide a safe and supportive environment for the children as well as working closely with their parents or carers. Long Bennington Pre-School was started in 1998 and is managed by a committee of parents, although day-to-day running of the Pre-School is in the hands of qualified, experienced staff. Our fees are set at a level to ensure the financial viability of the School, excellent provision of childcare whilst being consistent with the necessity for the fees to be affordable to all. Our Pre-School welcomes children from all backgrounds. We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. At Long Bennington Pre-School we aim to provide a safe, caring, fun and stimulating environment for children to play, socialise and learn. We aim to provide a carefully selected balance of activities to ensure the overall development of the child. Each child will be treated as an individual within the group and will be encouraged to develop their knowledge and skills at a pace appropriate to them, in order to produce happy, confident children, well-prepared for school. We have developed strong links with the local schools as we understand the importance of our role in the progression of our children from the early years setting in providing joined-up provision of childcare.

Achievements and Performance – Chair's Report

This year has been a relatively quiet year for the committee in terms of implementing actions to do with the running of the Pre-school. Pay reviews took place in March in line with the increase in the national minimum wage increase in April. Low numbers and how to improve on this continues to be a priority for the committee, and numbers are improving as there are more children on roll compared to this time last year. One of the options discussed was opening the Pre-school earlier for families that have an earlier start to the day and it was agreed with the staff to open at 8.30am each morning. Committee voted to increase the hourly fee rate to £4.50 per hour to take effect at the start of the new academic year in September 2023. Committee liaised with the VHMC to have the children's toilets repaired and taps replaced on the sink. Fundraising continues to be a fundamental role of the committee with huge support from the Pre-school staff, the residents of Long Bennington and the extremely generous donations from local businesses. The Christmas raffle raised £436.00 for the Pre-school funds. Staff and committee members toured the village with Santa's Sleigh collecting donations to be shared amongst 3 charities from the village. This generated £471.00. The ever-popular Easter Hunt was completely funded through donations of chocolate eggs and all the refreshments. Because

of the huge generosity of the local businesses and individuals, we were able to raise a staggering £754.00. More recently, we held our Halloween disco, attendance was slightly down on recent years and costs were higher than usual. Despite this the event still raised £742.00. All in the entire total raised for the year was £2804.00.

I would like to finish by again thanking all the staff for their continued hard work, Jane Evans for working on the finances and giving her support to myself and the committee. Also the wider community as well as the rest of the committee for their support, ideas and all the work involved in organising the events.

Pre-school Activities – Manager's Report

We have had a worrying year in regard to numbers on roll and therefore money coming into Pre-school through funding and fees. Staff wages meant that we did encounter huge losses compared to previous years and we finished the year with only one child leaving to go to school and another 14 due to return in September.

Fortunately, we returned in September with more children than we finished with in July and with an increase in the number of hours sold which came as a huge relief and meant we could move forward addressing the needs of Pre-school for the forthcoming academic year. National minimum wage increases have had an impact, with staffing being our biggest expenditure so the decision to increase the hourly rate in September was taken. We have also opened earlier in the day to hopefully be more viable for working parents. This is something we will continue to review to make sure we can do as much as we can to provide for the needs of the community.

In Pre-school we have been making good use of Tapestry, informing parents through memos which seem to reach parents better than a traditional email. We post weekly activities that parents can try at home, which complement the themes, books, or activities we carry out in Pre-school. These are completely voluntary to do, there is no pressure put on parents to carry them out but are there if parents would like ideas of activities they could try. We have now started to use Tapestry's online register feature which means we don't have to print out registers and store them as well as using the registers to then generate invoices. After the first month of multiple tweaks, this now seems to be running quite smoothly and will continue to be used.

During time in the office, the two-year planning cycle is continuing to be implemented and, when completed in full, will then free up more time to focus on what our curriculum means to us and what it is we want the children to achieve before they leave to go to school. We already do this to a certain extent, but it will be documented better and broken down into smaller steps so when we plan for a child's next steps, staff can almost follow a set procedure. An example might be that we want children to be able to use the toilet independently and wash their hands after. The first step might be that the child knows when they need their nappy changing and the last step would be they can use the toilet, sort out their clothing and can wash and dry their hands. We can then gauge more accurately where each child's focuses will be for that term to better inform parents.

We are arranging meetings with parents every term to talk through how their child is getting on, any concerns they have and what next steps their child is going to be working on. These seem to be really positive as it gives parents time with their keyworker to really discuss their child without distractions and hopefully both parties being on the same

wavelength to know what their child's next steps are and if there are any concerns where their child may not be on track.

