

BEETLEY AND DISTRICT PRE-SCHOOL

England & Wales · Charity number 1181636

Details

Status Registered

Legal form CIO

Registered 2019-01-18

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

Contact

Address The Mobile
St Mary's School
Elmham Road
Beetley
Dereham

Phone 01362860860

Email office@beetley-preschool.org

Website <http://www.beetley-preschool.org/>

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£153,102	£136,514	-	-
2024-08-31	£101,930	£108,991	-	-
2023-08-31	£88,861	£87,677	-	-
2022-08-31	£100,544	£90,970	-	-
2021-08-31	£94,117	£93,657	-	-
2020-08-31	£97,114	£91,282	-	-

Trustees

Name	Role	Appointed
John Billings	Chair	2026-02-02
Amy Haymes		2026-02-02
Annie Shays		2026-02-02
Emily Neave		2026-02-02
Hollie Durrant		2026-02-02
Rebecca Reynolds		2024-01-15

Accounts

**BEETLEY AND DISTRICT PRE-SCHOOL
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

Beetley and District Pre-School Contents

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Beetley and District Pre-School Trustees' Report For The Year Ended 31 August 2025

The trustees present their report and the financial statements for the year ended 31 August 2025.

Objectives and Activities

Aims and Objectives

The aims of the preschool are to enhance the development and education of children primarily under statutory school age.

Reference and Administrative Details

Trustees

Ms Charlie Wood - Chair
Ms Laura Harvey (appointed 07/10/2024)
Ms Rebecca Reynolds
Ms Zoe Lawrence
Ms Danielle Edwards
Ms Abigail Jenkins

Charity Number

1181636

Independent Examiner

Gascoynes Limited
Gascoynes
Gascoyne House
Moseleys Farm Business Centre
Fornham All Saints
Suffolk
IP28 6JY

**Beetley and District Pre-School
Trustees' Report (continued)
For The Year Ended 31 August 2025**

The trustees' report was approved by the board of trustees and signed on its behalf by:

Ms Danielle Edwards

Trustee

Date

Beetley and District Pre-School
Independent Examiner's Report to the Trustees of Beetley and District Pre-School
For The Year Ended 31 August 2025

I report to the trustees on my examination of the accounts of Beetley and District Pre-School (the Trust) for the year ended 31 August 2025.

Responsibilities and Basis of Report

As the charity trustees of the Trust 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 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Gascoynes Limited
Date
Gascoyne House
Moseleys Farm Business Centre
Fornham All Saints
Suffolk
IP28 6JY

**Beetley and District Pre-School
Statement of Financial Activities
For The Year Ended 31 August 2025**

		2025	2024
		Unrestricted funds	Unrestricted funds
	Notes	£	£
INCOME AND ENDOWMENTS FROM:			
Donations and legacies	3	147,771	100,334
Investments	4	250	235
Other	5	5,081	1,361
		153,102	101,930
EXPENDITURE ON:			
Raising funds	6	(136,514)	(109,151)
NET INCOME/(EXPENDITURE)		16,588	(7,221)
NET MOVEMENT IN FUNDS		16,588	(7,221)
RECONCILIATION OF FUNDS:			
Total funds brought forward		74,052	81,273
TOTAL FUNDS CARRIED FORWARD	10	90,640	74,052

The notes on pages 6 to 9 form part of these financial statements.

**Beetley and District Pre-School
Statement of Financial Position
As At 31 August 2025**

	Notes	2025 Unrestricted funds £	2024 Total funds £
CURRENT ASSETS			
Cash at bank and in hand		90,640	74,052
		90,640	74,052
NET CURRENT ASSETS (LIABILITIES)		90,640	74,052
TOTAL ASSETS LESS CURRENT LIABILITIES		90,640	74,052
NET ASSETS		90,640	74,052
FUNDS OF THE CHARITY			
Unrestricted Funds		90,640	74,052
TOTAL FUNDS	10	90,640	74,052

On behalf of the board

Ms Danielle Edwards

Trustee

Date

The notes on pages 6 to 9 form part of these financial statements.

Beetley and District Pre-School Notes to the Financial Statements For The Year Ended 31 August 2025

1. General Information

Beetley and District Pre-School is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1181636. The principal address is .

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

2.2. Incoming Resources

2.3. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	2025	2024
	Unrestricted	Unrestricted
	funds	funds
	£	£
Donations and gifts:		
Funding and Fees	144,290	94,541
Other:		
Refundable Deposits Received (net)	50	176
Fund Raising	3,201	4,743
Clothing & Towels	119	179
Beetley Bears	111	655
Buds and Blooms	-	40
	<u>147,771</u>	<u>100,334</u>

4. Investment Income

	2025	2024
	Unrestricted	Unrestricted
	funds	funds
	£	£
Bank interest receivable	250	235

5. Other Income

	2025	2024
	Unrestricted	Unrestricted
	funds	funds
	£	£
Donations Received	5,081	1,361

Beetley and District Pre-School
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

6. Analysis of Expenditure

	2025
	Activities undertaken directly
	(see note 7)
	£
Raising funds	136,514

	2024
	Activities undertaken directly
	(see note 7)
	£
Raising funds	109,151

7. Direct Costs

	2025
	Raising funds
	£
Fundraising activities:	
Staging fundraising events	375
Cloting - Uniforms and polo shirts	472
Cost of goods sold:	
Photocopying expeses	1,085
Council rates	939
Equipment and crafts	1,260
Cleaning costs	529
Water	3,770
Miscellaneous	2,303
Staff training and DBS	541
Ground rent	645
Refreshments	84
Employee costs:	
Wages and salaries	119,769
General administration:	
Repairs, renewals and maintenance	566
Insurance	1,109
Data and telecommunications costs	697
Printing, postage and stationery	17
Subscriptions	2,353
	136,514

Beetley and District Pre-School
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

	2024
	Raising funds
	£
Fundraising activities:	
Staging fundraising events	739
Cloting - Uniforms and polo shirts	570
Electricity	2,445
Family and Our School Apps	2,146
Net trip costs	342
Accounting fees	160
Cost of goods sold:	
Photocopying expeses	851
Council rates	579
Equipment and crafts	1,303
Cleaning costs	797
Water	213
Staff training and DBS	202
Ground rent	860
Refreshments	488
Employee costs:	
Wages and salaries	93,743
General administration:	
Repairs, renewals and maintenance	386
Insurance	1,003
Data and telecommunications costs	794
Printing, postage and stationery	381
Subscriptions	1,149
	<u>109,151</u>

8. Staff Costs

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	<u>119,769</u>	<u>93,743</u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

9. Average Number of Employees

Average number of employees during the year was: 9 (2024: 7)

Beetley and District Pre-School
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

10. Movement in Funds

	As at 1 September 2024	Income	Expenditure	As at 31 August 2025
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	74,052	153,102	(136,514)	90,640
Total funds	<u>74,052</u>	<u>153,102</u>	<u>(136,514)</u>	<u>90,640</u>

	As at 1 September 2023	Income	Expenditure	As at 31 August 2024
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	81,273	101,930	(109,151)	74,052
Total funds	<u>81,273</u>	<u>101,930</u>	<u>(109,151)</u>	<u>74,052</u>

11. Transactions with Trustees

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

No trustee expenses have been incurred.

