

HASLINGFIELD LITTLE OWLS PRESCHOOL

England & Wales - Charity number 1174884

Details

Other names HASLINGFIELD LITTLE OWLS, LITTLE OWLS

Status Registered

Legal form CIO

Company number [CE012367](#)

Registered 2017-09-28

Register [View on the Charity Commission register](#)

Contact

Address The Methodist Chapel
High Street
Haslingfield
Cambridge
CB23 1JW

Phone 07704908109

Email office@haslingfieldlittleowls.org.uk

Website <http://www.haslingfieldlittleowls.org.uk>

Activities

Objects: THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: We work for the public benefit having as our objective the development/education of children particularly by:1. Promoting their care/safety; 2. Promoting education & parental involvement; 3. Promoting health/well-being; 4. Providing services to support them, their families & carers; 5. Providing services to members of the CIO; 6. Furthering the Pre-school Learning Alliance aims.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£67,627	£73,556	-	-
2023-08-31	£65,005	£53,226	-	-
2022-08-31	£70,953	£74,274	-	-
2021-08-31	£70,953	£74,274	-	-
2020-08-31	£63,264	£62,692	-	-

Trustees

Name	Role	Appointed
Rosie Gray-Cowley	Chair	2025-01-27
Alexandra Farmery		2025-01-27
Julie Angela York		2023-01-26
Victoria Holt		2025-01-27

HASLINGFIELD LITTLE OWLS PRESCHOOL

England & Wales - Charity number 1174884

Accounts

Chair's Report for the Year 2023-2024

[1 September 2023-31st August 2024]

Presented to the AGM on 27th January 2025 and submitted to the Charities Commission as part of the Charity's Annual Return

Reference and Administration details:

Charity Name: Haslingfield Little Owls Pre-school CIO
Registered Charity No: 1174884

Charity's Principal Address:
Haslingfield Little Owls Pre-school CIO
Haslingfield Methodist Church
High Street
Haslingfield
Cambridge CB23 1JW

Name of Charity Trustees who manage the Charity:

Trustee Name	Office [if any]	Dates acted if not for whole year
Heather Bailey	Chair	Appointed as Chair 22 nd November 2022
Charlotte Soules	Secretary	Appointed as Secretary 22 nd November 2022 Resigned: February 2024
Julie York	Treasurer	Appointed as Treasurer 22 nd November 2022
Sue Barnard	Vice-Chair Head of Fundraising Acting Secretary	Appointed 22 nd November 2022 Resigned: February 2024 Appointed Head of Fundraising March 2024 Appointed 'Acting Secretary' June 2024
Alison Power	Head of Fundraising	Appointed 22 nd November 2022 Resigned: March 2024
Natalie Carter	Social Media/Website	Appointed April 2024

Membership will consist of:

- [1] Family Members – family of children
- [2] Affiliate Members – anyone interested in furthering the aims of the charity.

Trustees will consist of:

- [1] A minimum of 3 members (Chair, Treasurer, Secretary: Mandatory roles)
- [2] A maximum of 12 members
- [3] Where possible, with at least 60% members having children at the pre-school.

Trustees are appointed and reappointed annually at the Annual General Meeting. All trustees give their time voluntarily and receive no remuneration or other benefits.

Objectives and Activities

Our objectives continue to be to work for the public benefit with regards to the development and education of children by:

1. Promoting their care and safety.
2. Promoting their education and promoting parental involvement.
3. Promoting their health and wellbeing.
4. Providing services to support them and their families and carers.
5. Providing services to individuals holding membership of the CIO.
6. Furthering the aims of the preschool learning alliance [now the Early Years Alliance].

The Trustees have given careful consideration to the Charity Commission's public benefit guidance. Our activities have contributed to be the provision of Early Years care to children aged 2-4 [inclusive].

General 2023-24

It is so rewarding to report that Haslingfield Little Owls preschool has a bright future after the challenges it faced in 2022/23. This year has seen continual growth and stability, with increasing child numbers and a brilliant teach team, led by Kayleigh Kearns. The total number of children attending the preschool increased from 11 at the beginning of the Autumn term 2023 to 24 at the end of the summer term 2024.

Forest School: Forest school led by Becky Slater was introduced in January 2024 which is hugely popular with the children. Presently this is offered one afternoon a week but with extra staffing in the future we hope to expand to further sessions being offered.

Finances:

Whereas our main focus in 2022/23 was raising as much money as possible to ensure the future of the preschool and invest in staffing etc., this year we focussed more on resources and with the support of the Parish Council, were able to purchase new furniture and further teaching resources for Setting. Members of the Parish Council were invited to visit Setting in July 2024 to chat to staff and see the new equipment in situ.

Staff

Our manager, Kayleigh Kearns has remained focused on an ethos which promotes emotional wellbeing, togetherness and friendship. With her "Hygge in the Early Years" curriculum and leader training, children are offered a sense of security and wellbeing giving a sense of Setting being like an extension of home. Kayleigh resigned as Manager in July 2024.

In July 2024 Katie York was promoted to Manager and Becky Slater promoted from 3rd in Charge to Deputy Manager. The committee will advertise for a 3rd in Charge to join the teaching team at the beginning of the Autumn Term 2024.

I would like to thank our incredible staff team for their commitment to Little Owls which is extraordinary and collectively they bring a wide range of experiences, creativity, kindness and a passion for Early Year. Thank you to all of you for your hard work.

Links with our community

We continue to be grateful for our strong links with other groups in our community. I would like to thank the Methodist Church for their continued support and for sharing their building with us.

I would also like to extend thanks to the Early Years Advisory team at the County Council who have given us support this year. Our gratitude extends also to the Parish Council for their continued support and their willingness to help Little Owls financially. Thank you also to Sheila Walker, Church and Village magazine, for her support over the year.

Committee:

This year has seen significant changes with Little Owls Committee. Following the last AGM in February 2024 only three members remained. Charlotte Soules resigned as Secretary, Alison Power resigned as Head of Fundraising. Sue Barnard stepped down as Vice-Chair and took on the role of Head of Fundraising from March 2024, and acting Secretary whilst DBS and Suitability checks were underway with a new committee member.

Natalie Carter joined the committee in April 2024 as a general member with responsibility for Social Media and Website. With so few Committee members it has been a struggle at key times – especially when running the fundraising events.

The focus of our year ahead: 2024/25

Our focus for the year ahead is to continue building on the success we have achieved over the past year, to expand where possible sessions for Forest School and increase staffing to meet the demand on places, presently we have waiting lists in operation.

Finances: Like so many charity run pre-schools finance continues to be a major challenge and the proposed increase in Minimum Wage by the Government this April 2025 once again is going to have a huge impact on finances. Fundraising remains key in providing extra money to continue the financial stability of the preschool.