Government funding continues to be a sore point for most practitioners and the uplift in funding rates are in place until March, but it is anyone's guess what they will be after that! Hopefully the 30 hours funding for working parents of 2-year-olds from April will mean more families accessing childcare especially Pre-school and will help provide a secure future for the Pre-school.

Many thanks to all the staff, Jane and committee for their support and hard work.

Financial Review – Treasurer's Report

A copy of the Profit and Loss Account for the year ended 31 July 2022 has been circulated for information.

There has been a loss for the year of £25,492.25, leaving a year end cash balance of £41,798.36

The number of children attending the setting was significantly lower resulting in income for the year being £33k compared to £73.7k the previous year.

Staffing hours were reviewed regularly throughout the year, acknowledging that the setting was overstaffed for the number of children attending. However, a view was taken to retain staff, only reducing hours very slightly, in the hope the next year had higher levels of attendance. As a direct result of this decision, staffing costs remained similar to the previous year. This has proven to be the case so whilst the year was disappointing, the new year starts on a more positive footing.

A summary/breakdown the fundraising activities has also been provided for information.

Fundraising activities continue to be a vital source of income. In the year, we have raised £2803.60. In addition to the committee fundraising activities, a £100 donation was received via Giles Butler and a donation of £471 from the Rotary Club Santa Sleigh. No significant purchases were made during the year from the funds raised. It should also be noted that payments totalling £770.97 for uniform covered approx. 4 years due to poor administration from the supplier. Alternative arrangements are to be investigated.

A cashflow forecast has been prepared for the next year with a predicted loss of £5k. However, it is anticipated, following patterns of previous years, that this will be significantly less as the number of hours sold increases during the year. Monthly reviews are to be undertaken to ensure the Committee are fully conversant with the position.

The financial records have been to be passed to the independent examiner for inspection and verified. A report to the Trustees has been provided. The annual return to the Charities Commission can be submitted subject to Trustee approval.

Future Plans

To seek grants and work with the Village Hall committee to create an updated outside area.

The Village Hall committee are making plans and seeking grants to decorate and update the small hall in the village hall. Pre-school have been consulted about this process making sure it meets our needs.

Declaration

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

Signed on behalf of the charity's trustees:

Signature	<i>S. Dell</i>
Full name	SAM DELL
Position	CHAIR
Date	13/11/23

Long Bennington Pre School
Registered Charity 1157300

For Year ended 31st July 2023

<u>Receipts</u>	YE 31 July 2022	YE 31 July 2023
Fees	15708.00	10,982.77
EYE Funding	58085.17	21,942.80
Interest	2.3	104.95
Other	945.28	643.28
Clothes	120.41	129.00
Fundraising	2,896.19	3,964.72
Grant	500	500.00
Paye/Pension	162.29	
	<u>78419.64</u>	<u>38267.52</u>
<u>Payments</u>		
Wages	50957.23	49,037.43
Consumables	711.23	558.12
Admin	1,051.13	980.92
Fundraising	3056.46	1,932.09
Rent	4694.75	5,744.35
Equipment	2,986.76	2,407.30
Sundries	1131.00	600.00
PAYE	3444.38	1,586.88
Insurance	855.15	912.68
Training	115.90	
	<u>69003.99</u>	<u>63,759.77</u>
Balance Receipts over Payments	9415.65	- 25,492.25
Plus Balance Bfwd	<u>57874.96</u>	<u>67290.61</u>
	<u>67290.61</u>	<u>41798.36</u>
Plus unpresented chq	0	0
less Unbanked cash	0	0
	<u>67290.61</u>	<u>41798.36</u>
Cash on hand	199.25	10.34
Current Account	42089.06	16680.77
Deposit Account	25002.30	25107.25
Paypal Account	<u>67290.61</u>	<u>41798.36</u>
Difference	0.00	0.00

Notes:

Receipts "other" includes household support grants totalling £640.

Payments sundries includes support grant £600 paid to families, the difference being an admin fee included to cover costs of distribution.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity name

LONG BENNINGTON PRE-SCHOOL

On accounts for the year
ended

31.07.2023

Charity no
(if any)

1157300

Set out on pages

TWO

Please delete the words in brackets if they do not apply.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 07 2023**

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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:

Clare Gill

Date:

16.10.2023

Name:

CLARE GILL

Relevant professional
qualification(s) or body

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS
(CIMA)

(if any):

Address:

1 HAWTHORN CLOSE

LONG BENNINGTON

NEWARK, Lincs, NG23 5GP

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.

N/A