12. Related Party Disclosures

One trustee director received reimbursements totalling £84.10 for purchases made on behalf of the Preschool. No other payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

**Beetley and District Pre-School
Detailed Statement of Financial Activities
For The Year Ended 31 August 2025**

	2025	2024
	Total funds	Total funds
	£	£
INCOME AND ENDOWMENTS FROM:		
Donations and legacies		
Funding and Fees	144,290	94,541
Refundable Deposits Received (net)	50	176
Fund Raising	3,201	4,743
Clothing & Towels	119	179
Beetley Bears	111	655
Buds and Blooms	-	40
	147,771	100,334
Investments		
Bank interest receivable	250	235
	250	235
Other		
Donations Received	5,081	1,361
	5,081	1,361
	153,102	101,930
EXPENDITURE ON:		
Raising funds		
Photocopying expenses	(1,085)	(851)
Council rates	(939)	(579)
Equipment and crafts	(1,260)	(1,303)
Cleaning costs	(529)	(797)
Water	(3,770)	(213)
Miscellaneous	(2,303)	-
Staff training and DBS	(541)	(202)
Ground rent	(645)	(860)
Refreshments	(84)	(488)
Staging fundraising events	(375)	(739)
Clothing - Uniforms and polo shirts	(472)	(570)
Electricity	-	(2,445)
Family and Our School Apps	-	(2,146)
Net trip costs	-	(342)
Accounting fees	-	(160)
Wages and salaries	(119,769)	(93,743)
Repairs, renewals and maintenance	(566)	(386)
Insurance	(1,109)	(1,003)
		...CONTINUED

Beetley and District Pre-School
Detailed Statement of Financial Activities (continued)
For The Year Ended 31 August 2025

Data and telecommunications costs	(697)	(794)
Printing, postage and stationery	(17)	(381)
Subscriptions	(2,353)	(1,149)
	<u>(136,514)</u>	<u>(109,151)</u>
	(136,514)	(109,151)
NET INCOME/(EXPENDITURE)	<u>16,588</u>	<u>(7,221)</u>

Accounts

Beetley & District Preschool

Committee Meeting (2024-25 AGM)

Charity No: 1181636

Monday 07-10-2024

At Preschool mobile and virtually, via Teams, 7.30pm

PRESENT: Abby Jenkins (AJ), Danielle Edwards (DE), Diane Calvert (DC via Teams), Charlie Woods (CW), Zoe Lawrence (ZL), Zoe Smith, (ZS) Charlie Woods, (CW), Will Wilson (WW), Laura Cross (LC)

APOLOGIES:

MATTERS ARISING FROM THE LAST MEETING: previous AGM minutes need to be updated as there were some name missing from the attendees list (WW to look up and change on Governor Hub)

MINUTES OF THE LAST MEETING:

The minutes were agreed and to be signed by LC, the chairperson.

WELCOME: AJ welcomed everyone and LC chaired the meeting

LC ran through the past years fundraising and committee efforts.

Special thanks were given to Zoe Smith for her efforts in the committee and fundraising. Zoe will be stepping down from the committee this year and will be missed.

A huge thank you was also said to Diane Calvert, DC was the former manager of the preschool and has stayed on the committee as treasurer, she will be leaving the committee and will be greatly missed.

Zoe and DC have both extended an offer to help if needed in the future and can be contacted through their usual email.

Chairmans report

'm Laura and ive been the chair of the committee for the past year. Before I tell you about all the fundraising events we have run this year i'd like to say thank you to all the staff and to the committee members for everything they do. The preschool is such a special place. All the staff go above and beyond for every child that attends and I can't thank you enough for making their time here so special. And the preschool wouldn't here without the committee members who volunteer their time to fundraise and support the running of the preschool. SO thank you all so much.

We have had a really busy year with fundraising events. We started the year with the pumpkin trail, which we are running again on this year on the 31st of october - so please all come along or help support. then we held the wreath making, Wellie Waddle, duck race and finally the quiz night. The events were really well attended despite some horrible wet weather during several events which was very unlucky. but all these events helped to raise around £4000 for the preschool.

This money has gone towards a variety of different activities and items to support the preschool. for example, providing eggs and an incubator so the children could watch and learn about eggs hatching and money towards to preschool trip to church farm.

There are lots of family members and friends who have also given up their time to help with the fundraising events this year and I'd like to thank them as well.

finally, we have a few members of the committee stepping down this year - Zoe Smith who has been absolutely amazing at organising our fundraising events - you will be very missed! and Di calvert who ran the preschool for years stepping down in 2022 but stayed on as treasurer. She is now saying her final goodbye from the committee. Thank you so much for all that you have done for the preschool - which I know is huge amounts. you will be very missed.

SUPERVISOR'S REPORT

Abigail Jenkins Supervisor

Good evening and thank you for coming along to our AGM. We have had another great year at the Preschool. We welcome the year with a big change to the preschool. We took away 2-3 club and became a mixed aged Preschool, for children aged 2-4 years from Monday-Friday 8.30-4. We welcomed the year with 19 children, and this increased to 36 by the end of the year.

We had several changes over the year, at Christmas Emma Ellis left the Preschool after more than 20 years, then at Easter Sarah Knights left after near 20 years. We were sad to see both Emma and Sarah leave, we then welcomed Toni Tinker, Kirstie Rayner and Lucy Tooke to the team as Early Years Practitioners and Chloe Ott as Early Years Relief Practitioner. India Bonnett completed her Level 3 in Early Years in May, and with Emma leaving, we had the position of Deputy Manager become available, which Hollie Durrant has stepped into.

The library bus has visited throughout the year on a Thursday, those children in on Thursday's were able to go onto the bus and choose new books for us to borrow which they would take home to share with families. We also borrowed two story sacks to use at carpet times with the children.

We held 3 activity sessions during the year. All children and families were invited in for the themed morning or afternoon. We had a Christmas, Easter and Mindfulness as the themes. During these sessions we would read a story which was then followed by 3-4 activities based the theme. All sessions had a good number of families attend and feedback was good from parents.

Key people held parent consultations in Autumn and again in Summer. Staff would invite their key children's parents in for a chat where their child's development would be discussed and how they are getting on at preschool. It gives the parents a chance to ask any questions they may have.

To continue to support children's development, we have been using the Wellcomm Speech and Language Toolkit, this helps to identify areas of support for children within their language development. We also had a Speech and Language Therapist in for a child to support their speech before they started school. Hollie and I also worked with another setting (child attended both) to support several areas of their development as both had some concerns before they also started school. During the year we had 2 children start with us that due to their needs required a one-to-one, Hollie and I felt without one-to-ones the children would not benefit much from

preschool. Both children have already made good amounts of progress in their development within the shop space of time they have been here. Breckland schools and community team also came in to visit, they provide information and support for us when required or we have concerns about a child. We focused on Ten Town again this year which is a numbers

resource that support children learning all about the numbers 1 to 10. Each number has a character with a story and song all about them that the children can learn and find out about.

In October the children helped to make a Bluey Scarecrow for the Pensthorpe competition, we were very proud to have won the competition which resulted in us being able to take the children there on a trip, just before Christmas.

Christmas time, we performed our Christmas nativity at Beetley Church and followed this with our Christmas party at the village hall, where Father Christmas came to visit us.

During the year we had a few visits to the preschool that supported some of the themes we were exploring, these included, a tractor, a fire engine and a nurse. As well as the visits we had eggs kindly given to us from Dani, we watched these hatch into chicks. We had frog spawn that grew into tadpoles that was released into Charlie's Pond and caterpillars that became butterflies which we released at Preschool. At Christmas time we took part in the Christmas Tree Festival again in Fakenham, this year our tree was the very Hungry Caterpillar, all children decorated bits of the fruit for the tree.

During the Easter and Summer Holiday's we had tidy up days at the preschool that committee and staff attended, these are a great way to keep the preschool looking tidy and give some areas some TLC.

Throughout the year we have kept busy with lots of different themes and topics, some of these include all about me, pirates, autumn, Halloween, bonfire, Christmas, healthy me, storytelling, Chinese New Year, 30 days wild, pancake day, valentines day, world book day, mother's day, father day, science week, planting, mindfulness, endangered animals and people who help up.

We went on several outings round the village again last year, we visited the park, the woods and Gressenhall Museum.

Towards the end of the year we celebrated with our sports day, encourage the children to work in team to win some races and have lots of fun all together. We went on our preschool trip to Church Farm in Stow Bardolph, and we had our Preschool Graduation for the 11 children going off to school.

Throughout the year we have been running Beetley Bears and Beetley Buds and Blooms, Bears kept a regular number of families between 8-12 attending each week whilst Buds and Blooms fluctuated throughout the year some points with 7-8 families and other 2-3 families. In July Zoe Smith who ran Buds and Blooms for us said she was no longer able to run this due to personal commitments and unfortunately due to the fluctuating numbers we did not feel at the moment in time we would continue to run it.

TREASURER'S REPORT (please see 2023/2024 accounts attached)

Diane Calvert

Hopefully are all able to see a copy of the accounts for last year. If not please ask a member of staff at the end of the AGM. From the accounts you will see that last year was not a good year for the Preschool financially, we ended up making a loss of just over £7000.00. This was mainly

due the increase in minimum wage of just over 9%, meaning all staff wages had to go up by the same amount, the costs of employing new staff and an increase in the number of adults needed in each session due to the needs of the children attending.

