

# **TRUSTEES ANNUAL REPORT 2022- 2023**

## **Sallywags Pre-School (Edgworth) Registered as a Charitable Incorporated Organisation Charity No. 1171204**

Bolton Road, Edgworth, BL7 0AH

### **Introduction**

This has been an overall positive year for Sallywags where the nursery remains a popular choice for early years provision, and 26 children attending the setting from September 2023. This has meant there has been a steady stream of children and the nursery are at full capacity most days.

It is the sixth complete year since Sallywags became a Charitable Incorporated Organisation (CIO). During this twelve-month period the preschool has continued to maintain its Outstanding delivery with the staff developing imaginative themes to peak the children's interests. Sallywags meet and greet our children at the gate each morning, as have found children settle more or less immediately using this procedure. Parents are very welcome to come in at any time if they wish and are actively encouraged to do so. Sallywags have also now adopted the Mini Minds Matter which is a children's mental health approach, and all staff are now qualified to Level 1.

The committee continues to support with a variety of events throughout the year to help raise funds for the nursery. This includes three Bedtime Story events and the Mini Mighty which took place in June 2023 and proceeds have helped to fund enhancement activities.

Sallywags has now completed twelve years at Turton and Edgworth Primary School. We have continued to build on our relationship with school and strengthen the partnership, creating an excellent working relationship with the head teacher and infant team of the school. This has helped to ensure each child's transition is excellent and that they are well prepared for school.

As part of our agreement with school, we have regular meetings that seek to develop links. We are also required to submit a termly report, as well as the Annual Report to the headteacher to inform them of news and developments at Sallywags.

The CIO is a legal entity, in its own right and can hold property. The lease of the building was due for renewal in September 2022 and has since been successfully renewed until 2025. We will continue to liaise with School to ensure we achieve another three years after this date. The School Head Teacher and Governors support Sallywags remaining on site at Turton and Edgworth Primary School. The final decisions are made by the diocese.

## **Financial Overview**

This is the report for the fourth full financial period for Scallywags Pre-school (Edgworth) CIO from 1<sup>st</sup> September 2022 to the 31<sup>st</sup> August 2023.

Total gross income for the period was £130,742 (previous year £113,029) with payments made of £123,060 and cash funds at the end of the year of £62,511 (previous year £54,829). Finances will continue to be monitored as this year has seen a significant increase in running costs due to the rise in cost of living and inflation (Rent / Service charges / Snacks have all increased around 22%). Minimum wages have also increased from £9.50 to £10.42 p/h and in the coming year these are expected to rise again to £10.50-£11.00 p/h. To help support these higher costs, Scallywags have increased their fees in line with inflation, including increasing the costs of Snacks £75p per session to £1.00, and Sports from £3.00 to £4.00 per child.

From April 2023, there has been an increase in Early years funding which has gone from £4.50 to £4.60 per hour, however this is an area of concern as it does not cover the hourly rate and results in Scallywags being at a deficit. From April 2024, two-year-olds will be able to claim funding which is good for families but still leaves the nursery in a vulnerable position. This has been raised as a complaint and Susan will continue to raise these questions to the funding team.

## **Fundraising and Community Links**

Scallywags and the committee team have had a successful year of fundraising and have put on regular events throughout the 2022-23 academic year. This has included three bedtime story events and the Mini Mighty in June 2023, where money raised went towards outdoor equipment and enhancement activities. Plans have been put forward for more fundraising events in the coming year, including a Christmas raffle, more bedtime story evenings, and a proposed Scallywags reunion evening.

Scallywags aims to continue to support the committee and develop community partnerships in order to raise money for new outdoor equipment.

## **Staffing & Development**

Scallywags' greatest asset is its staff and we continue to maintain the 8 qualified staff and a cleaner, this includes; 1 Manager with Level 6 Qualification; 2 Deputies x Level 3 Qualification; 2 x Level 3 Qualification; 2 x Level 2 Qualifications and 1 unqualified who is working towards level 2.

