

# ST. OSWALD'S LADYBIRDS PRE-SCHOOL

England & Wales · Charity number 1163362

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2015-09-01

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St Oswalds Ladybirds Pre-School  
Mayfield Road  
Ashbourne  
Derbyshire  
DE6 1AS

**Phone** 07980 420232

**Email** [stoswaldsladybirds1@outlook.com](mailto:stoswaldsladybirds1@outlook.com)

**Website** [www.stoswaldsladybirds-ashbourne.co.uk](http://www.stoswaldsladybirds-ashbourne.co.uk)

## Activities

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**Objects:** THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR 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 PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** St Oswald's Ladybirds Pre-School is an not for profit CIO educating pre-school children from the age of 2 to 5 years of age.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Derbyshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£140,225	£123,365	-	-
2024-08-31	£111,554	£107,338	-	-
2023-08-31	£98,691	£94,141	-	-
2022-08-31	£97,727	£88,635	-	-
2021-08-31	£97,815	£83,175	-	-

## Trustees

Name	Role	Appointed
Louise Jayne Redfern		2023-04-20
Mary Hutchinson		2025-11-27
REBECCA DUTTON		2015-11-25
Ruth Elizabeth Smith		2021-09-01

**ST. OSWALD'S LADYBIRDS PRE-SCHOOL**

England & Wales - Charity number 1163362

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# Accounts

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## Minutes of the St Oswald's Ladybirds AGM – 17<sup>th</sup> March 2026

**This meeting was held on Zoon @ 7.30pm**

**Present :** Mary Hutchinson, Becky Dutton, Ruth Smith, Louise Redfern (Trustees), Tracey Clarke-Kellow, Emma Sczesniok, Jordan Daughtry (staff)

**Apologies :** Emma Jackson, Martha Schofield, Liam Bailey, Charlotte Lee, Dan Lee, Katie Austin, Cal Woolley, Alice Kemp, Tom Kemp, Gill Graham (parents), Jo Ryle (financial administrator), Jess Bowring, Michelle Lemon (Staff)

**1. Welcome and Introductions (Chairperson – Mary Hutchinson)**

Mary welcomed everyone and we all introduced ourselves and the role we play at St Oswald's Ladybirds Pre-School

**2. Chairperson report (Chairperson- Mary Hutchinson)**

See attached report

**3. Finance report (Chairperson in Jo's absence – Mary Hutchinson)**

See attached report

**4. Manager's report (Becky Dutton)**

See attached report

**5. Trustee nominations**

Mary Hutchinson – nominated by Tracey Clarke-Kellow, seconded by Louise Redfern

Ruth Smith – nominated by Louise Redfern, seconded by Mary Hutchinson

Louise Redfern - nominated by Emma Sczesniok, seconded by Ruth Smith

Rebecca Dutton - nominated by Jordan Daughtry seconded by Louise Redfern

All the Trustees are happy to stay on this year and this will be reviewed before the next AGM.

**6. Charity Commission**

Becky Dutton will ensure all the AGM minutes and financial records are sent to the Charity Commission.

**ACTION BD**

**7. Date of next meeting**

The date of the next AGM will be arranged once the end of year accounts for September 2025 – August 2026 have been rectified.

**8. Comments and Questions**

Ruth Smith and Louise Redfern agreed and thanked the staff.

**The meeting finished at 8pm**

## **Chairperson Report – Mary Hutchinson - AGM for the period September 2024 – August 2025**

“Good evening everyone and thank you for coming along to our Annual General Meeting.

I just want to take a few minutes to reflect on the past year and to start with some thank you’s.

First, to the wonderful staff. Your dedication, energy, and patience shine through every single day. The care, creativity, and warmth you bring to the children’s learning make such a difference. You are the heart of this setting, and we are truly grateful for everything you do.

I’d also like to give a heartfelt thank you to all our parents and carers. Your trust, your involvement, and your support mean so much. Whether you’ve joined in events, helped out, or simply worked closely with staff to support your child’s learning at home, it all contributes to the positive, welcoming community we’re so proud of.

And of course, thank you to our committee and volunteers. The behind-the-scenes work you do keeps everything running smoothly to supporting management and staff, to being their listening ear and critical friend. Your commitment is appreciated.

Lastly, I would like to give a special thank you to Becky, whose dedication and leadership truly keeps everything moving. You are the cog that makes the whole wheel turn — the person quietly but consistently making sure that systems run smoothly, that the team feels supported, and that the children and families receive the very best experience. Your hard work, calm guidance, and unwavering commitment often happen behind the scenes, but they are felt by all of us every day. We are deeply grateful for everything you do.

Together, we’ve created a nurturing, safe, and inspiring place for our children to grow, explore, and thrive. It’s been a year to be proud of, and I’m excited to see what the next one brings.

Thank you again to each one of you.

We had another busy year at Ladybirds. During the year the Trustees regularly reviewed the policies and met each half term to discuss matters concerning the running of Ladybirds to ensure we continue to be a viable setting within very tight financial pressures with reduce funding and more staff qualifying for the auto enrolment of pension and the NI increase for employers’ contributions. As Trustees, we have our legal requirements to follow to be a charitable setting.

### **Trustees**

The Trustees for the year were myself, Mary Hutchinson, Louise Redfern, Ruth Williams and Becky Dutton. Emma Smail had the go ahead from Ofsted to join in December 2024.

### **Financially**

There was a minimum wage increase in April 2025 to £12.21 a 77p increase. Yet again the funding didn’t go up the same amount as required for this increase. So, we had to decided how we could close the gap of funding rates and how much it actually costs to provide a place. The government does not cover the full cost of a child’s care in the setting., it provides funding towards the total cost. The cost of staffing Ladybirds exceeds the amount we are given for funding. This is without the additional costs of training, ensuring bills are paid and money for resources.

In February 2025, the government and county council reworded the statutory framework and the provider agreement. This meant that the invoices, the contracts, the admissions and charges policy had to be reworded to enable transparency for parents. So, the Trustees worked hard to update and implement the policy. Without the additional charges Ladybirds would not be a viable setting. The daily charge would

therefore be increased to £7.50 and the hourly rate increased to £8 per hour from September 2025. The additional charges were split up so that parents could see what they were paying for.

### **Fundraising**

Nativity DVD raised some money as well as the sponsored walk which was very well supported by many members of the families.

### **Staffing**

The government changed the 2 year old ratios from 1:4 to 1:5. We didn't believe that this was in the best interest of the children, so we have continued to keep the 1:4 ratios for 2 year olds and 1:8 for the 3 – 4 year olds. We are fortunate that we were able to have a higher staff to child ratio this year.

Michelle had an operation in March 2025 and returned in June. Staff covered her sessions between them.

Tracey had an operation in August 2025 and is still currently off. Becky is ensuring staffing levels are correct.

**St Oswald's Ladybirds Pre-School Financial Statement  
for the period 1st September 2024 – 31st August 2025  
Annual General Meeting: Tuesday 17th March 2026**

### **Financial Administrator: Joanne Ryle**

Accounts audited and certified: Libra Business Essentials

This financial year for Ladybirds has been more successful than anticipated despite the rise in the minimum wage and employer national insurance contributions in April 2025.

The rise in expenditure was offset by an increase in the hourly funding rate along with a small increase in the fees paid by parents. One staff member also left Ladybirds during this year.

Our largest expenditure remains wages costs followed by rent and our largest income is the funding from Derbyshire Country Council and the fees paid by parents.

Trustees are always mindful to keep any increases in parent fees as low as possible whilst reflecting the reality of our operating costs.

The figures are as follows. Please note that the total expenditure includes the transfer of £173 per month to Leek Building Society to build up our financial reserves.

