

Coltishall & Horstead Preschool



November 2024 Chairs Review

The Preschool year September 2023 to 31st August 2024

How the Preschool has met its charitable aims:

Coltishall and Horstead "Wildflowers" Preschool has continued to provide high quality care and early year's education to the children attending any of the 10 x 3-hour sessions held each week during term time. It gained Ofsted registration in September 2016 (Unique Reference Number (URN) EY501142) and obtained GOOD grading during its unannounced visit on 16 November 2018.

Coltishall and Horstead Preschool "Wildflowers" staff are a well-qualified team. Grateful thanks go to Michaela Brown and Emily Cork the Leadership team. They have continued to develop their excellent Leadership of Wildflowers with a keen strategic focus. The Trustees and leadership team have ensured that there is always a well-qualified member of staff to provide continuity and leadership should a member of the Leadership Team be unavailable. Gillian Alexander continued as the Fundraising team lead which comprises of staff, parents/carers and trustees who have all worked tirelessly to raise funds towards improving our outdoor and indoor learning facilities. In addition Gillian continued as the cleaner for the Preschool and took the lead role in developing the allotment. Tracey Wilton and Donna Bowles remained as the preschool's well qualified Early Years Practitioners along with Kay Hicks who took maternity leave in 2024. Holly Tyler returned very briefly from maternity leave before resigning. Leanne Davey was appointed as bank staff on 4/6/24.

Emily Cork took on the role as SENDCo in 2023 and gained the SENDCo award In July 2023. Emily continues to ensure that our work with SEND children and their families is organised and compliant. Michaela Brown completed the Early Years Professional Development Program in Autumn 2023. The Leadership team continued to focus on Staff development as a strategic aim and share all they have learned through their courses with staff, through staff meetings, mentoring and coaching and encouraging staff to continue their own professional development.

The trustees are incredibly grateful for all staff, for their hard work, dedication, commitment, and excellent practice. They have put into practice the new Early Years Foundation Standards working hard to ensure all practice is developed and remains current and relevant, as well as working hard to ensure policies are also correct and within the new framework.

There are currently 5 Trustees, including the Chair. These are, Natalie Shrubsall, Melanie Brown, Gemma McCrory and Emma Downes. Grateful thanks go to the trustees, who give up their time to attend meetings, read policy documents, attend events and support our wonderful Wildflowers preschool. All trustees have signed the Charity Commission Annual Declaration of suitability form.

Our grateful thanks go to Amanda Buck (Volunteer) as Treasurer, who has worked tirelessly to ensure that we are financially compliant and all finances are incredibly well organised. Wildflowers preschool continues to operate payroll and the staff pension scheme, grateful thanks, and gratitude goes to volunteer Lynda Alexander for the excellent job.

Coltishall & Horstead Preschool



Wildflowers preschool continues to support families by accommodating the government Tax Free Childcare Scheme and Universal and Extended Free Childcare entitlements and has worked incredibly hard to make a 30-hour week possible for the 2023- 2024 school year. We are delighted that the demand from families to attend our Wildflowers preschool continues to grow.

We were very pleased to submit our Trustees Annual Report (TAR) to the Charity Commission. Again our thanks go to Amanda Buck who took over the treasurer position and ensured that the Financial element of TAR was compiled and completed.

As part of her role Amanda set up budget systems, a tracking system for invoices and a direct debit payment to the Village Hall for our rent and utilities. She has set up a new system with the Leadership Team to ensure that all parent payments are tracked.

Throughout 2023 and 2024 the Leadership Team worked together on the strategic direction and with staff and parents supporting them, our vision and ethos was reviewed and evaluated and Coltishall & Horstead Wildflowers preschool was further developed. Staff worked together to develop a Wildflowers logo and with a web site designer created the Coltishall & Horstead Wildflowers Website <https://www.wildflowerspreschool.co.uk>

Emily and Cayla continued to lead staff development, with a keen focus on Planning in the moment and staff meetings are used to ensure that staff further embed this in to their practice. Wow moments (peer support) are recorded where staff see good practice with each other.

We also continued to develop the Facebook Page and the use of Tapestry. The fundraising team was successful in raising much needed further funds to continue to develop the outside area, allowing children to access the garden throughout the year. Staff and children developed the garden together and they continued to develop the pod, which is a wonderful addition to our Wildflower setting as it provides a lovely quiet and cosy covered area for the children to break into small groups and learn in. The children and staff continued to develop the garden planting flowers and fruit and vegetables. Staff continued to develop the music area, water area, bug hotel and mud kitchen.

We have continued to make improvements to the indoor environment. Wildflowers became the home for two Guinea Pigs to provide a rich learning opportunity for the children and to support childrens mental health. The room was reorganised to ensure there are open spaces and rich pockets of learning areas.

We have provided many opportunities for out of preschool experiences, such as walks around the village and visits from outside speakers. As well as regular trips over to our allotment and to the local primary school.