Future of the preschool: For the preschool to be sustainable in the future a major change is required, i.e. it needs its own base where it can operate a full day to meet the needs of all families especially where parents are both working. The current committee's discussions with the wider community remain ongoing.

Committee

The Chair and Treasurer have to stand down having completed their two years in office. The Chair will remain on Committee as Vice-Chair. The Head of Fundraising is also standing down. Both the Treasurer and Head of Fundraising will remain full committee members, offering support to new members. Following the AGM a new fundraising sub-group will be formed independently of the Little Owls Committee, with one or two members reporting to Little Owls meetings.

Summary and thanks to committee

I would like to finish by saying a big thank you to every member of the committee who have worked tirelessly for the past 12 months. Thank you to all the parents who have helped in various capacities and who have donated generously to Little Owls.

Heather Bailey

Chair: Haslingfield Little Owls Preschool

Fundraising Report 2023-2024

Fundraising was down a bit in 2023/2024 compared to 2022/23. A few of the key areas were:

Bonfire Night [-£400] A decision had been taken following the fireworks event in 2022 when a record number of people were in attendance, to reduce the number of tickets sold to make the event safer.

Football Refreshments: [-£942] 2023 was an extremely cold wet spring, many matches including cup games were cancelled due to bad weather or frozen pitches. Also we had not run refreshments on some dates in the Autumn term as they clashed with events like Christmas Fair, or Bonfire night.

The two Coronation events raising £905 and Easter Egg Hunt raising £325 in 2022/23 were not repeated in 2023/24.

However we still had a very successful year raising a further £7,131.64 for Little Owls funds.

FUNDRAISING: 2023/34

Date	Event	Amount	2025
10 October	Pop Up Coffee Shop	£ 400.00	£0
November	Bonfire Night	£2,490.55	£2,450.00
November	Christmas Fair	£ 690.00	£ 290.00
20 January	Jumble Sale	£1,116.00	£1,200.00
12 March	Pop Up Coffee Shop	£ 255.15	
13 March	Repair Café Eco Group	£ 72.50	
20 May	Parish Council AGM		

	Cash	£ 34.00	
	Zettle	£ 26.00	
	+ £100 donation	£ 100.00	
May	Football : Total for season	£1,159.17	£1,359.00
23 June	Village Neighbourhood Plan [Cash £196.27] [Zettle £98.00]	£ 294.27	
5 July	Strawberry Fair : BTransfer MC [Zettle £61.00]	£418.00 £ 61.00	
July	Plant Stall Barton Road	£ 15.00	
	Total	£7,131.64	

The Autumn term is always extremely busy with three events planned.

We got off to a good start in October 2023 with the Pop Up Coffee morning held at the Methodist Church raising £400.

One of our main fundraising events of the year is the annual fireworks display held in the Wellhouse Meadow in November, which we host in collaboration with the Scouts. This year £2,490 was raised with 1,000-1,200 people in attendance. For me personally this is one of the highlights of our fundraising calendar and the most enjoyable.

Just a few weeks later, also in November, was the annual Christmas Fair which is organised by the Methodist Church where Little Owls is responsible for refreshments. A small selection of hot food items were introduced alongside the normal festive cakes and pastries which was very successful. A further £690 was raised for LO funds.

2024:

Christmas and New Year had passed but there was no time to rest, as plans get underway for our second largest event which is the Jumble Sale, held in January at the Village Hall. Despite extremely cold weather and the footfall being less than previous years, we still raised a further £1,116.00.

In March £255.15 was raised at a second Pop Up Coffee morning at the Methodist Church, and £72.50 was raised by selling refreshments at the Repair Café an event run by the Eco Group.

In the summer term we were involved with three further events. Annually we serve refreshments at the Haslingfield Parish Council AGM which is held in May. In addition to £60 that we raised the Parish Council made a further donation of £100 for Little Owls funds.

In June we were serving refreshments again, this time for the Village Neighbourhood Plan group where a further £294.27 was raised.

Our final event of the year was the Strawberry Fair held in early July. One never to be forgotten. We set up early in the morning in lovely sunshine, the bunting was flying in the breeze, but heavy showers were forecast. We had the option to move the games inside, but chose to stay outside in the gardens. Almost to the minute the event was due to start, it began to rain and once it started it never stopped, everything on the stalls got absolutely soaked, but people still came and tried to 'Hook a Duck'! But despite everything we still raised £479.

In addition to our main fundraising events we also support Haslingfield Colts Football Club by providing refreshments every Saturday morning at the recreation ground. In the Autumn Term this was primarily Alison and myself with one or two extra volunteers on odd weeks. When Alison stepped down from Head of Fundraising at the February AGM 2024 I then continued to do this event by myself. The amount raised for the season was £1,159.17.

A huge thank you to everyone who has helped with fundraising this year, whether baking cakes, cooked for us, run stalls, helped sort jumble, publicised the events, put up posters or just come along to enjoy the events. We couldn't have raised so much money without you. So thank you everyone.

Sue Barnard [Head of Fundraising]



Treasurer's Report – 27/01/2025

Attached are the current reports for income and expenditure up to 31/08/2024 for your information and approval.

Profit and loss report for 2023/2024 academic year.

Current situation

- £23,988 = account(s) balance as of 31/08/2024 (£32,064 prior year)
(Current account £3,765 (£21,995 prior year))
- Savings account £20,223 (£10,069 prior year)

- Income for this financial year totals £67,627 (prior year £65,000)
 1. Fees and Early Years Funding: £54,799 (prior year £36,375)
 2. Outstanding fees: £3,125
 3. Fundraising: £7,702* (prior year £9,955)
 4. Donations: £4,977 (including £2,963 donation from HPC) (prior year £18,615)

- Expenditure: £73,566 (prior year £52,038)
 1. The largest expenditure is on staff salaries £56,370 (prior year £37,013)
 2. Rent is £7,608 (prior year £6,623)

Our income versus expenditure has left us with a deficit of £5938 (prior year surplus of £12,962)

Savings account

- Our savings account holds £20,223 (prior year £10,073). This provides 3 months of closure costs, should we need to close. Committee reviewed the amount to be kept in reserve and decided to increase the amount to reflect the increase in rising costs. *Charities Commissions recommends at least 3 months be held in reserve, to cover emergency costs, redundancy/closure liabilities etc.*

Our accountant/auditor also advised to move money into the savings account to increase interest earnings.

General Position

There are several reasons why we have incurred a deficit this financial year, low number of children at the start of the Autumn Term 2023, the large increase in the minimum wage, which was reflected in staff's salaries, small increase in funding of places for 3 and 4 year olds. Outstanding fees have also contributed to the deficit. The fee structure was changed to help families with childcare costs, this may need reviewing in the future.