Total Income: 140225.42

Total Expenditure: 123365.38 (incl £2076.00 transfer to Leek Building Society)

Net Expenditure: 121289.38

Gain: 18936.04

The money gained this year has been retained by Ladybirds to put back into the pre school and help ensure its continued stability in line with our not for profit charity status.

Looking ahead to next year, the minimum wage is due to rise again in April 2026 and operating costs will remain high.

## **Manager's Report - Becky Dutton - for the period September 2024 – August 2025**

### **Improvement Planning**

Our garden was again our priority. Jess and I continued the role of maintaining the garden. The garden is loved by both the children and staff and it has such a calming effect for those children who sometimes find being inside tricky.

### **Training**

The staff attended individual training in accordance with the EYFS framework this year such as food hygiene and safeguarding and ensured all these were updated on a regular basis and within our staff meetings. Any learning was then updated with the staff and if required, we put the necessary updates in place in the setting.

All staff completed the child online safety awareness training.

During the staff meetings, staff took part in quizzes to keep updated with the new regulations in Child Protection, Ofsted and SEND.

I attended the Leaders and Managers and SENCO briefings each half term. These are held in the evenings usually for 2 to 3 hours at a time.

Staff meetings and training are done in the evenings. I am thankful that the staff gave up their time to keep updated with all the various changes that seem to occur on a regular basis.

### **Ofsted / Early Years Derbyshire County Council**

We continued to have regular updates from Ofsted and we continued to comply to the necessary expectations. We receive a yearly discussion with our improvement officer who challenges us and also talks about our setting and how we can improve the outcomes for the children.

### **Staffing**

In March 2025 Michelle had an operation on her foot. She was able to return in June 2025. After looking at the risks, it seemed appropriate that Michelle would return to do office and sorting based work rather than being in the session with lots of children. This worked really well and lots of the sorting was done without the staff having to stay later in the summer term. Gemma handed her notice in from February 2025. However, she would return in the winter months as a staff member. We were thankful for that as we were unable to appoint anyone in her role. Staff therefore continued to take on and accept more responsibilities to support me, often doing these in our own time to enable the setting to continue to be viable. Ladybirds is very lucky to have such dedicated members of staff who work for the good of the children.

In August 2025, Tracey also had a foot operation and would be off for many months from September 2025.

### **Parental involvement**

We encouraged parents to come into the setting for parent chats. We started having them in September on the INSET days and these were very beneficial for children who could see the room before starting, the staff and parents who were able to talk and update each other. ECO week was again successful as well as the sponsored walk, helping to raise money for the garden.

### **Next year – September 2025 – August 2026**

We will be discussing funding opportunities to support projects and help with the sustainability of Ladybirds. We will be accepting 2 year old funding for working families and this will have a significant

impact in the way we organise the staffing, still incorporating the ratio of 1:4, not going with the 1:5 ratio the government has changed it to.

We will be continuing to enhance the garden. Jess is looking into going on an outdoor training course and this may help towards gaining grants towards any projects.

We will be training on sensory processing as we are finding more children need sensory breaks within the sessions.

The Ofsted framework will be changing from November 2025. This will mean that we will change from a 6 year cycle to 4 year cycle. Our last inspection was June 2021.

## **Thanks**

Firstly, thanks go to the parents for entrusting your children with us. It is a privilege to work with you and them. Next, my thanks go to the Trustees who have supported me and the staff this year.

My grateful thanks go to our amazing staff team who work so hard to ensure the children have the very best time at Ladybirds so that we can all "play, learn and grow together." All the staff are so passionate about Early Years and go above and beyond their pay grade to enable Ladybirds to be the very special place it is for all children and each other. Through all the times when staffing has been tricky this year, we have supported each other through illness and stressful times both in our own families and in the setting. A saying goes "Unity is strength. When there is teamwork and collaboration, wonderful things can be achieved".

**PROFIT & LOSS  
FOR ST OSWALD'S LADYBIRDS PRE-SCHOOL  
FROM  
SEPTEMBER 2024– AUGUST 2025  
CHARITY NUMBER 1163362**

**INCOME:** **140225.42**

DCC FUNDING 101504.91

FEES PAID BY BACS 36297.60

FEES PAID BY CASH 0

CONSUMABLE FEES 0

SWEATSHIRTS/T-SHIRTS 21.00

FUNDRAISING 1133.90

MILK REFUND 924.00

MISC 342.99

Petty Cash adj 1.02

**TOTAL INCOME 140225.42**

**EXPENSES:**

GROSS WAGES 95772.23

EMPLOYER NI 1904.34

PENSION CONTRIBUTIONS 3769.05

MISC (incl. transfer to Leek BSoc) 4741.71 (2076.00)

WAGE COST 708.72

STATIONERY 477.95

STAMPS 81.40

PLAYGROUP ACTIVITIES 2328.50

SNACKS 1114.57

SWEATSHIRTS 377.01

CLEANING MATERIALS 914.11

PHONE 218.77

MILK 1033.95

FUNDRAISING PURCHASES 898.98

FUNDRAISING COSTS 147.08

INSURANCE 862.16

PHOTOCOPIER LEASE 763.20

PHOTOCOPYING 1127.23

GARDEN 124.39

RENT 6000.00

PETTY CASH ADJ 0.03

**\*\* This figure includes 2076.00 transferred to Leek Building Society for reserve fund**

**TOTAL EXPENSES 123365.38**

**NET EXPENSES 121289.38**

# Libra Business Essentials Ltd



52a, St. John Street, Ashbourne, Derbyshire. DE6 1GH

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St Oswald's Ladybirds Preschool  
Mayfield Road  
Ashbourne  
Derbyshire  
DE6 1AS

20<sup>th</sup> November 2025

TO WHOM IT MAY CONCERN

**Independent Examiners Report  
For  
St Oswald's Ladybirds Preschool Ashbourne**

This report relates to the accounts for the year ended 31<sup>st</sup> August 2025 of St Oswald's Ladybirds Preschool. Samantha Heath FMAAT of Libra Business Essentials Ltd has independently reviewed the financial records.

As the examiner has not seen a diary of events, she is not able to confirm that there are no further fund-raising sources and income other than those reported by the Preschool, which were:

Nativity	£299.00
In Memory of Eve	£200.00
Stalls at School	64.70
Sponsored Walk	£570.20

The examination carried out included a review of the accounting records and a comparison of the bank accounts with those records. It also included considering any unusual items in the accounts and seeking explanations when required. There are no outstanding issues from the queries raised.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention which gives reason for any concern over the accounts of St Oswald's Ladybirds Preschool Ashbourne for the year to 31<sup>st</sup> August 2025.

Signed.....*S. Heath*.....

Dated.....*20/11/2025*.....

Samantha Heath FMAAT  
Libra Business Essentials Ltd  
52a St John Street  
Ashbourne  
DE6 1GH

**ST. OSWALD'S LADYBIRDS PRE-SCHOOL**

England & Wales - Charity number 1163362

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# Accounts

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## Minutes of the AGM held on Wednesday 19<sup>th</sup> March 2025 @7.30pm via zoom

**Present :** Jessica Bowring, Joanne Ryle, Ruth Smith, Gill Graham, Jordan Daughtry, Luke Williams, Emma Smail, Louise Redfern, Mary Hutchinson, Becky Dutton

**Apologies:** Emma Sczesniok, Kristina Shaw, Rebecca Titterton, Michelle Lemon, Sarah White, Katie Austin, Emma Coullie, Gemma Newbon, Vicky Coates, Joanne Lewis, Sarah Bell, Lauren Stevenson, Samantha Jones, Kirstie Bond, Kaylie Lyon, Jodie Ayres, Georgina Woolley, Abbie Massey, Sam Dale, Niki Bainbridge, Jo Fearn, Charlotte Lee, Claire Maznenko, Abigail Pugh, Tasha Clarke, Scott Tomlinson

### **1. Welcome and Introductions**

Mary welcomed all the people present and thanked them for attending this evening. The Trustees were introduced.

