



Annual Report 2021-22 Committee Year

AGM 26th September 2022

Introduction

This academic year has been really busy for CAPS despite seeing the return of Covid which seemed to really do the rounds in all schools over the Winter. We lost a few of our Trustees throughout the year due to various reasons but the staff have been amazing and we had a really fun packed year for the children.

The children had many visits throughout the year. Jodie from Moo Music ran regular singing, music and dance sessions. We also had visits from a midwife to learn about babies and West Berkshire Muslim Centre to learn about EID. Various animals visited the children including chickens, guinea pigs, tortoise and a petting zoo! The children watched caterpillars grow into butterflies and tadpoles grow into frogs! They also got busy making lots of delicious treats, including soups, smoothies and apple pie. We all celebrated a lot throughout the year, marking many occasions such as World Dinosaur Day, World Dance Day, Mother's and Father's Day and Valentine's Day etc. Natalie, our Deputy Leader has also continued Yoga with the children which they love.

Due to the lifting of most Covid restrictions throughout the year we were able to hold a few parties for the children. They had a bonfire party, mini sports day, a Christmas party, an end of term party and a graduation tea party for our leavers. We made sure that the children were getting involved in community life with their sunflowers display for Ukraine at the Thatcham Nature Discovery Centre and their Jubilee art and celebrations with Cold Ash village.

Our leader Lucy, who joined us in 2020/21 has been able to implement more of her ideas and initiatives after settling into the role. We now have 'focus' children to enable us to develop specific activities for all the children take part in but which will address individual developmental needs. Children are also taking home 'chatty bags' to encourage discussions and development at home.

We did unfortunately have a break in during the year but we were all amazed at the generous support and kind offers from the local community to protect our pre-school.

We ended the year in a record-breaking heatwave and the children had lots of fun with water play and plenty of ice lollies. More recently we have been paying our respects to Queen Elizabeth II and the children learned a lot during a visit to St. Marks Church to sign the book of condolence.

We have built on the support we have been able to offer to our children who have Special Educational Needs and Disabilities. We have been recommended by West Berkshire Council to a number of families due to our dedicated SENCO and experience helping all children thrive and develop.

Rebecca Bye who was Chair throughout part of the year has worked hard to put many documents and procedures into place to ensure the smooth transition of Committees from year to year. Many master documents ensure all committee members and staff can keep track and monitor important aspects of the regulatory and legal requirements of the Pre-School, including our Single Central Records. In turn, a well-informed Committee is better able to support and lead the pre-school staff.

Children

In the academic year, we had 40 children enrolled at Cold Ash Pre-school. We said goodbye to 23 in the Summer who left us to start school. Of these, the majority went to Cold Ash St.

Marks, a few to St Finian's and the rest to other local schools. There are 38 children enrolled this year.

Governance & Leadership

We had 7 parents on the committee this year, three of whom left part way through the year. We met every 4-6 weeks as necessary and held urgent 'extraordinary' meetings when needed.

Despite the movement in Trustees, we worked extremely hard on a number of aspects including the banking and reserves, our Safeguarding audit, updating and adding to our policies and procedures, ensuring staff were looked after and supported and ensuring our facilities were maintained and updated where necessary.

Finance & Funding

Fund Balances

Account	Balance 31/08/22	Balance 31/08/21
Main	£52,421	£85,550
Fundraising	£7,458	£4,525
Deposit	£50,000	£16,015
Cash	£27	£22

Income/Spend Summary

	Budgeted	Actual
Income	£102,096	£96,654
Spend	£92,944	£92,865
Net	£9,152	£3,789

We ended the year with a surplus of £3,789 against a budget of £9,152 (surplus). Our total income was £96,654 against budget of £102,096 and previous year income of £139,122. West Berkshire Council had their deficit funding plan in place which saw our hourly rates reduced from 2020/21. The drop against budget was mainly attributed to £19,113 of income relating to the Autumn 2022 term being received in August 2022, and therefore being accounted for in the previous financial year.

Other income included over £400 in bank compensation of after the Pre-School was a victim of fraud. All funds were recovered and we received compensation for the way our fraud was dealt with.

We were also able to apply for additional funding for a number of our children with special educational needs. We have dedicated SEN members of staff and have worked with our

families to ensure that we are supporting these children to the best of our ability. Some of this funding was for staff time to be spent with the children and some was spent on toys, books and equipment which was tailored to help the development of our children.

Our rent was higher than budgeted and the prior year due to a change in the invoicing from the Acland Hall who moved from invoicing in arrears to invoicing in advance. Staff costs were broadly in line with budget. We made the decision at the year end to award each staff member with a small bonus for their dedication and commitment throughout the year to 31 August 2022. We also had more staff joining the pension scheme this year.

Fundraising: Events, Donations & Matched Funding

Our fundraising income was up £1,872 on the previous year. One of our Trustees, Selina Hall, very kindly raised money for the Pre-School by running London Marathon. Selina raised over £1,000 for the Pre-School. We also had a successful Christmas raffle, raising just under £1,000 and in March 2022 we held our sponsored bounce. Many of the children proved they could do a lot more bounces in one minute than we expected and raised £1,283. Vodafone matched £350 of our fundraising for the sponsored bounce.

Fundraising income totalled £4,322 this year. We have been generously supported by parents, members of the local community and local businesses with donations, services provided, gifted equipment and matched funding.

In addition, we have received a steady flow of donations via our online donation platforms:

- Easy Fundraising
- Amazon Smile
- West Berkshire Lottery

A huge thank you to everyone who has generously donated to our fundraising and volunteer requests, the support is always gratefully received and monies are spent carefully.