Sadly Tracy retired after 15 years at the end of summer 2023 and Hannah also left due to wanting to spend more time with her family. They will both be greatly missed as they have contributed greatly to our outstanding status. We have since recruited Fiona who has replaced Tracy's role, she is qualified to Level 3 and she is settling in nicely. Our apprentice Elysia is now qualified to Level 2, Outstanding and working towards her level 3 qualification which she commenced in September 2023. Natalie is also now qualified to level 2 Excellent, and from September 2023, is working towards achieving her level 3.

In addition, Rachel is halfway through achieving her level 2 Qualification and hopes to qualify for Christmas 2023.

Members of staff have continued to develop their experience through relevant training courses and events and we would like to thank them for their continued hard work. Zoe has been training in Special Educational Needs and is Now Qualified Level 3 Special Educational needs coordinator in Early years. Other Courses include Paediatric 1<sup>st</sup> Aid, 1<sup>st</sup> Aid at Work & Defibrillation training and Wellcomm Training (communication and Understanding).

As part of their professional development the manager and deputy manager (Susan Hodgkiss, Linda and Zoe) have updated their DSL (Designated Safeguarding Lead ) Training and attend Safeguarding-SEND meetings. They also attend Blackburn with Darwen Early Years Network meetings three times a year. These meetings are always valuable and keeps the Nursery up to date with other childcare providers in this area, and changes within the sector.

Among their highly skilled and organised individuals, Scallywags Pre-school can certainly pride itself on continuing to provide excellent quality, but also affordable pre-school education within Edgworth. Our long-term targets include to continue to build and motivate our strong team at Scallywags, building strong partnerships with parents, challenge our British values and Diversity to ensure Cultural Capital is embedded within the setting to ensure all children gain the best experiences possible, along with raising money for much needed outdoor equipment and enhancement projects.

### **Additional Thank you's**

Susan would like to thank all the staff for an amazing year and the support they give to her which helps make the setting remain outstanding. They come up with fabulous ideas which all link with to the children's interests. Susan would also like to take this opportunity to thank her Deputies, Linda and Zoe, for their excellent support they give to her, the staff and the setting to ensure all is run smoothly. In addition, Susan would also like to thank all the committee members for their continuous support and for being part of the wonderful team.

### **Statement of Trustees' Responsibilities**

The constitution specifies the roles and responsibilities of the Trustees, and new trustees will find a copy in their packs. As part of the CIO process, Scallywags adopted a new constitution - the Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013. As of the AGM, Scallywags will have 8 trustees, 2 of whom are parents of children currently attending the setting (the constitution provides that ideally at least 2/3 trustees should be parents of children currently attending the setting). We would like to thank all committee members for their hard work over the last year.

Susan has worked at Scallywags now for 10 years next February 2025, Six years ago, we appointed our manager, Susan Hodgkiss, as a trustee, and this appointment of a paid staff member as a trustee was approved by the Charities Commission. Susan fulfils the role of OFSTED Nominated Person. With her

extensive training in childcare and the EYFS, the committee and management team feel that she is best placed to continue with this role.

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***Signed at the Annual General Meeting - 16<sup>th</sup> November 2023***

**Trustees: November 2022 - November 2023**

Patricia Raseta (Chair)  
Leah Farnworth (Secretary)  
Sheila Latham (Treasurer)  
Susan Hodgkiss  
Tessa Eagle  
Ashely Hill  
Suzanne Nugent  
Claire Watson

**Trustees being elected or re-elected at the AGM**

Patricia Raseta (Chair)  
Leah Farnworth (Secretary)  
Sheila Latham (Treasurer)  
Susan Langley  
Tessa Eagle  
Ashely Hill  
Suzanne Nugent  
Claire Watson

**Attached: Cash Flow Statements September 2022-August 2023**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
callywags Pre-school

