

Trustee's & Manager's Report AGM 2024

1. Overview of Achievements/progress

- **August 2023**
 - TimeOut Holiday Club (HAF Funded places)
- **September 2023**
 - Staff training days
 - Stacey Keane: EY Practitioner starts with Key Children
 - Kelly Webster: EY practitioner, no Key Children, DfE online learning and developing understanding of EYFS
 - New carpet tiles in the small hall and Doctors room: donated by Loddon Library, laid by TCC.
 - Volunteer Violet started
- **October 2023**
 - Time Out Holiday Club
 - Annual Pumpkin Trail - Fundraiser
- **November 2023**
 - TCC Christmas Fayre - Fundraiser
- **December 2023**
 - Staff Christmas Do at Dunston Hall
- **January 2024**
 - Support from New Schools and Community Team, [Natasha Larwood](#) for TB commences.
 - SJP Visited The Clare School as part of SEND L3 qualification.
 - [Sharon Winterbone](#) and [Daisy Palmer](#) meeting (Community Partnerships Team) regarding Safeguarding families at the setting. Clare Searly NCC EYA and Jackie Gay NCC Development worker also attend.
 - XT inclusion list compiled
 - S2S (Schools 2 Schools) referral made: Vicky allocated
 - Continued liaisons with Clare Searle EYA to support SEND children at the setting
- **February 2024**
 - Ken Aldridge - PPC new Chair visit to the setting
- **March 2024**
 - First PVH/PPC/TCC/South Norfolk Joel Meeting
 - SJP visited Parkside SPecial School
 - SJP/Pete Dean meeting regarding ongoing communication and info. sharing difficulties with the school
 - [Sharon Winterbone](#) and [Daisy Palmer](#) follow up meeting
- **April 2024**
 - HAF Funded holiday club
 - Portakabin Site visit
 - New Trustee Rebecca Wright recruited
- **May 2024**
 - PVH Trustees/TCC/ Parish Council meeting
 - S2S (schools 2 schools) Visit to the setting for LC
- **June 2024**

- Postponed AGM 2022-23 held
- July 2024
 - Apprenticeship recruitment with Best practice Network starts
 - 3 Paediatrician referrals completed for PS children leaving setting
 - Graduation Day and fundraising raffle
- August 2024
 - Successful EHCP assessment - draft now in progress for a PS leaver.
 - Home visits planned for all September 2024 starters and staggered starts
 - Policy and procedure reviews completed for 2023-24
 - All STAIR report and File Transfers completed for leavers
 - Pay sheets for 2024-25 completed

2. Staffing

| | Leaders Level 3+ | EY Practitioner/Play Workers Level 2, 3 & Unqualified | Staff Unqualified General Assistants | Total | EY Pupil Premium /2Y & 3/4 funded | SEND & Support plans |
|-----------|---|--|---|-------|--|----------------------------|
| PreSchool | Manager Stella Presland (L7) Lead Practitioner Claire Peacock (L3) | Lauren Betts (L7) Lauren Manning (L5) Kim Scarle (L3) Ellice Cornford (L3) Sarah Block (L2) Megan Block (UQ)Ali Crosskill (UQ) Kelly Webster (UQ) | VAC | 47 | EYPP:5 2 YF:20 ¾ YF: 24 | SEND:8 SLCN:8 EAL: 3 |
| Xtra Time | Manager Stella Presland(L7) Lead Practitioner Lauren Betts (L7) | Lauren Manning (L5) Kim Scarle (L3) Ellice Cornford (L3) Megan Block (UQ) Haydn Winter (UQ) Kelly Webster | | 85 | n/a | SEND:18 EAL: 0 |
| Time Out | Stella Presland Manager (L7) Lauren Betts Lead Practitioner (L7) Lead Practitioner Claire Peacock (L3) | Lauren Manning (L5) Kim Scarle (L3) Ellice Cornford (L3) Haydn Winter (UQ) Kelly Webster | | 45 | n/a | SEND:4 EAL:2 |

Recruitment

Trustee Clerk: 3 hours per month remains Vacant

Holiday Club Staffing - Gaps covered 15/8/24 cancelled - HAF Funding to be reviewed for 2024-25 by NCC.

Sickness & Absence:

Minimal absences

Resignations:

Claire Peacock - New position as Nursery Lead in a local School. Better pay, job security and working environment.

