



Agenda
Whitchurch Pre-School Annual General Meeting – Via Zoom
20th May 2021

1. Welcome and Apologies – **MU**
 - NB - Meeting minutes from 6th May were approved by MU & JR via email on 12th May 2021
2. Chair AGM Report - **MU**
3. Treasurer AGM Report - **JS**
4. Fundraising AGM Report - **HD**
5. Comms AGM Report - **ES**
6. Nomination of New Committee Members - **MU**
 - Vice-Chair
 - Fundraising Lead
 - Communications Lead
 - Available Committee Roles
7. Next committee meeting –**Suggested Thursday 8th July 2021 - MD**
8. AOB



Chairs Report – AGM

General

Our Pre-School is a wonderful setting that helps our children grow and flourish in a secure, nurturing and stimulating environment. We pride ourselves on the quality of care and education that the children receive following the Early Years Foundation Stage (EYFS). This year in particular, our setting has truly flourished with inspiration from the Curiosity Approach, which encourages children to be 'thinkers and doers' and the staff have completely remodelled the setting to fit in with this vision with all new natural fixtures and a focus on the open-ended toys that allow children to make their own games and problem solve.

The staff, as ever, have been fantastic. The Early Years Framework changes year to year - next year is no exception - but the staff never fail to change and adapt their provision as required. Ultimately though, we can always rely on them to do the most important job of all: care for our children, offer a home-from-home setting where we know they are safe and happy and, in the words of the children, "they are really, really good at playing".

In the last year we have seen Tara join and flourish in our setting. We have recently also welcomed Molly to the Pre-School. Thank you to all the staff for their encouragement and support to Tara and Molly; they are extremely fortunate to be learning from you.

Kathleen, thank you for adapting to your new role as manager of the setting. You have taken on more and more as the year has progressed to ensure that the committee roles are manageable and to make sure that the pre-school runs smoothly.

I would like to thank Kathleen and all the staff for their hard work and dedication in this past difficult year.

Covid-19

I wish that a year on from the last AGM we weren't still talking about Covid, but here we are. Luckily as far as the Pre-School is concerned we have come out in many ways stronger. Our committee and staff have really pulled together through some exceptionally tough times, especially navigating the ever changing guidance.

Staff have been graceful and accepting of temporary changes we have had to make through staffing, and, when we have been open, have allowed children a haven of normality in this stressful world. They have deftly taken on the additional Covid responsibilities alongside their usual workload. Inside the Pre-School it has definitely been a lesson in how to function more efficiently, from the smoother drop-offs and pick-ups to having fewer toys out with no detriment to the children's enjoyment. Simple things, but you hope that some good lessons stem from a tumultuous year!

As a committee we have had an inordinate amount of additional management responsibilities this year to navigate Covid. It is completely abnormal (and will hopefully not happen again) that the



committee get so involved in the day-to-day running of the Pre-School to ensure Covid compliance. My team has had to endure a number of ad hoc meetings to vote on changing rules – they have been able to put their self-interest aside to focus on what is best for the Pre-School. I cannot thank them enough for undertaking this additional work with our lives already strained.

Objectives

Covid aside, I had several objectives at the start of my tenure as Chair two years ago:

1. To reduce the work and responsibility of the committee roles
2. To ensure the Pre-School was financially sustainable
3. To review and invest appropriately in our offering.

The staff and committee have made huge strides towards achieving these.

1. Role of Committee and governance responsibility

We have had a second extremely busy year shaping the committee roles into something manageable for parents to take on.

The biggest overhaul has been the finance function, which in the past has been a particularly onerous job that should have never been done by a volunteer. With thanks to Emma Siveyer, Nick Leadbeater-Hart and Martin Coleman, we have come a long way. We have recruited a finance admin assistant to allow the pre-school continuity through changes in committee, and reset the treasury role to be oversight and strategy. The addition of our Family app has been a great investment not only in gaining operational visibility, but has had the added benefit in vastly improving communication between staff and parents. We hope you are enjoying the regular pictures and updates as much as we are!

Since the last AGM we have finally converted over to a Charitable Incorporated Organisation (CIO). This took effect just before we came back after the first Covid Lockdown – especially crucial as there now no longer exists personal liability on trustees (parents!).