### **2. Chairperson's report for the period September 2023 – August 2024**

We had another busy year at Ladybirds. During the year the Trustees regularly reviewed the policies and met each half term to discuss matters concerning the running of Ladybirds to ensure we continue to be a viable setting within very tight financial pressures with reduce funding and more staff qualifying for the auto enrolment of pension and NI contributions. As Trustees, we have our legal requirements to follow to be a charitable setting.

#### **Trustees**

At the last AGM on 24<sup>th</sup> April 2024, Emma Smail was nominated to go onto the Trustees. She has only recently been approved by OFSTED, so this continues to be a long process.

The Trustees for the year were myself, Mary Hutchinson, Louise Redfern, Ruth Williams and Becky Dutton.

#### **Financially**

There was a minimum wage increase in April 2024 to £11.44 – a £1.02 increase. Yet again the funding didn't go up the same amount as required for this increase. So, we had to decided how we could close the gap of funding rates and how much it actually costs to provide a place. So, consumables to continue to be charged as a mandatory charge. We were concerned that the finances were getting tighter as the funding was not going up as much as the minimum wage per hour. Consumable rates were changed to £7.00 per day, £3.00 per session and the hourly rate rose to £7.50.

Due to finances, we were unable to offer any more permanent hours for staff members, just temporary hours as and when needed.

We introduce an out of school forest school session for Reception and year 1. This was really successful, raising money for Ladybirds. Myself and Jordan volunteered our time.

As part of our role as a Charity, we had to set up a reserves policy. This was to ensure the sustainability of the setting, especially in these uncertain financial times.

#### **Fundraising**

Nativity DVD raised some money as well as the sponsored walk which was very well supported by many members of the families.

#### **Staffing**

Staffing was arranged according to some of the ratios. The government changed the 2 year old ratios from 1:4 to 1:5. We didn't believe that this was in the best interest of the children, so we kept the 1:4 ratios for 2 year olds and 1:8 for the 3 – 4 year olds. We are fortunate that we were able to

have a higher staff to child ratio this year, but we are not sure how much longer we are able to afford this.

Towards the end of the year, the Trustees and I supported the staff through a very difficult time in the Ladybirds history. The situation wasn't really resolved until after the summer holidays, but through it all the staff showed professionalism and perseverance to ensure the children continued to be cared for.

### **3. Financial Administrator report – Joanne Ryle**

Accounts audited and certified: Libra Business Essentials on 13<sup>th</sup> November 2024

This financial year for Ladybirds has once again been finely balanced. The first item I must note is that our expenses for the year include a money transfer between our Lloyds bank account and our Leek Building Society savings account. This was agreed by the trustees in order to build up and safeguard our financial reserves. The transfer totalled £12,702.00. Our financial spreadsheets do not have a facility to record a money transfer as such and so this amount appears as part of the total expenditure. We must therefore look at the net expenses to gain a true picture of the financial year.

Total Income:	111,554.92
Total Expenditure:	120,040.08 (including money transfer of 12702.00)
Net Expenditure:	107,338.08 (excluding transfer)
Gain:	4216.84

It can be seen therefore that there was a slim gain of 4216.84 which is in line with previous years. This money, as always, has been retained by Ladybirds to put back into the pre-school and help ensure its continued stability in line with our not for profit charity status.

Our largest expenditure remains wages costs followed by rent and our largest income is the funding from Derbyshire Country Council and the fees paid by parents. Please note that the funding didn't cover the staff wage bill.

This was an excellent year for fundraising with a total of 2432.95 raised from Xmas nativity DVD sales, the Xmas raffle and Nature Explorers.

Looking ahead, next year will contain many financial challenges with a rise to the minimum wage and the expansion to the extension of the early years funding and the resulting loss of flexibility this will bring with regards to fees.

### **4. Manager's Report – Rebecca Dutton**

#### **Improvement Planning**

Our garden was again our priority. Jess and I continued the role of maintaining the garden. The garden is loved by both the children and staff and it has such a calming effect for those children who sometimes find being inside tricky.

We continued the ELKLAN course to become an Accredited setting supporting the Confident Communicators training. Michelle continued the role of lead practitioner and she had webinars each week and then work to be done within setting, working with the staff and implementing the learning and teaching. This course was for 18 months. Michelle spent many intensive hours to complete and train us and in May 2024, after being observed and visited by an Early Years professional, we were awarded The Confident Communicators Accreditation and Michelle gained a

level 4 in ELKLAN. An amazing achievement particularly for Michelle and for the rest of the staff who worked throughout the year at each staff meeting. We have implemented our new ideas to support children's communication and language.

Staff met each half term to work on the ELKLAN training, but also to discuss priorities within the setting, cause of concerns and staff well-being.

### **Training**

The staff attended individual training in accordance with the EYFS framework this year such as food hygiene and safeguarding and ensured all these were updated on a regular basis and within our staff meetings. Any learning was then updated with the staff and if required, we put the necessary updates in place in the setting.

All staff completed the updated prevent duty and online safety training.

During the staff meetings, staff took part in quizzes to keep updated with the new regulations in Child Protection, Ofsted and SEND.

I attended the Leaders and Managers and SENCO briefings each half term.

Staff meetings and training are done in the evenings. I am thankful that the staff gave up their time to keep updated with all the various changes that seem to occur on a regular basis.

### **Ofsted**

We continued to have regular updates from Ofsted and we continued to comply to the necessary expectations.

### **Staffing**

Michelle continued as her role as Supervisor on a Monday on a permanent basis. This enabled me to have one day in the office rather than being in ratio. Emma took on the role of Supervisor so that Tracey was able to have some time in the office.

Staff continued to take on and accept more responsibilities to support me, often doing these in our own time to enable the setting to continue to be viable. Ladybirds is very lucky to have such dedicated members of staff who work for the good of the children.

Thank you to Jordan and Mary who gave up their time on Mondays after school to open up The Nature Explorer's group. All this was done voluntary and I am truly grateful to them for giving up their time.

### **Next year – September 2024 – August 2025**

We will be discussing funding opportunities to support projects and help with the sustainability of Ladybirds. The year will be financially different due to the uptake of the 2 year old funding from September 2024. Again, this funding doesn't match our hourly rate, so yet again there will be a short fall. We will have more 2 year old attending, so we will need to change the way we do things. We will be continuing to enhance the garden. We are hoping to have a climbing frame, slide and climbing wall in the garden.

### **Thanks**

Thanks go to the parents for entrusting your children with us. It is a privilege to work with you and them. Next, my thanks go to the Trustees who have supported me and the staff this year, sometimes through some very stressful situations.

My grateful thanks go to our amazing staff team who work so hard to ensure the children have the very best time at Ladybirds and are able to develop to their full potential. All the staff are so passionate about Early Years and go above and beyond their pay grade to enable Ladybirds to be the very special place it is for all children and each other. I am so thankful for each and every staff member. They all bring their gifts and that is what makes us the fantastic team we are. I saw this saying recently that reflects us as a team 'Coming together is the beginning. Keeping together is progress. Working together is success.' I believe that Ladybirds is a family and each staff member plays a very important part in that family. I am one very lucky Manager.