2.1 Other Staffing

No additional SEN staffing.(SJP, LB & LM to support the higher need SEN Children)

3. Data Update as at (current date)

| <u>Number on Roll</u> | Sept/ Oct 2017 | Sept/ Oct 2018 | Sept/ Oct 2019 | Sept /Oct 2020 | Sept /Oct 2021 | Sept /Oct 2022 | Feb/ Mar 2023 | April 2023 | Sept/ Oct 2023 | Feb/ Mar 2024 | April 2024 |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------|---------------|----------------------|---------------------|----------------------------------|
| PS | 40 | 43 | 27 | 27 | 34 | 29 | 41 | 44 | 32 | 37 | 47 |
| | | | | | | | 0 | 0 | 0 | 0 | 0 |
| XT Regular | 81 | 99 | 102 | 65 | 72 | 78 | 67 | 73 | 68 | 78 | 72 |
| XT Ad Hoc | 51 | 32 | 35 | 0 | 0 | 9 | 17 | 15 | 12 | 12 | 13 |
| Timeout | 32 | 19 | 25 | 34 | 34 | 29 | 32 | 34 | 31 | 32 | 45 |
| Total | 204 | 193 | 189 | 126 | 140 | 145 | 157 | 166 | 143 | 159 | 177 |
| Early Years Premium | 1 | 2 | 5 | 5 | 3 | 4 | 5 | 5 | 0 | 2 | 5 |
| Number receiving 2 year olds funding? | 10 | 5 | 8 | 12 | 6 | 3 | 5 | 7 | 8 | 5 | 20 |
| Number receiving 3- 4 year olds funding? | | 24 | 9 | 8 | 18 | 13 | 24 | 24 | 15 | 21 | 24 |
| Starters | PS 6 XT 2 | PS 9 XT22 | PS 8 XT 11 | PS 14 XT | PS 12 | PS 14 XT 9 | PS 11 XT 5 | 4 xt 5 | 9 xt 10 | 9 xt 4 | 13 XT 0 |
| Leavers | XT 1 | | PS 2 | PS 1 XT 24 | PS 2 | PS 1 Xt 0 | PS 0 Xt 3 | 1 xt 2 | 1 xt 6 | 2 xt 2 | 0 XT 1 |
| Number of formal complaints since last report: | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of referrals to children's services | 0 | 0 | 1 | 1 | 1 | 1 SLT | 1 ECF S | 0 | 0 | 0 | 3 ECFS 3 Paed refs |
| Children on SEN Register | 0 | 0 | 0 | 1 | 3 | 4+ 10 SLC N | 7+ 15 SLC N | 16 | 9 | 31 | 29 |
| Statements/EHCP | 0 | 1 in proc ess | 1 in proc ess | 0 | 1 | 1 | 1 3 in prog ress | 3 | 1 | 1 | 1 & 1 in progress |

Session Child Numbers

| TOTAL No's | Oct 2017 | Sep 2018 | Sept 2019 | Sept 2020 | Sept 2021 | Sept 2022 | Mar 2023 | Sept 2023 | Feb 2024 | April 2024 |
|--------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Preschool | AM 23 LU 21 PM 17 | AM 28 PM 27 | AM 19 PM 14 | AM 18 PM 19 | AM 26 PM 23 | AM 20 PM 17 | AM 34 PM 29 | AM 24 PM 17 | AM 28 PM 23 | AM 35 PM 30 |
| XtraTime | M 27 T 31 W 31 T 28 F 15 | M 43 T 55 W 45 T 51 F 25 | M 44 T 48 W 48 T 50 F 26 | M 35 T 43 W 40 T 35 F 22 | M 36 T 51 W 45 T 43 F 24 | M 35 T 50 W 39 T 46 F 22 | M 29 T 44 W 39 T 42 F 25 | M 31 T 44 W 45 T 42 F 25 | M 36 T 45 W 47 T 42 F 28 | M 32 T 42 W 45 T 42 F 25 |
| Holiday Club | 16 | 15 | E 2 AM 14 PM 14 L 0 | E 1 AM 12 PM 12 L 0 | AM 26 PM 26 | E 0 AM 27 PM 23 L 0 1 | E AM 16 PM 14 L 5 | E6 AM 21 PM 19 L 1 | E0 AM 19 PM 17 L 4 | E4 AM 31 PM 26 L4 |