The final piece to the committee puzzle and sustainability of the volunteer model is seeking to ensure as much management is undertaken by paid staff. Jo Reading (co-Chair) has been and continues to support Kathleen in her new role as Manager (from Supervisor), and the responsibilities that come with it. The Pre-School is being actively supported through this by the Early Years team at Oxfordshire County Council, both by lending support to Jo as Chair, and Kathleen as our Manager. We are extremely fortunate to have this guidance, especially given that the mentors themselves have identical roles in their own 'outstanding' pre-school, Hanborough Meadows, and have been at the forefront of the childcare field in Oxfordshire for many years.

2. Financial sustainability

Still mid pandemic, it was unsurprising that our numbers started low in September, but we finish with a healthy 28 families at the setting. Numbers for this September are looking low again, however we are increasingly using our social media profile as a successful means of advertising, and have seen some promising enquiries.



Our fundraising goal has always worked on the premise that offering 15 government funded hours per child with us will leave us £12,000 short of our operating costs. This is due to the difference between £4.12 the government pay us, and the actual cost of childcare provision.

Since September 2020, through our invoicing, we have finally asked for a voluntary donation for each funded hour used at the pre-school. This has helped us in numerous ways. Firstly, and most importantly, we have taken away the requirement for one parent in the fundraising lead volunteer position to raise £12,000 thought necessary to plug the gap. Secondly, it allows us a better grasp of how we are going to finish the year financially. And thirdly, it allows us to look at investments and pay at the Pre-School more closely to ensure we remain a great place to be for both children and staff alike.

Off the back of this, our annual fundraising target has been reduced to a more manageable £5,000, and now allows us to make true investments with fundraising money, rather than just plugging a hole in the finances.

I am happy to say we are now financially stable in a way that I didn't feel we were when I started out as Chair. As a result, it's definitely a nicer position as a volunteer to be in to not have to worry all the time about the business you are meant to be in charge of collapsing.

I said last year at the AGM that at the best of times Pre-Schools are incredibly vulnerable to closure through a combination of lack of children, lack of volunteers, lack of income and expensive regulatory changes. This still remains a fine balancing act, though our efforts make this more achievable with hopefully a lot less effort. We still need volunteers, though less onerously. We still need parents to pay a voluntary donation. And most importantly we still need children to attend our setting.

3. Investing in the Pre-School

I am enormously grateful to Hannah and everyone that has assisted her in fundraising this year. With a bumper £20,000 raised, we have been able to make further significant investments in our pre-school.

Thanks to fundraising we have happily invested in staff development this year. Most notably, we were able to fund Vicky's Special Educational Needs Co-ordinator training which means that we have her invaluable expertise as a qualified SENCO. Not all pre-schools have someone with this level of training and it is fantastic to know that we can offer parents this service. Both Marie and Julie have also continued to complete specific educational needs courses too this year. If ever we are concerned with any aspect of our children's development, it is so reassuring to know that we have the expertise within the setting to assess and support them.

Our next investment in the staff will be a Montessori training course they have requested which will allow them to develop their vision for the pre-school in the coming years.

Last year we invested heavily in the outdoor area. This year given the pandemic's effect on our setting, we have been able to invest further in our outdoor area. We have the addition of the two



canopies providing shelter in wet and sunny weather, and allowing children to be out in the fresh air more.

Our allotment is continuing to develop into an integral part of the children's pre-school experience. Under the direction of Claire Jeffs (our Outdoor Learning Leader) this space is being transformed from a sorry looking overgrown patch of land to a wonderful diverse and natural area which our pre-schoolers love to explore and experience. The other allotmenters have been delighted with the Pre-School's presence and love to witness how the site is taking shape.

Claire has been an asset in securing a couple of grants this year that has allowed us to invest in site tools, and coming soon, a shelter to allow us to enjoy the space in all weathers. Other than that, the investment really is the time that parents have kindly given up to help transform this wonderful space.

We have also made a £5,000 investment in the classroom. This has allowed staff to overhaul the tired furniture with new wooden furniture, in keeping with their vision for a natural, curiosity-based environment for the children. This investment will hopefully last a long time, and can be transferred straight into a replacement building as and when this happens.

We are continuing to look at appropriate places to invest, and high up the list right now is a manager's office. Our building is extremely limited in space, and whilst we still don't know if/how a replacement building will happen, we desperately need to be able to have our manager actively on site. Currently office work is done at home, but this makes managing a team and the site somewhat disjointed.

And always at the back of our minds - we do still have the threat of our building deteriorating beyond repair. I hope that with the headroom that we have now made through reshaping the volunteer roles, there is enough capacity amongst the team to attack this problem.