Lucky the Preschool had enough money in the funds to support this but the situation is not sustainable, which is why at the last committee meeting there were discussions about increasing the fees and maybe introducing additional costs for consumable products. This is a practice that is used by many early years settings as the money received for funded children is not enough to support settings but something in the past the preschool has tried very hard to avoid. I know the committee and staff are looking at the best solutions to maintain the preschool costs without having too much of an impact on the families attending.

I will be stepping down from the committee tonight after over 26 years of being a part of the preschool in many different ways. It has been a hard decision to make but I feel I am unable to support Abby, Hollie and the rest of the team enough from a distance. I will continue to follow the progress of the preschool on Facebook and hope all of those who stay on the committee and those of you who join tonight get as much out of being involved in such a great preschool as I have over the years.

I just want to finish by thanking all of those who were on the committee when I was manager and who have stayed on a continued supporting the preschool, your hard work and dedication is what helps the staff keep the preschool going.

Review and adoption of Policies (please see policy list attached)

The 2023/24 policies were agreed, and we will begin the review of 2024 /25 policies.

Any other business

No information recorded.

Dissolution of existing committee and election of new committee

The existing committee was dissolved

The following people were nominated for future Committee positions to be confirmed at the next meeting.

Laura Cross, Dannielle Edwards, Charlie Woods, Will Wilson

It was confirmed that there were enough people to form the complete committee.

LC then talked through the relevant roles for the future meeting.

DC confirmed that there will be a handover from her to the next treasurer

The meeting closed 8pm

Date of next committee meeting 14/10/2024

Chair person (date)

Policies to be reviewed and readopted:

Admissions and Operation of Waiting List
Registration Form
Transition Policy
Parental Involvement
The Role of the Key Worker
Promoting Positive Behaviour
Special Educational Needs (SEND)
Working in Partnership with Other Agencies
Ethical Information Sharing
Confidentiality and Client access to Records
Equality & Diversity
Compliance Statement
Fees and Charges
Invoice
Responsibilities of Staff in an Emergency
Equipment & Resources
Use of Volunteers
Complaints - Making Concerns Known
Data Protection
Retention of records
Child Protection
Safeguarding
Looking after Children
Use of Mobile Phones, Digital Photography & Social Media
Babysitting
Whistle Blowing
Child Protection - Covid-19
NCC Safeguarding audit
Policy Statement
Health & Safety Summary
Duties & Responsibilities of The Committee Health & Safety Officer
Risk Assessment Summary
Health & Safety Procedures
Health
First Aid
Identification of illnesses which justify exclusion from the Preschool
Pandemic Policy
Safety
Safety Check List
Food
All Weather Protection
Outings
Staffing and Employment Policy
Safer Recruitment Policy
Early Years Relief Practitioner
Early Years Practitioner
Early Years Deputy Manager
Early Years Manager
Induction of New Staff Member
Induction Check List
Training & Development
Staff Support & Supervision
Standards of Behaviour
Professional Conduct
Grievance Procedure
Disciplinary Procedure
Staff Declaration
Student Placement
Induction Check List - Student
Contract of Employment
Code of Conduct Agreement for Committee Members

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2024

Beetley & District Pre-School

Receipts & Payments Account

For The Year Ended 31st August 2024

	2024	2023
Receipts		
Funding and Fees	94,541	81,221
Refundable Deposits Received (net)	176	160
Fund Raising	4,743	6,278
Clothing & Towels	179	216
Beetley Bears	655	575
Buds and Blooms	40	115
	<u>100,335</u>	<u>88,565</u>
Other Income		
Deposit Accounts Interest	235	71
Donations Received	<u>1,361</u>	<u>225</u>
	<u>1,596</u>	<u>296</u>
	<u>101,930</u>	<u>88,861</u>
Payments		
Wages	93,743	70,933
Building and Maintenance Works	386	1,735
Fund Raising	739	1,112
Insurance	1,003	1,040
Refreshments	488	401
Equipment, crafts	1,303	2,403
Electricity	2,445	2,461
Family + Our School Apps	2,146	2,145
Subscriptions & Fees	1,149	552
Telephone	794	682
Post, Stat, Adv, Apps & Comp Costs	381	314
Photocopier	851	814
Cleaning, Repairs & Renewals	797	541
Water + Sewage Charges	213	337
NCC Lease (18 months to Sept.2023)	0	1,290
Rent	860	0
Rates	579	546
Training Costs + DBS	202	124
Trips (nett)	342	0
Clothing - Uniforms and Polo Shirts	570	97
	<u>108,991</u>	<u>87,527</u>
	<u>-7,060</u>	<u>1,334</u>
Finance Costs		
Audit Accounts	<u>160</u>	<u>150</u>
	<u>160</u>	<u>150</u>
Net Payments for the Year - Carried Forward	<u><u>-7,220</u></u>	<u><u>1,184</u></u>

Beetley & District Pre-School
Receipts & Payments Account (Continued)
For The Year Ended 31st August 2024

	2024	2023
Balance Brought Forward	-7,220	1,184
Bank & Cash Balances as at 31.8.2023		
Current Account	13,312	12,136
Deposit Account	17,086	17,015
New Build Barclays Account	50,832	50,832
Cash In Hand	43	106
	<u>81,273</u>	<u>80,089</u>
	<u>74,052</u>	<u>81,273</u>

Agreed By -

Bank & Cash Balances as at 31.8.2024		
Current Account	4,610	13,312
Deposit Account	17,371	17,086
New Build Barclays Account	51,932	50,832
Cash In Hand	140	43
	<u>74,052</u>	<u>81,273</u>

In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2023 from the accounting records, information and explanations supplied.


 Dated 9th September 2024
 Mrs. Kathryn Perry

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2024

	Income Received	Less Expenses	Nett Profit
Bags to school	£45.00		£45.00
Cake sale	£39.50		£39.50
Christmas tree festival	£134.13	£25.00	£109.13
Duck Race	£1,430.30	£232.61	£1,197.69
Easy Fundraising	£17.60		£17.60
Halloween	£364.00	£86.00	£278.00
Jazy media commission	£10.00		£10.00
Morrisons-Book Table	£350.67		£350.67
Quiz	£646.10	£234.90	£411.20
Welly waddle	£272.00		£272.00
Wreath Making	£1,434.10	£160.00	£1,274.10
	<u>£4,743.40</u>	<u>£738.51</u>	<u>£4,004.89</u>

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2024

Beetley & District Pre-School

Receipts & Payments Account

For The Year Ended 31st August 2024

	2024	2023
Receipts		
Funding and Fees	94,541	81,221
Refundable Deposits Received (net)	176	160
Fund Raising	4,743	6,278
Clothing & Towels	179	216
Beetley Bears	655	575
Buds and Blooms	40	115
	<u>100,335</u>	<u>88,565</u>
Other Income		
Deposit Accounts Interest	235	71
Donations Received	<u>1,361</u>	<u>225</u>
	<u>1,596</u>	<u>296</u>
	<u>101,930</u>	<u>88,861</u>
Payments		
Wages	93,743	70,933
Building and Maintenance Works	386	1,735
Fund Raising	739	1,112
Insurance	1,003	1,040
Refreshments	488	401
Equipment, crafts	1,303	2,403
Electricity	2,445	2,461
Family + Our School Apps	2,146	2,145
Subscriptions & Fees	1,149	552
Telephone	794	682
Post, Stat, Adv, Apps & Comp Costs	381	314
Photocopier	851	814
Cleaning, Repairs & Renewals	797	541
Water + Sewage Charges	213	337
NCC Lease (18 months to Sept.2023)	0	1,290
Rent	860	0
Rates	579	546
Training Costs + DBS	202	124
Trips (nett)	342	0
Clothing - Uniforms and Polo Shirts	570	97
	<u>108,991</u>	<u>87,527</u>
	<u>-7,060</u>	<u>1,334</u>
Finance Costs		
Audit Accounts	<u>160</u>	<u>150</u>
	<u>160</u>	<u>150</u>
Net Payments for the Year - Carried Forward	<u><u>-7,220</u></u>	<u><u>1,184</u></u>

Beetley & District Pre-School
Receipts & Payments Account (Continued)
For The Year Ended 31st August 2024

	2024	2023
Balance Bought Forward	-7,220	1,184
Bank & Cash Balances as at 31.8.2023		
Current Account	13,312	12,136
Deposit Account	17,086	17,015
New Build Barclays Account	50,832	50,832
Cash In Hand	43	106
	<u>81,273</u>	<u>80,089</u>
	<u>74,052</u>	<u>81,273</u>

Agreed By -

Bank & Cash Balances as at 31.8.2024		
Current Account	4,610	13,312
Deposit Account	17,371	17,086
New Build Barclays Account	51,932	50,832
Cash In Hand	140	43
	<u>74,052</u>	<u>81,273</u>

In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2023 from the accounting records, information and explanations supplied.


