



Westwood Farm Community Pre-School

Registered Charity 294802

Westwood Farm Community Centre, Downs Way, Tilehurst, Reading, RG31 6SL
www.WestwoodFarmPreSchool.co.uk

AGM 2021-2022

Treasurer Report October 2022

Hello, my name is Hayley and I am the treasurer for Westwood Farm Community Preschool and a committee member. I have been in this role since September 2017 when my son, Daniel joined and continued whilst my daughter attended. I am now stepping down as my daughter is now at school and we have found a new treasurer.

The preschool is a registered charity that relies on funding from the local authority as well as additional funding from elsewhere. This includes yourselves as paying parents, outside donors and annual fundraising events which are all essential for the running of the preschool.

The accounts have been completed for the year 2021-2022 and in summary,

The income for the preschool was £112,406.65. The expenditure was £113,789.03 which includes wages, rent, expenses, equipment, services, toys, staff training and uniform. These figures show a small year-end deficit of £1382.38.

The Autumn term sees low numbers of children and therefore low income for us, our reserves will help cover these shortfalls, the increase in staff wages this year and will be used to top up our savings account to ensure we have sufficient reserves.

Hayley Knight
Pre-school Treasurer

Chairperson's Report

October 2022

Hi, I am Jo, the Chair of Committee, my youngest son started in January, but I have been in the role it since July 2019.

For those of you who have joined us tonight, let me give a little background to how the Pre-school is run.

The preschool staff team comprises of the hardest working group of wonderful ladies who are managed day-to-day by Clare. Apart from Clare and the deputy manager Cheryl, all the staff are part time and work different sessions across



the week. The Pre-school is overseen by the committee, a group of current parents and a few former parents. A committee is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution. The committee is required to have a chair, a treasurer, a secretary and 5-12 committee members. 60% of the committee need to have a child attending the Pre-school for us to be in line with our constitution. As it stands, now that many of our committee's children left for school in July, we will need to find several new members to join to ensure we are in line with our constitution.

As a governing body, we have a shared vision of what Westwood Farm Community Pre-School is about and what its hopes for and works towards. The committee is responsible for the overall management and organisation of the setting which includes such things as HR, payroll, monitoring accounts, agreements on purchasing, marketing, and fund-raising events. Fundraising is always a challenge for us and the pre-school staff have had to take on more of a role since Covid, but we hope that this year, committee will be able to be more involved however the challenge lies in people working full time and simply not being around to help out.

The fundraising in the last academic year was quite successful, but the staff would really like to update lots of their resources this year so we will need to make sure we can raise as much as we can! We had the Halloween raffle, the Christmas shop & raffle, valentines jars, the Mother's Day, Father's day shop, Easter raffle, summer fayre and bag2school collections that all did well. A big thank you to Michelle for her efforts with the summer fayre and all the shopping trips. Thank you to all the staff and committee who were there for the summer fayre, it was a long day from start to finish which also turned cold and windy so we really appreciate everyone's commitment to the cause.

Like last year, and every year I have been part of, actually, it has been another challenging year, the staff have had lots thrown at them, but they always manage to keep standing! With difficulties in securing funding, recruitment, Covid wiping the staff out and having to organise cover for staff, they kept working as a team and managing to sort through every hurdle. I would like to give them all a huge thank you for giving their absolute everything to Pre-school even when they have their own challenges in their family life too. I can talk on behalf of all of committee and parents and say that you do the most brilliant job and we all really appreciate every little thing that you do.

I want to thank Clare and Cheryl for being a wonderful support to me in my role as chair again this year, with messages and emails late in the evenings and usually on a Sunday night, but between you, you never fail to answer all my questions! I really appreciate your time, love and commitment to Pre-school, so thank you. A special mention also to Janie who has taken on the role of SENCO



and our new ELSA. We welcomed Julie to the team this year and she is settling in well to Pre-school life. We are in desperate need of some bank staff to take the pressure off our staff, but recruitment is very difficult in the Early years currently and new staff are extremely hard to find.

This year Cheryl organised some exciting learning and enrichment animal experiences for the children with hatching ducklings, butterflies, and stick insects and a very successful end of term trip to Four Kingdoms.

The outside area had a big change this summer with the removal of the large wooden climbing frame. Sadly, it had come to the end of its safe use with the children and had to be removed, the space has now been covered with artificial grass which was donated by a local company and has made the area much larger and more productive for the children. Michelle and her husband Rich kindly organised their builder to do the work and donated it as an end of an era gift to say thank you for caring for their children over the years. This was a very generous and kind gift and we say a big thank you.

Nicki our administrator has taken on new responsibilities again this year with regards to our book keeping and has taken to it brilliantly again! Nicki has been building her skills up with xero. For those who do not know, Xero is a time-saving tool to help make bookkeeping easier. From importing bank transactions to sending invoice reminders, Xero automatically handles tasks so that we can get our accounting done faster and more efficiently.

The minimum wage increased again in April which has had an impact on the Pre-school budget along with very low numbers this September. The staff absolutely deserve the increases to their pay, and we were pleased to award all staff with a payrise which has not happened for many years. This does however come with its challenges and although minimum wage was significantly increased, the funding from West berks did not change in light of the increase and therefore we had to change our opening hours to increase our income.