This Year

Due to the covid 19 pandemic, this year's report will read very differently to previous years after having to cancel most of this year's activities and change our focus during the preschool closures we had to change our way of operating.

During this time, we went above and beyond with helping families during the first lockdown by offering zoom story time, mini professors, outdoor learning, rising fives activities and key group activities, show and tell and of course just to say hello to a friendly face.

Activity packs were supplied for children to take home and become creative, paintings, drawings and handprints were hung on the preschool gate.

Mr Bojangles had lots of adventures at Vicky's house which we looked forward to hearing about on a weekly basis and we guessed where Happy Bear had gone to on his daily walk.



After the first lock we opened part time for key worker families and this followed shortly after for our rising fives which was our limited bubble of children allowed before we shut for the summer holidays. We had our own little party to wish our rising fives well, a couple of party games and a fond farewell.

We opened fully in September and welcomed our families back, we didn't have our expected numbers back, but considering the pandemic it was expected.

At Christmas things were different but we had some beautifully sung Christmas songs recorded in the pre-school garden for parents and a slightly different Christmas party with a classic covid-era zoom connection error with Bertie Slippers. Despite that, we enjoyed making and decorating a range of Christmas decorations and joining in with party games.

We a very enjoyable Spring Day, thanks to Warminghams for sponsoring this event. With this money we were able to offer the children a morning of fun and exciting activities outside, planting, decorative garden pots, bird feeders and animal prints.

Our staff have provided a simulated environment over the last few months, regardless of what is happening out in the real world. As well as keeping children happy, safe and being sociable, we have invested in new furniture and new resources as part of our developing vision for the pre-school. These resources have all been selected very purposefully and benefit the children with having a natural appeal and bringing the outside in, with staff creating meaningful and mindful spaces, providing activities i.e. science, PE, group time activities for children to use their own curiosity and imagination and learning through play. Our vision is inspired by the Curiosity Approach, which brings together educational ideas and philosophies like Montessori, Reggio, and Steiner and aims to 'promote awe and wonder' in Early Years education. Through the use of open-ended toys and objects we encourage our children to be thinkers and doers in all they do.

The children adapted to being outside more often this year (as have we all!) and enjoyed the aspects of learning through play outside, by enjoying our new mud kitchen and recently new sand. We have planted vegetables and plants in our veggie patch and will continue to watch them grow.

We are looking forward to getting our summer house installed at the allotment in the coming weeks. This will provide a dry space during the colder months for children to use for shelter, stories or quieter activities.

Thank You(s)

Kathleen would like to say the following thank you's.

Thank you to the committee for your help and support during the past year.

Thank you to all the staff for their help, support, flexibility, hard work, dedication and commitment to the preschool during a challenging year, therefore managing to provide an oasis of normality for our preschool children, whilst caring and looking after their own children and families, it's much appreciated.



Your kind and loving nature allows us to provide a really high standard of care to our children. We really make a great team! I look forward to progressing the Pre-School with our new vision with you all and providing a fun packed year.

Vicky, Julie and Marie thank you for your support, caring nature with the children and their families and being dedicated members of our team.

Tara and Molly, our newest members of our team, thank you for providing a caring and dedicated attitude to your job and we look forward to seeing you both progress and gaining your level 3 in early years.

I would like to thank Claire for all her help in preparing the allotment and providing outdoor learning classes to our preschoolers. Either via zoom or in person the classes have been fun and interactive.

A special thank you as well to all our families who have helped clear the brambles and the nettles and laid down wood chip paths to provide a natural walkway for the children.

As Chair I would like to thank Kathleen and the staff for all that they have done this year. It has not been easy at all, but they have risen to the challenge of working within the covid restrictions. They were always on call during the first lockdown to answer parents' child concerns, which really did give reassurance to us in how to handle any changing behaviours. Throughout the remainder of the year their dedication to our children has been evident, and they have worked extremely hard to make it a special and carefree space for the pre-schoolers. Thank you so much – you have genuinely helped all of us with young families through a very difficult time.

To the committee – we have continued apace this year making improvements to the business. Without your enthusiasm, time, and effort the pre-school could not continue. I cannot thank you enough, especially given all challenges we have faced, for your ability to help in any way you can. You are definitely the dream team of doers, and it has made it an incredibly enjoyable experience to work with you all.