 Dated 9th September 2024
 Mrs. Kathryn Perry

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2024

	Income Received	Less Expenses	Nett Profit
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	<u>£4,743.40</u>	<u>£738.51</u>	<u>£4,004.89</u>

Accounts

BEETLEY AND DISTRICT PRESCHOOL

Charity No: 1181636

MINUTES OF ANNUAL GENERAL MEETING HELD ON Thursday 5TH OCTOBER 2023 @ 7.30PM IN THE PRESCHOOL MOBILE AND VIRTUALLY VIA TEAMS

PRESENT: Abby Jenkins (AJ), Danielle Edwards (DE), Diane Calvert (DC via Teams), Charlie Woods (CW), Zoe Lawrence (ZL), Zoe Smith (ZS) & Charlie Wood (CW) Gemma O'Brien (GO) Will Wilson (WW) Emma Ellis (EE) Sarah Knights (SK) Hollie Durrant (HD) Julie East (JE Via Teams) India Bonnett (IB) Amy Pulfer(AP), Liam Hart(LH), and Sophie Hickford(SH)

APOLOGIES: None

WELCOME: WW (Chairperson) thanked and welcomed everyone and chaired the meeting

MINUTES OF THE LAST AGM:

were available for all to read and then agreed as a correct record and signed by the Chair.

MATTERS ARISING FROM THE LAST AGM:

None

CHAIR'S REPORT

I was very lucky to chair the Beetley preschool committee this year and have the pleasure of summarising what we can all agree has been a year of great achievement.

Before I talk about some of the key events it is important that we don't forget the day-to-day running of a preschool and the commitment it takes from dedicated staff to achieve this. I am in constant awe of the professionalism, determination, and ability of the preschool team.

It is hard to quantify what a preschool adds to the community, it provides the structure that allows children to flourish and the facility to allow parents to return to work and for some of the children the safety security and stability that can be hard to find at home.

I would also like to mention buds and blooms as well, this is a key service to parents with young children and a reminder to all young parents that they are not alone.

A preschool is the heart of a community, and we are extremely fortunate to be able to access and be part of such a wonderful organisation.

This year the committee have been working on three areas, fundraising to support the preschool, supporting the team here at our monthly meetings and pushing forward with the new plans for the preschool building.

This year the preschool team have organised the following, the Christmas tree at the Fakenham tree festival, wreath making, raffles, cream teas, duck racing and the book table. In total hundreds of hours of time and skills went into raising over £6000

this year. I should also mention the many hours donated by non-committee members, such as wives, husband's families, and friends.

Significant progress has been made to find a new home for the preschool as we are all aware that the current building is nearing the end of its lifespan, and we have been working through the many options.

The preschool planning committee has done a great job and shows consistent determination, wo betide the person that gets in our way.

The good news is that there is a light at the end of the tunnel, and I would urge anyone to come forward and work with the team as it is essential to the long-term future of the preschool.

I hope the team members of the preschool will agree that a key role of the committee is also supporting them in decision making and administration including the policies.

This is fundamental to the effective and safe running of the preschool which is made to efficient through the planning and consideration of the preschool team.

And finally, I would like to thank the committee for all their hard work and to thank those standing down this year and to encourage everyone in the room to take up a position in our committee as without your input the preschool would not be the exceptional place it is today.

TREASURER'S REPORT

had more children doing more hour across the week than in previous years. We also had several children join us later in the year due to other settings closing down near us.

We started the year with no 2-3 club due to a lack of interest, after October ½ term, we had a few people interested but not enough for us to open up fully, we spoke to the committee and it was decided to allow 8 spaces for the older ones to attend in the afternoons for the Monday and Friday, this meant we could offer the families interested the opportunity to join the preschool.

Throughout the year we continued with our aim to support the children with the importance of reading and listening to stories by using the library van that visits the preschool every 4 weeks. We take the children on the van, and they can choose a book each for us to borrow from the library. We then have our very own library book service at preschool where the children select a book to take home and read with their family, once they have read it, they can return it where they can choose another book. We also have some story sacks which we would lend out to families as well. During the year we held 3 activities sessions, where we invited all the children and their families to attend to take part in a themed activity. The first one was Autumn, the second was Spring and then third was Healthy Eating. Each session we have a book followed by 3-4 activities that small groups go round with, a staff member is at each activity to support. At the spring session, one of the families brought in some lambs to show the children.

Parent consultations took place twice last year, in the autumn and then in the summer, this is where parents are invited in to chat with their child's key person about their development and progress at preschool.

We have also continued to support several children with the speech and language development with a specialist tool we bought previously, called Wellcomm, this has a screening tool which we use to help identify areas that children need additional support in and then Wellcomm also provide the activities to support these areas for the children.

In the autumn we visited the Gressenhall museum with the children, during our visits we would visit the park, we walked round the nature trail, made a den, listened to a story, went on a bug hunt and collected leaves for pictures.

When we heard the sad new that the Queen had passed away, several children spoke to us about this, we used this opportunity to talk to the children about the queen and the royal family and celebrate her, as some of the children had been with us from the previous year where we had celebrated her jubilee. Later in the year we celebrated the Kings Coronation, we watched and talked about the coronations, made our own carriage and other fun activities.

We also celebrated nursery rhyme week, with a different nursery rhyme each day, we had activities out which were specific to the rhyme of the day. We also had story telling week, which we carried on for a couple of extra weeks, across these weeks, we had a different story each week, that we encouraged the children to join in with and role play with lots of props and activities.

We also took part in Fakenham Christmas Tree festival again, the children made all the decorations for the tree and we encouraged lots of families to po by and visit our tree, several families did visit and said how lovely it was. In the lead up to Christmas we had lots of Christmas crafts out including making their own Christmas card for their families, once everyone had made one, we did several trips down to the post box for the children to post their cards to their house. We talked about the process of how it got from preschool to their house.

This year we held out Nativity at the church and Christmas party at the village hall, this is the first time since covid we have been able to do this. We did lots of practice and the children did a great job at singing the songs for the nativity, afterward we went to the village hall for a party, families all brought party food for the children and then afterwards we have some games before a special visit arrived. Each child was given a present from Father Christmas.

Throughout the year we try to celebrate and discuss different events, some that we celebrated this year were, Chinese New Year – we tried different foods and made lanterns, we made bird feeders for the big garden birdwatch and made pancakes for pancake day. We also explore with science week, with floating and sinking, magnets, a skittle experiment, colour mixing and made a volcano. For Mother's Day the children made a vase and on Father's Day they made keyrings.

We introduced Ten Town to Preschool, this is a maths resource focusing on the numbers 0-10, each number has a character which has its own story and song as well as lots of activities to go alongside the number. The children enjoyed learning the numbers and we have used the numbers for the pegs to help with recognition. In the spring we walked down to the park in Beetley, giving the children an opportunity to play on the new equipment, whilst on our walks we looked out for number, shapes and signs and talked about what we had found.

During our clean up day we had, one of the parents made us a new mud kitchen as our old one was falling apart, they also made us the planters which are outside the gate, we used the planters to grow our own vegetables and we very successful in growing tomatoes, cucumbers, spinach, radishes, rocket, carrots and a marrow. Some things we tried at snack, and we also tried some other more exotic fruits as well, during our healthy eating weeks.

In the summer we learnt about the life cycle of animals, we had some tadpoles which we watch grow into froglet which were then released into a large pond at Charlie's, we also had some caterpillars which grew into Butterflies.

As we prepared for 21 of our children to go to school, we had several schoolteachers visit us, children has play sessions at school, we wrote transition reports to send to school and supported those getting ready for school with promoting their independence. We ended the year with our sports day on the big field, the children worked in teams, we did some parachute games and had a great afternoon, we also had our trip to Sandringham, the children played on the large play area, did a nature walk, collecting natural items, followed by a picnic and a ice cream that the preschool bought. We were able to provide this trip for free again for all the children and had a lovely day out. We celebrated those leaving us with our graduation event, all children and families we welcome to join us with this celebration. We sang our graduation songs, watched all the children graduate and then had a picnic before saying good luck and goodbye.