Our fundraising team have continued to raise very necessary funds as follows;

- Amazing Scarecrow Festival – so successful that Norfolk Radio contacted us and interviewed a parent on the fundraising team as a live report.
- Christmas Cards sales,
- Christmas Raffle (Thanks to Lynda Alexander & Gillian Alexander for letters to local business)
- Garage Sale

Coltishall & Horstead Preschool



- Parent and Children Sports Day which was a tremendous success and parents and children had a marvellous time and raised money at the same time.

2023-2024 Preschool events.

- Visit from the Fire officer and fire truck
- Visit from the Dentist
- Visit from Police
- Visit from bugz uk
- Very regular visits to our allotment
- Visits to the Preschool from Teachers for the children transitioning to the Primary Schools
- Visit to Coltishall Primary School
- Christmas Parties
- Family Picnics
- Leavers Party
- Open Mornings
- Cake sales
- World Book day
- Mother's Day Breakfast
- Easter egg hunt
- Chicks arrived
- Library reading café day visit
- Leavers party
- Garage Sale
- Scarecrow festival

How Wildflowers preschool proposes to meet its charitable aims in the coming year:

We intend to continue to encourage the development of the children attending Wildflowers Preschool by ensuring that their emotional, physical, and intellectual needs, are supported according to the needs of each child. They are assessed as an individual and part of a group by:

- Continuing to support the staffing team which runs the setting and will continue to provide adequate resources for learning materials, activities, and training in order to maintain a highly skilled staffing base able to fulfil the needs of the children in an early year's preschool setting and complying and developing the new Early Years Framework.
- Staff identified as the Key Person to a child will continue to maintain detailed Learning records and will use Tapestry, to chart their development. Parents/carers will be able to see the development through Tapestry and regular informative Facebook articles as well as meeting parents/carers daily outside to welcome their child and say goodbye to their child at the end of the session. They also attend regular feedback meetings. Parents and carers complete regular feedback forms and we are pleased that all parents are very happy and complimentary about the provision that their child receives.

Telephone: 07539 928124

email: coltishall.preschool@gmail.com

Registered Charity Number: 1164338

Ofsted Registration Number: EY501142

Coltishall & Horstead Preschool



- Families continue to be encouraged to take an active role in the running of the Preschool wherever possible. The structure of the organisation provides for parents or friends of the Wildflowers Preschool to become members without the full obligations associated with being a Trustee, although this is always welcomed too.
- We have an excellent relationship with our local primary school ,where early years staff liaise with the Wildflowers preschool and both settings gain mutual benefits.

As Chair I am proud to say that Wildflowers Preschool staff continues to run a safe, happy, nurturing, warm, and welcoming environment, where the Wildflower children can learn and flourish . In the years of 2023 – 2024 we have again been very busy and have taken great strides to further develop our wonderful Wildflowers Preschool. We received a very complimentary report regarding the safeguarding audit from the local authority Early Years advisor with further compliments from them on our provision and the setting. We are continuously, striving for outstanding quality early years education and have grown each year as a Preschool , with excellent provision and as a consequence have become increasingly popular with families each year. We are exceptionally grateful for the support of the staff, families, trustees, the fundraising team, and the community.

