



Sunflower Seed is a registered charity (no. 1177943) and is run by a group of volunteers called committee members which are made up of parents/carers and other members of the local community who have skills to offer. Sunflower Seed abides by a governing document or constitution which is a rulebook which sets out how the charity will run.

Aims and activities

To advance the education of children from families living/working within Northborough and surrounding area by providing childcare facilities for children aged 2-11; 2. To assist in developing children's mental, physical and moral capabilities through leisure time activities for 2-11yr olds through provision of pre-school, before and after school club, and holiday club.

Covid-19

The effects of the Covid-19 pandemic continued into the 2020/21 year and Sunflower Seed continued to rely on the furlough scheme to support with funds. This allowed Sunflowers to remain open and avoided further loss of funds to the charity. Gradually, the use of the furlough scheme was not needed and by February 2021 we no longer needed to make any furlough claims.

Charlotte led the team brilliantly and worked quickly to deal with any COVID related staffing issues as well as cases within the setting. Safety of staff and children was and is always Charlotte's top priority.

Staff team

The staff have worked tirelessly to support the children and Charlotte in the running of Sunflower Seed this year. Charlotte has now been the manager at Sunflower Seed for 4 years and continues to lead the team well, communicate effectively with the committee and act on any issues that arise within the setting.

Dawn, the previous Deputy manager, left the setting and was replaced by Claire Cook. Claire has been a great deputy so far and has taken on her extra responsibilities with confidence. Claire's previous SENCO role remains part of her Deputy duty. Heather took on a senior role and is now part of the leadership team. Stacey remains as the setting administrator

and continues to support the setting with all administrative tasks. Charlotte reports that the new leadership team are working well and fulfilling their roles brilliantly.

This year saw the appointment of Jacqui, the setting cook, to make hot lunches and tea club snacks for the children. During the periods of lower numbers attending Sunflower Seed, Jacqui worked as the setting cleaner temporarily until her position as cook could recommence. Jacqui goes above and beyond to ensure the children have delicious, hot and healthy lunches and these have been very well received by parents and children.

During the end of last year, staff contracts were changed so that no staff members had term time only contracts. This was because Sunflower Seed became an all year round childcare facility and therefore staffing was needed to cover school holidays. Sunflowers sometimes relies on bank staff to cover periods during the holidays where staff numbers are lower.

Currently Sunflower Seed is looking to appoint new level 3 and support staff at the moment.

Committee members

I would like to thank the committee members for their hard work and commitment over the last year. It has been a strange year and the current committee have still never met in person for a meeting, but we hope to do that soon.

After the last AGM, the committee saw quite a few changes in members. Gemma (previous chair) was replaced by Andrea Corner, as well as the departure of Fran Good and Karen Tarun. Leanne Wilson (secretary) also left the committee during this year. Stella Gatehouse and Antonia Rickard joined and have been fantastic additions providing great support throughout the year. John remains on the committee as treasurer and his financial assistance and skill set is invaluable. Kat is also part of the committee and has worked tirelessly on the new build project as well as being a fantastic general 'back bone' of the committee. We currently do not have a permanent secretary and this has been juggled between Andrea whilst other members chair the meetings. We hope to have some more committee members joining the team very soon.

Finances

Due to Covid-19, Sunflower Seed made a loss during the 19/20 year. This year the finances are more positive and normal business is resuming. By September 2021, Sunflower Seed had recorded its 6th consecutive month of being in a financial surplus and the last claim on the Coronavirus Job Retention Scheme was in February 2021.

The charity's cash reserves remain strong and we continue to save for our new build project in the future.

Staff wage increase/fee increase

Staff wages increased from April 2021 to be in line with the increase in national minimum wage. This closed the gap between the level 1 members of staff and the staff with higher qualifications, which meant that all wages needed to increase to remain in line with their levels of responsibilities.

With staff wages increasing, the committee decided that a fee increase was also necessary. We researched local pre-schools and looked at their costs to ensure we were still in line with local rates and decided to increase breakfast club to £4.50 and tea club to £10.50 (previously £4 and £9 respectively). Whole day pre-school also increased by £3.50 and this also now includes a hot lunch provided within the cost as compulsory (see hot lunch section below).

Fundraising

We have been unable to host fundraising events this year, besides from a Macmillain coffee morning which raised over £100 for Macmillain and £37 for Children in Need.

Current building

The mobile building is very old and has been showing wear and tear for a while now. We hope that the new building project will commence in summer 2022 (see more below).