Throughout the year we continued to hold our Beetley Bears stay and play group at the village hall on a Thursday for children under school again, this is run my Sarah Knights, across the year this had an average of 10-12 families attending. In addition to this we also restarted out baby group, buds and blooms up, this group is mainly aimed at children under 12 months, where we promote singing to children with signs and actions as well as some baby massage and sensory experiences. This group would usually average about 4-5 families across the year at some points we have 8-9 and sometimes only 2-3 families. We can only have 10 spaces due to limited space.

Finally, this year we had to make a big decision in regard to the running of preschool due to new funding coming into place soon. The staff and Committee decided we would become a mixed aged preschool, opening from 8.30-4 from Monday to Friday for children aged 2-4 years. We would offer 8 spaces for 2-year-olds and 14 spaces to 3-4-year-olds. With this decision being made in the summer we had play sessions available to children who were due to start with us in September and also opened them up to the public as open morning for new potential parents. I just want to say thank you to everyone at preschool for this past year and look forward to what this year has for the preschool.

POLICIES

The following policies were reviewed and adopted this year:

Admissions and Operation of Waiting List
Registration Form
Transition Policy
Parental Involvement
The Role of the Key Worker
Promoting Positive Behaviour
Special Educational Needs (SEND)
Working in Partnership with Other Agencies
Ethical Information Sharing
Confidentiality and Client access to Records
Equality & Diversity
Compliance Statement
Fees and Charges
Invoice
Responsibilities of Staff in an Emergency
Equipment & Resources
Use of Volunteers
Complaints – Making Concerns Known
Data Protection
Retention of records
Child Protection
Safeguarding
Looking after Children
Use of Mobile Phones, Digital Photography & Social Media
Babysitting
Whistle Blowing
Child Protection – Covid-19
NCC Safeguarding audit
Policy Statement
Health & Safety Summary
Duties & Responsibilities of The Committee Health & Safety Officer
Risk Assessment Summary
Health & Safety Procedures
Health
First Aid

Identification of Illnesses which justify exclusion from the Preschool
Pandemic Policy
Safety
Safety Check List
Food
All Weather Protection
Outings
Staffing and Employment Policy
Safer Recruitment Policy
Early Years Relief Practitioner
Early Years Practitioner
Early Years Deputy Manager
Early Years Manager
Induction of New Staff Member
Induction Check List
Training & Development
Staff Support & Supervision
Standards of Behaviour
Professional Conduct
Grievance Procedure
Disciplinary Procedure
Staff Declaration
Student Placement
Induction Check List – Student
Contract of Employment
Code of Conduct Agreement for Committee Members

ANY OTHER BUSINESS

None

DISSOLUTION OF EXISTING COMMITTEE AND ELECTION OF NEW COMMITTEE

WW Dissolved the committee and stepped down as Chairperson. GO Stepped down from the secretary and the committee.

New committee –

AJ nominated WW and SK seconded.

IB nominated AJ and SK Seconded

SK nominated CH and WW seconded.

IB nominated ZL and ZS Seconded

IB nominated ZS and ZL Seconded

CH nominated AP and ZS Seconded

CH nominated SH ZS Seconded

CH nominated LC and ZS Seconded

AP and SH spoke to AJ and completed paperwork for Ofsted.

WW thanked everyone for attending.

THE MEETING CLOSED at 8:10pm.

The next meeting will be the 2nd November.

With a fundraising meeting the 12th October on Teams

Chairperson..... Date:.....

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2023

Beetley & District Pre-School

Receipts & Payments Account

For The Year Ended 31st August 2023

	2023	2022
Receipts		
Funding and Fees	81,221	92,680
Refundable Deposits Received (net)	160	0
Fund Raising	6,278	6,710
Clothing & Towels	216	288
Beetley Bears	66	1,332
Buds and Blooms	115	0
Parent & Toddler (Net)	509	-595
	88,565	100,415
Other Income		
Deposit Accounts Interest	71	1
Donations Received	224	128
	296	129
	88,861	100,544
Payments		
Wages	70,933	76,608
Building and Maintenance Works	1,735	287
Fund Raising	1,112	357
Insurance	1,040	1,019
Refreshments	401	486
Equipment, crafts	2,403	3,901
Electricity	2,461	1,639
Family + Our School Apps	2,146	1,643
Subscriptions & Fees	552	354
Telephone	682	683
Post, Stat, Adv, Apps & Comp Costs	314	291
Photocopier	815	1,259
Cleaning, Repairs & Renewals	541	1,095
Water + Sewage Charges	337	265
NCC Lease (18 months to Sept.2023)	1,290	0
Rates	546	267
Training Costs (net of NCC Grants)	124	389
Staff Clothing	0	60
Clothing - Uniforms and Polo Shirts	97	366
	87,527	90,969
Finance Costs	1,334	9,575
Audit Accounts	150	140
	150	140
Net Payments for the Year - Carried Forward	1,184	9,435

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2023

	Income Received	Less Expenses	Nett Profit
Afternoon Tea	£158.00	£40.00	£118.00
Amazon – commission	£91.20		£91.20
Anglo recycling bags to school	£25.00		£25.00
Bags to school	£85.00		£85.00
Christmas tree festival	£144.51	£25.00	£119.51
Coins	£34.00		£34.00
Duck Race, incl BBQ + Refreshments	£2,496.55	£699.68	£1,796.87
Easy Fundraising	£39.81		£39.81
Fundraising - Books Morrisons	£463.23		£463.23
Hook a duck	£58.50		£58.50
Jazzy Media – commission	£10.00		£10.00
Otter's mead collection tin	£13.84		£13.84
Fish and Chip Quiz and raffle	£614.00	£281.50	£332.50
Raffle - White co. Bonnett	£130.00		£130.00
Teddy Tombola	£131.40		£131.40
Welly Wanging	£52.00		£52.00
Wreath Making	£1,731.10	£65.94	£1,665.16
	<u>£6,278.14</u>	<u>£1,112.12</u>	<u>£5,166.02</u>
	0.00	0.00	

Beetley & District Pre-School

Receipts & Payments Account (Continued)

For The Year Ended 31st August 2023

	2022	2021
Balance Bought Forward	1,184	9,435
Bank & Cash Balances as at 31.8.2022		
Current Account	12,136	24,764
Deposit Account	17,015	10,013
New Build Barclays Account	50,832	35,832
Cash In Hand	106	45
	<u>80,089</u>	<u>70,654</u>
	<u>81,273</u>	<u>80,089</u>

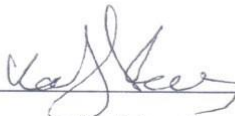
Agreed By -

Bank & Cash Balances as at 31.8.20223

Current Account	13,312	12,136
Deposit Account	17,086	17,015
New Build Barclays Account	50,832	50,832
Cash In Hand	43	106
	<u>81,273</u>	<u>80,089</u>

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In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2023 from the accounting records, information and explanations supplied.


Mrs. Kathryn Perry

Dated 22nd September 2023

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2023

Beetley & District Pre-School

Receipts & Payments Account

For The Year Ended 31st August 2023

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Parent & Toddler (Net)	509	-595
	<u>88,565</u>	<u>100,415</u>
Other Income		
Deposit Accounts Interest	71	1
Donations Received	224	128
	<u>296</u>	<u>129</u>
	88,861	100,544
Payments		
Wages	70,933	76,608
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Rates	546	267
Training Costs (net of NCC Grants)	124	389
Staff Clothing	0	60
Clothing - Uniforms and Polo Shirts	97	366
	<u>87,527</u>	<u>90,969</u>
Finance Costs	1,334	9,575
Audit Accounts	150	140
	<u>150</u>	<u>140</u>
Net Payments for the Year - Carried Forward	<u><u>1,184</u></u>	<u><u>9,435</u></u>

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2023

	Income Received	Less Expenses	Nett Profit
Afternoon Tea	£158.00	£40.00	£118.00
Amazon – commission	£91.20		£91.20
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Bags to school	£85.00		£85.00
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Easy Fundraising	£39.81		£39.81
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Raffle - White co. Bonnett	£130.00		£130.00
Teddy Tombola	£131.40		£131.40
Welly Wanging	£52.00		£52.00
Wreath Making	£1,731.10	£65.94	£1,665.16
	<u>£6,278.14</u>	<u>£1,112.12</u>	<u>£5,166.02</u>
	0.00	0.00	

Beetley & District Pre-School

Receipts & Payments Account (Continued)

For The Year Ended 31st August 2023

	2022	2021
Balance Bought Forward	1,184	9,435
Bank & Cash Balances as at 31.8.2022		
Current Account	12,136	24,764
Deposit Account	17,015	10,013
New Build Barclays Account	50,832	35,832
Cash In Hand	106	45
	<u>80,089</u>	<u>70,654</u>
	<u>81,273</u>	<u>80,089</u>

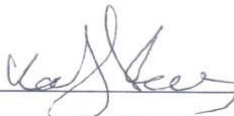
Agreed By -

Bank & Cash Balances as at 31.8.20223

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In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2023 from the accounting records, information and explanations supplied.