Jo – thank you so much for stepping up as Co-Chair. Your skills are invaluable – teaching is definitely a profession that as an outsider you cannot fully understand. You have been so committed to helping the staff, throughout the pandemic and also with Kathleen's promotion to Manager. You have put a lot of time and effort in, and alongside this you have also continued to be our website whiz. You are always accommodating, kind and patient, and it has been such a pleasure to work alongside you over the past 6 months.

James – thank you so much for stepping in halfway through the year to take on the Treasurer role. You have trained up our Finance admin assistant and got on top of where we are financially as a business. I know we are in safe hands with you.

Mhairi – You get stuff done. Thank you for being super organised and efficient, and for supporting me through the year of Covid. There are many responsibilities I have as Chair and it has been invaluable for me to be able to pass some over to you, in the knowledge that they'll be done better and quicker than I'd have achieved! And I almost forgot to mention the paint. I know who to call if I need to fix a botched paint job... ! (Thank you!)



Hannah – In a year that should have been a write-off for fundraising, you have smashed the target and managed to raise £20,000 this year for the Pre-School! Your determination, ability to form successful partnerships and your sheer enthusiasm for hosting events like Zoom Bingo and our Auction of Promises is mind-blowing! Your legacy of investments in the Pre-School will be felt for years to come. Thank you so much for all your hard work over the last two years. Enjoy your rest from volunteering!

Emma – Thank you for all your input and expertise you've given us over the past year. You came on board as part of the finance hit-squad and sorted us out with Famly, which has improved the Pre-School experience for everyone. You took on the daunting (and horrific) task of invoicing before the arrival of our finance assistant, then trained her up, you've trained everyone in Famly, then you sorted out our Committee welcome pack, and then the external comms schedule. I am so grateful for you to have given the Pre-School your time to make these improvements. Thank you!

Volunteers – thank you to everyone who has given their time and support to our Pre-School over the last 12 months. Thank you to those of you who gave time, donated, bid, or partook in our numerous fundraising events throughout the year. Thank you to those of you who have helped Claire transform the allotment and helped Kathleen transform the classroom. Thank you to our parent handymen who are so important in keeping our ageing building functioning! It really is a team effort, and we hope you have enjoyed being part of these activities!

We also have many other champions of the Pre-School, from local residents to businesses such as Warminghams, all of whom we thank enormously for their ongoing and generous support.

I am now stepping down as Chair. Thank you to everyone and best wishes to the incoming team who continue to make sure that our wonderful village Pre-School has a bright future.

Mel Uglow, Chair



Treasurer's Report

Reports cover period 1st April 2020 – 31st March 2021

Balances are at 31st March 2021

Summary of 2020/21 Financial Year

Total income	£85,897
Total expenditure	(£73,371)
Surplus for the year	£12,526

Overview

The preschool accounts for Financial Year 2020/21 (FY20/21) are in the process of being audited and ratified as correct. Apologies for the delay.

FY20/21 ended with an operating surplus (excluding fundraising) of £12,526, a 43% increase on the previous year. This was down to 2 main factors:

1. Lost fee income (£24,346 vs £33,091 in 2019/20) was offset by higher than usual grant income (£58,329 vs £47,325 in 2019/20), as the school took advantage of a number of support schemes from South Oxfordshire District Council
2. Staff costs were 11% lower (£45,635 vs £51,360) thanks to the Furlough Scheme. The true reduction is lower than shown as we took on a finance admin assistant in January 2020 to support the day to day running of the finance function. Their pay is included in the staff costs figure.

Utilities and property costs (incl. cleaning) were reduced from 2019/20 levels due to closures as a result of the COVID-19 pandemic but are expected to return to previous year levels going forward.

Despite not holding our biggest fundraising event of the year, the annual fete, fundraising was exceptional this year, resulting in income of £12,654. This, coupled with the increased grants enabled us to invest in new classroom furniture and learning materials and renovations/improvements to the outside play area. Many thanks to Hannah for all her hard work.

Going forward we expect things to be more stable, barring any further lockdowns impacting our ability to remain open.

While we are pleased to offer both 15- and 30-hour funding to parents, there is a financial implication on the preschool as the government funding only provides £4.12/hour, yet our operating costs are greater than this. Currently we run a voluntary top-up scheme of £1.85/hour or a voluntary contribution and are looking over the summer at ways we can simplify this for parents.

I would like to personally thank you for all your donations for FY20/21, without which we wouldn't be in the financial position that we currently find ourselves in.

