



## **St Richards CE Preschool**

### **Managers Report**

**January – August 2023**

Working in Early Years is not your normal 9-5 office job. Every day is a different day and you never know how the day will play out. We have days where children play in harmony, making up amazing tales using their super imagination, and then we have other days where nothing can be agreed to and every child wants one specific toy. However as Early Years Educators we see all of these as learning opportunities to grow and develop these amazing children who have been entrusted into our care. Nothing gives us greater joy than watching children grow, learn and develop; looking back at photos of when children first started with us to when they leave us; reminiscing about how little they were to the robust young people they have blossomed into.

Although parents play such a large part in their child's life, the wonderful staff in the setting are always striving to give the children the best opportunities and experiences they can. Staff continually, in their own time, attend courses to get a deeper knowledge of child development as well as google, pintrest and research activities they can offer the children to support their development. Staff take time to get to know the children and know when they may be unwell, or have had a disagreement with another child, or just need a reassuring hug.

However, we continually struggle with children showing a delay in their Personal, Social and Emotional Development (PSED). This ongoing observation is not just in our setting but a national one. We increasingly see children not being able to engage with others or not looking after the resources in the setting. Every day we work with children to support them in this area with a heavy focus on supporting children to interact with others, learn how to play with others as well as sharing, turn taking and building their resilience.

Spring term always feel like a slow term, however just like the weather, the children also change. This is a term of personal growth for children, watching them blossom into young people as they become ready for their next steps of school readiness. Staff focus mainly on ensuring children are able to communicate, with adults and peers and are able to be part of a group, share ideas and build on their knowledge and experiences. As all children start preschool with different starting points in their development and experiences, it down to us as practitioners to ensure all children are exposed to lots of different experiences to fill their imagination to support them as they move on. This is done through activities, chatter boxes, group times and walks in our local nature reserve.

The summer term brings about further growth and a real focus on getting children school ready. This year we had 26 children moving on to new schools, 22 children to Reception and 4 to nursery, children transitioned into 8 different schools. We focus

heavily on mark making, simple maths and lots of self help and independence skills. Where possible, we also encourage parents to think about their child attending us for full days sessions so we can support their child to be ready for school all day and lunch times.

At the end of the Summer term we celebrated by paying for families to go to a local soft play centre. Due to the preschool being situated in an area of deprivation we get a grant from the Local Authority which allows us to be creative on how we spend it. Although it is not a lot of money, it allows us to offer this experience that some parents may not be able to afford. This was a lovely opportunity for families to visit a local facility where children can have fun and develop their gross motor skills (there is always a hidden learning outcome for our activities) and independence. This was a great hit with all the families and we received lots of positive verbal feedback.

"I can't thank all the staff enough for looking after my child".

"I have seen so much growth in my child whilst they have been at preschool and it is all down to the wonderful staff".

"I didn't even know this (softplay) was here, thank you. My child had a great time and it was nice to sit and chat to staff and other parents".

"We've had a great time at your preschool. Thank you".

At the end of our summer term, Jane left us to move on to a new setting with new responsibilities. Jane had been a member of staff at the setting for a long time, but after finishing her Early Years Foundation degree she needed to spread her wings and find a new adventure.

We continue to reflect on how to move Preschool forward and make it better. Reflection is a key part of Preschool life; reflecting in practice and on practice, ensuring everything we do meets the individual needs of the child. Reflection is done in a number of ways such as morning catch ups, staff meetings, observation of staff practice and through supervision. Reflection makes us take a step backward to see what we are doing well and what is not working so well. Reflecting on comments from previous parents, we put on a range of open mornings in conjunction with coffee morning where a member of staff was available each week for parents to come and talk to regarding their child's development.

This is the first year of not commenting on Staff's professional development. The previous 4 years have seen all staff work tirelessly to educate themselves to ensure they are meeting the needs of the children. However, all staff still ensure they

complete regular food safety training, safeguarding training and paediatric first aid, as well as a number of evening and short courses. All of these staff commitments ensure children are given the highest quality care we can offer.

We have had many ups and downs throughout the year, but we continue to focus on the ups, which definitely out way the downs. We have had many highlights over the year also and relish in watching the achievement the children make.

The most important acknowledgment that needs to be made is to the parents. Without them we wouldn't have the children in our care. But we also want to thank them for trusting us to look after the most precious thing to them and allowing us to share the joys of their children. Furthermore, I want to thank them for working with us to support their children and for being such wonderful people themselves.

Kristy Bartlett  
Manager



## **Pre-School Committee (Trustees) Annual Report**

**This report covers the period January to August 2023.**

### **Setting and Operation**

For this AGM, the reporting is for eight months only. This is to allow the transition from an accounting year which ran January to December, instead to the academic year, September to August.

Financial arrangements for settings like ours are complex, with the amount of funding received variable from term to term, dependent on the numbers and ages of children, as well as their needs. The move to the academic year will help to simplify our budgeting.

Unusually we will therefore have a second AGM in 2024, during October when we will look at the accounting year of September 2023 – August 2024. The additional benefit of an October AGM is that it will be a good opportunity for new parents to attend and learn more about the setting and to meet the trustees.

