

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 Mavely	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 Mavely

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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

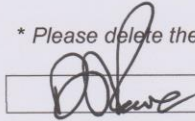
I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- 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.