#### **5. Trustee nominations for this year**

**Mary Hutchinson - Chairperson** – nominated by Becky Dutton, seconded by all - unanimous.

**Becky Dutton – Secretary** – nominated by Mary Hutchinson, seconded by all - unanimous.

**Ruth Smith – member** - nominated by Becky Dutton, seconded by all - unanimous.

**Louise Redfern – member** - nominated by Mary Hutchinson, seconded by all - unanimous.

**Emma Smail – member** - nominated by Louise Redfern, seconded by all - unanimous.

#### **6. Charity Commission**

Becky explained to the meeting that as a registered charity, the accounts, the minutes and the auditors report needs to be entered onto the annual returns. **ACTION : BD**

#### **7. Date of next AGM**

This needs to be held in the Spring 2 term 2026. This will be to give reports for the year September 2024 until August 2025. **ACTION: MH**

#### **8. Any questions / comments**

Mary asked the meeting for any comments or questions. Ruth thanked the staff for their hard work and Ladybirds was such a special place. This was unanimously agreed. Mary closed the meeting at 8.10pm



**PROFIT & LOSS**  
**FOR ST OSWALD'S LADYBIRDS PRE-SCHOOL**  
**FROM**  
**SEPTEMBER 2023– AUGUST 2024**

**CHARITY NUMBER 1163362**

**INCOME:**

DCC FUNDING	83949.39	
FEEES PAID BY BACS	24009.30	
FEEES PAID BY CASH	0	
CONSUMABLE FEEES	0	
SWEATSHIRTS/T-SHIRTS	133.08	FUNDRAISING
2432.95		
MILK REFUND	913.53	
MISC	113.55	
Petty Cash adj	3.12	
 <b>TOTAL INCOME</b>	 <b>111554.92</b>	

**EXPENSES: 120040.08**

GROSS WAGES	84223.49	
EMPLOYER NI	1309.91	
PENSION CONTRIBUTIONS	2858.83	
<b>MISC (incl. transfer to Leek BSoc)</b>	<b>**15680.41</b>	<b>(12,702.00)</b>
WAGE COST	680.88	
STATIONERY	311.75	
STAMPS	40.00	
PLAYGROUP ACTIVITIES	1272.30	
SNACKS	854.60	
SWEATSHIRTS	508.20	
CLEANING MATERIALS	791.75	
PHONE	193.76	
MILK	942.00	
FUNDRAISING PURCHASES	1205.54	
FUNDRAISING COSTS	74.07	
INSURANCE	1176.95	
PHOTOCOPIER LEASE	763.20	
PHOTOCOPYING	886.02	
GARDEN	265.32	
RENT	6000.00	
PETTY CASH ADJ	1.10	
<b>** This figure includes 12702.00 transferred to Leek Building Society for reserve fund</b>		
 <b>TOTAL EXPENSES</b>	 <b>120040.08</b>	
 <b>NET EXPENSES</b>	 <b>107338.08</b>	

# Libra Business Essentials Ltd



52a, St. John Street, Ashbourne, Derbyshire. DE6 1GH

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St Oswalds Ladybirds Preschool  
Mayfield Road  
Ashbourne  
Derbyshire  
DE6 1AS

4th January 2024

TO WHOM IT MAY CONCERN

**Independent Examiners Report  
For  
St Oswald's Ladybirds Preschool Ashbourne**

This report relates to the accounts for the year ended 31<sup>st</sup> August 2023 of St Oswald's Ladybirds Preschool. Samantha Heath MAAT of Libra Business Essentials Ltd has independently reviewed the financial records.

As the examiner has not seen a diary of events, she is not able to confirm that there are no further fund-raising sources and income other than those reported by the Preschool, which were:

30/09/2022	Sponsored Walk	£60.08
Nov to May	DVD's	£168.00
17/05/2023	Easy Fundraising	£17.01
31/05/2023	cake stall	£117.51
31/07/2023	Sponsored Walk	£571.00

The examination carried out included a review of the accounting records and a comparison of the bank accounts with those records. It also included considering any unusual items in the accounts and seeking explanations when required. There are no outstanding issues from the queries raised.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention which gives reason for any concern over the accounts of St Oswald's Ladybirds Preschool Ashbourne for the year to 31<sup>st</sup> August 2023.

Signed.....*S. Heath*.....

Dated.....*4/1/24*.....

Samantha Heath MAAT  
Libra Business Essentials Ltd  
52a St John Street  
Ashbourne  
DE6 1GH

**ST. OSWALD'S LADYBIRDS PRE-SCHOOL**

England & Wales - Charity number 1163362

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# Accounts

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# St Oswald's Ladybirds Pre-School

## AGM minutes Wednesday 24<sup>th</sup> April @ 7.30pm

1. **Present** : Mary Hutchinson (chair), Emma Sczesniok, Michelle Lemon, Jess Bowring, Jo Ryle, Gemma Eades, Tracey Clarke-Kellow, Louise Redfern, Ruth Smith, Emma Smail, Luke Williams, Becky Dutton, Katie Austin, Sarah Grindey
2. **Apologies:** K Kidawa, Catherine Morely, Sheryl Lucas, Amy Wilton, Kirstie Bond, Alice Kempl, Laura Prince, Emma Coullie
3. **Welcome and Introductions** – Mary welcomed everyone to the meeting and explained what would happen.

#### **4. Chairperson's report – Mary Hutchinson**

##### **Chairperson Report – AGM for the period September 2022 – August 2023**

Another busy year at Ladybirds. The Trustees continued to meet each half term with set agenda planned out throughout the year, including policies and our legal requirements to be a charitable setting.

##### **Trustees**

Louise Redfern came onto the committee and Ruth and I decided to stay on. Yet again it took a few months to get all the DBS checks and Ofsted checks completed.

During the year the Trustees regularly reviewed the policies and met each half term to discuss matters concerning the running of Ladybirds to ensure we continue to be a viable setting within very tight financial pressures with reduce funding and more staff qualifying for the auto enrolment of pension and NI contributions

##### **Financially**

There was a minimum wage increase in April 2023 to £10.42 – a 92p increase. Yet again the funding didn't go up the same amount as required for this increase. So, we had to decided how we could close the gap of funding rates and how much it actually costs to provide a place. So, consumables to continue to be charged, with a voluntary contribution, but we were concerned that the finances were getting tighter as the funding was not going up as much as the minimum wage per hour. Consumable rates were kept at £6.00 per day, hourly rate £6.50.

Our administrator left after 10 years. Jo Ryle took on this role, but had to resign as Chairperson. I was appointed for this role.

Due to finances, we were unable to offer any more permanent hours for staff members, just temporary hours as and when needed.

##### **Fundraising**

Nativity DVD raised some money as well as the sponsored walk which was very well supported by many members of the families.

##### **Staffing**

Clare resigned and finished in July 2023 after 10 years.

Mary thanked the staff and Trustees for all their support over the year. Mary commended the staff for all their hard work, making Ladybirds an outstanding setting who go above and beyond to support the children. Once a Ladybirds, Always a Ladybird.

## **5. Treasurer's Report – Jo Ryle**

### **Financial Statement for the period 1<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023**

Financial Administrator: Joanne Ryle

Accounts audited and certified: Libra Business Essentials on 4<sup>th</sup> January 2024

This period for Ladybirds has been finely balanced in financial terms.

The total income for year was 98,691.91 of which 79,628.91 was the early years funding from Derbyshire Dales District Council. The next largest source of income was fees paid by parents at 15,825.16.

A total of 947.60 was raised through fundraising efforts such as the sponsored walk and Christmas dvd's.

The total expenditure for the year was 94,141.53 and the largest single cost was wages at 74,840.84 followed by rent for our room at 6000.00.

It can be seen therefore that we managed to balance income and expenditure over this period with a slim gain of 4550.38. As per our aims as a not-for-profit organisation, this money has been retained and will be put back into Ladybirds in the coming months.

Looking ahead, it is a necessity that Ladybirds builds up extra financial reserves. The coming year is set to be financially testing with the increase in the national minimum wage, the extension of the early years funding and the resulting loss of flexibility this will bring with regards to fees.