The introduction of funded 2's for working parents helped financially but the government funding of all 3 and 4 year olds remains below the actual cost of providing a place for the child. With an increase of 4.75% from April 2025, bringing the funded hour from £5.40 to £5.66 per hour, and with the 6.7% increase in National minimum wage together with the added increase in employers national insurance contributions, extra strain will be placed on the finances. However, with the number of children requiring a place in September 2024 increasing, the outlook for the coming academic year looks more stable than in recent years.

As with previous years we will need to fundraise for the academic year 2024-25 to bridge the gap in the government funding.

*Fundraising report for the year 2023-2024 (1st September 2023 – 31st August 2024)

Fundraising events: Annual village bonfire, Christmas Fair, Jumble Sale, Strawberry Fair, Football refreshments, coffee mornings and refreshments provided for several village events, small amounts from Easy Fundraising.

Report ends.

Thank you,

Julie York

Treasurer

Haslingfield Little Owls		
INCOME AND EXPENDITURE ACCOUNT		
1st September 2023 to 31st August 2024		
	12 months	12 months
	2023/24	2022/23
INCOME		
Fees	54799	36375
Fund raising income	7702	9955
Donations	4977	18615
Miscellaneous income	0	0
Interest	149	60
Interest	0	0
Total Income	67627	65004
EXPENDITURE		
Wages and salaries	56370	38240
Fund raising expenditure	1389	1943
Rent	7608	6623
Professional fees	550	699
Equipment purchases	5156	3986
Insurance	633	239
Miscellaneous expenses	278	147
Training	651	440
Subscriptions	931	910
Total Expenditure	73566	53226
Surplus (Deficit)	-5938	11778
Haslingfield Little Owls		
BALANCE SHEET		
As at 31st August 2023		
	2023/24	2022/23
CASH		
Cash (bank current account)	3765	21995
Cash (bank deposit account)	20223	10073
Cash in hand		
Total Cash	23988	32068
DEBTORS		
Prepayments and accrued income	419	334
Interest accrued		
Milk refund		
Unpaid fees	3125	
Fund raising income		
Fees received late	0	
Total Debtors	3544	334
CREDITORS		
Invoices payable		
Refund of fees (covid)		
Balance of August Salries Owed		-777
Holiday pay		
Expenses Due		-260
Fees paid in advance	-5607	-3503
PAYE	-450	-450
Donation HPC for next fy		
Fundraising income		
Total Creditors	-6057	-4990
Total	21474	27412
ACCUMULATED FUND		
Balance brought forward	27412	15634
Surplus/(Deficit) for the year	-5938	11778
Total	21474	27412



Section A Independent Examiner's Report

Report to the trustees

Charity Name
Haslingfield Little Owls

On accounts for the year ended

31 st August 2024	Charity no (if any)	CEO012367
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Set out on pages

1 to 2
(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**.

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 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:

4th MARCH 2025

Name:

David J Rowe

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

FCMA, FGMA

Address:

16 Wytherlies Drive Bristol BS16 1HX

HASLINGFIELD LITTLE OWLS PRESCHOOL

England & Wales - Charity number 1174884

Accounts

Final report for AGM February 2024
Chair's Report for the Year 2022-2023

[1 September 2022-31st August 2023]

Presented to the AGM on 8th February 2024 and submitted to the Charities Commission as part of the Charity's Annual Return.

Reference and Administration details:

Charity Name: Haslingfield Little Owls Pre-school CIO
Registered Charity No: 1174884

Charity's Principal Address:
Haslingfield Little Owls Pre-School CIO
Haslingfield Methodist Church
High Street
Haslingfield
Cambridge CB23 1JW

Name of the Charity Trustees who manage the Charity:

Trustee Name	Office [if any]	Dates acted if not for whole year
Heather Bailey	Chair	Appointed as Chair 22 nd November 2022
Charlotte Soules	Secretary	Appointed as Secretary 22 nd November 2022
Julie York	Treasurer	Appointed as Treasurer 22 nd November 2022
Sue Barnard	Vice-Chair	Appointed 22 nd November 2022
Alison Power	Head of Fundraising	Appointed 22 nd November 2022

Structure and Governance

The Model CIO Constitution for Childcare Providers 2013 from the Pre-School Alliance [now Early Years Alliance] has been adopted and remains unaltered.

Membership will consist of:

[1] Family Members – family of children

[2] Affiliate Members – anyone interested in furthering the aims of the charity.

Trustees will consist of:

[1] A minimum of 3 members (Chair, Treasurer, Secretary: *Mandatory roles*)

[2] A maximum of 12 members

[3] Where possible, with at least 60% members having children at the pre-school.

Trustees are appointed and reappointed annually at the Annual General Meeting. All trustees give their time voluntarily and receive no remuneration or other benefits.

Objectives and Activities

Our objectives continue to be to work for the public benefit with regards to the development and education of children by:

1. Promoting their care and safety.
2. Promoting their education and promoting parental involvement.
3. Promoting their health and wellbeing.
4. Providing services to support them and their families and carers.
5. Providing services to individuals holding membership of the CIO.
6. Furthering the aims of the preschool learning alliance [now the Early Years Alliance].

The Trustees have given careful consideration to the Charity Commission's public benefit guidance. Our activities have contributed to be the provision of Early Years care to children aged 2-4 [inclusive].

Chairs Introduction

2022-2023 has been a very interesting year for Little Owls, reaching a low point towards the end of the Autumn term/start of the Spring Term but due to the brilliant teamwork from staff, committee and community ended the Summer term in a very positive position. Our manager, Kayleigh has remained focused on an ethos which promotes emotional well-being, togetherness and friendship and continues to lead the Setting in such a way with wonderful outcomes for the children.

I would like to thank our incredible staff team – Kayleigh, Katie, Sobia, Charlotte and Caroline. Their commitment to Little Owls is extraordinary bringing experience, creativity and a passion for Early Years which makes Little Owls the lovely setting it is.

Achievements and Performance

Autumn Term 2022: Child numbers were low due to a large cohort of children leaving Little Owls at the end of the Summer Term to start school in September resulting in a financial shortfall. At half term the Deputy Manager stepped down and the difficult decision was taken by the previous committee to close the afternoon sessions from the beginning of the Spring Term to try and ease the financial situation.

Spring Term 2023: The Deputy Manager was reinstated which strengthened the management team meaning that Setting could stay open in the event the Manager or Deputy Manager were absent for any reason. They were supported by two L3 practitioners and one bank staff. In February we reviewed the financial situation, and it became apparent that despite the planned extensive fundraising programme we were still looking at a significant

shortfall in funds. In addition, the extra money to cover the rise in the minimum wage which came into force on 1st April 2023 had to be factored in. An Appeal to the community was launched towards the end of February which was hugely successful, and we are very grateful for all the support that was given to us at that time. I would also like to also thank the Parish Council for their generous donation of £3,000.