Mrs. Kathryn Perry

Dated 22nd September 2023

Accounts

BEETLEY & DISTRICT PRE-SCHOOL
Registered as a charity No. 1181636

**MINUTES OF ANNUAL GENERAL MEETING
HELD ON WEDNESDAY 5TH OCTOBER 2022
@ 7.30PM IN THE PRESCHOOL MOBILE
AND VIRTUALLY VIA TEAMS**

PRESENT: India Bonnett, Di Calvert, Claire Waring, Abby Jenkins, Emma Ellis, Julie East, Zoe Smith, Charlie Wood, Sarah Knights, Will Wilson, Laura Cross, Dani Edwards, Matt Jordan, Amee Gollop

1. WELCOME AND INTRODUCTION TO MEETING

India Bonnett (Chairperson) welcomed everyone and thanked them for coming to the meeting.

2. APOLOGIES: Gemma O'Brien, Natalie Arnold, Holly Durrant, Sonja Jarvis

3. MINUTES OF LAST A.G.M. were available for all to read and then agreed as a correct record and signed by the Chair.

4. MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising from the previous minutes

5. CHAIR'S REPORT

Firstly, thank you for allowing me to chair for another year, and thank you all for attending our AGM this evening.

What a year! I am so pleased to say we have returned to some more normal activities this year, and seeing the community come together in person has been fantastic! I know we had all missed that feeling of a bustling event and being able to bring everyone together.

We held our first in person wreath making event, trialling 3 sessions over the course of the day, plus also being available for those to collect DIY and completed wreaths. This was well attended and we had lots of positive feedback. Thank you to everyone that helped organise this, purchased a kit and also to Louise Alston for all her hard work.

In March, our Mothers day/Spring afternoon tea returned to the village hall and we also offered a takeaway option for people to enjoy in the comfort of their own home.

We also welcomed back our Duck Race, the last one was 2019! We were lucky to be blessed with beautiful weather and huge crowds down to Beetley Meadows, raising over £1300 for preschool. A huge thank you to all the staff, committee members, parents, Beetley Scout group and also grandfather duck for all your help and support.

A new event for this past year was the Fakenham Christmas Tree festival, I managed to squeeze us in a cancellation space and I'm so glad I did! The staff did a great job helping the children create beautiful decorations for their tree, and a thank you to Mrs Ellis who helped decorate the tree. Lots of families made it over to view the tree and place some pennies in our bucket and take in the atmosphere of a special local event.

We have a few events already in the pipeline for the next year which I'm already looking forward to.

This year we saw our Manager Diane Calvert step down from her role and take on a new challenge, closer to home. Di has made a huge impact to the preschool and the committee, and if it wasn't for her I would of never joined the committee and made all the fantastic friends and connections I currently have, so I wish to say a personal thank you to Di for all her time at preschool.

In January 2021 we were granted planning permission for the land we had hoped would house our new building which we so desperately need. However due to the objections

and covenant on the land, this is now too expensive and we continue to look at alternative sites.

Beetley Bears stay and Play has been growing in popularity over the past year, with lots of families block booking termly. I would like to say a thank you to Sarah Knights and also her assistant Claire McIntyre for all their hard work providing such a fun and welcoming stay and play session.

The role of the committee is vital in the running of the preschool, we are more than just a fundraising committee and without a committee the preschool would be forced to close its doors. So I would like to extend my thanks to those who have given up their time to support the preschool.

It is at this point I would like to say a massive thank to those committee members who shall be stepping down this year. Thank you to Claire Andrews for all her work and commitment to Preschool. Natalie Arnold, thank you for your help over the last year with our events and all your work as Treasurer. Also to Claire Waring, a special thank you for everything you have done for Preschool over the last few years, we have been through some challenging times together and I know you will always have the preschool's best interest at heart, from hours of tireless policy checking, helping at events, years of being secretary and always keeping me organised and in check! Thank you for everything! I would also like to add another special thank you to all the staff, You have been nothing short of amazing, going above and beyond for the children at our preschool as always. Thank you to the committee members staying on this year; Di Calvert, Will Wilson, Gemma O'Brien, Abby Jenkins, Emma Ellis, Zoe Smith and Charlie Wood.

This has probably been the hardest end of year report to write, knowing that I shall now be stepping down as chairperson. I joined the committee thinking it would be fun and I could use some of my weird ideas to help with fundraising, even though I can hear Di saying to me 'this isn't just a fundraising committee' and from there I got lost in the world of all things preschool. My first wreath making, running out of foliage and having to forage some in the dark, all the tears shed over Covid and the thought of shutting down preschool, then the happy tears when Beetley Bears reopened and I heard a little one say 'What is this place?' as they walked through the doors like it was their first time there. And now welcoming people back to real life events again, it feels like full circle. I've been lucky enough to have met so many people along the way, some are my closest friends now and I'm so grateful for the experience I've gained. Thank you for all your help along the way, I couldn't of done it without you all.

Here's to a fantastic 2022, a year for change and growth!

IB gave a special thank you to CWa and presented a gift. CWa gave a special thank you to IB and presented a gift.

6. TREASURER'S REPORT

<u>Beetley & District Pre-School</u>		
<u>Receipts & Payments Account</u>		
<u>For The Year Ended 31st August 2022</u>		
	2022	2021
Receipts		
Funding and Fees	92,680	88,489
Refundable Deposits Received	0	90
Fund Raising	6,710	1,828
Clothing & Towels	288	297
Beetley Bears	1,332	1,650
Parent & Toddler (Net)	-595	230
	<u>100,416</u>	<u>92,584</u>
Other Income		
Deposit Accounts Interest	1	1
Donations Received	128	1,533
	<u>128</u>	<u>1,534</u>
	100,544	94,118
Payments		
Wages	76,608	76,750
New Building Works (Planning + Solicitors)	0	1,320
Building and Maintenance Works	287	412
Fund Raising	357	82
Insurance	1,019	1,005
Refreshments	486	357
Equipment, crafts	3,901	1,251
Equipment/Storage - Larger Expenses (detailed under Fundraising)	0	4,777
Electricity	1,639	1,473
Family + Our School Apps	1,643	1,733
Subscriptions & Fees	354	370
Telephone	683	557
Post, Stat, Adv, Apps & Comp Costs	291	331
Photocopier	1,259	1,064
Cleaning, Repairs & Renewals	1,095	928
Water + Sewage Charges	265	288
Rates	267	136
Training Costs (net of NCC Grants)	389	0
Staff Clothing	60	190
Clothing - Uniforms and Polo Shirts	366	498
	<u>90,970</u>	<u>93,522</u>
	9,574	596
Finance Costs		
Audit Accounts	140	135
	<u>140</u>	<u>135</u>
Net Payments for the Year - Carried Forward	<u>9,434</u>	<u>461</u>

Beetley & District Pre-School
Receipts & Payments Account (Continued)
For The Year Ended 31st August 2022

	2022	2021
Balance Brought Forward	9,434	461
Bank & Cash Balances as at 31.8.2021		
Current Account	24,764	24,834
Deposit Account	10,013	10,011
New Build Barclays Account	35,832	35,343
Cash In Hand	45	5
	<u>70,654</u>	<u>70,193</u>
	<u>80,088</u>	<u>70,654</u>
 Agreed By -		
Bank & Cash Balances as at 31.8.2022		
Current Account	12,136	24,764
Deposit Account	17,014	10,013
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Cash In Hand	107	45
	<u>80,088</u>	<u>70,654</u>

In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2022 from the accounting records, information and explanations supplied.