Some parents, committee members and staff worked together to tidy and revamp the outside area which is looking great and is much more fit for purpose.

We have had some break ins to the outside area and toys stolen. One parent who runs a security business has kindly offered to install some security cameras for free which will help to keep the property and possessions safer.

New build

In the last year the new build project has been redefined due to a substantial gap in capital to fund the permanent structure. With the pandemic in full swing, we were unable to obtain further funding and grants towards the overall cost of £500,000. Therefore, as a committee we decided that the mobile replacement is a more achievable strategy and sits within our budget.

Initial designs and costings have been done however the project progresses slower than expected due to lack of volunteers willing to help

move it forward. The committee desperately want to put this project into motion but lack the time and knowledge needed for such a large scale project. We plan to look for outside help to ensure this goes ahead next Summer.

Hot lunch only setting

In June, Charlotte expressed her desire to change Sunflower Seed into a hot lunch only setting. Charlotte has a lot of knowledge in early years' settings and had done her research into the benefits that it brings to a pre-school. She presented her ideas brilliantly and the committee gave her their full support. Charlotte's main reasons for this change were:

to promote a healthy range of fresh, hot cooked meals for each child every day

to encourage eating together and promoting table manners

to encourage children to try new foods and discourage fussy eaters

to control what foods are coming into the setting (There is a severe nut allergy and parents were often still sending in Nutella sandwiches)

to allow for the reinstatement of Jacqui as cook, which meant that staff were no longer needed to make tea club 'tea' (as this is not part of their role)

The vast majority of parents have been really pleased with this approach and the children are enjoying the hot lunches. Children are eating more than their parents expected they would and Charlotte has worked with the children to develop and change the menus according to the children's ideas.

We are very pleased with Charlotte's initiative and development of this change in moving Sunflower Seed forward as a childcare setting.

Plans for 2021/2022 and Summary

The new build project remains the biggest challenge of the committee. We very much hope that this can go ahead during summer 2022.

Sunflower Seed is back to being its normal, happy and buzzing place now that we are (hopefully) through the worst of the pandemic. Numbers are returning to normal and some days and sessions are at full capacity which is excellent.

As chair, and also a parent, I am hugely proud of this wonderful setting and everything that Charlotte and her team do to support the children in their care. I would also like to thank the committee for their continued support and giving up their free time to attend our meetings, as well as welcoming me so warmly as a new member (and somehow, Chair) at the last AGM.

I look forward to next year with excitement for what is in store for

Sunflower Seed.

Andrea Corner – Chair, Sunflower Seed Committee



Sunflower Seed

Annual Financial Report 2020/21

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1. Introduction
2. Financial Performance 2020/21
3. Income Analysis
4. Expenditure Analysis
5. Cash Reserves
6. Balance Sheet

Registered charity number: 1177943

1. Introduction:

- Sunflower Seeds Preschool offers childcare provision for children age 2 – 11 in a form of following services:
 - Pre-School
 - After School Tea Club
 - Breakfast Club
 - Holiday Club
- The setting is run from a cabin located on the Northborough Primary School.
- Sunflower Seeds employs 11 members of staff on a full or part time basis. Three further staff members are retained on a zero hours contract to provide cover when required.
- The Covid-19 coronavirus pandemic has continued to present challenges to the setting throughout the year; both financially and operationally. However, the summer term has seen the demand for services increase, which has had a positive impact upon the financial results.

2. Financial Performance: Year Sept 20 to Aug 21 (£)

	2020/21	2019/20	Movement
INCOME	191,360	172,601	18,759
Staff Costs	(149,521)	(157,198)	7,677
Provision of Service	(4,715)	(6,168)	1,453
Premises	(5,368)	(9,854)	4,486
Office	(7,586)	(6,473)	(1,113)
Other Expenditure	(2,404)	(1,500)	(904)
EXPENDITURE	(169,593)	(181,192)	11,599
SURPLUS / (DEFICIT)	21,767	(8,591)	30,358
New Build Income	0	2,020	(2,020)
New Build Expenditure	0	(700)	700
NEW BUILD SURPLUS / (DEFICIT)	0	1,320	(1,320)
TOTAL SURPLUS / (DEFICIT)	21,767	(7,271)	29,038

- On a statutory basis, Sunflower Seed recorded a surplus of £21,767 for the year 2020/21. This represents an improvement of £29,038 on the prior year.
- The Sunflower Seed New Build project has the objective of providing new purpose built premises for the nursery adjacent to Northborough Primary School. No further project costs (or income) were incurred during the year 2020/21 as the project has largely been on hold due to the Covid-19 pandemic. However, it is expected that work will recommence on the project during the year 2021/22.