4. Looked After Children: None

5. Courses / Training since Last Report

| Name | Date | Course | Cost |
|-----------------|---------------------|--|--------------|
| Stella Presland | July 2024 | SLP | Funded |
| Stella Presland | July 2024 | First Aid | Funded |
| Stella Presland | April 2024 | Prevent | Funded |
| Claire Peacock | Oct 2023 - May 2025 | Foundation Degree (L5) | Self funded |
| Kelly Webster | April 2024 | Module 6 DfE online EY child development training | FOC |
| Kelly Webster | June 2024 | Intro Safeguarding Children | FOC |
| Ali Crosskill | April 2024 | Module 6 DfE online EY child development training | FOC |
| Ali Crosskill | August 2024 | Prevent | |
| Megan Block | July 2024 | Intro Safeguarding Children | FOC |
| Megan Block | May 2024 | Modules 5 & 6 DfE online EY child development training | FOC |
| Sarah Block | May 2024 | Module 3 DfE online EY child development training | FOC |
| Sarah Block | July 2024 | Intro Safeguarding Children | FOC |
| Kim Scarle | June 2024 | Prevent | FOC |
| Kin Scarle | June 2024 | Intro Safeguarding Children | FOC |
| Kim Scarle | | DfE online EY child development training | FOC |
| Lauren Manning | Feb 2024 | Ba (Hons) | Student loan |

All staff that are unqualified - L3 qualifications to complete the Online Early years Development training modules.

6. Performance Management of Staff

Appraisals: Outstanding appraisal to bring forward to Autumn 2024

Supervisions: Individual as required, All staff Autumn Term 1 2024

New roles and responsibilities: From September 2024 Lauren Betts takes up the new role of Deputy Manager and Preschool Lead and Lauren Manning as Xtratime Lead Practitioner and Senior Preschool Practitioner. Both will continue their SENDCo responsibilities for their new Lead areas, SJP will support and oversee all SENDCO work.

Peer Observations: ASAP

8. Overview of Monitoring

Action Plan for Autumn 2024

1. Support plans to be in place and reviewed and lack of progress addressed for SEN children
2. End of half term trackers to be completed for all EY children, each half term
3. Review practice using Peer Observations

9. Safeguarding

- ❖ 0 Children under Child Protection Plans (CPP)(Conference review and core group meetings attended by SJP)
- ❖ 0 under Child in Need (CIN)
- ❖ 0 Early Help referrals
- ❖ 3 vulnerable children under Early Childhood and Family Service Support
- ❖ 0 Looked after child (LAC)
- ❖ 2 potentially vulnerable children being monitored at present: siblings Services involved - Wishes and feeling completed
- ❖ 1 potential referral to ECFS

10. Links with the Primary Schools/Other Professionals

SJP is now working closely with PPS SENDCO/DSL Emma Steward - All transition files have been forwarded to her and the EYFS Lead Sarah Jackson.

SJP continues working with The Community and Partnerships team Sharon and Daisy and gaining support to develop the partnership working especially with shared children EHAP.

SJP/CS (EY Advisor NCC) continues support for children with additional needs.

PPS Nursery meetings will be promoted by TCC as we have shared children.

The Health Visitor links: SJP to contact 'Just One Norfolk' to contact HV/SLT regarding several children needing extra support.

11. Links with the Local Community

Poringland Parish Council Vice Chair Sean Curtis and [Ken Aldridge](#) PPC members are keen to support TCC with premises.

SJP has been liaising with Trowse regarding the vulnerable family we share.



We are continuing to work with The Octagon Barn and they will be supplying Lunches and Dinners for the Summer HAF funded children.

SJP volunteers at Poringland Library and leads 'Baby Bounce and Rhyme'. We encourage Parents/carers to bring their children to these sessions. We are working with Kris the new Manager on several projects.

12. Working with Parents and Carers

All new starters at preschool will have home visits completed for all parents/carers.

'Parent involvement' is being monitored and reviewed and consultation is to be sent out in September.

PS will continue to use Tapestry and look for ways to maximise this and engagement from parents/carers.

Preschool Parents evening was well attended and all children's parents/carers have had a meeting or a phone call to discuss progress etc..

13. Complaints

None

14. Health and Safety Issues

TCC continues to report roof leaks and electricity cuts to Rev. Robert Parsonage. No action as yet.

Meetings SJP/CP/LB held half-termly, actions reviewed and added.

15. Buildings/Premises

A reworked plan of phase 1 has been developed with the architect for the EY offer, space is limited and reaching a sustainable business plan is challenging. SJP is still working on this.

Rev. Robert has asked that TCC right the Lease agreement for the All Saints Centre. Having sought legal advice it has been concluded that the PVH trustees should be doing this.

See Health and safety Issues.

Annual Risk assessment has been completed is to be by SJP in Autumn 1 2024

The rubber safety mats have been removed by the cleaner at PVH and flooring has not been replaced, white paint lasted 2 days.

