

Priory Pre-School Annual Trustees Report 2019-2020

Registered Charity Number 1173593 *entered on the Register of Charities on 28th June 2017*

Charity's Address Priory Pre-School
Pendre Close
Brecon
Powys
LD3 9EU

Names of charity trustees who manage the charity

Cllr. Matthew Dorrance (Chair)
Lynsey McCrohon (Responsible Individual)
Gail Jones (Secretary)

Supported by
Claire Pugh

Names of Setting Leader
Kim Gage-Thomas – 3+ Setting Leader

Structure, Governance and Management

Type of Governing Document – *Constitution*
How the Charity is constituted – *Incorporated Organisation*
Trustee selection methods – *appointed by committee*

Objectives and Activities

The aims of the Pre-School is to enhance the development and education of pre-school children in Wales, by encouraging parents to understand and provide for their needs through high quality pre-school provision and childcare.

The main purpose of the charity is to provide high quality childcare to the local community and surrounding area. The main aim of the pre-school is to enhance the development and education of children and to provide support and information to parents on how to provide for the needs of their children. We do this by:

- Offering stimulating play, education and care facilities.
- Working closely with multi agency teams such as health visitors, speech and language therapists, Action for Children team, Children's social services team.
- Providing children with experiences that they might not have at home, such as school trips

Priory Pre-School Policies and Procedures

The pre-school has an extensive set of policies and procedures. These set the standards to which the pre-school runs.

The policies most relevant to parents/carers can be found in the Parent handbook, although the complete set of policies is held in the 3+ setting classroom and can be accessed at any time following a request to the Pre-School Leader.

The operational plan, statement of purpose and all policies and procedures are reviewed and updated as necessary and or/ in line with any change in regulation. Any changes to the service are notified to Care inspectorate Wales (CIW). Parents are informed of any changes to policies and procedures that affect them, and they will be asked to sign a new copy of the parent/carer contract indicating acceptance.

Table of Policies and Procedures:

Statement of Purpose	Operational Plan	Parent contract
Child Collection Form	Permission for Sun Cream	Request to administer medication form
Child registration form	Asthma policy	Healthy eating/Keeping fit policy
Complaints policy	Whistle blowing policy	Confidentiality policy
Inclusion policy	Leaving and collecting children policy	Nappy changing policy
Staffing policy	Taking photographs policy	Settling in policy

Admissions policy	Induction policy	Keeping children within the premises policy
Administration of medication policy	Procedure if a child is not collected	Exclusion of sick children
Key worker policy	Parent participation policy/Parent questionnaire	Children participation policy/All about me book
Selecting resources policy	Promoting positive behaviour	Anti-bullying policy
Equal opportunities policy	Additional needs policy	Date protection policy/Information sharing policy
Food hygiene policy	Health, safety and welfare policy	Safeguarding policy
Outings policy	Accident/emergency procedures	Sun protection policy
Allergies/intolerance record form	Procedure in the event of a fire	Risk assessments
Daily Hazard checklist	Next steps for learning record form	Risk assessments/check list for outings
Supervision form	Appraisal form	Electric certificate
Routine of the session	Planning sheets	First aid certificates
Food hygiene certificates	Child protection certificates	Floor plan/measurements of the room
Public Liability insurance	Lease of premises	

Summary of the main achievements of the charity during the year

A positive return for the pre-school after the summer holidays. The setting offered up to 19 morning places for 2 hours funded educational provision by the Local Authority and then wrap around childcare for the remainder of the day (Childcare Offer Wales). We are registered with Care Inspectorate Wales for full day care provision. Links with parents were also improved significantly with a regularly updated private FACEBOOK page

which not only celebrated learning experiences but regularly informed parents about events/ information linked to the setting.

The staff continue to work hard in ensuring a stimulating, thought-provoking and calm learning environment is offered both inside and outside. Training included Pete Moorhouse woodwork training, a member of staff visiting Wingate Nursery in Durham to observe their child-led practice and WELLCOMM training. Experiences this term included the children attending a music workshop organised by Brecon Baroque Festival – they loved it! The parents also attended the setting for a Christmas Carol Singing event and the children enjoyed a wonderful Christmas party together.