## **6. Manager's Report – Becky Dutton**

### **Managers Report for period September 20212 – August 2023**

#### **Improvement Planning**

Our garden was again our priority. Jess and I took on the role of maintaining the garden now that school had given us the chance to maintain it and add to it. Throughout the year we updated areas, including making a raised bed to add in more annual plants. Jess worked hard on digging over part of the garden and made our own vegetable patch. We planted potatoes and beans, both of which grew well. The staff spent a whole day at the weekend in April, along with our partners, dads and brothers to barrow 2 tons of top soil into the digging area at the top of the garden and put more soil into the borders. We also had 2 tons of bark delivered which also needed barrowing in. It was hard work as the garden is on such a slope, but by the end of the day we all felt that a good work out was had by all! We changed a fenced area into a quiet area and put in a sand pit. The garden is loved by both the children and staff and it has such a calming effect for those children who sometimes find being inside tricky.

We wanted to update our knowledge in Communication and Language as we were finding that more and more children needed additional support, especially since coming out of the COVID pandemic. So, In January 2023, we embarked on A Confident Communicators training course which

included ELKLAN, a Communication and Language course to enhance staff knowledge and to give us strategies and tools to help us to develop children's language development. Michelle took on the role of lead practitioner and she had webinars each week and then work to be done within setting, working with the staff and implementing the learning and teaching. This course would be for 18 months. By July 2023, Michelle had been awarded the Level 3 ELKLAN. Well done to Michelle as this course took many intensive hours to complete. Looking forward, the setting is hoping to gain a Confident Communicators Accreditation Award, Michelle will take us through another year's training and train the staff and then Michelle will gain a level 4 in ELKLAN. *\*\*April 2024 - Congratulations to Michelle, she has trained all the staff and we have gained the accreditation and Michelle has gained her level 4 – outstanding work from Michelle.*

### **Training**

The staff attended individual training in accordance with the EYFS framework this year such as food hygiene and safeguarding and ensuring all these were updated on a regular basis and within our staff meetings.

In January 2023, Myself, Jordan, Emma, Jess and Gemma embarked on a Cache level 2 Understanding Autism. This took 6 months of intense reading and evaluations. In June 2023, we were all awarded our certificates. Our mentor congratulated us in our prior knowledge and said that our setting sounds like a very inclusion setting to meet the needs of all children.

### **Ofsted**

We continue to have regular updates from Ofsted and we continue to comply to the necessary expectations.

### **Staffing**

Michelle took on the role as Supervisor on a Monday on a permanent basis. This enables me to have one day in the office rather than being in ratio.

Clare resigned to go to another job after 10 years. We still keep in touch with her and she is still our social secretary! Jordan took on Clare's role in helping with the Facebook posts each week.

Staff took on and accepted more responsibilities to support me, often doing these in our own time to enable the setting to continue to be viable.

Staff meetings were reduced to 3 times per year, but we still met as part of the training each half term for the Confident Communicators training.

### **Next year – September 2023 – August 2024**

We will continue to press on towards gaining our accreditation and Michelle's level 4 in ELKLAN.

We will be meeting people to discuss funding opportunities to support projects and help with the sustainability of Ladybirds.

We will be looking into opening the garden to a school club to help to raise money for Ladybirds, but also to give children the opportunity to carry on their Ladybirds experience as forest school.

We will be continuing to enhance the garden. We are planning to ask the children what they would like as well as the staff working together to make more exciting areas in the garden area.

## Thanks

Thanks go to the parents for entrusting your children with us. It is a privilege to work with you and them. Next, my thanks go to the Trustees who have supported me and the staff. They have shown concern and compassion when we have had situations within the setting that have been upsetting or stressful.

My grateful thanks go to the amazing staff who work so hard to ensure the children have the very best time at Ladybirds and are able to develop to their full potential. All staff are so passionate about Early Years and go above and beyond their pay grade to enable Ladybirds to be the very special place it is for all children. I am so thankful for each and every staff member. They all bring their uniqueness and special gifts and that is what makes us the fantastic team we are. A quote I found recently that reflects what our staff team is all about 'A successful team is a group of many hands and one mind' and that is what working at Ladybirds is.

## 7. Trustee nominations – until the next AGM

Nominee	Nominated by	Seconded by
Mary Hutchinson (chairperson)	Becky Dutton	Ruth Smith
Louise Redfern (member)	Jess Bowring	Tracey Clarke-Kellow
Ruth Smith	Emma Sczesniok	Mary Hutchinson
Becky Dutton (secretary/manager) 100% votes	Ruth Smith	Gemma Eades

Emma Smail and Luke Williams offered to be nominated as a Trustee. However, we need to get all the DBS and Ofsted checks before they can take up the roles. **ACTION :BD to set up links for DBS and Ofsted and keep in touch with Emma and Luke.**

## 8. Charity Commission

All data from this meeting needs to be up loaded to the Charity Commission website.  
**ACTION : BD**

## AOB

Mary and Becky thanked everyone who had attended the meeting. The attendance was the highest we have ever had.

**Date of the next AGM – Wednesday 29<sup>th</sup> January 2025.**

**ST OSWALD'S LADYBIRDS PRE SCHOOL  
CHARITY NUMBER 1163362**

**BALANCE SHEETS**

**SEPTEMBER 2022 – AUGUST 2023**

**CURRENT ASSETS:**

CASH BOOK	49693.15
PETTY CASH	55.00
LEEK UNITED	6634.23
<b>TOTAL ASSETS</b>	<b>56382.38</b>

**TOTAL WORTH**

INCOME	98691.91
EXPENSES	94141.53
<b>GAIN</b>	<b>4550.38</b>

**PROFIT & LOSS**  
**FOR ST OSWALD'S LADYBIRDS PRE-SCHOOL**  
**FROM**  
**SEPTEMBER 2022– AUGUST 2023**  
**CHARITY NUMBER 1163362**

**INCOME:**

DCC FUNDING	79628.91
FEES PAID BY BACS	15717.66
FEES PAID BY CASH	107.50
CONSUMABLE FEES	908.00
SWEATSHIRTS/T-SHIRTS	51.00
FUNDRAISING	947.60
MILK REFUND	1052.71
MISC	266.98
Petty Cah adj	11.55
<b>TOTAL INCOME</b>	<b>98,691.91</b>

**EXPENSES:**

GROSS WAGES	74840.84
EMPLOYER NI	873.77
PENSION CONTRIBUTIONS	2042.94
WAGE COST	623.70
STATIONERY	201.53
STAMPS	45.24
PLAYGROUP ACTIVITIES	1827.07
SNACKS	685.80
SWEATSHIRTS	318.20
CLEANING MATERIALS	508.64
PHONE	173.97
MILK	1052.71
FUNDRAISING PURCHASES	508.93
FUNDRAISING COSTS	54.17
INSURANCE	1122.74
PHOTOCOPIER LEASE	584.40
PHOTOCOPYING	702.86
MISC	1536.02
GARDEN	428.00
RENT	6000.00
PETTY CASH ADJ	10.00
<b>TOTAL EXPENSES</b>	<b>94,141.53</b>

# Libra Business Essentials Ltd



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St Oswalds Ladybirds Preschool  
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4th January 2024

TO WHOM IT MAY CONCERN

**Independent Examiners Report  
For  
St Oswald's Ladybirds Preschool Ashbourne**

This report relates to the accounts for the year ended 31<sup>st</sup> August 2023 of St Oswald's Ladybirds Preschool. Samantha Heath MAAT of Libra Business Essentials Ltd has independently reviewed the financial records.

As the examiner has not seen a diary of events, she is not able to confirm that there are no further fund-raising sources and income other than those reported by the Preschool, which were:

30/09/2022	Sponsored Walk	£60.08
Nov to May	DVD's	£168.00
17/05/2023	Easy Fundraising	£17.01
31/05/2023	cake stall	£117.51
31/07/2023	Sponsored Walk	£571.00

The examination carried out included a review of the accounting records and a comparison of the bank accounts with those records. It also included considering any unusual items in the accounts and seeking explanations when required. There are no outstanding issues from the queries raised.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention which gives reason for any concern over the accounts of St Oswald's Ladybirds Preschool Ashbourne for the year to 31<sup>st</sup> August 2023.