Julie Ward
Chair of Trustees

Coltishall and Horstead Pre-School		Budget Report:		31-Aug-24	
RECEIPTS	Prev Yr Out-turn	This Yr Budget	Budget to 31-Aug-24	Actual To 31-Aug-24	Variance
R1-INCOME FROM CHILDCARE					
R1-NCC Funding	58,698.96	65,000.00	65,000.00	60,241.06	-4,758.94
R1-NCC EYPP	506.00	1,000.00	1,000.00	836.24	-163.76
R1-NCC SEND	3,983.84	2,200.00	2,200.00	4,468.24	2,268.24
R1-Childcare Provision Fees	31,756.99	25,000.00	25,000.00	16,391.88	-8,608.12
R1-Designated Grants or Funding	320.00	0.00	0.00	320.00	320.00
R2-INCOME OTHER					
R2-Fundraising	373.13	1,000.00	1,000.00	2,477.27	1,477.27
R2-Uniform Sales	89.68	0.00	0.00	71.00	71.00
R2-Donations	0.00	0.00	0.00	550.00	550.00
R2-Snack Donations	173.00	450.00	450.00	332.50	-117.50
R2-Day Trips & Activities	0.00	250.00	250.00	0.00	-250.00
R2-Other	119.99	0.00	0.00	63.95	63.95
R3-INVESTMENT INCOME					
R3-Interest-Bank Accounts	0.00	0.00	0.00	71.79	71.79
R9-ADVANCE RECEIPTS					
R9-ReceiptsInAdvance	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS	96,021.59	94,900.00	94,900.00	85,823.93	-9,076.07
PAYMENTS	Prev Yr Out-turn	This Yr Budget	Budget to 31-Aug-24	Actual To 31-Aug-24	Variance
P1-STAFFING					
P1-Wages	66,503.18	70,000.00	70,000.00	66,131.05	3,868.95
P1-HMRC	1,560.70	1,700.00	1,700.00	1,246.53	453.47
P1-Pension Contributions	4,430.26	4,600.00	4,600.00	4,810.57	-210.57
P1-Training	322.76	0.00	0.00	273.00	-273.00
P1-Subscriptions	374.18	100.00	100.00	91.00	9.00
P1-Expenses	5.59	20.00	20.00	0.00	20.00
P1-Staff Uniform	147.60	0.00	0.00	0.00	0.00
P1-Well-Being	0.00	350.00	350.00	412.88	-62.88
TOTALS	73,344.27	76,770.00	76,770.00	72,965.03	3,804.97
P2-PRESCHOOL COSTS					
P2-Rent of Premises	10,025.00	10,025.00	10,025.00	9,975.00	50.00
P2-Improvements to Premises	99.71	0.00	0.00	0.00	0.00
P2-Insurance	973.18	710.00	710.00	651.51	58.49
P2-Safety/Maintenance	93.47	200.00	200.00	151.86	48.14
P2-Learning Resources	1,563.92	450.00	450.00	661.52	-211.52
P2-Snack/Refreshments	426.39	450.00	450.00	260.00	190.00
P2-Subscriptions and Registrations	0.00	350.00	350.00	260.79	89.21
P2-Day Trips & Activities	204.60	100.00	100.00	47.02	52.98
P2-Refuse Disposal	0.00	400.00	400.00	508.80	-108.80
P2-Cleaning Materials and Hygiene	1,111.64	700.00	700.00	168.06	531.94
P2-Large Appliances	0.00	0.00	0.00	121.36	-121.36
P2-Small Appliances	0.00	0.00	0.00	0.00	0.00
P2-Miscellaneous	36.60	40.00	40.00	166.80	-126.80
TOTALS	14,534.51	13,425.00	13,425.00	12,972.72	452.28
P3-OTHER ACTIVITIES					
P3-Fundraising Expenses	0.00	100.00	100.00	621.40	-521.40
P3-Fundraising Purchases	0.00	900.00	900.00	2,066.80	-1,166.80
TOTALS	0.00	1,000.00	1,000.00	2,688.20	-1,688.20
P4-ADMINISTRATION					
P4-Stationery	87.84	90.00	90.00	76.84	13.16
P4-Computing Technology	0.00	0.00	0.00	79.99	-79.99
P4-Postage & Telephone	60.00	72.00	72.00	72.00	0.00
P4-Bank Charges	0.00	0.00	0.00	0.00	0.00
P4-Advertising	600.00	200.00	200.00	0.00	200.00
P4-Office Equipment	0.00	50.00	50.00	157.75	-107.75
P4-Internal Signage	0.00	0.00	0.00	0.00	0.00
P4-Miscellaneous	1,350.50	0.00	0.00	177.00	-177.00
TOTALS	2,098.34	412.00	412.00	563.58	-151.58
P5-DESIGNATED GRANTS					
P5-EYPP	433.24	1,000.00	1,000.00	850.51	149.49
P5-SEND	1,350.86	2,200.00	2,200.00	1,829.66	370.34
P5-Designated Grants	37.77	0.00	0.00	0.00	0.00
TOTALS	1,821.87	3,200.00	3,200.00	2,680.17	519.83
P6-PAYMENTS IN ADVANCE					
P6-Payments In Advance	0.00	0.00	0.00	0.00	0.00
TOTAL PAYMENTS	91,798.99	94,807.00	94,807.00	91,869.70	2,937.30
Net Receipts Less Payments	4,222.60	93.00	93.00	-6,045.77	-6,138.77
EXCLUDING ADVANCE RECEIPTS & PAYMENTS					
Total Receipts	96,021.59	94,900.00	94,900.00	85,823.93	-9,076.07
Total Payments	91,798.99	94,807.00	94,807.00	91,869.70	2,937.30
Net Receipts Less Payments	4,222.60	93.00	93.00	-6,045.77	-6,138.77
INTERNAL TRANSACTIONS					
DEPOSIT ACCOUNTS					
DA1-Savings Account	0.00	0.00	0.00	0.00	0.00
OTHER TRANSACTIONS					
O-Bank/Cash Transfers	0.00	0.00	0.00	0.00	0.00
O-PFY Unreconciled	0.00	0.00	0.00	0.00	0.00
O-Liabilities	0.00	0.00	0.00	0.00	0.00
O-Other	0.00	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00
Current Account	Total	Contingency Account		Total	
	14,391			6,113	
Cash Account	Total	Fundraising Account		Total	
	0			4,555	



Report to the trustees

Coltishall & Horstead Preschool

On accounts for the year
ended

31 August 2024

Charity no
(if any)

1164338

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Date:

06-06-2025

Name:

Scott Chapman

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

Address:

Colin Richardson Accountants Limited

Waterloo House, 17 Waterloo Road

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

Based on the information provided, the accounts for the year ended 31 August 2024 represent a true and fair reflection of the income and expenses. Suggestion has been made for the reanalysis of some limited costs otherwise the review found no material matters of concern for the accounts. Payroll is currently under review and a secondary report is likely to be required. We have not carried out an audit.