Small initial changes that made a difference

Signposting

Early in the Spring term we began to focus on advertising and promoting the preschool. The outside space used by the children requires extensive refurbishment and there was just one poster on the Notice Board at the entrance of the Methodist Chapel indicating the location of the preschool. It was decided that the preschool needed to be more visible within the village. In the Easter holidays further signs were erected at the entrance to the Methodist Church and on the gate at Setting. Information posters were also placed on the Village Hall and Parish Council Notice Boards at the recreation ground. In addition, the entrance gate to Setting was re-stained, new planters put in situ by the main door and the Little Owls Notice Board refurbished.

Advertising/Recruitment: Every opportunity was taken to advertise and promote the preschool. From Easter until the end of the Summer Term information about the preschool and future fundraising events was displayed on two large boards in the reception area of the Methodist Church. A tri-fold information leaflet was designed advertising Little Owls, which was handed out and displayed at all our fundraising events and 'Little Stars' [mother & toddler group] which proved very useful initiating discussions with new prospective parents.

Summer Term: As with the previous two terms our focus was continuing the fundraising programme; we were involved on both days of the King's Coronation weekend in May, and finally finished in June with the Strawberry Fair.

In the second half of the Summer term with numbers of children attending and enquiries increasing our focus turned to staffing levels. We advertised for a full-time member of staff – 3rd in Charge – to strength the management team.

Staffing

Katie York was reinstated as Deputy Manager from the beginning of the Spring Term, and completed her Early Years Teaching Training at the end of the Summer Term. Becky Slater was recruited at the end of the Summer Term as 3rd in Charge and joined the team in the following Autumn term.

Links with our Community

We continue to be grateful for our strong links with other groups in our community. I would like to thank the Methodist Church for their continued support and for sharing their building with us.

We are also grateful to our local primary school – thank you to Donna Peck; Acting Head at Haslingfield school, who joined the management committee in a ring-fenced role focusing on the links between the pre-school and the primary school. I would also like to extend thanks to the Early Years advisory team at the County Council who have given us support this year.

Our gratitude extends also to the Parish Council for their continued support and their willingness to help Little Owls financially.

Reserves Policy

The Reserves Policy was reviewed and no changes made in this academic year.

The Year Ahead

Financial pressures and sustainability remain our top focus. With a strong staff team now in place we will be able to:

- Increase Hours: The afternoon sessions will be reinstated Monday, Tuesday and Wednesdays from the beginning of the Autumn Term 2023.

We will continue to:

- Staff Recruitment: Constantly review child numbers and recruit staff accordingly.
- Finances: A considerable fundraising programme will continue for 2023/24.
- Begin a programme to continue the refurbishment of Setting and rebuild Little Owls dwindling teaching resources.

Summary and Thanks

We remain grateful to the committee, staff, parents, children and other stakeholders for everything they do to make Haslingfield Little Owls the wonderful setting that it is providing high quality care for the youngest members of our community.

Heather Bailey

Chair: Haslingfield Little Owls Pre-School Management Committee

Haslingfield Little Owls

Independent Examiners Report to Trustees

As requested, I have carried out an examination of the accounts for year ending 31st August 2023 as presented to me by the Treasurer.

General review

1. The financial situation has vastly improved from last year with a substantial increase in fund raising and donations. Just to note that donations also include £5,600 for Katie. There is also an increase in expenses for Katie.
2. I was pleased to see that a register of invoices has been maintained so that payment of invoices can be monitored. However this did indicate that about £3,500 was outstanding. As it is unlikely that these will be collected they have not been included as accrued income. A process should be developed to chase up on outstanding amounts for 2023-24.
3. The Examiners Certificate and final accounts have been sent to Julie.
4. I would like to thank Julie for her help during some difficult circumstances and I understand that 2023-24 is now in a better state.

Scope of activities

1. I have checked the payments to the vouchers, invoices and supporting receipts where these were available.
2. I have checked the receipts entries to the vouchers and supporting documentation where this was available. As a number of these are cash transactions it is not possible to confirm their completeness.
3. I have agreed the financial statements to the supporting records.
4. I have agreed the bank account balances in Balance Sheet to the appropriate third party documentation.
5. I have raised appropriate queries with the Treasurer and sought the necessary responses.

Issues arising

1. There does seem to have been a number of issues arising from the handover of the treasurership to Julie mainly caused by the bank.
2. There were a number of receipts for payments that were missing but I have received

assurances from Julie that no payments were made without being properly supported.

The level of expenditure seems consistent to last year.

3. There is a substantial balance in the current account which should be transferred to the deposit account to earn some interest.



Section A Independent Examiner's Report

Report to the trustees

Charity Name: Haslingfield Little Owls Preschool CIO

On accounts for the year ended

31st August 2023

Charity no (if any)

CEO012367

Set out on pages

1 to 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and basis of report

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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.

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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:

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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: 12.02.24

Name:

David J Rowe

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

Fellow of CIMA & CGMA

Address: 16 Wytheries Drive

Bristol

BS16 1 HX

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.

Nothing to report

Date: 12/02/18



Name: David J Row

Relevant professional qualification or body (if any): Fellow of CIMA & CIMA

Haslingfield Little Owls
INCOME AND EXPENDITURE ACCOUNT
1st September 2022 to 31st August 2023

	12 months 2022/23	12 months 2021/22
INCOME		
Fees	36,375	44,029
Fund raising income	9,955	2,372
Donations	18,615	4,327
Miscellaneous income	0	12
Interest	60	-
Interest	0	-
Total Income	65,004	50,739

EXPENDITURE		
Wages and salaries	38,240	44,163
Fund raising expenditure	1,943	233
Rent	6,623	6,967
Professional fees	699	664
Equipment purchases	3,986	2,465
Insurance	239	1,048
Miscellaneous expenses	147	351
Training	440	264
Subscriptions	910	1,012
Total Expenditure	53,226	57,167
Surplus (Deficit)	11,778	(6,428)

Haslingfield Little Owls
BALANCE SHEET
As at 31st August 2023

	2022/23	2021/22
CASH		
Cash (bank current account)	21,995	8,803
Cash (bank deposit account)	10,073	10,013
Cash in hand		
Total Cash	32,068	18,906

DEBTORS

Prepayments and accrued income	334	
Interest accrued		
Milk refund		
Unpaid fees		138
Fund raising income		
Fees received late	0	
Total Debtors	334	138

CREDITORS

Invoices payable		
Refund of fees (covid)		
Balance of August Salries Owed	(777)	
Holiday pay		
Expenses Due	(260)	
Fees paid in advance	(3,503)	(3,356)
PAYE	(450)	(54)
Donation HPC for next fy		
Fundraising income		
Total Creditors	(4,990)	(3,410)
Total	27,412	15,634

ACCUMULATED FUND

Balance brought forward	15,634	22,062
Surplus/(Deficit) for the year	11,778	(6,428)
Total	27,412	15,634

HASLINGFIELD LITTLE OWLS PRESCHOOL

England & Wales - Charity number 1174884

Accounts



Minutes of Annual General Meeting on 7th December 21, at 7:30pm

Present: Amy Downes (AD), Aja Hickford (AH), Abby Maddison (AM), Alison Power (AP) Beth Wiggan (BW), Caroline Cadman (CC), Charlotte Loynes (CL), Ella Pope (EP), Heather Duke (HD), Katie York (KY), Laura Stevens (LS), Liz Lightfoot (LL), Sara Jones (SJ), Sherie Chivers (SC), Ruth Hatfield (RH)

Apologies: James Hayward (JH)

1. Chair's Report for the Year 2020-2021 (1 September 2020 – 31 August 2021)

Presented to the AGM on 7 December 2021 and submitted to the Charities Commission as part of the Charity's annual return.

