

Annual Report 2023/2024 for Crossbow Preschool AGM

Friday 8th September 2024

Chair's Report

There is a strong committee with 8 parent members and 1 staff member.

Committee have focused on staff wellbeing. New admin (Robyn) and new manager (Sally) and improved facilities, supported staff, given children more opportunities. We are very fortunate to have such an experienced staff body. One staff member left but is now on bank (Karen). Committee changed staff to annualised contracts, looked to increase pay and one staff is undertaking a L3 apprenticeship (Hayley).

Built relationship with FCDCA/Crossbow House (landlords)

- negotiating hire agreement
- improve facilities (new back gate, sand pit and employed a cleaner)

It has been a successful year for fundraising- Halloween disco, Wreath making, Mother's/Father's Day bakes - thanks given to Sophie Johns

Thanks given to current committee some of whom stepping down.

Holly and Emily were especially thanked by Sophie for supporting her role as chair

Sophie Day agreed to stay on the committee for this term to ensure a smooth handover.

Treasurer's Report

Financial review for the period 1st Sept 2023 -31st August 2024

Thanks was given for fundraising and donations

Wreath making £1008

Christmas Crafts £507.50

Summer fete and raffle £1560.73

Total for fundraising less expenses £4093.29

Used to refurb garden, sand pit, laptop, and staff meal

Income £125038.92

Outgoings £124869.51

Profit £169.41

Last year has a loss of £6000

Fees and grants- higher than previous year, more fee payers, increased numbers, no debtors going into the next financial year-total income £115453.50

Fundraising income £1942.70 expenditure £269.42 total raised £1673.28 plus cash totalling £130.50, £1803.78 in total.

Miscellaneous figures relate to incoming money from closure of Santander-£5578.45 was figure transferred.

Previous £1300 Asda grant some still left.

Expenses higher but purchased laptops

Wages higher than last year as more children, minimum wage increase, and 13-month wage year. Increase 2022/23 £17324.35, average month of £7555, the real difference is £10K

Rent similar to last year

Staff training included 7 staff on food hygiene and 2 on advanced child protection

Rhiannon and Hannah Makaton in May
Play equipment -final payment for rubber floor surface outside.
Committee happy to continue with cleaner
Overall budget is well managed

Manager's Report

Caterpillars now butterflies transitioned to school

New families welcomed

Current capacity 77% number of children on role 35 some increases over sept -dec

2% decrease in capacity figures slightly reduced sessions due to staffing, and adjustments made to 2 and 3 year- olds- an extra member of staff can open spaces on Mon, Tues, Thurs and Friday.

Robyn will email out any leftover spaces.

Current availability given.

Staffing: 8 staff at start of year – 1 practitioner left now on bank.

Difficult to recruit, team pulled together, Robyn covered, and core team did additional sessions. Sally covered and occasionally agency required to cover staff shortages.

Rhiannon reduced her days from 4-3 in the summer term

Sam promoted to Senior early years practitioner

Cleaner was employed.

Currently only have maximum staffing levels on Weds and are recruiting for another practitioner to increase capacity to 24 on the other days.

Staff training for Hygge in the Early Years Accreditation.

Sam completed Level 3 Senco and supports children with additional needs, supported transition to secondary school

Staff to keep up to date with safeguarding and Sam and Rosey undertaking advanced safeguarding courses.

Daily nature explorations a success we will continue the Hygge curriculum over the year with Rhiannon producing a folder of nature activities for the coming year. Also implementing planning and assessment process that reflects approach to the curriculum.

Funding and resources- a side gate has been installed to limit mud in preschool, Rhiannon has organised the garden, supplied mud kitchen and organised water-based activities.

The staff have developed the indoor learning environment – positive comments from parents.

Emily organised the supply of a wonderful sand pit complete with lid.

EYPP money for five children – purchased focused on language development system, builder's toys, colour monster resources and training on attachment and a resource to support emotional development.

Transitions successful to both FCCE and Watermore school and staff built good relationships in both settings

Preschool affected by multiple changes which affected every aspect of the provision, challenging for me and trustees and staff to navigate. Sally determined further changes do not undermine all the hard work put in. Sally will provide robust plan with all involved for a clear preschool vision that is achievable, consistent for the children.

Thanks was given to all staff, committee of trustees and personal thanks to Sophie Day.

5. Clerk's report

The main change that happened in the last year was moving to use Tapestry for invoicing from September 2023. We also started to then invoice monthly (it had been termly before).

Funding:

The year started with 35 children on roll and ended with 41, with 24 children leaving us for pastures new in July. Of the 41 children, 7 were paying all fees, most were using their standard 3 year old universal 15 hour funding and we had 20 children eligible for extended hours (up to 30 hours) and 2 children eligible in April 2024 for the new 2 year olds working parent 15 hour funding. We also finished the year with 5 children eligible for EYPP (Early Years Pupil Premium).

Fees:

Our hourly rate increased slightly from the previous year, but the termly enrichment fee remained at £30 for those attending 15 hours or more and £15 for anyone attending less than 15 hours per week. This has enabled the children's learning to be enhanced with messy play, additional art supplies, cooking sessions etc. It was agreed that the hourly rate be increased from September 2024 to £6.50 for 3 year olds and £7 for 2 year olds.

Fees can be paid by bank transfer, childcare vouchers or tax-free childcare payment scheme.

Checking and chasing outstanding fees remains an issue because I rely on the Treasurer checking the bank account for incoming payments and notifying me. Obviously moving to monthly invoicing, this has to happen more regularly. Thank you Emily for taking on the Treasurer role and working with me on this.

Looking forward:

- The changes to eligibility for childcare funding from the Government from September 2025 – 30 hour funding for 2 year olds of working parents. The staff to child ratio is 1:5 for 2 year old children, while the ratio is 1:8 for 3+ year olds. Therefore we are still aiming to keep the maximum number of 2 year old per session at 5.

Rosey Simpkins, Crossbow Preschool CIO Clerk, 10th September 2024

Crossbow Preschool
Charity Number: 1188975

Income and expenditure for the period ending 31st August 2024

Income Received:

Preschool fees	24,831.80	
Preschool grants	121,947.35	
Fundraising	5,235.09	
		152,014.24

Expenditure:

Gross Wages	104,323.40	
Rent	11,085.00	
Purchases	3,867.07	
Insurance	546.43	
Membership	389.45	
Staff training	818.55	
Computer expenses	100.00	
Phone	405.62	
Repairs and Maintenance	2,473.25	
Cleaning	828.00	
Staff Entertaining	136.10	
Misc		
Fund raising exps	1,111.80	
Pension Contributions	7,480.11	
		133,564.78

Net Profit	18,449.46
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Balance of bank at beginning of year	31,841.00
Income in the year	152,014.24
Expenditure in the year	- 133,564.78
Balance of bank at the end of the year - Metro Account	48,100.52
Balance of bank at the end of the year - Natwest Account	2,190.04



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

CROSSBOW PRE SCHOOL

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1108975

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st August 2024.

Responsibilities and
basis of report

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:

14/6/25

Name:

ROBERT KELLER

Relevant professional
qualification(s) or body

ACA

(if any):

Address:

KELLER & Co.
~~Chartered Accountants~~
367B CHURCH ROAD
FRAMPTON COTTERELL, BRISTOL
Tel: (0454) 774244

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.