Signed.....*S. Heath*.....

Dated.....*4/1/24*.....

Samantha Heath MAAT  
Libra Business Essentials Ltd  
52a St John Street  
Ashbourne  
DE6 1GH

**ST. OSWALD'S LADYBIRDS PRE-SCHOOL**

England & Wales - Charity number 1163362

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# Accounts

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# Chairperson Report – AGM for the period September 2021 – August 2022

Another busy year at Ladybirds. Jo Ryle was chairperson during this time.

## **Trustees**

Ruth Smith and I came onto the committee. It took a few months to get all the DBS checks and Ofsted checks completed. But finally in December 2021, we were given the letter to say we were now officially a Trustee. So, we were given training and updates in Safeguarding.

During the year the Trustees regularly reviewed the policies and met each half term to discuss matters.

Ladybirds, as with the whole of the education system were still recovering from COVID and even throughout the year we were receiving new guidance's that the staff had to put into place

## **Financially**

We were informed by the school that our rent would double and increase to £6,000 per year from September 2022. –so a £500 per month would be paid by standing order.

There was a minimum wage increase in April 2022 to £9.50. Yet again the funding didn't go up the same amount as required for this increase. So, we had to decided how we could close the gap of funding rates and how much it actually costs to provide a place. So, consumables to continue to be charged, with a voluntary contribution, but we are concerned that the finances were getting tighter as the funding not going up as much as the minimum wage per hour Consumable to be kept at £6.00 per day, hourly rate £6.50

Due to finances, we were unable to offer any more permanent hours for staff members, just temporary hours as and when needed.

## **Buildings**

The Windows and door frames were in a bad state and these would be replaced in the summer of 2022.

A fencing was erected by Tracey at the back to provide a safer environment for the sensory / quiet area.

New storage was required as new kitchen was coming to the school and the sensory area would have to be made a lot smaller.

Meetings with school regarding rent and also discussion on school vision of own nursery. The contract was updated

We were given permission for maintain the garden as we were the only ones now using it every day.

## **Fundraising**

Nativity DVD raised some money.

## **Staffing**

Julie retired after more than 21 years. We needed to look at getting another Deputy Manager. But Tracey took on an extra day.

*Mary Hutchinson*

# **St Oswald's Ladybirds Pre-School Financial Statement**

## **September 2021 – August 2022**

Ladybirds has successfully managed to meet its running costs throughout the year. It must be noted that costs have risen in many areas and are likely to continue to do so.

The main source of income for the pre-school remains the government funding and the biggest expense is staff wages. It can be seen that the government funding does not cover the entire wages cost, let alone any of the other expenses that are necessary to operate. The gap is funded by fees and voluntary consumables charges. The gap is getting incredibly wider, even more so next year as most staff will be going onto the automatic enrolment for the pension scheme and paying national insurance due to the minimum wage increase.

The management team and trustees have adjusted fees and consumables charges when necessary this year and this has enabled the pre-school to keep running. These decisions are always carefully considered and the aim to keep charges as low as possible for parents.

The pre-school currently has some financial reserves. This is advised by Derbyshire Dales County Council and we aim to keep and build these reserves to meet expenses in the event that the pre-school should have to close. The Redundancy payout at this moment in time would be around £30,000. We currently have £6,602.81 in the Leek United.

I anticipate that the coming year will bring further pressure as costs continue to rise but Ladybirds is currently in a relatively secure financial situation.

It is the first year for many that we have made a profit, but this will be transferred in the redundancy pot

*Joanne Ryle*

## **Manager's Report for period September 2021 – August 2022**

September started with low numbers in Ladybirds, we were still having the effects of COVID with parents working from home or unsure of sending children back into pre-school. Our numbers increased from January and continued to do so throughout the rest of the year.

### **Improvement Planning**

Our main priority this year would be to increase the sessions we had in the garden to once a day, ensuring all children spent at least half their time in Ladybirds in the outdoor environment. We were given permission to maintain the garden, so we started to plan what we wanted to do and look into the following year to apply for grants.

The staff had to get to grips with a new EYFS curriculum, a new tracking system and think about how we send out summative reports with explanations for parents. This seemed to work well and parents' feedback stated this as nearly all parents prefer the paper copies and photos of their child's achievements from the questionnaires. We had parents chats via telephone call this year. It worked well, but not the same as seeing parents face to face.

### **Training**

The staff attended training in accordance with the EYFS framework this year such as food hygiene and safeguarding.

### **Ofsted**

We had our Inspection in June 2021, but didn't get the report before it was published in August 2021. Our judgement was good and we were very proud of this. Staff were grilled on the day and the Inspector was with us from 8.45am until 4.30pm. So it was hard day, but with a good outcome.

### **Staffing**

Due to the low numbers, I reduced my hours and worked for 3 days not 4 days.

Between January and March 2022, children were contacting COVID some were very ill. But due to the lack of restrictions about returning back to Ladybirds, COVID then stuck most of the staff. Some were really ill and some got it for the first time since the pandemic started. Staff were exhausted by the end of the year as we were covering for each other, but we managed to carry on. We only closed for one day due not enough staff to keep open.

Michelle returned to Ladybirds after maternity leave in June 2022, taking on the role as Supervisor so I had more management time on a Monday.

Julie retired in April 2022, Tracey Clarke Kellow took on her Wednesday hours.

During this time, we were supporting families through bereavement as well as supporting each other through our own bereavements and COVID.

Throughout the whole of this year, the main thing that got us all through was the tremendous from the whole staff team. Our mantra which we are reminded about each new academic year – it is still true that no matter what, we can all hold hands and stick together. They are a great bunch of people who I also call friends as well as colleagues. So, a big thank you to them as without their hard work, their passion they have for Early Years and their time (lots of their time given free), there would be no Ladybirds. Thanks also go to the Trustees, who without their time and support, we would also not have Ladybirds. The staff and I feel very supported by them.

*Becky Dutton*

**PROFIT & LOSS**  
**FOR ST OSWALD'S LADYBIRDS PRE-SCHOOL**  
**FROM**  
**SEPTEMBER 2021– AUGUST 2022**  
**CHARITY NUMBER 1163362**

**INCOME:**

DCC FUNDING	66266.46
FEES PAID BY BACS	20684.86
FEES PAID BY CASH	1798.45
CONSUMABLE FEES	84.50
SWEATSHIRTS/T-SHIRTS	148.58
FUNDRAISING	2353.83
MILK REFUND	766.12
MISC (inc refund from HMRC for metrnity pay)	5623.19
Petty Cah adj	1.10
<b>TOTAL INCOME</b>	<b>97727.09</b>

**EXPENSES:**

GROSS WAGES	70985.96
EMPLOYER NI	1103.39
PENSION CONTRIBUTIONS	1408.76
WAGE COST	846.19
STATIONERY	246.69
STAMPS	42.08
PLAYGROUP ACTIVITIES	1264.62
SNACKS	706.99
SWEATSHIRTS	678.66
CLEANING MATERIALS	662.92
PHONE	241.86
MILK	777.48
FUNDRAISING PURCHASES	205.72
FUNDRAISING COSTS	20.95
INSURANCE	1090.33
PHOTOCOPIER LEASE	763.20
PHOTOCOPYING	610.56
MISC	2056.78
GARDEN	115.64
RENT	4750.00
PETTY CASH ADJ	8.08
Petty Cash adjustment starting bal for Sep 2021 (balance started at 1.18 and ended 50.00)	48.82
<b>TOTAL EXPENSES</b>	<b>88635.68</b>

**ST OSWALD'S LADYBIRDS PRE SCHOOL  
CHARITY NUMBER 1163362**

**BALANCE SHEETS**

**SEPTEMBER 2021 – AUGUST 2022**

**CURRENT ASSETS:**

CASH BOOK	45294.68	
PETTY CASH	50.00	
LEEK UNITED	6602.81	
<b>TOTAL ASSETS</b>		<b>51,947.49</b>

**TOTAL WORTH**

INCOME	97727.09	
EXPENSES	88635.68	
<b>GAIN</b>		<b>9091.41</b>

# Libra Business Essentials Ltd



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24<sup>th</sup> April 2023

TO WHOM IT MAY CONCERN

**Independent Examiners Report  
For  
St Oswald's Ladybirds Preschool Ashbourne**

This report relates to the accounts for the year ended 31<sup>st</sup> August 2022 of St Oswald's Ladybirds Preschool. Samantha Heath MAAT of Libra Business Essentials Ltd has independently reviewed the financial records.