 Dated 27th September 2022
 Mrs. Kathryn Perry

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2022

	Income Received	Less Expenses	Nett Profit
Afternoon tea	£394.50	£0.00	£394.50
Amazon (Fundraising)	£11.75	£0.00	£11.75
Amazon Europe	£36.31	£0.00	£36.31
Amazon Smile Commission	£10.44	£0.00	£10.44
Bags 2 School	£40.00	£0.00	£40.00
Christmas Raffle and Bazaar	£391.00	£0.00	£391.00
Duck Race	£2,081.31	£155.00	£1,926.31
Easy Fundraising	£30.44	£0.00	£30.44
Gressenhall Fete	£107.50	£0.00	£107.50
Sponsored Walk	£689.50	£0.00	£689.50
Tesco for Charities	£750.00	£0.00	£750.00
Tree Festival	£110.00	£12.55	£97.45
Wreath Making	£2,057.63	£189.84	£1,867.79
	<u>£6,710.38</u>	<u>£357.39</u>	<u>£6,352.99</u>

Note - Larger Equipment Expenses year ending 31.8.2021

Bench	860.00
Fridge/Freezer	239.99
Steam Cleaner for floors	159.98
Umbrella	3,517.20
	<u>4,777.17</u>

DC explained that we used the money from the Toddle Waddle to purchase some things for preschool. We still have most of the money from Tesco which needs to be spent before January. We have bought equipment for Beetley Bears.

7. SUPERVISOR'S REPORT

This past year we have continued to adapt our practice in order to meet the changing Covid regulations. Over the course of the year we have had several children and a few staff members off due to having Covid. Despite this we have remained open, providing the children with opportunities to learn, grow and develop.

When we returned to Preschool in September 2021, we had 35 children on the register across 2-3 club and Preschool. This increased to 40 by the end of the year. In the summer each day was either full or 1-2 spaces available as we had more families asking for more sessions. During the year our numbers for 2-3 club decreased as the children moved up to Preschool, unfortunately we did not get many new starters for 2-3 club during the year. Beetley Bears is our stay and play group at the Village Hall on a Thursday. At the beginning of the year, we asked families that attended to prebook for the half term for £2.50 a session.

At the beginning of the summer term, we resumed allowing families to pop in for sessions as and when they wanted, for £3 per session, or they could still prebook in advance for £2.50. At the start of the academic year the Early Years Foundation Stage (EYFS), which we have a legal duty to follow, changed. This meant all staff had to adapt to the new updated version. One of the main aims in the new EYFS is to move away from the amount of paperwork staff complete about children's development and the length of time staff spend writing up and tracking observations against the EYFS. This allows staff to have more time with the children to provide quality learning based on their interests. With these changes we adapted how we observe the children and the assessments we complete. At the end of each half term the staff do a summary of how the child has progressed in the 7 areas of learning, the new things they have learnt and areas the key worker would like to focus on.

We reintroduced our library book service with the children. Every 4 weeks the children that attended on Thursday had the opportunity to go onto the library bus and select a book they would like to take home to share with their family. Once they have read the book at home the child would bring it back in and swap it for another book.

We focused on the importance of health and wellbeing during the autumn term, we had a oral hygiene week, where we provided a dentist role play area, each child was given a toothbrush and we talked about the importance of brushing our teeth and where we go to have our teeth checked. We had another week where we focused on healthy eating. During this week, we encouraged healthy choices in lunchboxes, foods that are good for us and food we should have sometimes. We provided different activities to help support the children's understanding.

Also, during the Autumn term, we walked the children over to Beetley woods. They were able to explore the woods, where we searched for different natural items, we looked at shapes, size and colours. In the spring term we took the children down to Beetley meadows, during our walk down we talked about the importance of being safe near the road, we looked for shapes and numbers whilst out. Once at the meadow we did our bit for our local environment by collecting rubbish that had been dropped by others and got the use the new park.

Last year was the first year we took part in the Christmas tree festival in Fakenham. The children created all the decorations that we used on the tree and several families from the preschool visited.

Unfortunately, due to Covid we had to cancel our Nativity and Christmas party. Instead, we recorded parts of the Nativity each day, we combined the videos and sent this out to the families. We held party days on the last 3 days of term.

We celebrated Chinese New Year with the children, we asked the parents to donate Chinese food to try at snack time and we decorated Chinese lanterns.

During the year we applied for a grant from Norfolk County Council, which was accepted and enabled us to purchase the Wellcomm Early Years Speech and Language Toolkit. This toolkit provides us with a screening tool that we use to assess children's speech and language development, highlighting if there is an area that the child is delayed in. A book of activities then provides the next steps that we can use to support the child and move them forward.

At the end of February, we held our first sponsored welly waddle. Each child took home a sponsor form and asked family members to sponsor their child. All the children that attended on the Friday took part and we also had several other children come along for the event as well as family members. We set up a small course, each child was given a paper tie which

they added a sticker to each time they completed the course. We had a great time and raised nearly £630.

The committee gave us £100 to spend on providing an experience for the children. We arranged for Sally from Let's Dance to come into preschool to provide the children with a silent disco experience. We invited all children along. We divided the children into 2 groups and each child and adult got a pair of headphones to listen to the music and dance away to. The children had a lovely time.

At the end of the spring term, we offered parent consultations in person or video/phone call. This provides the chance for the parents and the child's key person to discuss the child's development in each area of the EYFS. It also gives the parents a chance to ask any questions they may have and if they have any concerns.

On the 23rd May we had our Ofsted inspection. The inspector arrived, spoke to several parents, completed a learning walk with Di, where they discussed each area of the preschool and why we have the resources out. She observed staff, children and an activity with Di which they discussed afterwards. She spoke to staff and then had a management conversation with Di and myself about the preschool. After this she reviewed the day and provided us with our grading of good and our feedback, which included the 2 areas we need to work on. They were to build on good behaviour strategies and help children enhance their understanding of how their feelings and behaviours impact on others and ensure staff give consistent messages to children about healthy lifestyles to further promote their understanding of healthy food choices.

On the 24th May we held our first activity morning since Covid. The theme was the celebration of the Queen's Platinum Jubilee. We invited all children and families along and we had 45 people attend. First we read a story, followed by the children singing and signing the national anthem. We then divided the children and families into 5 groups to go round and complete the activities we had. The children made sandwiches, decorated biscuits, made some bunting, made a crown and completed a scavenger hunt. After the activities we sat and enjoyed a picnic lunch.

This year we had 20 caterpillars arrive at preschool. The children observed the life cycle of the caterpillars. We had 18 out of 20 turn into butterflies that the children then helped to release them into the wild. We also had Charlie bring in her lamb Mana into preschool. The children had a turn to stroke the lamb, they talked about how the lamb felt being in our playground, we discussed how we must be careful, kind and how to care for animals.

This year has also had a few reception teachers come into the preschool to visit the children attending their schools. This helps with the transition to school as the teacher can see the child playing in the preschool, talk to them and their key person gaining valuable information before they move on.

We held our sports day this year over on the far field. We had a great turn out of families who came along to cheer the children on. The children completed 4 races and some parachute games.

We also held our preschool trip this year. We visited Sandringham and we were fortunate enough to provide the trip free of charge to the families, by using the money the children raised on the welly waddle. We arrived at Sandringham and went straight to the play area, which the children enjoyed, then we went for a short walk where the children were given a scavenger hunt list and a bag to collect a selection of natural items they found. After the walk we all sat together to a picnic lunch and all the children had an ice cream. After lunch we did some ring games before returning to the coach. We had a lovely day with lots of positive comments.

At the end of the year, we held our preschool graduation for all the children going off to school. We held it over on the far field and invited all children to attend. Most children and families attended. Each child had a small bag of activities to complete. We had a lovely day to celebrate and say goodbye to the children going off to school. We also said a very big thank you and goodbye to Diane Calvert who has worked at the preschool for the past 24 years, 15 of those as the manager.

Before the end of the year, we advertised for a relief worker and were very pleased to offer the position to India Bonnett.

Finally, I would like to say thank you to all the staff and committee for continuing to support the preschool, especially as we continue to adjust to the new normal of living with covid.