Marketing & PR

We have been very active on our Facebook page this year; this is a public page where we have enjoyed sharing what we've been up to at CAPS with the wider community and prospective parents. We've also had lots of activity in our private parents' group (CAPS Members) which is a welcome form of communication for parents. Our leader has posted weekly updates with pictures of what the children and staff have been doing in setting that week. Many parents have fed back that this is a great way of getting their children to talk to them about their time spent in setting. Our white board updates each day have also allowed parents to talk to their children about their days at the end of the session. Most families have been amazed at just how much the children get up to each day and the discussions that have then followed.

We have also been working on sending out more newsletters through the year to communicate with parents and keep them up to date with reminders and information. The website is also under constant review but we feel that this is now an improved space for gaining information on the pre-school.

Parent Partnership

We have been working hard this year to build on communication and relationship building with parents which had proved difficult throughout the pandemic restrictions. We have been able to start to invite parents into sessions to stay and play and volunteer with events such as the

farm visit. This really is a valuable experience for parents and we are very much looking forward to more parents and carers coming in to join us over the coming academic year.

We have continued throughout the year to remind parents of our 'open door' policy. We have encouraged parents to call or email our staff anytime to arrange a meeting or phone call if they have any queries or concerns regarding their children or the pre-school. In addition, we have posted on Facebook a 'weekly round up' each Friday describing what the children have been up to and sent out a newsletter at the end of each half term with all the latest news and events. We have also been using a white board outside the gate each day summarising activities. This ensures that parents know what their children have been doing each day and has been a great conversation starter between parents and children about their experiences, aiding communication skills and emotional development.

We have continued to use Eylog for sharing 'wow' moments, milestones and news about children with their parents. All staff (not just key workers) contribute to the children's learning journeys. In such a small setting we have the advantage of all the setting staff getting to know all the children extremely well and sharing in their growth and development. With the start of the new academic year Eylog is no longer in use at the Pre-School and we have moved over to Tapestry which is being well received by parents and staff. Tapestry is used by many of our surrounding and catchment schools so should also assist with transitions to school for both staff and parents.

Human Resources

This year we have welcomed Amy and Kelly, both now very much valued and loved members of the team. Natalie was also promoted to Deputy Leader and has been doing a fantastic job of supporting Lucy our Pre-School Leader.

Helen has undertaken additional training to become our SENCo (Special Educational Needs Coordinator) and her knowledge and training has been invaluable to us throughout the year. She has supported many families and continues to build on her knowledge and experience. Amy has also undertaken training to become an ELSA (Emotional Literacy Support Assistant). Amy has been working with many of the children throughout the year, planning and undertaking different sessions to help the children with their emotional development.

We have undertaken various training sessions throughout the year, including our Safeguarding training which was attended by all staff and a Trustee representative. Lucy and Natalie attended the EPOP festival, all about Exploring the Power of Play. They have lots of great new ideas to bring to the Pre-School. As Trustees, we encourage the staff to approach us with ideas of additional training which will help both the Pre-School and their own personal development.

Operations & Administration

We erected a new shelter for the children's coats and bags. A massive thank you to CG Roofing for providing the labour and building our shelter. We were also donated a wooden tower and slide for the children which they love and have been practicing using the fireman's pole!

During the year we increased our enrolment deposit after we had a number of 'no shows'. This seems to be working well and parents are making a more informed decision when registering their child for a place. Our enrolment deposit is now in line with other local childcare settings.

A review of reserves meant we moved some of our cash balances to a new bank who were endorsed by The Charities Aid Foundation. This enables us to earn more interest on balances 'reserved' for specific purposes. We have also set up a PayPal account to make it easier for CAPS to receive donations.

WE WOULD LIKE TO SAY A BIG THANK YOU TO EVERYONE WHO HAS SUPPORTED COLD ASH PRE-SCHOOL THIS YEAR

Staff:

Amy Chambers
Carol Taylor

Clare Wormald
Helen Barnes
Kelly Eeles

Lucy Sandel
Natalie Williams

Committee:

Alice Dearden - Resigned
June 2022
Kimberley Gavigan

Louise Green
Rebecca Bye - Resigned
June 2022
Rosie Rogers

Selina Hall
Sophie Ingram - Resigned
January 2022

Cold Ash Pre School
Accounts For the year ended 31 August 2022

	2023	2022
Receipts		
Main activities	91,518	134,380
Fundraising activities	4,322	4,246
Uniform	484	496
Interest	137	0
Gift Aid	193	0
Total receipts	96,654	139,122
 Payments		
Main activities	92,865	90,724
Fund raising activities	0	424
 Total payments	92,865	91,148
 Net surplus for year	3,789	47,974
 Opening balance		
Current account	85,550	38,696
Fund raising account	4,525	3,405
Deposit account	16,015	16,013
Cash book	19	21
Net surplus/(deficit) for year	3,789	47,974
	109,899	106,110
 Closing balance		
Current account	52,421	85,550
Fund raising account	7,458	4,525
Deposit account	50,000	16,015
Cash book	20	19
	109,899	106,110

Section B

Disclosure

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.



Section A

Independent Examiner's Report

Report to the trustees

Cold Ash Pre-School

On accounts for the year
ended

31 August 2022

Charity no
(if any)

~~1041100~~
1174604

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

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 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.

Signed:

Date:

14/03/2023

Name:

Gillian Down

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

ICAEW

Address:

EJBC Limited, 2 Toomers Wharf, Newbury, RG14 1DY