As the examiner has not seen a diary of events, she is not able to confirm that there are no further fund-raising sources and income other than those reported by the Preschool, which were:


08/09/2021	Sponsored Walk	£1,344.00
31/10/2021	Raffle	£23.00
23/12/2021	DVD's	£21.00
05/01/2022	DVD's	£7.00
07/02/2022	DVD's	£7.00
18/02/2022	Easy Fundraising	£18.07
28/02/2022	DVD's	£56.00
31/05/2022	cake stall	£197.76
28/06/2022	Ruth Smith sponsorship	£100.00
31/07/2022	Sponsorship money	£580.00

The examination carried out included a review of the accounting records and a comparison of the bank accounts with those records. It also included considering any unusual items in the accounts and seeking explanations when required. There are no outstanding issues from the queries raised.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention which gives reason for any concern over the accounts of St Oswald's Ladybirds Preschool Ashbourne for the year to 31<sup>st</sup> August 2022. However, I would like to point out that although the accounts stated that Leek United had not had any transactions throughout the year, there had in fact been interest added of £6.60.

The correct opening balance was £6596.21, plus £6.60 interest means the correct closing balance was £6602.81 not the £6106.23 as stated in the accounts, your records should be amended to correct this.

Signed..........

Dated.....24/4/23.....

Samantha Heath MAAT  
Libra Business Essentials Ltd  
52a St John Street  
Ashbourne  
DE6 1GH

*Spreadsheets/records updated 04/07/23. J. Rife -*

**ST. OSWALD'S LADYBIRDS PRE-SCHOOL**

England & Wales - Charity number 1163362

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# Accounts

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## **CHAIRPERSON REPORT**

### **Ladybirds AGM, Held on Zoom 20/07/22**

#### **Trustee Report for the period September 2020 -August 2021**

This has been one of the most challenging years in Ladybirds history for many reasons. Firstly:

#### **Covid**

Ladybirds re-opened for all children in September 2020 following the first lockdown due to the covid pandemic. Staff and children had to adapt to new safety procedures and ways of working, such as 'bubbles', in order to keep everyone as safe as possible. The staff did a tremendous job of helping the children to settle back into Ladybirds and to provide as normal an experience as possible. The pandemic continued to cause disruption throughout this academic year with two further lockdowns in November 2020 and in January 2021.

Ladybirds, along with all Early Years providers who are in receipt of government funding, had to remain open for ALL children, through these subsequent lockdowns which I know was stressful and frightening at times. The Ladybirds team did an amazing job and I would like to thank them all for their dedication and commitment to our pre-school in such unprecedented circumstances.

The covid vaccination programme began in early 2021 and the pandemic began to recede as the year progressed. The safety protocols and various restrictions at Ladybirds remained in place however, as we tried do everything to minimise infections amongst our small staff team and remain open. It is all credit to Becky and the team that, although staff members were affected by covid and had to isolate, that Ladybirds managed to remain open at all times.

#### **2) Flooding/Classroom**

Ladybirds was still operating from the smaller classroom this year. Work was still ongoing to manage the effects of the flooding of our usual classroom in October 2019 and to prevent it occurring again. Once again, staff did a great job to adapt to the smaller room and to provide the usual, excellent Ladybirds experience.

#### **3) Ofsted**

Ladybirds was inspected in June 2021. As usual, there is almost no notice of the Inspection and it is an extremely stressful experience for the staff. I am delighted to say that Ladybirds received a 'Good' outcome and some lovely feedback about how welcoming the setting is, how well the children learn and interact and how well run it is! A very big, well done to Becky and all the staff!!

#### **Fundraising/Finance**

The usual Christmas fundraising did not take place this year due to the covid restrictions but we were able to hold a sponsored walk in July which raised nearly £1500 which is a fabulous amount! Thank-you to all staff and parents.

As ever, finances remain a concern for the trustees. Ladybirds operates on a not-for-profit basis and the government funding per child is simply not enough to cover wages and bills. We have no choice but to raise charges and voluntary

contributions at various times in response to our outgoings. This will unfortunately continue to be the case in the coming

## **Treasurer's Report for year September 2020 - August 2021**

Sarah Fryatt, who we pay to do the administration of the finances is not part of the Trustees.

I therefore act as Treasurer. I manage the petty cash, funding from DCC, invoicing to parents and organise the staff hours for wages.

We pay a company called Libra Business Essentials to finalise the wages, sort out the pension scheme money and produce the wage slips.

All the accounts for the year September 2020 - August 2021 have been verified and are correct.

### **For this year :**

Income - 97,815.07

Expenditure - 83,175.64

This left a profit of 14,639.43

This profit however, is not the true end of year due to a range of other factors

- Since October 2019, when our room was flooded the Governors cancelled the rent, a saving of approx. £5,000.
- We didn't make a big order of resources as we were unable to store it in the temporary classroom, a saving £2,000
- We need a roll over of at least one month's cost of approx. £8,000.

These factors in total are in total - £15,000

We need to start topping up our reserves. As a Charity we need to have approx. 3 months reserved in a separate account should Ladybirds not be viable in the future. This should be £24,000. This money would contribute to redundancies

(although, this amount would not be enough due to cover the long service of some of our staff members).

So, although it looks like we have a considerable amount at the end of the year, it is in fact, not really enough to ensure we have got all emergencies covered in case of the non-viability of the setting, (over 4,000 settings this year have had to close due to the fact that they are unable to cover costs).

In the future, we need to ensure money is transferred to get the reserves up to the amount required.

The majority of the income comes from Derbyshire County Council which is £78, 388.21.

Staff wages, Pensions, Employer National Insurance and costs of wages (to be completed by outside sources) amount to 73,208.14. So, although funding pays the wages, we only have £5,000 left to pay for bills such as

- Insurance - £1,069.12
- Cleaning - £902.25
- Phone - £236.85
- Photocopying - £1,738.71
- Basic daily activity resources - 1,069.12

**Total - £5,016.05**

This year we reduced paper costs by the use of email and Facebook messaging. This has also reduced the amount of post we send but we still need to send some things through the post, this year at a cost of £87.82. We try to deliver packs by hand to save money!

We also need to pay for the milk and snacks too.

During the year we had to start charging more for Consumables, this was a really hard decision. However, parents were very understanding and the majority are able to pay. As you have heard, without the additional charges, we wouldn't be able to provide for the extra enhanced resources for adult led activities or maintain the garden.

I will send out the profit and loss and balance sheets with the minutes of the meeting.

**Manager's Report - AGM - 20/07/2022**  
**For year September 2020 - August 2021**

I will go through my report as a diary of the half term's throughout the year as so much happened!

**August 2021**

- Throughout the whole of the summer holidays, we were receiving updates with regards to COVID 19. We hadn't had all children in setting since March 2020. So, it was left to settings to update their risk assessments as all children were going to be able to come in from September. Each day new guidance's were received from the government, DFE and DCC. So not much of a break for us.

