



**Annual**

**Report**

**September 2023 – August 2024**

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## **AGM 04.11.24**

*9am on site at St Richard's Church*

### **Agenda**

- Welcome
- Apologies
- Approval of the Minutes for the AGM 19.3.24
- Manager's Report
- Independent Examiner's Report
- Approve accounts for Academic Year 2023 – 2024.
- Trustee's Report
- AOB
- Next Meeting: 13.2.25 at 9.15am
- Closing Prayer
- Refreshments

## **AGM Minutes 19.03.24**

*9am on site at St Richard's Church*

### **Attendees:**

Committee; Debs Wignall, Kristy Bartlett, Debi Lagor, Hannah Mitchell

Parents; Maria Fernandes, Taniya Jayathilaka, Fraydon Hassani, Amleset Habtu, Marian Fahmy, Paulina Gierczynska

**Apologies:** David Baggs

### **Minutes AGM March 2024**

- Welcome
  - Debs welcomed the Parent representatives and introduced the trustee committee
- Apologies
  - Received from David Baggs
- Approval of the Minutes for the AGM 12.6.23
  - Minutes approved from those present

Debs explained about how the Committee is set up as a registered Charity and that she is the Chair of the Committee and that we are seeing new Parent Representatives to join the Committee.

- Manager's Report
  - Kristy introduced her managers' report – She expressed her appreciation of the staff – they go above and beyond to make the setting work
  - No day is the same in pre-school and that is one of the joys of working in the Pre-school.
  - The children are wonderful – we really feel special that the parents trust us to look after their children
  - Managers Report shows how preschool runs
  - We have lost some staff but they have moved to new positions following training.
  - Appreciate parents donating items to us as this helps us keep our outgoings down.
  - End of term Summer party - last year was Stay and play at Feltham Soft play – still thinking about this year – must be local to allow children to attend.
  - As a setting we are progressing really well. Ofsted are due any time so we are preparing for this.
  - Asked those present to read the report

- Independent Examiner's Report
  - Debs explained that Hem and Kristy do a lot of the day to day accounting but we are supported by David Baggs our qualified accountant.
  - Normally we only have 1 AGM – The Church's financial year runs Jan to Dec but for the pre-school accounting would make more sense for it to be Sept – August. Therefore this AGM covers Jan- Aug 2023 and next year the AGM will be in October 24 for Sept 23 –Aug 24.
  - Comparison is slightly more difficult due to timescales 8 months v 12
  - Funding for the setting is difficult – as it varies depending on numbers of children.
  - We have had to manage our staffing levels to respond to the new levels of children
  - Kristy stressed the importance of the keeping the staff ratios
  - Full terms costs are kept in reserves = although we have slightly more currently.
  - 2 year funding in April - New funding rate is higher than the current fees – works in our favour
  - Debs expressed thanks to David and Hem for managing the finances.
- Approve accounts for January to August 2023.
  - Accounts were approved
- Trustees' Report
  - Debs reported that the Committee are proud of the preschool
  - Confident in our staff – and the upcoming Ofsted inspection
  - Kristy is being used as an expert in other settings
  - She is supporting other settings to recover from the effects of Covid.
  - Retention is high in the team
  - High level of commitment from the team to the setting
  - Debs expressed thanks to the Trustees.
  - Hannah is joining the Trustees. Background in early years and currently work with families in sleep coaching.
  - Gosia our previous parent representative has left as her son has transitioned to school.
  - Parent representatives are encouraged – it's really important to have current parents on the committee.
- As parents you are automatically a member and entitled to vote
- Debs proposed a vote that Hannah join the committee which was passed.
- AOB
  - Kristy expressed that it would be nice to have parents on the committee – important we get parent voices if your child is staying on.
  - Safeguarding training is undertaken by all staff and trustees.
  - Ofsted rating Good – Ofsted phonecall and visit due any time. Ofsted will want to speak to parents
  - Numbers will drop in September and we will have space

- Please do recommend us
- Numbers have steadily built up.
- Next Meeting: 13/5/24 at 7.45pm on site
  - Possibly change to daytime if required
- Closing Prayer  
Debs gave a blessing
- Refreshments were served.

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

**This report covers the period September 2023 to August 2024.**

### **Setting and Operation**

During the academic year, September 2023 to August 2024 the Pre-School Trustees have met five times including the AGM in March. I am thankful for the commitment of each of the other trustees, Debi Lagor, (secretary), and Hannah Mitchell.

