

Preschool Deputy Manager: Mr Neil Chapman  
 Preschool Manager: Miss Leonie Miller-Pounder

#### Senior management

Mrs Elizabeth Watkinson (resigned 28\04\20)  
 Mrs Jackie Swain (appointed 13\11\19 – resigned 12\08\20)  
 Mrs Julie Wareham (appointed 13\11\19 resigned 1\07\20)  
 Mr Karl Loftus (resigned 30\10\20)

#### Former Trustees:

Mrs Katie Ekanayake (resigned 27\02\20)  
 Mrs Jessica Towne (appointed 2\10\20)

#### Current Trustees:

Mrs Aimee Wroblewski (appointed 2\10\20)  
 Previous – Mrs Rachel Lovett (resigned 13\11\19)

#### Secretary:

Current – Mrs Charlotte Cahill (appointed 13\11\19)  
 Current – Ms Victoria Lee (appointed 06\02\19)

#### Treasurer:

Previous – Mrs Katie Ekanayake (appointed 30\09\19 resigned 27\02\20)  
 Previous – Mr Karl Loftus (appointed 06\02\19 resigned 30\09\19)  
 Previous – Mrs Anna Foster (appointed 27\02\20 resigned 30\11\20)  
 Current – Mrs Tracy Hamilton (appointed 30\11\20)

#### Trustees

Charity's Trustees and senior management during the period of the accounts and to date:

LE14 3LR

Melton Mowbray

Old Dalby,

Charity address: Main Road

Registered charity number: 2032727

## For the period 1 August 2019 to 31 July 2020 Trustees Annual Report and Accounts

The Old Dalby Pre-school Playgroup (Also known as Old Dalby Preschool)

Advisors

Bank: HSBC Bank

Independent Examiner: Nicholas D Morgan, Chartered Accountant

Charity's structure

The Old Dalby Pre-school Playgroup is formed as a charitable trust by constitution. Trustees are appointed at an AGM after people with an interest in the charity (eg. parents of children at the setting) complete a self-nomination form and join the committee.

Charitable objectives and main activities

The aims of the Preschool 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; and
- c) Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance.

The Activities of the Preschool are carried out in a purpose-built building, which was financed from a grant received in 2010. This building is used by the Preschool to meet its main activities and charitable objectives which are:

- a) The Preschool aims to provide a school time childcare facility for families in the village and surrounding areas with the aim of preparing the children to progress to the next-door primary school with a smooth transition.
- b) The Preschool aims to make enough money to allow it to pay competitive wages and employ committed, highly qualified staff and allow it to buy new equipment to introduce new experiences to the children.
- c) The Preschool aims to hold at least a Good Grade from Ofsted to allow it to be a very attractive childcare provider and refill its child places each year.
- d) The Preschool aims to be at the forefront of childcare innovation and therefore keep developing and improving in order to provide a high-quality childcare setting.



## Trustees Annual Report and Accounts

For the period 1 August 2019 to 31 July 2020

Annual review of achievements and performance during the 12 months to 31 July 2020

### Summary

From the end of August 2019, the Preschool provided childcare to children aged 2 to 4 years old for the core hours of 9.00am to 3.30pm during term time to an average of 24 children per week. The Preschool refilled all of the places left by the children who went to school in September 2019.

A summer holiday club was run over one week in August of 2019 and 8 children attended.

Overall, the Covid-19 crisis had a monumental impact on the Preschool in the 2019-2020 financial year; the Preschool was closed from Monday 23<sup>rd</sup> March until 27<sup>th</sup> March, and then closed for the entire summer term until 12 June. The usual summer club was cancelled for July/August 2020 due to the ongoing Covid-19 crisis.

### Staffing

We continued to retain excellent staff in the business.

It was agreed that the member of staff hired for maternity leave in 2018 had performed excellently so she was asked to become a permanent member of staff.

A small bonus was agreed to be paid to the staff in December 2019 as a Christmas present of £100 each (calculated after tax) to reflect their hard work during the year.