No (if any)  
1171204

## Receipts and payments accounts

CC16a

For the period  
from

Period start  
01/09/2022

To

Period end date  
31/08/2023

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	29,396	-	-	29,396	35,100
Fee Deposits	702	-	-	702	803
Fundraising	2,360	-	-	2,360	712
Nursery Education Funding	94,760	-	-	94,760	71,931
Sundry	3,452	-	-	3,452	4,343
Fee Vouchers	-	-	-	-	-
Donations	73	-	-	73	140
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>130,742</b>	<b>-</b>	<b>-</b>	<b>130,742</b>	<b>113,029</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>130,742</b>	<b>-</b>	<b>-</b>	<b>130,742</b>	<b>113,029</b>
<b>A3 Payments</b>					
Wages	93,623	-	-	93,623	86,964
Rents and Rates	3,872	-	-	3,872	1,100
Premises Costs	11,636	-	-	11,636	7,544
Catering Costs	3,695	-	-	3,695	3,137
Consumables	1,973	-	-	1,973	3,122
Equipment	-	-	-	-	777
Office Cost	6,227	-	-	6,227	9,688
Sundry Expenses	1,434	-	-	1,434	1,226
Fundraising	-	-	-	-	213
Fee Deposit Return	600	-	-	600	700
	-	-	-	-	-
<b>Sub total</b>	<b>123,060</b>	<b>-</b>	<b>-</b>	<b>123,060</b>	<b>114,471</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>123,060</b>	<b>-</b>	<b>-</b>	<b>123,060</b>	<b>114,471</b>
<b>Net of receipts/(payments)</b>	<b>7,682</b>	<b>-</b>	<b>-</b>	<b>7,682</b>	<b>- 1,442</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>54,829</b>	<b>-</b>	<b>-</b>	<b>54,829</b>	<b>56,271</b>
<b>Cash funds this year end</b>	<b>62,511</b>	<b>-</b>	<b>-</b>	<b>62,511</b>	<b>54,829</b>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Callywags Pre-school

No (if any)  
1171204

## Receipts and payments accounts

CC16a

For the period  
from

Period start  
01/09/2022

To

Period end date  
31/08/2023



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	RBS Bank Account	60,044	-	-
	Petty Cash	175	-	-
	Equals Card	2,292	-	-
	<b>Total cash funds</b>	<b>62,511</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval






CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Report to the trustees/  
members of

Charity Name

Sallywags Pre-school

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity  
no (if  
any)

1171204

Set out on pages

1 to 2 (Receipts and Payments Account form CC16a)

(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 31/08/2023

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").

Responsibilities and basis  
of report

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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

Independent examiner's  
statement

- the accounting records were kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records

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:

24/10/2023

Name:

Joshua Barclay

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

Address:

8 Waltham Avenue

Wigan

WN6 7RU

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.

NONE

# Scallywags Year End Accounts 31<sup>st</sup> August 2023 SUMMARY

## Gross Income

The gross income has increased slightly from the previous year, and although the Fees has decreased, the Nursery Education Funding is displaying a larger income stream of 72% of the total gross income signifying a shift in the means of payment for the children.

It can also be seen that Fundraising has increased significantly.

## Payments

It is felt the costs that the Nursery Manager has no control over have significantly increased from the previous year – wages, rent, rates, premises costs. It is recommended that these costs are reviewed and budgeted for the following year as inflation rises and these costs increase more could have a detrimental effect on the business moving forward. The rises in wages and rent specifically could potentially make this an unsustainable business.

It is pleasing to see some of the other costs that the Nursery Manager does have more control over falling. This displays a more conscious effort in spending money and trying to help the business run more cost effectively. In particular the office costs and consumables costs have decreased.

## Summary

The current business model appears to have no scope for a rise in costs and given the expected rise in minimum wage – a planned rise to at least £11ph from April 2024 – this could be an issue for Scallywags Preschool. We recommend a formal budget is put together by the Nursery Manager and look at ways of increasing the income to counteract these wage increases. Questions to be asked such as can Scallywags increase their fees any further? Is there any scope to cross sell such as through Scallywags merchandise? Can the wages be decreased through reducing staff numbers?