Although Kristy is the Manager of the setting and oversees all day-to-day operations and management of the team. As a CIO, (Charitable Incorporated Organisation), we also have a committee of volunteer trustees to oversee governance. Our annual reporting is uploaded to the Charity Commissions Website. As vicar of St Richard's Church, I am Chair of the Trustees, and meet regularly with Kristy for 1:1 supervision.

I am joined by Debi Lagor, Secretary, and at this AGM we will formally welcome Hannah Mitchell as a trustee. David Baggs is our Independent Finance Adviser who attends most trustee meetings, advising on financial management, and finalising our accounts each year in preparation for the AGM. During 2023 we were joined by Parent Trustee Gosia Pietrzyk who stood down when her son moved on from Preschool in July 2023.

I am thankful to all of them and for their contributions and support to our Preschool.

We now have vacancies for one or two parent trustees to join the committee. Please get in touch directly with Kristy, or me, if you would like to know more.

## **Team**

No two days are the same in Early Years Education. As Kristy has described in her report the team ensure that they get to know the children well, ensuring a safe and welcoming environment where they can make those early learning steps. It is always encouraging to see how happily the children join the setting each day and often to hear their voices as they play in the outdoor as well as inside space.

The comments from parents reflects the positive experience the children have.

The team know each other well and this has been invaluable as roles within the team have changed and developed. All of which has been ably managed by Kristy. A key value of the setting led by Kristy and shared by the rest of the team is the ongoing learning amongst them. Whether, on the job reflection, often collaboratively as colleagues suggest ideas for engaging a particular child, or through accessing other learning modules provided online.

## **Finances**

Finances end this period with a positive balance. This is due to savings on salaries. The setting is now staffed at an appropriate level for the number of children, with some in built capacity given the number of children requiring additional, sometimes 1:1 support. The trustees in consultation with manager Kristy and deputy Hem will continue to monitor the finances. The team should be commended for the way in which they steward the financial resources we have. We are thankful too for the items that parents often provide which help to keep costs down.

## **Conclusion**

Once again, the trustees would like to express their thanks to the team for all that they bring to the setting through their experience and qualifications as they care for the children.

Revd. Preb. Deborah Wignall

Committee Chair

# St Richard's CE Preschool

Charity No. 1178927

## Report & Accounts - 31 August 2023

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St Richard's CE Preschool

Charity No. 1178927

Independent Examiners' Report to the Trustees of the St Richard's CE  
Preschool for the 8 months ended 31 August 2023

**Respective responsibilities  
of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:  
examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and  
to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's  
statement**

In connection with my examination, no matters has come to my attention to indicate that:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the Charities Act:
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met: or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *David Baggs*

Date: 30<sup>th</sup> January 2024

Mr David Baggs A.C.A.

11 Seymour Gardens, Hanworth, Middlesex, TW13 7PQ.

# St Richard's CE Preschool

Charity No. 1178927

## Detailed Income & Expenditure Account for the 8 months ended 31 August 2023

	Period Ended 31 August 2023		Year Ended 31 December 2022	
INCOME	£	£	£	£
<b>Contract &amp; Grant Funding</b>				
SLC Grants		101		1,232
London Borough Hounslow funding		116,738		138,488
Job Retention Scheme grant				
		<u>116,839</u>		<u>139,720</u>
<b>Other Fees &amp; Income</b>				
Subscriptions & other receipts	1,402		6,368	
Bank deposit interest	<u>140</u>		<u>26</u>	
		<u>1,542</u>		<u>6,394</u>
		118,381		146,114
<b>EXPENDITURE</b>				
Wages & salaries	64,219		112,839	
NEST pension contributions	1,924		3,300	
Printing, postage & stationery	941		846	
Materials and other resources	551		3,150	
Rent & other office costs	8,000		12,900	
Insurance	863		637	
OFSTED registration			113	
Computer equipment	352		857	
Staff training	140		1,268	
Uniforms			777	
Subscription to Early Years Alliance	164		115	
Telephone	40		80	
Gifts			260	
Payroll management	640		960	
Cooking	54		40	
Website hosting fees	132		452	
Repairs & renewals	<u>42</u>		<u>16</u>	
		<u>(78,062)</u>		<u>(138,610)</u>
<b>Surplus for the period / year</b>		<u>40,319</u>		<u>7,504</u>

St Richard's CE Preschool

Charity No. 1178927

Detailed Statement of Assets & Liabilities  
for the 8 months ended 31 August 2023

	31 August 2023	31 December 2022
	£	£
<b>Current Assets</b>		
Bank savings A/c	31,212	31,074
Bank current A/c	111,063	64,391
Cash balances to be banked	<u>248</u>	<u>533</u>
	142,523	95,998
<b>Creditors: amounts falling due within one year</b>		
Deferred income	22,000	15,000
PAYE/NIC's	941	1,182
Sundry accruals	<u>900</u>	<u>1,453</u>
	<u>118,682</u>	<u>78,363</u>
<b>Unrestricted Income Reserves</b>		
Balance b/fwd	78,363	70,859
Surplus of receipts over expenditure	<u>40,319</u>	<u>7,504</u>
	<u>118,682</u>	<u>78,363</u>

**Approval of the Accounts**

The accounts have been approved by the trustees on 30<sup>th</sup> January 2024.

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Revd Debs Wignall

Trustee