Reference and Administration details

Charity Name: Haslingfield Little Owls Pre-School CIO

Registered Charity No: 1174884

Charity's Principal Address: Haslingfield Little Owls Pre-School CIO

Haslingfield Methodist Church

High Street

Haslingfield

Cambridge CB23 1JW

Name of the charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted if not for whole year
Heather Duke	Chair	Appointed as Chair 28 Jan 2021
Ella Pope	Vice-Chair	Appointed as vice-chair 10 May 2021
Liz Lightfoot	Trustee	Appointed as trustee 16 April 2021
Sara Jones	Secretary	Appointed as trustee 28 Jan 2021 and secretary 10 May 2021
Amy Downes	Treasurer	Appointed as trustee and treasurer on 7 December 2021
Aja Hickford	Trustee	Resigning 7 December 2021
Laura Mavely	Chair	Resigned as Chair and trustee 28 Jan 2021
Helen Brammar	Treasurer	Resigned as Treasurer and trustee 28 Jan 2021
Ruth Hatfield	Trustee	Resigned as trustee 28 Jan 2021
Katie York	Treasurer	Appointed as trustee 28 Jan 2021 and treasurer 10 May 2021 Resigned 21 August 2021

Structure and Governance

The Model CIO Constitution for Childcare Providers 2013 from the Pre-School Alliance (now Early Years Alliance) has been adopted and remains unaltered.

Membership will consist of:

- 1) Family Members – family of children
- 2) Affiliate Members – anyone interested in furthering the aims of the charity.

Trustees will consist of:

- 1) A minimum of 3 members
- 2) A maximum of 12

3) where possible, with at least 60% members having children at the pre-school.

Trustees are appointed and reappointed annually at the Annual General Meeting. All trustees give their time voluntarily and receive no remuneration or other benefits.

Chair's introduction and thanks to the staff

In common with last year, this year at Little Owls has been characterised by huge achievements and varying challenges. I would like to thank our incredible staff team – Abby, Katie, Sobia, Caroline, Charlotte, Laura and Julie. Each one of them brings unique skills and gifts to Little Owls and it has been a huge privilege (both as a parent and a committee member) to see them in action over the past few years. Their commitment to Little Owls is extraordinary and between them they bring experience, creativity, kindness, a passion for Early Years and a devotion to our community which makes Little Owls the lovely setting that it is. Thank you to all of you for your hard work. I'd also like to thank Sarah Rittman and Hannah Golden, both of whom have worked at Little Owls at various points in the past year and brought with them wonderful skills with children and a commitment to help often at late notice.

It is helpful to reflect on this staff team because it is a reminder of how lucky this village is to have people who are passionate about Early Years and long to give the youngest members of our community their very best start.

Objectives & Activities

Our objectives continue to be to work for the public benefit with regards the development and education of children, in particular by:

1. Promoting their care and safety;
2. Promoting their education and promoting parental involvement;
3. Promoting their health and wellbeing;
4. Providing services to support them and their families and carers;
5. Providing services to individuals holding membership of the CIO;
6. Furthering the aims of the preschool learning alliance [now the Early Years Alliance].

The Trustees have given careful consideration to the Charity Commission's public benefit guidance. Our activities have continued to be the provision of Early Years care to children aged 2- 4 (inclusive).

Achievements and Performance

Staying open

Throughout such a challenging year, Little Owls has managed to stay open for all but a handful of sessions during this last year, which is a real credit to the staff. Our first case of Covid-19 was 16 days ago and so far this is the only case we have had in setting. We did of course all hope that by this point we would have put more of this pandemic behind us. As it stands, two of our staff members are unable to go into setting this week for reasons linked to covid, and the pandemic looms large for us all. But remaining open and meeting our objectives, particularly the promotion of the care, safety, health and wellbeing of our children, is something to be celebrated.

Focus on equality

It is well known within the sector that the pandemic has had a significant impact on children's education and care. But it is also true that families have experienced the pandemic in very different ways and that, far from being in the same boat, the ability of families to weather the storm has been linked to privilege and opportunity. Once again, disadvantaged children and those with Special Educational Needs and Disabilities (SEND) are most likely to suffer. This has been a big passion and focus for our staff team who have been completely dedicated to doing all they can to close the gap and give all children, including those with additional needs, a solid foundation and start to their education.

Staffing

Staffing has been a chronic problem for Little Owls –the low remuneration and high workload in the Early Years sector makes this an increasingly difficult area in which to work. But the decision to invest in staff really is paying dividends now. Caroline and Charlotte have achieved their level 3 qualifications – to do this during a pandemic really is extraordinary. We have employed Laura Stevens as our Early Years Assistant on a zero hours basis which has made an enormous difference to the children and staff alike, particularly during a year with so many additional pressures and requirements, e.g. all the extra cleaning necessary because of Covid-19. We were able to re-open the Thursday session in Spring 2021 and so now offer Monday and Tuesday 9am-3pm, Wednesday 9am-1pm and Thursday 9am-1pm. We wish it could be more, but again we are so pleased to have sessions for children on four out of five days of the week.

Links with our community

We continue to be grateful for our strong links with other groups in our community, which have been invaluable through the pandemic. I would like to thank the Methodist Church for their continued support and for sharing their building with us during a time in which it has been very difficult for them and other faith-based communities to continue to meet. The beautiful garden at the Methodist Church truly contributes to the well-being of both staff and children and we feel particularly grateful for that, especially during a period when the children and adults have been outside for as much time as possible. We are also grateful to our local primary school – thank you to Mr Hayward and Mrs Lightfoot for logging on tonight. Liz Lightfoot joined the committee in April specifically to bring Early Years' experience to committee. Liz is the Reception Class teacher and Early Years lead at Haslingfield School. Thank you both for your commitment to supporting Little Owls. School transition is so important and when the rules have permitted this, Liz has been able to go into setting to meet the Moonbeam cohort, read stories and ease their transition into primary school. I would also like to extend thanks to the Early Years advisory team at the County Council who have given us support this year, particularly during a period when our previous deputy left the setting. Abby is quick to reach out for help on Little Owls' behalf and to tap into training and resources to which we have access, to the benefit of all at Little Owls. Our gratitude extends also to the Parish Council for their ongoing support and their willingness to help Little Owls financially when a deficit is forecast. They have issued an ongoing invitation for us to attend annually to update them and request financial support where needed.