16. Finance

The Accounts for 2023/24 will be finalised after 31 August 2024 once the reconciliation is completed by LL Administrator. PVH have not yet been paid £16,000 for Sept 2023-Aug 2024, invoice received at the end of Aug 2024.

The Financial budget for 2024/25 will be drafted by SJP for the October Trustee meeting.

Bank Account Balances

Current Account: £50,456

Deposit Account: £28,489

17. Payroll

New pay sheets have been completed and checked by SJP/LL for 2024/25.

Spreadsheet completed and checked by SJP/LL monthly.

Quickbooks Payroll has been running since April 2021 and is managed by Lynne. Small employer Statutory NIC compensation percentage Accessed.

Staff are able to access payslips online.

18. Any other Outstanding Issues

- TCC Meetings with PPC and PVH Trustees continue.

Current Key Priorities and action required

Operational Requirements

- 2 year Child checks to upload on the NCC portal
- SEND children support plans and funding
- IT equipment main PC requires professional updating.

Business Development

- Staff Training and Upskilling – Training booked for Autumn 1
- Business Plan updated September 2024
- Finance Budget for 2024/25 to be completed
- New Action Plan being worked on By SJP/CP/LB including Ofsted Inspection improvements:
 - 1, To give children time to think and respond to questions;
 - 2, To explore further ways to share information with parents about what children are doing in the setting;
 - 3, To involve parents in decisions about how the early years pupil premium funding for their children is spent.

Stella Presland 17/09/2024

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 2024

**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 Act have 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: 07/04/2025

Name: Nicola Fowler, NJF Accounts Ltd

| | |
|---|--|
| Relevant professional qualification(s) or body (if any): | Fellow of the Association of Chartered Certified Accountants Associate of the Chartered Institute of Taxation |
| Address: | 21 Springfields |
| | Poringland, Norwich |
| | NR14 7RG |

| Section B | Disclosure |
|-----------|--|
| | <p>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.)</p> |

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

Time Childcare

Reg Charity 1161477

Income and expenditure Report for the year ending 31st August 2024

| | 2024 £ | 2023 £ |
|---------------------------------|----------------|----------------|
| Income | | |
| Fees | 125,718 | 120,489 |
| Fundraising | 995 | 1,535 |
| Grants | 109,179 | 91,104 |
| Interest received | 296 | 158 |
| Other Income | 322 | 323 |
| Total Income | 236,511 | 213,610 |
| b/f | | |
| Current acc | 16,996 | 27,850 |
| Deposit acc | 28,192 | 28,034 |
| Cash | 0 | 0 |
| Other Balance Sheet Items | 0 | 0 |
| | 281,699 | 269,494 |
| Expenditure | | |
| Premises | 537 | 16,276 |
| Wages | 206,594 | 186,518 |
| Repairs | 293 | 2,320 |
| Training | 125 | 237 |
| Equipment | 2,686 | 6,989 |
| Fundraising costs | 773 | 1,158 |
| Uniforms | 292 | 528 |
| Consumables (including milk) | 3,895 | 4,434 |
| Insurance | 603 | 1,079 |
| Administration & subscriptions | 4,854 | 3,792 |
| Professional services | 718 | 510 |
| Other expenses | 633 | 466 |
| Total Expenditure | 222,004 | 224,306 |
| c/f | | |
| Current accs | 31,206 | 16,996 |
| Deposit acc | 28,489 | 28,192 |
| Cash | 0 | 0 |
| Other Balance Sheet Items | 0 | - |
| Net Income/(Expenditure) | 281,699 | 269,494 |

Time Childcare

Reg Charity 1161477

Income and expenditure Report for the year ending 31st August 2024

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Time Childcare

Reg Charity 1161477

**Balance Sheet
as at 31st August 2024**

| Notes | 2024 £ | 2023 £ |
|--------------------------------|---------------|---------------|
| Current assets | | |
| Other debtors | - | - |
| Bank/building society balances | 59,695 | 45,188 |
| Cash in hand | 0 | 0 |
| | <u>59,695</u> | <u>45,188</u> |
| Current liabilities | | |
| Other creditors | - | - |
| | <u>-</u> | <u>-</u> |
| Net Current Assets | 59,695 | 45,188 |
| Net Assets | <u>59,695</u> | <u>45,188</u> |
| Capital account | | |
| Balance at start of period | 45,188 | 55,884 |
| Income/(Loss) for the period | 14,507 | (10,696) |
| | <u>59,695</u> | <u>45,188</u> |

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

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Date: 07/04/2025

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