One member of staff resigned at the end of March 2020 and was not replaced, due to child numbers and the closure of the Preschool.

One member of staff was furloughed from 23<sup>rd</sup> March 2020 until the start of the Autumn term in August in line with the government guidelines for funded Preschools.

Wages were increased in line with the new national minimum wage and management wages were reviewed and increased from 1 April 2020.

The Preschool manager went on maternity leave for the summer term of 2020. Cover for this was sourced from current staff on extra hours of work. The Preschool was mostly closed during this time, so staff were paid on the hours they had been expected to work to provide maternity cover. The Treasurer and Chair worked with the Deputy Manager (and Manager on KIT days) to make decisions in relation to the Covid-19 crisis.

The Trustees continued to offer, and pay into, the pension scheme for the staff thereby continuing to fulfil the auto-enrolment requirements.

The Preschool Manager continued to work alongside the Treasurer and Chair of Trustees to provide the liaison between staff and committee and provided guidance on the running of the setting;

## Trustees Annual Report and Accounts

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Trustees also carried out regular supervisions with the manager. The attending all Committee meetings and supplying updates on children numbers and new policies. The

### Trustees

The Preschool's policy and procedure document has been reviewed and updated by the Preschool manager to reflect all the necessary Covid-19 guidance.

All Trustees continued to access training on Educare to ensure they were up to date on all safeguarding prevent duty and best practice policies and procedures.

The current Secretary attended a committee workshop in March to further consolidate their understanding of the role of a Trustee.

### Marketing and General

We continued to market the Preschool in the local area; the website and Facebook page continued to be improved and updated to allow us to communicate with the parents and potential users of the Preschool. Monthly adverts go into the local parish magazine.

OFSTED visited the Preschool on 3<sup>rd</sup> March 2020 and we were delighted to receive an Outstanding grade which was richly deserved.

### Property

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School. Negotiations for an extension to the lease, which ended on 6<sup>th</sup> July 2020, have been ongoing since 2017. The Treasurer has been maintaining pressure to receive a draft lease agreement from the school's solicitors, but the Covid-19 situation has made delays longer than usual, especially in relation to a valuation which was required to be carried out of the land and the obtaining of permission to extend from the Department of Education. At present the documentation is still outstanding, although the terms of the new lease have been conveyed and are currently acceptable to the Preschool.

The solicitors acting for the school have confirmed via letter that no action for trespass will be actioned against the Preschool whilst negotiations are ongoing. The Treasurer has utilised her network of solicitors to assist her with advice on the lease for no cost on a pro bono basis.

### Improvements and Initiatives

The setting continued to provide School Readiness Fridays for the children headed to primary school in September 2020. Parents expressed an interest for younger children to attend these sessions and therefore we opened Fridays to all children again. We still continue to promote school readiness for the older cohort.

Staff secured SEN funding for a child which was spent on extra resources and one to one time with a staff member.



## Trustees Annual Report and Accounts

For the period 1 August 2019 to 31 July 2020

Staff continued to use the Tapestry online journal for each child to share information with parents about children's learning and development.

Staff continued promoting children's health and wellbeing through the Leicestershire County Council scheme for tooth brushing in the setting and by the continued Healthy Tots status. Due to the closure, we did not need to renew our sun safe accreditation but expect to renew this in Summer 2021.

A staff member renewed their first aid qualification and all staff received supervised toothbrushing training.

The Preschool continued to offer sessions for 18-24-month-old children from September until March 2020. This will be reviewed to be introduced again when needed.

### Fundraising

We held our annual Christmas Fair and Open Day on Saturday 14<sup>th</sup> November 2019 which was very successful and gave the Trustees and staff a chance to meet current and potential parents outside of school time. We raised £337.92.

The Treasurer undertook some personal fundraising by selling clothes for donations to the Preschool. This was very successful and raised £170.