James Shrager, Treasurer



Cash Position

The balances in our accounts as of 31st March 2021 were as follows:

Operating fund	£39,541.16
New build & contingency fund	£66,076.14*
Cash in hand	£197.95
	<hr/> £105,815.25 <hr/>

The operating fund is used for the day-to-day running of the pre-school. The figure above is at a point-in-time at the end of the financial year and fluctuates almost daily. Funds are held within a current and deposit account at CAF Bank.

The New build & contingency fund is held between our CAF Gold Account and an Easy Access Business Saver account with Manchester Building Society. This account pays interest at 0.5% gross/AER.

The balance is made up of £10k of contingency fund which is kept aside in case the pre-school encounters difficulties or needs to close. The remainder is being saved for a future new building or building investment work.

* New build & contingency fund comprises balances of:

CAF Gold	£16,173.12
Manchester Building Society	£49,903.02
	<hr/> £66,076.14 <hr/>



Profitability

Summary of financials for 2020/21 financial year

	Mar-21	Mar-20
	Actual	Actual
Operating Income		
Business income	£83,227	£81,095
Other income	£2,671	£8,289
Total operating income	£85,897	£89,384
Operating Expenditure		
Employment	(£50,651)	(£55,930)
Operating Costs	(£8,281)	(£4,575)
Utilities	(£1,577)	(£2,928)
Property	(£3,378)	(£6,200)
Other expenses	(£9,484)	(£11,187)
Total operating expenditure	(£73,371)	(£80,821)
Operating surplus / deficit	£12,526	£8,563



Detailed financials for 2020/21 financial year

	Mar-21 Actual	Mar-20 Actual	Variance (£)	Variance (%)
Operating Income				
Business income				
Fees and lunch club	24,346	33,091	(8,744)	(26.4%)
Grants	58,329	47,325	11,003	23.3%
Registration	300	450	(150)	(33.3%)
Bank interest	251	229	22	9.8%
Total business income	83,227	81,095	2,132	2.6%
Other income				
Milk Grant	0	0	0	0.0%
Other	2,509	8,099	(5,591)	(69.0%)
Children's Uniform	162	190	(28)	(14.7%)
Total other income	2,671	8,289	(5,619)	(67.8%)
Total operating income	85,897	89,384	(3,487)	(3.9%)
Operating Expenditure				
Employment				
Staff Wages	(45,635)	(51,360)	5,725	(11.1%)
HMRC	(3,457)	(3,018)	(439)	14.5%
Training	(914)	(1,071)	157	(14.7%)
Fees inc Agency & Recruitment	(613)	(448)	(166)	37.0%
Staff Uniforms	(32)	(33)	1	(4.2%)
Total employment	(50,651)	(55,930)	5,279	(9.4%)
Operating Costs				
Stationery and Printing	(977)	(705)	(271)	38.5%
Educational costs	(871)	0	(871)	0.0%
Food and drink	(59)	0	(59)	0.0%
Book bags	0	0	0	0.0%
Hygiene and Sanitation	(2,297)	(868)	(1,429)	164.6%
Insurance	(1,991)	(1,980)	(10)	0.5%
Advertising	0	(80)	80	(100.0%)



Memberships and Registrations	(2,087)	(942)	(1,145)	121.6%
Magazine Subscriptions	0	0	0	0.0%
Total other business	(8,281)	(4,575)	(3,706)	81.0%
Utilities				
Electricity	(615)	(649)	34	(5.3%)
Gas	(463)	(543)	80	(14.7%)
Telephone	(499)	(1,203)	704	(58.5%)
Water	0	(533)	533	(100.0%)
Internet	0	0	0	0.0%
Total utilities	(1,577)	(2,928)	1,352	(46.2%)
Property				
Electrical testing	(107)	(712)	605	(85.0%)
Electrical equipment (inc. IT)	(266)	(513)	247	(48.1%)
Cleaning	(1,754)	(2,161)	408	(18.9%)
Gardening (inc. equipment)	(181)	(160)	(21)	13.1%
Repairs and maintenance	(835)	(2,654)	1,819	(68.5%)
Outdoor Equipment	(236)	0	(236)	0.0%
Total property	(3,378)	(6,200)	2,822	(45.5%)
Other expenses				
Occasions / Entertainment	0	(288)	288	(100.0%)
Outdoor Learning	(1,514)	0	(1,514)	0.0%
Gifts	(600)	(139)	(461)	331.7%
Children's Uniform	0	(578)	578	(100.0%)
Miscellaneous	(7,370)	(10,182)	2,811	(27.6%)
Total other expenses	(9,484)	(11,187)	1,703	(15.2%)
Total operating expenditure	(73,371)	(80,821)	7,449	(9.2%)
Operating surplus / deficit	12,526	8,563	3,963	46.3%
Fundraising				
Fundraising & Donations	12,654	16,890	(4,236)	(25.1%)
Cost of Fundraising	(669)	(4,435)	3,766	(84.9%)
Fundraising Purchases	(10,941)	(9,675)	(1,266)	13.1%
Fundraising surplus / deficit	1,044	2,781	(1,736)	(62.4%)



