



## **December 2021 Managers/Trustees Report 2020/2021**

This year we have said goodbye to staff member Sara Lucas and welcomed Ellie Mundy and Jessica Thomson to the staff. Ellie is level three qualified and Jessica is our new apprentice.

September 2020 started off well, with lots of new starters, who have settled well. Following all the Covid 19 guidelines we are still not allowing parents into the setting, which are finding enables the children to settle easier.

We continue to follow all of our Covid guidelines, to ensure we keep the setting as clean as possible, well ventilated and wash our hands frequently.

Our new online learning journal Tapestry is working really well, especially in these times when parents have limited access to the setting. The parents are able to see straight away what their child has learnt or engaged in during their sessions. It allows us to share all information with the parents and in return they can share useful information with us.

Our Christmas Nativity was a little different this year, we recorded the Nativity for parents to watch at home. The children enjoyed doing it and it was lovely to watch. Parents feedback was they really enjoyed it and loved seeing all the outtakes of bits that went wrong. Thank you, Rhiannon for organising and recording the Nativity.

Shelley School recorded their nativity and sent us a link, so we were able to watch it with the children in the setting. The children enjoyed seeing their friends in the nativity.

Our Christmas party was lots of fun, with over 45 children attending, we even had a visit from Father Christmas.

Unfortunately, we were not able to have our Easter event this year due to Covid.

During the Summer term, we took our special needs children up to Shelley for them to have more time in the reception area before they started in September, unfortunately we were unable to take all the children for visits again due to Covid restrictions. The children only had one transition visit to Shelley to meet their teacher and see the classroom and I was able to support them by accompanying them. The children were fantastic, they listened to the teachers and were well behaved, I was very proud of them all.

We held a leavers party which the children really enjoyed as we played party games and had party food. It was sad to say goodbye to them, but each of them received a photo and present from Skylarks.

With minimum wage going up again, we felt it was only right that all members of staff had a pay rise.

Pension rates have increased, more members of staff entering into the pension scheme.

EYFS changes come into practice in September 2021, Kathleen and other staff members have been updating their knowledge by going on courses run by West Sussex. Over the summer break Kathleen will purchase new resources to ensure we continue to cover the new curriculum.

During the year we continued to update our outside area with new resources. The children love having the extra space and it makes it easier for us to keep the main outside area clean for the other users.

The new nursery in the village opened in July 2021, we will have to wait and see if this has an impact on our numbers.

We were unable to have our annual summer visit due to Covid but hope that we will be able to resume this in 2022.

Due to our increased numbers of children, we have been able to rent out the two new halls and use them as our snack and lunch hall and for group activities especially designed to help the children who are going to be starting school in September.

Claire will be starting her level 3 qualification in September 2021.

We have taken on an apprentice, Jessica Thomson, and she has started her level two qualification.

We had a very busy Summer term with most sessions completely full. We said goodbye to 40 children.

We already have 15 new starters for September 2021.

**Signed**

.....  
.....

**Print Name**

..... STEPHEN WOOD .....

**Position**

..... CHARTERED ACCOUNTANT ICAEW ACA .....

**Date**

..... 17/11/2021 .....



**Skylarks Community Preschool Accounts**  
**1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021**  
**Charity Number 1169303**

Starting Balance: **£34,538.27**

**Total Income:** £184,383.43

WSCC Fees: £161,876.96

Parents Fees: £ 20,803.87

Fundraising: £. 0.00

Furloughed staff payment from Government £ 1,702.60

**Total Expenditure:** £172,247.98

Activities: £ 4604.85

Arts and Crafts: £ 3194.49

Cleaning Products: £ 839.29

Paper Towels: £ 377.74

Plastic Cups £ 224.94

Nappies/Wipes/Tissues £ 364.17

Snacks/Fruit £ 1851.71

Coffee/Tea £ 345.22

Stationery £ 1713.60

Laptops £. 1205.00

Toys £ 4839.90

New Equipment	£ 5996.19
Uniform	£ 770.84
Annual Subscriptions	£ 1820.66
Phone/Printer	£ 2423.18
Wages/HMRC	£123,002.22
Rent:	£. 6903.24
Books:	£ 912.97
Maintenance:	£ 475.55
Entertainment/Days Out:	£ 947.97
Gloves :	£ 250.71
Pension:	£ 2296.66
First Aid:	£ 315.16
Training:	£. 794.19
Fees returned due to Covid	£. 59.23
Sage Payroll	£. 504.00
Covid Cleaning	£. 905.98
Redevelopment of outside area	£ 2926.89

**End Balance: £46,673.72**

**Signed as a true and accurate statement of accounts.**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

SKYLARKS COMMUNITY PRE-SCHOOL ~~AN~~

On accounts for the year  
ended

31 AUGUST 2021

Charity no  
(if any)

1169303

~~09-00-16~~ ~~AN~~

Set out on pages

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

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

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

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

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

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

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

Signed:

Date:

17/11/2021

Name:

STEPHEN WOOD

Relevant professional  
qualification(s) or body

ICAEW (ACA)