**Autumn 1**

- INSET day, all staff came together, this was the first time since the March 2020 Lockdown. It was good to be together, but things would be very different in setting. All staff would wear visors and, in some instances, face masks. Staff had to socially distance from each other. No visitors were allowed in session and we had to stick to our bubbles. All children returned. Everyone soon got into a routine and children coped really well with the changes, including walking into the room on their own. We actually found this worked well, so to this day, children come in on their own. Cleaning regimes continued and again, we are still doing the routine of steaming and disinfecting.
- Emma, Gemma and Jordan were given permanent contracts.
- We were still in the temporary classroom. Governors cancelled the rent from November 2019 until we were actually in the new room. We still had to go in early on some days when it had rained to take water out of the classroom, so many early mornings and late nights were done. On some occasions, we have had to mop out during sessions. The caretaker had to go in at the weekends if we had

heavy rainfall to mop out. After each flood we had to then disinfect the floor.

## **Autumn 2**

- Starting from November, the COVID situation was getting more serious throughout the country and more and more children were now getting it. So, we continued to follow the guidance's of cleaning, hand washing regimes etc.
- We decided to have a nativity, but would record this in the temporary classroom. Not ideal, but it went well.
- Michelle announced that she was having a baby, so some exciting news in what was quite a stressful term.
- Christmas with no more than 2 bubbles was cancelled due to the rises in COVID cases. So, all of the holiday, more guidance's were being sent and had to be reviewed and risk assessments updated.

## **Spring 1**

- We had an INSET day on the first day back after Christmas. That evening, there was a public announcement to inform the country that we were going into yet another Lockdown. Schools would only be open to Key Workers, however Early years settings would be open to all. At first, I thought I had heard this wrong, but no, Boris wanted us to be open so people could go back out to work, we were child care! We were all extremely upset by how the early years settings were being treated and the lack of respect for our health. There was also lack of clarity in the reasoning behind this. All staff were worried about their health and the health of their families, some being vulnerable. However, we put yete another risk assessment together and tried to reassure staff and parents that we were doing everything possible to keep everyone safe. Unfortunately, under 5's can't socially distance as what was expected, so we had to take the hard decision that Michelle would need to stay at home to protect the health of her and her baby.
- So, we had one evening to inform parents and staff what would be happening, update risk assessments and send out to everyone- another stressful time!
- Most parents decided to send their child into Ladybirds. We had 35 children in. Some parents decided to keep them at home. However, we were then told by the government that if children didn't attend, we would have to set up remote learning in order to receive each child's funding. If we didn't have funding, Ladybirds would not be viable to keep going until September. So, Michelle and Becky worked together to plan. Michelle quickly learnt how to use zoom and screen sharing. She met arpund 10 children on zoom twice a week

and then zoomed in for 2 circle times a week to see children in the setting. This worked really well. Michelle was an absolute star to make sure this happened. I made sure that the plans and activities were printed off and sent to the children's homes so they could be involved.

- Yet again, it was a very busy and stressful half term.

## **Spring 2**

- After half term, most children returned.
- Government told schools and settings that inspections would resume in the summer term.
- We were informed that the EYFS was changing as of September 2022, so additional training was required.
- We had our parent's chats, the first ones since 2020.
- DCC agreed that the work to the flooded classroom would go ahead in the summer holidays.

## **Summer 1**

- Everyone continued to try to get back to some normality for the children
- Staff completed Ofsted training to know what to expect as we knew we would be one of the first settings to be inspected.

## **Summer 2**

- We were all overjoyed by the news that Michelle had a baby boy called Harry. One child was extremely upset as he thought he would be called Jesus.
- The telephone call for inspection came in on Monday 28th June. All staff rallied round; we had an emergency staff meeting that evening so we could all focus on what we needed to do. We would sock it to her! The inspection day was very stressful. The inspector didn't really give us the feeling that we were doing ok, rather that she was picking fault with things. However, the early years department told us that we should be in charge of the inspection to show case our setting. So that it what we did! We had amazing support from the parents, grandparents and carers. The staff were brilliant and although we were stressed, we were able to show the inspector what we offered the children and how we supported both them and the families we care for. At feedback the inspector was extremely complimentary and we received a jolly big GOOD.

- On the last day of term some staff stayed until quite late to clear the whole of the flooded classroom so the work could be started the Monday after. All the furniture etc was piled into the temporary classroom. During the first week of the holiday, I kept popping in to do work, but nothing was started until the 2<sup>nd</sup> week of the holidays, so I had an inkling that the work would not be completed in time for the September return. Alas, my instincts were correct and on the day before the INSET I was informed that it would be finished on the Sunday before we return. At the time, we had no plaster on the wall or any flooring! So, all the staff came back in September and had to move the furniture back into the room (as the floor and plaster was finished, but no painting was completed). By the 2<sup>nd</sup> week of the term, we finally moved back into our new room.....

Throughout the year, the staff and I completed training ranging from Supporting Early Years Language, Special Needs and Yoga in Early Years to name a few. In November, First Aid training was completed by all the staff and was done by 6 hours face to face (with masks on!) and 6 hours online. Staff continued to meet each half via zoom to discuss policies and development plans working on PSED and outdoor learning. Peer on Peer and Supervisions continued and I attended Leaders and Managers briefings and Network meeting each after term too.

### **Looking to the future September 2021 - August 2022**

- Continue to provide the high-quality early years education for all our children
- To continue to update and renovate the outdoor learning spaces, including the garden
- To keep safe and avoid COVID!

So, as always, I would like to thank all the staff and Trustee's for their continued support. I am so grateful to have an amazing team of ladies who came into setting, making the Ladybirds children a priority, sometimes above their own children. Ladybirds is certainly a very place special to us as a team. It was another exhausting year, but as always, we all held hands and stuck together and we got through it. Thank you.

**PROFIT & LOSS**  
**FOR ST OSWALD'S LADYBIRDS PRE-SCHOOL**  
**FROM**  
**SEPTEMBER 2020– AUGUST 2021**  
**CHARITY NUMBER 1163362**

**INCOME:**

DCC FUNDING	78388.21
FEES PAID BY BACS	17480.90
FEES PAID BY CASH	56.00
CONSUMABLE FEES	296.00
SWEATSHIRTS/T-SHIRTS	91.00
FUNDRAISING	396.47
MILK REFUND	707.22
MISC	361.56
Petty Cash adjustment starting bal for Sep 2021 (balance started at 37.70 and ended 1.18)	36.52
Petty Cah adj	1.19
<b>TOTAL INCOME</b>	<b>97815.07</b>

**EXPENSES:**

GROSS WAGES	69876.79
EMPLOYER NI	1194.36
PENSION CONTRIBUTIONS	1358.68
WAGE COST	778.31
STATIONERY	348.24
STAMPS	87.82
PLAYGROUP ACTIVITIES	1036.96
SNACKS	761.88
SWEATSHIRTS	465.20
CLEANING MATERIALS	902.25
PHONE	236.85
MILK	716.71
FUNDRAISING PURCHASES	50.68
FUNDRAISING COSTS	56.95
INSURANCE	1069.12
PHOTOCOPIER LEASE	763.20
PHOTOCOPING	975.51
MISC	1888.78
EYY	607.35
RENT	0
<b>TOTAL EXPENSES</b>	<b>83175.64</b>

Mrs Susan Flanders  
AAT NVQ level 4  
Book-keeping

70 Windsor Rd  
Pitstone  
Bucks  
LU7 9FA

St Oswalds Ladybirds Pre school  
Mayfield Rd  
Ashbourne  
Derbyshire

26<sup>th</sup> February 2022

I have examined the books and working papers for St Oswalds Ladybirds Pre-school for the year ending 31<sup>st</sup> August 2021. I find the accounts to be a true and accurate record of the playgroups activities.

A handwritten signature in black ink that reads "Susan Flanders". The signature is written in a cursive style with a large initial 'S'.

Mrs Susan Flanders