8. REVIEW AND RE-ADOPTION OF ALL POLICIES:

The following Preschool policies were adopted unanimously en-mass and will be reviewed in the coming year as necessary:

Policy Statement
Health and Safety Summary
Duties and Responsibilities of the Committee Health & Safety Officer
Risk Assessment Summary
Health & Safety Procedures
First Aid
Identification of Illnesses which justify exclusion from the Preschool
Pandemic Policy
Safety Check List
Food
All Weather Protection
Outings
Staffing and Employment Policy
Safer Recruitment Policy
Early Years Relief Practitioner
Early Years Practitioner
Early Years Deputy Manager
Early Years Manager
Induction of New Staff Member
Induction Check List
Training & Development
Staff Support & Supervision
Standards of Behaviour
Professional Conduct
Grievance Procedure
Disciplinary Procedure
Staff Declaration
Student Placement
Induction Click List – Student
Registration Form
Transition Policy
Transition
Parental involvement
Role of the Key Worker
Special Educational Needs and Disabilities (SEND)
Equality and Diversity
Compliance statement
Fees & Charges

Responsibilities of staff in an Emergency
 Equipment & resources
 Use of volunteers
 Making complaints known
 Data Protection
 Child Protection
 Safeguarding
 Looking after children
 Use of mobile phones, digital photography & social media
 Baby sitting
 Whistle Blowing

9. ANY OTHER BUSINESS

DC thanked everyone involved in her graduation and to committee members who are stepping down and presented flowers to IB and CWa.

10. DISSOLUTION OF EXISTING COMMITTEE AND ELECTION OF A NEW COMMITTEE

The existing committee was dissolved and the following people were elected to form the new committee:

Elected Member	Nominated by	Seconded by
Abby Jenkins	India Bonnett	Claire Waring
Di Calvert	India Bonnett	India Bonnett
Gemma O'Brien	Di Calvert	India Bonnett
Will Wilson	Claire Waring	India Bonnett
Zoe Smith	India Bonnett	Abby Jenkins
Charlie Wood	India Bonnett	Abby Jenkins
Laura Cross	India Bonnett	Abby Jenkins
Mark Jordon	India Bonnett	Abby Jenkins
Danny Edwards	India Bonnett	Abby Jenkins

New members passed their contact and registration details on to AJ and CW.

12. DATE OF NEXT COMMITTEE MEETING:

Tuesday 11th October 2022

CLOSE OF MEETING: 8.10pm

Signed _____

Date _____

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2022

Beetley & District Pre-School

Receipts & Payments Account

For The Year Ended 31st August 2022

	2022	2021
Receipts		
Funding and Fees	92,680	88,489
Refundable Deposits Received	0	90
Fund Raising	6,710	1,828
Clothing & Towels	288	297
Beetley Bears	1,332	1,650
Parent & Toddler (Net)	<u>-595</u>	<u>230</u>
	100,416	92,584
 Other Income		
Deposit Accounts Interest	1	1
Donations Received	<u>128</u>	<u>1,533</u>
	128	1,534
	100,544	94,118
 Payments		
Wages	76,608	76,750
New Building Works (Planning + Solicitors)	0	1,320
Building and Maintenance Works	287	412
Fund Raising	357	82
Insurance	1,019	1,005
Refreshments	486	357
Equipment, crafts	3,901	1,251
Equipment/Storage - Larger Expenses (detailed under Fundraising)	0	4,777
Electricity	1,639	1,473
Family + Our School Apps	1,643	1,733
Subscriptions & Fees	354	370
Telephone	683	557
Post, Stat, Adv, Apps & Comp Costs	291	331
Photocopier	1,259	1,064
Cleaning, Repairs & Renewals	1,095	928
Water + Sewage Charges	265	288
Rates	267	136
Training Costs (net of NCC Grants)	389	0
Staff Clothing	60	190
Clothing - Uniforms and Polo Shirts	366	498
	<u>90,970</u>	<u>93,522</u>
	9,574	596
 Finance Costs		
Audit Accounts	<u>140</u>	<u>135</u>
	140	135
 Net Payments for the Year - Carried Forward	<u><u>9,434</u></u>	<u><u>461</u></u>

Beetley & District Pre-School

Receipts & Payments Account (Continued)

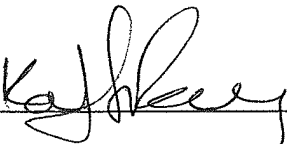
For The Year Ended 31st August 2022

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New Build Barclays Account	35,832	35,343
Cash In Hand	45	5
	<u>70,654</u>	<u>70,193</u>
	<u>80,088</u>	<u>70,654</u>

Agreed By -

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In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2022 from the accounting records, information and explanations supplied.



Mrs. Kathryn Perry

Dated 27th September 2022

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2022

	Income Received	Less Expenses	Nett Profit
Afternoon tea	£394.50	£0.00	£394.50
Amazon (Fundraising)	£11.75	£0.00	£11.75
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Amazon Smile Commission	£10.44	£0.00	£10.44
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Duck Race	£2,081.31	£155.00	£1,926.31
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Sponsored Walk	£689.50	£0.00	£689.50
Tesco for Charities	£750.00	£0.00	£750.00
Tree Festival	£110.00	£12.55	£97.45
Wreath Making	£2,057.63	£189.84	£1,867.79
	<u>£6,710.38</u>	<u>£357.39</u>	<u>£6,352.99</u>

Note - Larger Equipment Expenses year ending 31.8.2021

Bench	860.00
Fridge/Freezer	239.99
Steam Cleaner for floors	159.98
Umberella	3,517.20
	<u>4,777.17</u>

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2022

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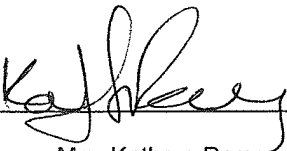
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Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1/9/2020
Period end date

Period start date To 31/8/2021

Charity name: Beetley and District Preschool

Charity registration number: 1181636

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The development and education of young children, age 2 to 5 years.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Educational activities aimed at promoting care, safety, health and wellbeing, following the standards set out in the Early Years Foundation Stage, Statutory Guidance.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have access to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We provide Early Years education and support to the young children, of the local area and support their families and carers to assist their development and wellbeing.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£70,654
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold £10,000 so that, in the event of temporary closure, overheads including wages can be paid.
Amount of reserves held	Para 1.22	£10,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Government Early Year's funding for children the term after their 3rd birthday and fees paid for hours not covered by funding. Fundraising events throughout the year, Afternoon Tea, Christmas Wreath making
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election to post at AGM through nomination and seconding.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Beetley and District Preschool
Other name the charity uses	N/A
Registered charity number	1181636
Charity's principal address	The Mobile Beetley School Elmham Road Beetley NR20 4BW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	India Bonnett	Chair		
2	Diane Calvert			
3	Abigail Jenkins		7/10/2021	
4	Claire Waring	Secretary		
5	Claire Andrews			
6	Gemma O'Brien			
7	William Wilson		7/10/2021	
8	Lisa French		7/10/2021	
9	Zoe Smith		7/10/2021	
10	Natalie Arnold		7/10/2021	
11	Charlie Wood		7/10/2021	
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	CLAIRE LOUISE WARING	
Position (eg Secretary, Chair, etc)	SECRETARY	
Date	16/10/21	

Beetley & District Pre-School

Receipts & Payments Account (Continued)

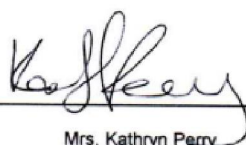
For The Year Ended 31st August 2021

	2021	2020
Balance Brought Forward	461	5,703
Bank & Cash Balances as at 31.8.2020		
Current Account	24,834	22,227
Deposit Account	10,011	10,003
New Build Barclays Account	35,343	32,255
Cash In Hand	<u>5</u>	<u>5</u>
	70,193	64,490
	<u>70,654</u>	<u>70,193</u>

Agreed By -

Bank & Cash Balances as at 31.8.2021		
Current Account	24,764	24,834
Deposit Account	10,013	10,011
New Build Barclays Account	35,832	35,343
Cash In Hand	<u>5</u>	<u>5</u>
Cash In Hand - Fete float money - August 2021	<u>40</u>	<u>0</u>
	70,654	70,193

In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2021 from the accounting records, information and explanations supplied.



Dated 14th September 2021

Mrs. Kathryn Perry

Beetley & District Pre-School

Receipts & Payments Account (Continued)

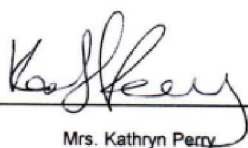
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Dated 14th September 2021

Mrs. Kathryn Perry