The year ahead

The focus of our year ahead, with such a wonderful staff team now in place, rests on a couple of areas:

- Our financial sustainability – Aja will go through with us in a moment our draft accounts but it has not been easy this past year (particularly this last term). We do of course have this in common with the early years sector in general – financial pressures and concerns about sustainability have been experienced across the sector. Our former Chair, Laura Mavely, and former treasurers, Pippa Keynes and Helen Brammar set our reserves at a healthy sum and it is reassuring in these uncertain times knowing we have that separate amount in our savings account.
- Our operational model – the demands of the pandemic, the loss of fundraising income and our reliance on children attending Little Owls as their second childcare setting (their first one generally being used as the main childcare for working parents), has highlighted the fragility of our operational model. Any robustness in the voluntary committee-run approach comes only from the commitment of individual members as opposed to the viability of that model in itself. We have seen a shrinking in the numbers of people able to be involved- perhaps this is linked to the sheer fatigue of having lived through a pandemic. Whatever the causes, which are no doubt multi-faceted, the reality is that pre-schools like ours seem constantly to

be fire-fighting. This is the case for both the staff and also the committee members. The purpose of reviewing our business model is to ensure a secure future for Little Owls.

- We are losing our fantastic manager, Abby. Abby's commitment to Little Owls and her work ethic has been extraordinary. She has managed the setting for three challenging years, utterly committed to making Little Owls as brilliant as it can be. Thankfully Abby's hard-work will stay with us as we have staff she has trained and a strong child-centred ethos. Thank you, Abby, for your commitment. Our recruitment of a new manager is underway and we hope to hold interviews next week with a view to a new manager taking the position after February half term 2022.

Summary and thanks to committee

I would like to finish by reiterating my thanks to you all, including to our small committee. Ella Pope, our vice-chair, has spent hours and hours a week on Little Owls all of this year, and really does have no idea how brilliant she is and we're all very grateful to her. Sara Jones joined our committee and is now our secretary – bringing a fresh perspective and a willingness to take on tasks that is much appreciated. I mentioned Liz above and our appreciation of her giving time to Little Owls. Very sadly, we say goodbye to Aja Hickford tonight. Aja has been on committee since summer 2019 and has been heavily involved in payroll, our pension scheme, bank accounts, invoices and many other areas for the past few years. We are especially grateful for her hard-work these past few months when we have been without a treasurer. As a busy accountant and Mum, we are so grateful Aja for the experience and the skills you've brought to committee. Like many before you, you have stayed on beyond your time in order to facilitate a smooth handover with our new treasurer, Amy Downes. We welcome Amy Downes onto committee tonight and are looking forward to working with her. Thank you too to the parents who have sent offers of help and also have donated generously to Little Owls – a couple of you have logged on tonight and we are grateful for the ways you are supporting us. There is also a parent-led fundraising committee which Ella will speak about in a moment, and we would like specifically to thank Jane Spence, Ruth Hatfield and Helen Brammar for their fundraising efforts over the past year.

I am so proud of the way that Little Owls has continued to serve its community in the most challenging of circumstances, to the benefit of many young children. And they are, after all, what this is all about.

Heather Duke
Chair, Haslingfield Little Owls Pre-School Management Committee
December 2021

EP and AM thanked HD for how brilliantly she runs the committee and for all her hard work. Committee and staff are all so grateful.

2. Fundraising Report for the Year 2020-2021 (1 September 2020 – 31 August 2021)

Table showing main fundraising events/income

Month	Event	Funds raised £
Sept	Pizza night	1603
All year	Easyfundraising	176
All year	Amazon smile	41
Nov/Dec	tea towels	208
Dec	PTFA quiz	553
Dec	Xmas fair	482
Feb	Coffee morning (football)	84
Mar	Easter bags	250
May	Nature hunt/ sunflowers	413
Aug	Pizza night	1273
Aug	South Cambs community chest grant	1000

These figures do not include fundraising expenditure unless noted.

Total 6085

We raised a total of just over £6k (- £1k expenses), this includes a ring-fenced SC community chest grant of £1000.

The main earners this year were 2 pizza nights in Sept 20 and Aug 21 (1,600, and 1,270), the PTFA quiz night (550), and the Christmas fair (480).

Other fundraisers are shown on the report above.

We ended the year 27% down on fundraising income compared to the previous year. Donations were down 63% compared to previous year. Bonfire night is usually a high earner for us (2000 previous year) and that didn't go ahead due to Covid. The same was true of the regular coffee mornings, and we also weren't able to put on any large-scale events (such as the comedy night as per last year).

This year we decided to adjust our fundraising structure. Previous committee members formed a fundraising group outside of committee and took on the organisation of our fundraising events, the purpose being to trial a recommendation to rely less heavily on fundraising to contribute to the day to day running of setting (namely salaries).

It has worked well to separate fundraising, to a point, but meeting the costs of running the setting without a contribution from fundraising has been a struggle. There is a discussion ongoing at the moment about how we go forward, and whether we return to the less than ideal scenario of raising more funds for these purposes.

I want to reiterate Heather's thanks to Helen, Jane, and Ruth and all those who have contributed, for their herculean efforts and commitment, I'm in awe of you all.

If there is anybody who is keen to be involved on the fundraising side, do let us know. it doesn't necessarily mean you have to have trustee responsibilities. I've always found being involved with the organisation of these events really great fun and a lovely way to meet new families, and spend time with a lovely bunch of people.

Ella Pope

Vice-Chair, Haslingfield Little Owls Pre-School Committee

December 2021

3. Finance Report for the Year 2020-2021 (1 September 2020 – 31 August 2021)

Attached is the current report for income and expenditure for your information and approval. Appendix 1 shows the summary accounts sheet. This report is based on the draft final accounts submitted for audit.

Current situation

- Current account balance: £15,299 (prior year £14,350).

- Income for this financial year totals £70,953 (prior year £63,165).
 1. Fees and funding: £61,119.00 (prior year £44,529).

2. Fundraising: We have raised net £6,085 (prior year £8,339).
1. Donations: £3,748.00 (prior year £10,245) has been received.

- Expenditure: £74,274 (prior year £62,692).
 - 4 The largest expenditure is on wages and salaries £61,889 (prior year £47,701); rent is £6291 (prior year £3,550)

Our income versus expenditure has left us with a deficit of £3,321.52 (prior year surplus of £473).