The Preschool arranged for photographs to be taken of the children for sale to parents in December 2019 which successfully raised £116.43.

The Treasurer undertook fundraising to support her completion of an Ironman 90.3 race at the end of April 2020. Unfortunately, owing to a serious accident in training, she was unable to undertake the race and it was cancelled due to Covid-19 regardless. Fundraising was however improved to reflect rehabilitation and reached a total of £1,030. The Trustees have not yet decided what to invest this in.

### Public Benefit

The Trustees are aware of the guidance issued by the Charity Commission concerning public benefit and are satisfied that the information given in this report demonstrates that the requirements to identify public benefit have been met.

The Preschool had intended to stay open for key workers on 23<sup>rd</sup> March but this was not taken up by parents. The management staff and Trustees continued to review the situation over the summer term and opened as soon as regulations allowed and when it was considered safe for the staff to attend.

### Financial review

Overall, the Preschool is in a healthy financial position at the end of the 19/20 financial year. This is due to the private fees from September 2019 to March 2020 and the continued government funding throughout the Covid-19 crisis which was maintained on existing child numbers. Furthermore, the funding was guaranteed at this level for September 2020 to support Preschools.



## Trustees Annual Report and Accounts

For the period 1 August 2019 to 31 July 2020

The Treasurer prepared a Financial Report on 23 April 2020 in order to explain how the Preschool would financially survive the crisis and also to calculate which staff could be furloughed under the government's Coronavirus Job Retention Scheme ('the Scheme'). The Scheme allowed employers to apply for funding of 80% of an employee's salary with employers able to top this up to 100% of salary at their discretion. The Scheme was intended to prevent mass redundancies whilst businesses were closed.

Leicestershire County Council (under which the Preschool is established) confirmed they would continue to pay full Early Years Entitlement funding despite the closure of settings. The government then confirmed that settings could continue to access the Scheme whilst receiving funding. On 17<sup>th</sup> April it was further clarified that the Scheme could only be used for the proportion of funding that had been lost through the crisis. In relation to the Preschool, this meant calculating how much of our funding is from private versus public sources. The Treasurer calculated this as 20% of the income using the government criteria. On analysis of each staff member's salary, it was agreed that one of our staff would be furloughed and an agreement was sent for their approval and signature. The same employee was furloughed again in the current financial year for seven days due to childcare responsibilities whilst the child was self-isolating from school.

The staff continued to receive their usual pay at all times and the furloughed employee received a top up to 100% of their salary.

During the crisis, the government also confirmed a business rates holiday for the 2020/2021 tax year which the Preschool has benefited from. This meant a saving of £111 p/month.

The Trustees decided not to increase fees in September 2020 to continue to support parents during the crisis. Fees remained at £2.00 p/hour for 3- and 4-year olds and £3.50 for lunch club. Fees for 2-year olds remained at £2.10 per hour.

For the period of accounts, the total income was £73,916 with expenses of £61,521 resulting in a profit over the course of the year of £12,345.

The Preschool continues to review its cost base to ensure it can continue to cover its outgoings and is increasing its fundraising efforts.

Wages and associated costs of employment including continued professional development are the main expenditure of the Preschool, along with our rent obligations. The Preschool aims to attract and retain the best staff to make it the best environment possible. As part of the review of the financial sustainability of the Preschool, the Trustees are continuously looking at other fundraising options including applying for local and national grants as well as cost reductions.

The Trustees reviewed the policy on reserves during the Covid-19 crisis as part of the financial review as well as the anticipated threats to income and general finances. The Trustees aim to hold sufficient financial reserves to sustain the Preschool if its income falls below the expected levels. The intention would be to continue functioning as a Preschool if at all possible and cover the payment of staff redundancies in the unlikely event that the Preschool had to close. The amount held in reserve is reviewed annually at the beginning of the academic year to ensure that sufficient funds are being

Trustees Annual Report and Accounts

For the period 1 August 2019 to 31 July 2020

maintained. The reserve balance is reviewed every month to ensure it is within the required range and actions will be taken by the Trustees if this is not the case.