Kristy is the Manager of the setting and oversees all day-to-day operations and management of the team including Safeguarding. 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.

It has been good this year to welcome several parents to our trustee meetings as observers, to explore the possibility of becoming trustees too. Although all the trustees have children, (some with children of their own now!), it is hugely beneficial to the setting if amongst the trustees are those who are parents of children at our pre-school. Do contact me, or Kristy if you would be interested in finding out about this role.

### **Team**

As you have read Kristy's Report you will no doubt have noticed not only the content, but also the enthusiasm and care with which it is written. We have a fantastic team led by Kristy. They are excellent practitioners with many years' experiences between them. They are always looking for opportunities to continue to learn and develop their skills.

Alongside the positive comments that the team often receive from parents it was a delight to read the comments from the Ofsted Inspection in April. An outstanding Preschool is good news for the children and families we engage with, and this provision is also good news for Hanworth.

When working with children, there is always something new to learn. Children are great teachers! And so, the setting continues to develop best practices and to work together to continue to offer the best possible support and care for the children who attend each week.

### **Finances**

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. We are thankful for the support of our Independent Examiner David



Baggs

first

included in the papers for this AGM.

Key points:

- Expenditure is broadly in line with last year on a time apportioned basis. Some categories of expenditure have increased including the rent payable to the Church and repairs & renewals includes the £3,355 paid to RPMS construction for outside works.
- For the third year running a surplus has been achieved broadly in line with 2 years ago, although markedly down on last year.
- With funding from LBH dependent on the number of children in the setting, it is inherently difficult to budget income.
- The balance sheet shows the bank balances and reserves stand at a broadly equivalent to 12 months operating costs which is a healthy balance.

### **Conclusion**

Whether your child has just started with us or coming towards the end of their time at St Richard's Preschool I know that you will join with me in expressing our thanks to the staff team for another outstanding year at St Richard's.

Revd. Preb. Deborah Wignall  
Committee Chair

## **St Richards CE Preschool Managers Report September '23 – August '24**

This academic year has brought about lots of fun and challenges, and as always, preschool children keep us on our toes and awe us with great achievements. We ensure we are meeting the children's needs through various play opportunities that that supports their learning and development, as set out in the Early Years Foundation Stage. Staff are very creative at having hidden agendas behind a play experience. For example, a recent reading activity to make bird feeders provides an immense amount of learning opportunities, such as hand eye coordination (ready for writing), using different words, phrases, expressions and tenses, turn taking, and talking about nature, recalling previous experiences of feeding the birds and what birds we see. Planning and activities are done to ensure individual children's learning and experiences are met and to build on the wonderful work parents do at home. We had a large number of children to support in their journey to be ready to move on to Reception class. This involves staff supporting children in all areas of their learning and development but having a focus on their Personal, social and Emotional Development (PSED), Language development, Literacy and Maths. Staff ensure their knowledge of child development is up to date and that they get to know the children really well to ensure they can support them and help prepare them for the next step of their academic adventure.

Staff go out of their way to support the children in their care, from wiping noses and bottoms, getting super messy, buying bread and butter for toast at snack time out of their own money, to using their own time to ensure their training and knowledge is up to date. For this I am truly grateful and thank the staff for their tireless commitment to Preschool. This commitment really shone through when we had our Ofsted inspection in April and we were graded Outstanding. This grade is not given out lightly; the Ofsted inspector was extremely pleased with all practice from practitioners and management. Please do have a read of the Ofsted report, some excerpts from the report:

- ❖ Children thrive at this outstanding setting.
- ❖ Staff's engagement and interactions with children are inspirational.
- ❖ The whole staff team know all children exceptionally well.
- ❖ Children flourish because of the excellent education and nurturing that they receive.
- ❖ Staff provide a welcoming and truly inclusive environment, where each child's uniqueness is highly valued.
- ❖ Partnerships with parents are exceptional.
- ❖ The manager and staff are thoroughly reflective.

We continue to reflect on how to move Preschool forward and make it better. As commented on in the Ofsted report, reflection is a key part of Preschool life; 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. Parents comments and feedback is an extremely important part of reflecting, to ensure we are meeting the varying needs of parents with different cohorts of children we have each year.

The end of term as always brings about mixed emotions. We transitioned 14 children on to a number of how many? reception schools and 3 children to nursery. We really miss the children who leave us as some of them have been with us for 2 years and we get to know them so well, it is like waving off our own children. End of term comments from parents (as seen below) really show how much they feel valued and glad they choose us to nurture their child in the early years.