Savings account

- Our savings account holds £10,013.48 (prior year £10,012.48)

General position

We are ending the year with a deficit of £3,321.52. Continuing covid related and unforeseen staffing challenges this year have contributed to this deficit and have impacted on donations and fundraising capabilities.

Our total cash holding is: £25,313 (prior year £24,433).

Reserves policy

This policy aims to set out the optimum level of reserves required by Haslingfield Little Owls Preschool CIO in order to function as a responsible and financially healthy preschool. The current reserves held are in line with the policy.

Report ends. Thank you.

Aja Hickford

Treasurer, Haslingfield Little Owls Pre-School Committee

December 2021

Resolution (agreed): The committee resolves to approve the Haslingfield Little Owls accounts as sent to the independent examiner.

2. Committee: resignations, election and appointments

The new committee was voted on:

- Heather Duke (Chair) – Proposed by EP and seconded by SJ
- Ella Pope (Vice-Chair) – Proposed by HD and seconded by LL
- Sara Jones (Secretary) – Proposed by LL and seconded by HD
- Liz Lightfoot – Proposed by SJ and seconded by EP
- Amy Downes (Treasurer) – Proposed by EP and seconded by SJ

3. Dates for the diary

- **Tuesday 14th December** – Nativity play. There will be more details being sent round about the play shortly.
- **Tuesday 14 December** – Fundraising meeting in the evening for anyone interested in learning more – probably at Jane's house!
- **Thursday 16 December** - last day of term
- **4-5 Jan** - Staff training days
- **Thursday 6th Jan** – Children return to preschool

4. Q&A

BW asked for clarification on our reserves policy

EP - holding appropriate levels of financial reserves to protect against closure costs. HD explained that this will vary depending on staffing and that it was set at a healthy level.

AP asked why we didn't ask for any funding from the Parish Council (PC)

HD – explained that we have been to the PC every year and we take a forecast of accounts. The year ends don't correspond and this year in the lead up Little Owls received two big donations. We wanted to be honest and anticipated to break even.

BW asked whether we could base our application for funding from the PC on previous year ends rather than a forecast?

HD – our treasurer role has been vacant at times this year so it is an area that will improve, we might explore approaching the PC sooner.

5. Any Other Business

There was no other business and so the Chair closed the meeting at 8:10pm.

**Haslingfield Little Owls
INCOME AND EXPENDITURE ACCOUNT
1st September 2020 to 31st August 2021**

	12 months 2020/21	12 months 2019/20
INCOME		
Fees	61119	44628
Fund raising income	6085	8339
Donations	3748	10245
Government Grants	2092	0
Interest	0	0
Interest	1	52
Total Income	73044	63264

EXPENDITURE		
Wages and salaries	63981	47701
Fund raising expenditure	1044	1663
Rent	6291	3550
Professional fees	1068	1310
Equipment purchases	980	6925
Insurance	503	451
Miscellaneous expenses	1174	327
Training	568	754
Subscriptions	756	12
Total Expenditure	76366	62692
Surplus (Deficit)	(3,322)	572

**Haslingfield Little Owls
BALANCE SHEET
As at 31st August 2021**

	2020/21	2019/20
CASH		
Cash (bank current account)	15299.61	14350.12
Cash (bank deposit account)	10013.48	10012.48
Cash in hand	0	70.25
Total Cash	25,313	24,433

DEBTORS		
Prepayments and accrued income	382.38	1,427.72
Interest accrued		
Milk refund		
Unpaid fees		
Fund raising income		
Fees received late		99.00
Total Debtors	382	1,527

CREDITORS		
Invoices payable	(1,816.92)	
Refund of fees (covid)		(260.50)
Holiday pay		
Expenses Due		(81.71)
Fees paid in advance	(1,816.75)	
PAYE		(234.04)
Donation HPC for next fy		
Fundraising income		
Total Creditors	-3,634	-576
Total	22,062	25,383

ACCUMULATED FUND		
Balance brought forward	25,383.32	24,810.88
Surplus/(Deficit) for the year	(3,321.52)	572.44
Total	22,062	25,383



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Haslingfield Little Owls Preschool CIO

**On accounts for the year
ended**

31st August 2021

**Charity no
(if any)**

CE012367

Set out on pages

1 to 3

(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 **31/08/2021**.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the 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:

20.05.2022

Name:

David J Rowe

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

Fellow of CIMA and CGMA

Address:

16 Wytherlies Drive

Bristol

BS16 1HX

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

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

Nothing to report

HASLINGFIELD LITTLE OWLS PRESCHOOL

England & Wales - Charity number 1174884

Accounts

Chairs' Report for the Year 2019-2020 (1 September 2019 – 31 August 2020)

Presented to the AGM on 21 October 2020 and submitted to the Charities Commission as part of the Charity's annual return.

Reference and Administration details

Charity Name: Haslingfield Little Owls Pre-School CIO

Registered Charity No: 1174884

Charity's Principal Address: Haslingfield Little Owls Pre-School CIO
Haslingfield Methodist Church
High Street
Haslingfield
Cambridge CB23 1JW

Name of the charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted if not for whole year
Laura Mavelly	Chair	(From 7 January 2020 to date)
Suzy Offord	Chair	Resigned as Chair 7 January 2020. Continued as Trustee. Resigning 21 October 2020
Ella Pope	Trustee	
Helen Brammar	Trustee	Appointed Treasurer 21 October 2020
Lucy Lawson	Vice Treasurer	Resigning 21 October 2020
Heather Duke	Secretary	
Aja Hickford		
Ruth Hatfield		
Laura Stringer		Resigned 13 September 2020
Katie York		
Phillippa (Pippa) Keynes	Treasurer	Retiring as Treasurer 21 October 2020

Structure and Governance

The Model CIO Constitution for Childcare Providers 2013 from the Pre-School Alliance (now Early Years Alliance) has been adopted and remains unaltered.

Membership will consist of:

- 1) Family Members – family of children
- 2) Affiliate Members – anyone interested in furthering the aims of the charity.

Trustees will consist of:

- 1) A minimum of three members
- 2) A maximum of 12
- 3) with at least two thirds members having children at the pre-school.

Trustees are appointed and reappointed annually at the Annual General Meeting. All trustees give their time voluntarily and receive no remuneration or other benefits.

Chair's introduction

2019 – 2020 has been an academic year of ups and downs for Little Owls. We have experienced huge highs, with our Manager continuing to lead the setting in a way that we can all be proud of, and with wonderful outcomes for the children. Two of our staff commenced their Level 3 qualifications and we have been privileged to see their dedication to the setting, as well as to their courses. This year the staff have really come together in the face of tough times and it has been appreciated by all in the Little Owls community.

Once again the Chair's report must start with thanks for the incredible support given to Little Owls from many parts of the local community including the Methodist Church, the Parish Council, Haslingfield Primary School and particularly the committee, staff, parents and children.