3. Income Analysis

	2020/21	2019/20	Movement
Income			
Parents Fees	91,077	79,251	11,826
PCC Funding	84,144	72,411	11,733
PCC Sustainability Grant	7,500	0	7,500
CJRS Claims	6,650	19,741	(13,091)
Fundraising	854	715	139
Voluntary Contributions	790	0	790
Other	345	483	(139)
TOTAL BAU INCOME	191,360	172,601	18,759

- Income increased by £18,759 from the previous year.
- Parents Fees income increased by £11,826 on the prior year, the latter having been detrimentally impacted by Covid-19 and the associated period of closure.
- PCC Funding income was also higher than the previous year (by £11,733). PCC have protected funding through the period of the pandemic at 2019 levels.
- Sunflower Seed received payments of £6,650 from the government Coronavirus Job Retention Scheme (CJRS) during the financial year, in respect of staff who had been placed on furlough. This was a reduction of £13,091 on the prior year.
- In addition, Sunflower Seed was successful in its application for a payment under the PCC Early Years Covid-19 Sustainability Grant. The payment of £7,500 related to Covid-19 driven losses incurred primarily in 2019/20.

4. Expenditure Analysis

	2020/21	2019/20	Movement
Staff Costs			
Net Wages	(125,637)	(131,570)	5,933
PAYE Tax	(15,425)	(17,289)	1,864
Pension	(8,410)	(8,291)	(119)
Recruitment	(48)	(48)	(0)
Sub Total	(149,521)	(157,198)	7,677
Provision of Service			
Teaching Materials	(846)	(936)	90
Staff Training	(131)	(1,076)	945
Safeguarding	0	(48)	48
Groceries/Catering	(3,227)	(3,569)	342
Activities	(272)	(379)	107
Uniform	(240)	(160)	(80)
Sub Total	(4,715)	(6,168)	1,453
Premises			
Rent	0	(2,196)	2,196
Maintenance / Cleaning	(5,368)	(7,158)	1,790
Utilities	0	(500)	500
Sub Total	(5,368)	(9,854)	4,486
Office			
Office Supplies	(2,259)	(1,164)	(1,095)
Telephone	(1,234)	(1,218)	(15)
Equipment	0	0	0
IT	0	(659)	659
Fees and Licenses	(4,094)	(3,432)	(662)
Sub Total	(7,586)	(6,473)	(1,113)
Other Expenditure			
Cost of Fundraising	(21)	(176)	155
Marketing	0	(542)	542
Misc. Expenditure	(2,246)	(614)	(1,632)
Bank Charges	(137)	(168)	31
Sub Total	(2,404)	(1,500)	(904)
TOTAL BAU EXPENDITURE	(169,593)	(181,192)	11,599

- Total BAU expenditure reduced by £11,599 from the previous year.
- Costs have been carefully controlled, with staff salary costs reduced by £7,677 from the previous year.
- Rent expenses (to Northborough school) were not incurred during the year as there was no requirement to use the school facilities.

5. Cash Reserves

Cash Reserves (£)	31-Aug-21	31-Aug-20	Movement
Barclays: Main Current Account	22,809	1,072	21,737
Barclays: New Building Account *	11,651	11,699	(48)
Barclays: Business Premium Account	87,727	87,708	19
Virgin Money Account	31,284	31,225	60
Total Cash Reserves	153,471	131,704	21,767

- Sunflower Seed total cash reserves increased by £21,767 over the year 2020/21, standing at £153,471 at the financial year end.
- This is a healthy cash position. However, a large proportion of these reserves will be required to fund the New Build project, ensuring the long term viability of the Sunflower Seed setting.

* Barclays Bank have placed the New Building Account into dormancy. Processes to reinstate the account are being followed.

7. Balance Sheet at 31 August 2021

	£	£
Fixed Assets		0
Current Assets		
Deposits and Cash	130,662	
Bank Account	22,809	
Total		153,471
Current Liabilities		0
Current Assets less Current Liabilities:		153,471
Total Assets less Current Liabilities:		153,471
Long Term Liabilities		0
Total Assets less Total Liabilities:		153,471
Capital & Reserves		
Reserves	131,704	
P & L Account	21,767	
Total		153,471



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