Being part of committee can be both enjoyable and rewarding. Each trustee brings with them their own set of skills and ideas that can be used to enhance the group and therefore support and strengthen the Pre-school. In return, there are benefits to yourself in volunteering, making new friends, gaining opportunities to develop new skills in areas such as management, marketing and recruitment.

What does joining the committee look like? It's a small commitment; a 1-2hour meeting in the evening 3 times a year, an AGM, some short catch-up fundraising meetings plus whatever jobs you volunteer to do, so it can be as time consuming as you make it! It's a fun, informal atmosphere at the meetings which will mainly be in the bar area of the club, however we can still utilise 'Zoom' for quick meetings. If you are interested in joining the committee, but



don't want to put your name down right now then you can always speak to a member of the current committee at drop off or pick up, or alternatively you can email or call me for a chat about it.

Although parental involvement is voluntary and mostly informal, it is absolutely critical to our future – it is simple, without a committee of trustees, Westwood Farm community Pre-school would not exist.

One way we, as parents, can support the staff and ultimately our children, is to provide them with a strong committee made up of parents who want to help the Pre-school. We have many of our current members leaving us and therefore have many spaces to fill. I want to thank all our committee leavers for all of their support over the last year and the years before that.

We have an extremely loving and dedicated team of staff who are warm and welcoming, it is a pleasure working with them all and I hope more of you will be able to join our committee to see this first hand too. Now I am on maternity leave and have had a child back at Pre-school, it has been really enjoyable getting back into Pre-school more.

Thank you for listening, and I hope it has helped make things a little clearer as to how a Pre-school is managed. Hopefully I haven't scared you off and that there are some new parents who would be interested in joining!

Jo Butcher
Pre-school Chair

WESTWOOD FARM COMMUNITY PRESCHOOL**Charity Number:294802****ACCOUNTS FOR THE PERIOD****1 APRIL 2021 TO 31 MARCH 2022****INCOME & EXPENDITURE STATEMENT**

	31-Mar-22	31-Mar-21
	£	£
<u>INCOME</u>		
WEST BERKS FUNDING	93,649.30	112,361.31
FUND RAISING EVENTS	4,465.13	3,771.93
FEES	13,677.05	17,238.25
REGISTRATIONS	-	420.00
UNIFORM SALES	306.11	325.00
OTHER INCOME	307.50	1,625.50
INTEREST	1.56	2.15
TOTAL INCOME BEFORE EXPENSES	112,406.65	135,744.14
<u>EXPENSES</u>		
WAGES	93,236.98	95,438.04
ENTERTAINMENT/EVENTS	30.47	379.40
OFSTED/CRD CHECKS	108.10	-
PHOTOS - refunds	-	60.00
STATIONERY	1,057.13	164.47
RENT & SERVICES	7,326.00	6,409.00
CLEANING	1,108.07	-
TRAVEL & TRIPS	282.25	-
SUBSCRIPTIONS	1,521.58	962.66
EQUIPMENT & PLAYGROUND	1,053.19	4,324.96
IT	536.13	583.12
TRAINING	880.11	41.99
FUNDRAISING	712.16	-
INSURANCE	1,511.58	1,510.32
REFRESHMENTS/SNACKS	661.40	373.22
PRINTING: UNIFORM/TSHIRTS	1,667.90	1,464.49
PUPIL PREMIUM EQUIPMENT	1,559.54	-
OTHER EXPENSES	536.44	2,405.08
TOTAL EXPENDITURE	113,789.03	114,116.75
NET INCOME FOR THE PERIOD	- 1,382.38	21,627.39

WESTWOOD FARM COMMUNITY PRESCHOOL**BALANCE SHEET****as at 31 MARCH 2022**

	31-Mar-21	31-Mar-21
	£	£
<u>ASSETS</u>		
SAVINGS ACCOUNT BALANCE 31/3/22	16,085.22	16,083.66
ORDINARY ACCOUNT BALANCE 31/3/22	45,782.81	
LESS OUTSTANDING PAYMENTS	(8,024.65)	
	37,758.16	39,032.09
 TREASURERS ACCOUNT BALANCE 31 MARCH 2022	 284.72	 394.73
	54,128.10	55,510.48
 RETAINED SURPLUS AS AT 1 APRIL 2021	 55,510.48	 33,883.09
ADD: NET SURPLUS IN PERIOD	- 1,382.38	21,627.39
 RETAINED SURPLUS AS AT 31 MARCH 2022	 54,128.10	 55,510.48



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
WESTWOOD FARM COMMUNITY PRE-SCHOOL

On accounts for the year
ended

31 March 2022

Charity no
(if any)

294802

Set out on pages

1 page showing income and expenditure and retained reserves, headed accounts for the period 1 April 2021 to 31 March 2022.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2022**.

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

I am qualified to undertake the examination by being a qualified member of ICAEW.

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: *Richard W R Churchill*

Date: 17/10/22

Name: Richard Churchill

Relevant professional
qualification(s) or body

ICAEW - 9069690

(if any):

Address:

The Barn, Long Lane
Tilehurst, Reading
RG31 5UG

Section B	Disclosure
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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.

It was good to see that previous comments had been taken on board with timing differences and the use of the debit card account reflected in the financial information. Adjustments are made only at the year end for accruals concept.