- Thank you so much for being the best key teacher ever! She will truly miss you so much xx
- My child is going to miss you so much and everyone at preschool
- Thank you so much for your for everything for your time for lovely time. He was very happy with you. You are a nice people everyone thank you again.
- 😞 we will miss you x
- Thank u so much for being amazing teacher and a wonderful key person he will miss u all and u all are great
- You have been fabulous with my child and I know he's gone miss you I wish he had come to you the first year instead of the other school

You are all amazing and it's a brilliant school  
I'm going miss you all as well

We have also happily waved Jade off on her maternity leave and have been extremely lucky to recruit a new member of staff to cover her whilst she enjoys being a new mummy again. Sue has been welcomed into our team? and we look forward to sharing our preschool journey with her. As always, we ensure we have a rigorous recruitment process, induction and probation period. This ensures we are compliant with Ofsted, following our policies and are safeguarding the children in our care.

Whilst we can all breathe a small bit with not having to worry about Ofsted visiting us, we will be kept on our toes by the new children joining us, and making sure our practice remains outstanding.

The end of this report reiterates what I have previously mentioned; thanking the staff for their tireless work and commitment to preschool, as well as thanking Hem for everything she does for everyone. I also want to thank parents for putting their trust into us for looking after the children. No day is the same at preschool and we are continuously set new challenges, but this is why we work in early years, to embrace these challenges and make sure each child and family leaves us with memories and the skills to move on their next chapter.

Kristy Bartlett, Preschool Manager



St Richard's CE Preschool  
Charity No. 1178927

Report & Accounts - 31 August 2024

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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 Year ended 31 August 2024

**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:   
Mr David Baggs A.C.A.

Date: 23<sup>rd</sup> October 2024

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

# St Richard's CE Preschool

Charity No. 1178927

## Detailed Income & Expenditure Account for the year ended 31 August 2024

	Year Ended 31 August 2024		Period Ended 31 August 2023	
INCOME	£	£	£	£
<b>Contract &amp; Grant Funding</b>				
DfE Grants		5,750		101
London Borough Hounslow funding		117,424		116,738
		123,174		116,839
<b>Other Fees &amp; Income</b>				
Subscriptions & other receipts	3,414		1,402	
Bank deposit interest	328		140	
		3,742		1,542
		126,916		118,381
<b>EXPENDITURE</b>				
Wages & salaries	93,057		64,219	
NEST pension contributions	2,791		1,924	
Printing, postage & stationery	36		941	
Materials and other resources	3,725		551	
Rent & other office costs	12,740		8,000	
Insurance	912		863	
OFSTED registration	50			
Computer equipment	930		352	
Staff training	166		140	
Uniforms	534			
Subscription to Early Years Alliance			164	
Telephone	60		40	
Excursions	210			
Payroll management	1,086		640	
Travel & subsistence	370		54	
Website hosting fees	206		132	
Repairs & renewals	4,766		42	
		(121,639)		(78,062)
<b>Surplus for the year / period</b>		5,277		40,319

St Richard's CE Preschool

Charity No. 1178927

Detailed Statement of Assets & Liabilities  
for the year ended 31 August 2024

	31 August 2024	31 August 2023
	£	£
<b>Current Assets</b>		
Bank savings A/c	31,539	31,212
Bank current A/c	93,889	111,063
Cash balances to be banked	<u>6</u>	<u>248</u>
	125,434	142,523
<b>Creditors: amounts falling due within one year</b>		
Deferred income		22,000
PAYE/NIC's	1,475	941
Sundry accruals	<u></u>	<u>900</u>
	<u>123,959</u>	<u>118,682</u>
<b>Unrestricted Income Reserves</b>		
Balance b/fwd	118,682	78,363
Surplus of receipts over expenditure	<u>5,277</u>	<u>40,319</u>
	<u>123,959</u>	<u>118,682</u>

**Approval of the Accounts**

The accounts have been approved by the trustees on [ ] 2024.

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Revd Debs Wignall

Trustee

St Richard's CE Preschool

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	<u>123,959</u>	<u>118,682</u>
<b>Unrestricted Income Reserves</b>		
Balance b/fwd	118,682	78,363
Surplus of receipts over expenditure	<u>5,277</u>	<u>40,319</u>
	<u>123,959</u>	<u>118,682</u>

**Approval of the Accounts**

The accounts have been approved by the trustees on [ ] 2024.

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Revd Debs Wignall

Trustee