Combined surplus / deficit

13,570

11,344

2,226

19.6%

Fundraising Summary

	Y/E Mar-21	Y/E Mar-20
	Actual	Actual
Fundraising & Donations	£12,654	£16,890
Cost of Fundraising	(£669)	(£4,435)
Fundraising surplus / deficit	£11,985	£12,456
Purchases made out of raised funds	(£10,941)	(£9,675)
Remaining on 31st March	£1,044	£2,781



Fundraising Report

Fundraising Team:

Hannah Dunbar - Fundraising Lead

Fundraising Mission Statement: There are four main objectives for the fundraising team at Whitchurch Pre-School for 2020/21:

1. Improve the facilities of the indoor classroom - done
2. Support the completion of the outdoor learning space and provide necessary supplies and equipment for Pre-School's allotment - done
3. Raise money to help bridge the £20k deficit incurred due to Covid-19, which resulted in £14k loss of fee income and £6k of fundraising income from WhitFest 2020 - done
4. Help to build a fundraising plan for the new school building - on hold

Target:

Fundraising target is usually £12,000. Given the disruption of Covid-19, only committed to fundraising income of £3k between April 2020 - March 2021.
Fundraising income to date of £20,212

Events

Green = event in process & monies received, Yellow = event in future & monies not received

Event	Date	Forecast	Income	Expenditure	Corp Matching	Sponsors	Gift Aid	Total Profit
QuizFest	2nd May 2020	£0	£0	£0	£0			£0
Summer Bingo	5th June 2020	£250	£421	£0	£350			£771
Lockdown Collage	July 2020							£70
Sponsored walk for Whitchurch Pre-School	Nov 2020	£250	£1,550	£100	£0	£500	£187	£2,137



Event	Date	Forecast	Income	Expenditure	Corp Matching	Sponsors	Gift Aid	Total Profit
Winter Bingo	26th Nov	£500	£400	£63	£0	£250		£337
Tea-Towels	Nov 2020	£250	£178	£127	£0			£51
Christmas Cards	Nov 2020	£250	£302	£244	£0			£58
Greetings Card sales (donated by Ferryboat)	Feb 2021	£500						
Spring Auction	March	£1000		£0	£0			£2,000
Spring Day (Warmingham sponsorship)	April 2021	£300	£300	£300	£0			£0

Grants & other

Event	Date	Income	Expenditure	Other	Total Profit
Give as you live	Ongoing	£2,470	£0.00	493 gift aid	£2,963
Nineveh Grant	Dec 2020	£1,000	£0.00		£1,000
Three	Dec 2020	£500	£0.00		£500
SODC Grant	Jan 2021	£7,000	£0.00		£7,000
SODC Covid Grant 2	Feb 2021	£3,000	£0.00		£3,000
Bucket on the bridge	April 2021	£325.00	£0.00		£325.00



Event	Date	Income	Expenditure	Other	Total Profit
Amazon Smile	Ongoing				
EasyFundraising	Ongoing				
Co-Op Grant	March & Oct 2021				

New Fundraising team

Charley Ambrose has agreed to take on the role of fundraising lead. First objective to build a team to work with on executing a straightforward fundraising calendar for 20/21.

Suggestions would be focusing on core events.