Risk Management

The Trustees are aware of the main risks to which the charity is exposed and, in particular, the ongoing effects of Covid-19. They are satisfied that the current reserves are sufficient to enable the charity to continue in business for the foreseeable future.

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

Signed on behalf of the charity's trustees

Full name: ..... VICTORIA JEFF  
Date: ..... 1 FEBRUARY 2021  
Position held: ..... TRUSTEE



## The Old Dalby Pre-school Playgroup

### Independent Examiner's Report to the Trustees of The Old Dalby Pre-school Playgroup

I report to the trustees on my examination of the accounts of the Old Dalby Pre-school Playgroup ('the Trust') for the year ended 31 July 2020.

#### 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 142 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 142(2)(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.

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.

23 December 2020

Date

Nicholas D Morgan

Nicholas D Morgan

Chartered Accountant

2 Walnut Padlock,

Harpy

Melton Mowbray

Leicestershire LE14 4BD





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## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/08/2019		31/07/2020

## Section A Receipts and payments

A1 Receipts	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Sub total (Gross income for AR)	73,916	-	-	73,916	78,230
Bank Interest	25	-	-	25	91
Other	109	-	-	109	204
HMRC - Full-time Scheme	1,461	-	-	1,461	-
HMRC - Maternity Pay	-	-	-	-	10,823
Continued Professional Development	-	-	-	-	72
EYP/SEN funding	2,391	-	-	2,391	312
Free Early Years Entitlement	24,932	-	-	24,932	39,787
Fees	13,344	-	-	13,344	26,487
Fundraising	1,624	-	-	1,624	421

A2 Asset and investment sales, (see table).	-	-	-	-	-
Sub total	-	-	-	-	-

Total receipts	73,916	-	-	73,916	78,230
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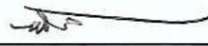
A3 Payments	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Legal and Professional Expenses	110	-	-	110	102
Rent	2,097	-	-	2,097	2,097
Other	272	-	-	272	220
Extra activities	162	-	-	162	400
Uniform	94	-	-	94	170
Continued professional development	144	-	-	144	242
Insurance	2,621	-	-	2,621	2,624
Ostent	-	-	-	-	43
HMRC/Pensions	2,309	-	-	2,309	3,812
Marketing	242	-	-	242	284
Utilities	2,869	-	-	2,869	3,322
Food	634	-	-	634	282
Maintenance	638	-	-	638	919
Equipment preschool	-	-	-	-	-
EYP/SEN equipment	226	-	-	226	271
Equipment - children	1,290	-	-	1,290	2,068
Staff Wages	47,800	-	-	47,800	44,922

A4 Asset and investment purchases, (see table)	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	61,271	-	-	61,271	62,197
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Net of receipts/(payments)	12,345	-	-	12,345	16,033
A5 Transfers between funds	37,719	-	-	37,719	-
A6 Cash funds this year end	20,064	-	-	20,064	37,719
A6 Cash funds last year end	37,719	-	-	37,719	21,686

Signed by one or two trustees on behalf of all the trustees

		Print Name VICTORIA LEE		Date of approval 4.2.21
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## B2 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
September 2020 FEE paid in advance for term starting 31 July 2021 (subject to new lease negotiations)	Unrestricted	8,076	
One year of ground rent owed to Old Dalby C of E School for the period 1 August 2020 to 31 July 2021	Unrestricted	£2,087 p/a	Quarterly payments on usual quarter days

## B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Building occupied by the Preschool purchased via a grant	Restricted	-	-
		-	-
		-	-
		-	-
		-	-

## B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

## B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-

## B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Business bank account	15,026	-	-
	30 day deposit bank account	35,030	-	-
		-	-	-
	<b>Total cash funds</b>	<b>50,056</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £

# Section B Statement of assets and liabilities at the end of the period