

Annual Trustees Report 2019-2020

This report summarises Time Childcare's year 2019-2020.

1. Trustees

We continue to operate with the minimum number of Trustees required to operate as an Incorporated Charity. Tim Bacon agreed to continue beyond his 2-year tenure as Treasurer and Hazel Enright entered the 2nd year of Chair of Trustees tenure.

Tim and Hazel have again co-opted Stella Presland, Time Child Care Manager, as an interim trustee, using a clause in the 13 (7) in the Constitution, until such time as a full complement of Trustees has been recruited.

We have had interest from 2 parents about volunteering as a trustee but personal circumstances changed for one parent and we are awaiting the completion of the Ofsted EY2 process for the 2nd parent.

The trustees are committed to ensuring that Time Child Care continues as a viable concern and will continue an ongoing trustee's recruitment programme.

However, technically as of 30 November 2020 all trustee posts are up for either renewal or replacement with new parent volunteers.

For business resilience we need at least 5 trustees and 3 of these should be parents of children attending the setting, to ensure that we are compliant with our constitution and incorporated charity operating requirements.

The Trustee's continue to meet every 2nd Thursday of the month 5pm - 7pm, but meetings are now via group video call due to Covid-19 restrictions.

The focus of the trustees continues to be the provision of high-quality pre-school and after school care for the children of Poringland and surrounding villages.

2. Covid-19 Impact

As a result of the government lockdown in March 2020, we had to furlough some of the staff. The trustees made the decision to make up the difference between the govt furlough allowance and staff's full pay by using money from reserves.

By April 2020 the setting was able to operate a skeleton staff and a covid bubble for children of designated key workers and in June 2 staff came off furlough, to support operating 2 pre-school bubbles up until the end of the summer school term. Both staff completed Covid-19 hygiene training through the Early Years Alliance (E.Y.A.).

3. Staffing

We have 2 staff changes this year Jasmin Phillips and Elice Cornsford resigned. We were very pleased to welcome Karen Bircham to the Time Child Care team as Lead Practitioner. Karen is an experienced primary school teacher and brings this experience with her into the Early Years setting. We also appointed to the Extra

Time car pick up role and EY practitioner hours. These became vacant again during the year and due to Covid -19 the decision to hold these as vacancies was agreed.

At the point of writing this report we have the following team vacancies:

Extra Time School Collection Driver Car Pick up: 2.15pm – 6.15pm Mon to Friday – currently being covered by TCC Manager.	Preschool EY Practitioner: Tuesday, Thursday and Fri 8am -3.30pm (On hold).	Trustee Clerk: 3 hours per month
--	--	--

The HR provider appointed by the previous Trustees, completed the work agreed and the contract was not renewed at the end of the 2-year term. HR advice will be sought when and where appropriate from the Early Years Alliance, which TCC is a member of. www.eyalliance.org.uk

4. Staff Development

TCC continues its commitment to continuous staff development but this year's Covid-19 pandemic has effectively blocked a lot of planned training from being delivered. The Manager and the Trustees are committed to enable training to resume when we are out of the pandemic and can make operational decisions on new normal operating practices.

The trustees are supporting the manager, Stella Presland to continue her professional development undertaking Early Years Initial Teacher Training through Pen Green and the University of Bedfordshire.

Stella has also used her language development training, completed last year, as a lead practitioner (NOA Communication Champion) and has trained all Pre-school staff in the core modules of Speech, Language and Communication.

Partnership with the local schools cluster has continued to develop and this year saw more TCC pre-school attendees transition to a wider number of schools. This in part has been caused by numbers capacity being exceeded at Poringland School. Information is shared under appropriate protocols.

Prior to lockdown TCC supported to student placements – 1 BA and 1 L3 EYE

The Time Child Care Manager's report contains details of the staff training and development activity.

5. Developments for Children

All pre-school children are completing Speech and language screening, so that tailored support for their Early-Years development can be designed and implemented via their key worker. Children completed Boxall screening as part of the Early Years Profiling project for speech and language development in December 2019.

The Time Childcare Team continues to provide a rich learning environment for children thanks to the talented staff who are flexible and adaptable in approach and can make the best use of resources.

6. Finance

In June we closed down the Baby Days system and moved over to Tapestry to support operational running. 'QuickBooks' provides a clear and accessible view of accounts, enabling the running balance to be monitored and trustee decisions on agreed budgetary spend, easily reconciled. A realistic budget has been set for 2020-2021 with a focus on ensuring appropriate ratios, training for staff and provision for children and that reserves are maintained.

Income this year has been hit by two key factors. The decision by Poringland Primary to change the way they offer pre-school nursery places, restricting parents from splitting their funded time between the school and Time Child Care and Extra Time has been directly impacted by the Covid-19 pandemic.

7. Grounds and Facilities

Poringland Village Hall is owned by the church who have been fund raising since October 2017 to build a new multi use All Saints Centre. Whilst this funding is being raised, the existing building continues to create operational challenges for the TCC team, who have high aspirations to provide a rich learning environment for children in their care.