- June - Sale of Greetings cards donated by Ferryboat (£250)
- July - Summer Bingo at the pub (get corporate sponsors for this and host at Ferryboat) - also can double up as a leavers event for the parents of children moving on to school and a post covid event! (£1,000)
- October - Whitchurch Walk - this was held in November last year, but think would be good to do slightly earlier in the term because of the weather. (£1,500)
- November - Bingo (£500)
- December - tea towels and Christmas cards (£250)
- February - Spring Auction (£1,500)
- March - Spring Day (£300)
- April - Bucket on the bridge (£250)



Comms Report

Family Usage

Famly was launched as our new nursery management platform in September 2020 to:

- Improve communications with parents with physical handovers increasingly difficult during the pandemic
- Provide better visibility of the day to day life at preschool
- Introduce an easier invoicing system for parents to have visibility of their account balance
- Make it easier for parents to contact staff (e.g. to notify of holiday, sickness, provide permission for activity)

We have seen good uptake from parents utilising Famly and engaging with the content. Our preschool team have been actively sharing photos and comments from the day with parents, and have recently started to share videos with parents too.

As a reminder, you can use Famly to:

- Direct Message preschool staff or committee, or other parents
- Share messages on the newsfeed (it's not just for staff to use)
- Notify staff of holidays, sickness, allergies, medication requirements and provide permissions for events
- Check account balances and see your invoices
- Be notified of any accidents
- Monitor your child's learning progress
- See photos and videos of your child's day at preschool

Did you know?

There is a weekly newsletter posted on Famly every Friday on your Newsfeed. This gives you a wrap-up of what the children have been doing during the week at preschool and any important announcements

Advertising

We are continuing to advertise the preschool to attract new starters. We have recently updated our advert in the local village magazines to reflect our change in opening hours on Fridays (opening up to all ages, not just Rising Fives) and the addition of 30 hours Government fun

WHITCHURCH-ON-THAMES PRE-SCHOOL

**Financial Statements
for the 12 months ended 31 March 2021**

	12 months ending	12 months ending
	Mar-21	Mar-20
Operating Income		
Business income	£83,227	£81,095
Other income	£2,671	£8,289
Total operating income	<u>£85,897</u>	<u>£89,384</u>
Operating Expenditure		
Employment	(£50,651)	(£55,930)
Operating Costs	(£8,281)	(£4,575)
Utilities	(£1,577)	(£2,928)
Property	(£3,378)	(£6,200)
Other expenses	(£9,484)	(£11,187)
Total operating expenditure	<u>(£73,371)</u>	<u>(£80,821)</u>
Operating surplus / deficit	<u>£12,526</u>	<u>£8,563</u>
Fundraising		
Fundraising & Donations	£12,654	£16,890
Cost of Fundraising	(£669)	(£4,435)
Fundraising Purchases	(£10,941)	(£9,675)
Fundraising surplus / deficit	<u>£1,044</u>	<u>£2,781</u>
Combined surplus / deficit	<u>£13,570</u>	<u>£11,344</u>

Whitchurch pre-school group

Financial position

	At 31 March 2021	At 31 March 2020
Bank accounts		
CAF Cash (Current)	39,541.16	36,902.53
CAF Gold (Deposit)	16,173.12	5,639.87
Manchester Building Society (Deposit)	49,903.02	49,654.75
FairFX Card / Cash in hand	197.95	48.15
Total bank accounts	105,815.25	92,245.30
Total assets	105,815.25	92,245.30
Equity		
Opening	92,245.30	80,901.49
Profit/(loss) for year	13,569.95	11,343.81
Adjustments	0.00	0.00
Total equity	105,815.25	92,245.30



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

WHITCHURCH ON THAMES PRESCHOOL

On accounts for the year
ended

March 31 2021

Charity no
(if any)

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

5 / 7 / 2021

Name:

ROBERT PLUMB

Relevant professional
qualification(s) or body
(if any):

Chartered Accountant. CA (SA)

Address:

Uplands Cottage
Whitchurch on Thames
RG8 7HH

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern
(see CC32, Independent examination of charity accounts: directions and
guidance for examiners).

Give here brief details of
any items that the
examiner wishes to
disclose.

WHITCHURCH-ON-THAMES PRE-SCHOOL

**Financial Statements
for the 12 months ended 31 March 2021**

	12 months ending	12 months ending
	Mar-21	Mar-20
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Whitchurch pre-school group

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Independent examiner's report on the accounts

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Independent Examiner's Report

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Charity Name

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ended

March 31 2021

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5 / 7 / 2021

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ROBERT PLUMB

Relevant professional qualification(s) or body (if any):

Chartered Accountant. CA (SA)

Address:

Uplands Cottage
Whitchurch on Thames
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Give here brief details of any items that the examiner wishes to disclose.