2020 has truly been a year like no other. We were facing challenges in March with a chronic lack of qualified Early Years Practitioners in the market, and no choice but to rely on expensive agency staff. Our Deputy also resigned in March, meaning that we weren't sure how we would continue for the remainder of the academic year. As it turned out our staffing issues paled into comparison with what we faced with the pandemic.

Little Owls closed on 18 March and did not reopen until 1 June. During this period we furloughed 5 members of staff, and our Manager remained working, albeit from home, supporting vulnerable children and also running 'Together Time' sessions on zoom for those children who wanted to join. This was a huge feat for our manager and also committee, with huge amounts of work relating to the furlough scheme and also adapting to last minute and ever-changing guidance. I am proud of the way that Little Owls continued to serve its community in the most challenging of circumstances, and incredibly grateful for the hard work of our Manager.

We reopened to vulnerable children, key worker children and children in their pre-school year (the Moonbeams). Unfortunately we could not make it work to have more than 1 'bubble' under the government guidelines and so weren't able to have more children back in the Summer term.

The Summer term at Little Owls was fantastic and really gave us an insight into how Little Owls could run. We had fewer children and were outside almost all of the time. The children had a campfire,

tended to the garden, sewed and built bonds that would carry the pre-schoolers into Primary school with ease.

Our staffing situation has continued to be difficult and as such, we re-opened 15 hours per week (Monday and Tuesday 9:00 -15:00 and Wednesday 09:00 – 12:00). Unfortunately, we did not have the number of qualified staff required to offer more hours.

We are thrilled to have recruited a new Deputy who was an experienced Level 3 practitioner. Our hope is that we will open more hours in the future with her on the team.

We have also recruited an Early Years assistant who has been helping with the additional burdens brought on by the pandemic. This is working well, and will be kept under review due to financial constraints.

The network that has been developed over the past two years has been invaluable in terms of managing through the pandemic. Both the Manager and Committee has been in regular communication with the local Primary School and also the Local Authority. Our relationship with the Methodist Church, our landlord, has been incredibly helpful in terms of us being able to continue to run.

Objectives & Activities

Our objectives continue to be to work for the public benefit with regards the development and education of children, in particular by:

1. Promoting their care and safety;
2. Promoting their education and promoting parental involvement;
3. Promoting their health and wellbeing;
4. Providing services to support them and their families and carers;
5. Providing services to individuals holding membership of the CIO;
6. Furthering the aims of the preschool learning alliance [now the Early Years Alliance].

The Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our activities have continued to be the provision of Early Years care to children aged 2- 4 (inclusive). We have been able to continue to offer some level of provision to all children who required it for the entire academic term, including when the setting was closed. This demonstrates our commitment to the objectives of the setting, particularly promoting the health and wellbeing of the children and their families.

Achievements and Performance

During a period of such difficulty for the Early Years sector in general, we are proud to have offered a high level of provision for our children, and to have broken even.

Staffing has been a chronic problem during my tenure as a Trustee of Little Owls and we feel that the investment we are making in our staff is now paying dividends. We are on the way to having a full cohort of qualified level 3 Early Years practitioners which will ease the burden on the setting greatly. Our Manager has been in the setting for two full years now and we are seeing her hard work starting to bed in, with process improvements, and better outcomes for children that are easy to see.

Our Committee has come together in a special way in the face of the pandemic, whether than be assessing reams of guidance, liaising with the Local Authority, or going into the setting and removing soft furnishings / preparing the garden.

We have had a successful fundraising year, particularly when considering that we were unable to meet or do any fundraising for half of the year.

We reviewed and approved our reserves policy during the academic year. Whilst the reserves appear higher than some settings may have, we felt that in the current circumstances, with the increased burden the pandemic would impose on Little Owls from an overhead point of view and also the impact on fundraising, this was a prudent approach.

The year ahead

It is difficult to plan the year ahead in the face of such tumultuous times when we cannot guarantee to be open from one week to the next. With this in mind, our aim has to be to continue to care for the children and offer the highest level of provision, and also to remain financially viable.

Thanks, and Gratitude

We remain ever grateful to the committee, staff, parents, children and other stakeholders. As I said at the beginning of this report, this has been a year like no other and at a time when preschools are struggling more than ever, it is true to say that Little Owls wouldn't be here, let alone functioning at the high level it does without the commitment of all of the people listed above.

Laura Mavelly

Chair, Haslingfield Little Owls Pre-School Management Committee

21 October 2020

Haslingfield Little Owls
INCOME AND EXPENDITURE ACCOUNT
 1st September 2019 to 31st August 2020

	12 months 2019/20	12 months 2018/19
INCOME		
Fees	44,628	38,823
Fund raising income	8,339	10,258
Donations	10,245	5,100
Miscellaneous income	0	0
Interest	0	0
Interest	52	54
Total Income	63,264	54,235
EXPENDITURE		
Wages and salaries	47,701	37,288
Employers PAYE & NIC		
Fund raising expenditure	1,663	2,787
Rent	3,550	5,760
Professional fees	1,310	952
Broadband		
Equipment purchases	6,925	2,831
Insurance	451	452
Miscellaneous expenses	327	334
Mobile phone		0
Postage, stationery & photocopying		
Staff training		
Subscriptions		
OFSTED payment		
Training	754	707
Subscriptions	12	45
Total Expenditure	62,692	51,157
Surplus (Deficit)	572	3,078

Haslingfield Little Owls
BALANCE SHEET
 As at 31st August 2020

	2019/20	2018/19
CASH		
Cash (bank current account)	14,350	19,627
Deposit account		
Cash (bank deposit account)	10,012	9,960
Cash in hand	70	574
Total Cash	24,433	30,161
DEBTORS		
Prepayments and accrued income	1,428	287
Interest accrued		
Milk refund		
Unpaid fees		15
Fund raising income		
Fees received late	99	
Total Debtors	1,527	302
CREDITORS		
Invoices payable		(80)
Refund of fees (covid)	(261)	0
Holiday pay		0
Expenses Due	(82)	(32)
Fees paid in advance		(3,032)
PAYE	(234)	(284)
Donation HPC for next fy		(2,200)
Fundraising income		(25)
Total Creditors	(576)	(5,652)
Total	25,383	24,811
ACCUMULATED FUND		
Balance brought forward	24,811	21,733
Surplus/(Deficit) for the year	572	3,078
Total	25,383	24,811



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Charity Name
Haslingfield Little Owls Preschool CIO

On accounts for the year
ended

31st August 2020

Charity no.:

1174884

Company no.:

CE012367

Set out on pages

1 to 3

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31/08/2020**.

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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: 11.01.2021

Name: David J Rowe

Relevant professional qualification(s) or body (if any): Fellow of CIMA and CGMA

Address: 16 Wytherlies Drive
Bristol
BS16 1HX

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.

Nothing to report.