The building report commissioned by Norfolk County Council last year raised a number of issues which the Church Hall Trustees have addressed and so the building has been deemed acceptable for continued use.

The manager and trustees continue to work closely with the trustees of the village hall to ensure that the upkeep of the hall is maintained. Discussion about future alternative building options have been discussed with the Church Hall Trustees. Alternative provision solutions have and continue to be explored, but early exploration has shown that these will be reliant on securing major grant funding and local fund raising of between £260,000 to £500,000.

8. Work with parents and carers

The TCC team continued to hold parents evenings prior to Covid-19 lockdown to support early learning and continue parent involvement in pre-school learning activities.

9. Trustee Plans for the Next Year

- Work closely with the manager to update the business plan for full day care provision and seek an alternative more sustainable business model that reflects child care community best practice and ensures future sustainability TCC.
- Explore options to secure grant funding and raise local funding

- Work with the manager to prepare for an Ofsted inspection and support the gathering of ongoing evidence to support framework outcomes.
- Continue to monitor the budget to ensure the charity is financially secure and continue to enable funding for training in line with annual staff development plan.
- Recruit further trustees who will be able to give the warranted time to the role, maintain a good level of communication and create a level of succession planning
- Continue to follow the timetable for the review and agreement of policies
- Continue to support staff in achieving their qualifications which in turn will enhance provision.
- Trustees to visit pre-school and extra time once C-19 restrictions lifted.

10. Thanks

The trustees would like to thank everyone at Time Child Care for their continued dedication and hard work over the last year, especially with the ongoing challenges the Covid-19 pandemic has created. We have a great team and look forward to ongoing success.

Hazel Enright

Chair of Trustees 12 November 2020

Time Childcare

Reg Charity 1161477

Income and expenditure Report for the year ending 31st August 2020

	2020 £	2019 £
Income		
Fees	73,447	103,627
Fundraising	428	1,061
Grants	80,136	60,876
Interest received	137	62
Other Income	216	1,154
Correction to prior year income	-	-
Total Income	154,364	166,780
b/f Current acc	36,506	31,424
Deposit acc	10,382	10,319
Cash	0	0
Other Balance Sheet Items	3,664	2,115
	204,915	210,638
Expenditure		
Premises	4,315	6,783
Wages	131,880	129,104
Repairs	-	-
Training	2,233	1,515
Motor expenses	978	1,552
Equipment	2,168	6,355
Fundraising costs	245	111
Uniforms	554	755
Consumables (including milk)	3,040	3,899
Insurance	935	925
Administration & subscriptions	2,811	4,651
Professional services	3,478	4,077
Other expenses	122	361
Total Expenditure	152,759	160,087
c/f Current accs	24,947	36,506
Deposit acc	28,018	10,382
Cash	0	0
Other Balance Sheet Items	(810)	3,664

Net Income/(Expenditure)

204,915

210,638

Time Childcare

Reg Charity 1161477

Income and expenditure Report for the year ending 31st August 2020

	2020	2019
	£	£
Income		
Fees	73,447	103,627
Fundraising	428	1,061
Grant	80,136	60,876
Interest received	137	62
Other Income	216	1,154
Correction to prior year income	0	0
Total Income	<u>154,364</u>	<u>166,780</u>
Expenditure		
Rent	4,315	6,783
Wages	131,880	129,104
Repairs	0	0
Training	2,233	1,515
Motor expenses	978	1,552
Equipment	2,168	6,355
Fundraising costs	245	111
Uniforms	554	755
Consumables (including milk)	3,040	3,899
Insurance	935	925
Administration & subscriptions	2,811	4,651
Professional services	3,478	4,077
Other expenses	122	361
Total Expenditure	<u>152,759</u>	<u>160,087</u>
Net Income/(Expenditure)	<u>1,605</u>	<u>6,693</u>

Time Childcare

Reg Charity 1161477

**Balance Sheet
as at 31st August 2020**

Notes	2020 £	2,019 £
Current assets		
Other debtors	-	3,665
Bank/building society balances	52,965	46,887
Cash in hand	0	0
	<u>52,965</u>	<u>50,552</u>
Current liabilities		
Other creditors	808	-
	<u>808</u>	<u>-</u>
Net Current Assets	52,157	50,552
Net Assets	<u>52,157</u>	<u>50,552</u>
Capital account		
Balance at start of period	50,552	43,859
Income/(Loss) for the period	1,605	6,693
	<u>52,157</u>	<u>50,552</u>

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Time Childcare

On accounts for the year ended

31 August 2020

**Charity
no (if
any)**

1161477

Set out on pages

1 - 3

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, 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: N Fowler

Date: 17/11/2020

Name: Nicola Fowler, NJF Accounts Ltd

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

Fellow of the Association of Chartered Certified Accountants
Member of the Chartered Institute of Taxation

Address: 21 Springfields

Poringland, Norwich

NR14 7RG

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

Give here brief details of any items that the examiner wishes to disclose.