Current priorities this year include :-

Improvement target one – To develop numeracy skills within the setting

Improvement target two – To develop Welsh language skills within the 3+ setting

Improvement target three - Develop a positive partnership with parents.

In the Spring term two new setting assistants were welcomed to the team Mrs Sarah Jones, working 30 hours a week and Mrs Rebecca Lloyd-Buften working 20 hours per week. During this term the setting was inspected jointly by Estyn and Care Inspectorate Wales to read the full report please visit

Inspection report -

https://gov.wales/docs/cssiw/report/inspection_reports/00007622_c_200803_e.pdf

Recommendations from within the report were

1. Ensure that practitioners always respond quickly when children need support to manage their behaviour
2. Enrich the curriculum further through community links including opportunities for children to learn about cultures represented with the setting

3. Ensure that all policies and procedures are specific to and meet the needs of the setting and are followed consistently

Work soon began in addressing these recommendations including purchasing resources to support staff in delivering sessions which celebrated different cultures. A review of Incredibly Years behaviour Strategies was also put in place as well as organising training for new staff on IY techniques.

Sadly, soon after the inspection covid pandemic hit and lockdown measures were put in place. Priory Pre-School along with other maintained settings in the local cluster of schools operated a hub provision for children of key workers and vulnerable children. The provision was offered seven days a week, operating from 8:00 am until 6:00 pm seven days a week.

The setting adapted risk assessments, adopted policies from the Local Authority to ensure compliance with COVID -19 measures and amended their Statement of Purpose to reflect the change in circumstances. The Hub operated until the end of the summer term.

Financial Review

At the time of our AGM our current account balance stands at £17,034

Further Financial information

Priory Pre-School (3+ setting) receives funding from the local authority to cover the 3 & 4 year olds provision. Funding for

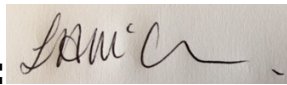
sessions beyond 11:00 am comes from the Childcare Offer Wales.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

A handwritten signature in black ink, appearing to read 'Lynsey McCrohon', written on a light-colored rectangular background.

Full Name: Lynsey McCrohon

Position: Responsible Individual

Date: 01/02/22

Priory Pre-School - 3 Plus Setting
Yearend 30 September 2020

	2020	2019
Income		
Powys CC	16,169	16,883
Ceredigion CC	37,618	7,182
Co_op Grant	1,782	
NPTC	2,572	-
CAF	-	-
Donation	-	100
Wrap Around Care	1,420	1,019
Fruit Money	-	119
	<u>59,561</u>	<u>25,303</u>
Expenditure		
Salaries & Oncosts	32,859	18,580
Supply LSA Cover	3,131	1,314
Payroll	105	120
Training	72	870
Insurance	329	-
New Equipment	3,732	2,223
Equipment	854	2,317
Postage & Printing	210	272
Room Hire	6,800	-
Data Protection	40	40
DBS	52	-
Misc	95	9
Donation	-	500
	<u>48,279</u>	<u>26,245</u>
Balance b/fwd 1 October 2019	5,752	6,320
Surplus/ (deficit) on Year	11,282	(942)
Transfer Priory Pre-School	-	374
Balance C/fwd 30 September 2020	<u><u>17,034</u></u>	<u><u>5,752</u></u>

Statement of Assets and Liabilities

for Period 1 October 2019 - 30 September 2020

Cash Assets	30/09/2020
Bank Account	17034

Liabilities

Examination of Accounts 2019 & 2020	250
HMRC	136
NEST	90



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Priory Pre-School – 3 Plus Setting

**On accounts for the year
ended**

30 September 2020

**Charity no
(if any)**

1173593

Set out on pages

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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30 September 2020**

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do 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 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:

S. Davies

Date:

8 February 2022

Name:

Susan Davies

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

MAAT

Address:

PAVO, Unit 30 Ddole Road Industrial Estate

Llandrindod Wells, Powys, LD1 6DF

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