

OLD DALBY PRESCHOOL PLAYGROUP

REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST JULY 2023

Principal Address:

Main Road
Old Dalby
Melton Mowbray
LE14 3LR

Independent Examiner:

Natalie Hanlon
Woods House
Hunts Road,
Duxford
CB22 7ZE

A charitable organisation registered in England and Wales
Registered Charity no: 503727
OFSTED Unique Reference no: EY414047

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

Trustees

Chairperson:	Current – Carly Steele (appointed 9/03/2022) Previous – Linzi Drury (appointed 10/11/2021, resigned 9/03/2022) Previous – Jessica Hutchings (appointed 26/05/21, resigned 10/11/2021) Previous – Tracy Hamilton (appointed 30/11/20, resigned 26/05/21) Previous – Anna Foster (appointed 27/02/20, resigned 30/11/20)
Treasurer:	Current – Phil Watson (appointed 24/3/22) Previous – Victoria Lee (appointed 06/02/19, resigned 24/3/22)
Secretary:	Current – Shane Cooke (appointed 20/09/2023) Lauren Norton (appointed 26/05/21, resigned 20/09/2023) Previous – Charlotte Cahill (appointed 13/11/19 resigned 26/05/21)
Current Trustees:	Shane Cooke (appointed 26/05/21) Phillip Watson (appointed 24/03/2022) Carly Steel (appointed 9/03/2022) Christopher Steel (appointed 27/07/2023) Linzi Drury (appointed 10/11/2021)
Former Trustees:	Aimee Wroblewski (resigned 12/04/21) Tracy Hamilton (resigned 26/05/21) Karl Loftus (resigned 30/10/20) Jackie Swain (resigned 12/08/20) Victoria Lee (resigned 24/3/22)

Senior management

Preschool Manager:	Leonie Miller-Pounder
Preschool Deputy Manager:	Current – Kimberley Cooke Maternity leave cover 13/06/22 to 30/01/2023 - Laura Penman Previous – Mr Neil Chapman

Advisors

Bank:	HSBC Bank
-------	-----------

Charity's structure

The Old Dalby Pre-school Playgroup is formed as an unincorporated charity, which adopted the Pre-school Learning Alliance Model Pre-School Constitution 2011, in 2015. 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 following appropriate suitability checks (e.g. DBS).

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:

- 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 and inclusion for all children.
- 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
- Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance, Department for Education, Ofsted and Leicestershire County Council.

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:

- 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 primary school with a smooth transition.
- 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.
- 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.
- 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.

Annual review of achievements and performance during the 12 months to 31 July 2023

Summary

During the 2022 – 2023 financial year, the Preschool continued to provide 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 28 children per week. Numbers remained consistent and have improved over the year, up to 30 in the summer term. In addition, the Preschool offered a successful themed summer club week in August 2023 for children between the ages of 2 and 8 years old.

The preschool has been able to deliver a range of activities throughout the year including continuing to arrange outdoor sport sessions, and with all staff successfully attaining forest school certification, starting to run forest school sessions. Additionally regular indoor yoga sessions have been delivered by a children's yoga teacher; this is something that the children have engaged well with and thoroughly enjoy. Recognising the strong focus placed on health and wellbeing, the Preschool has successfully achieved the 'Healthy Tots Award' from Leicestershire County Council.

Staffing

During the period in question staffing has remained relatively constant. With Kimberley, the deputy manager on maternity leave from June 2022, a member of staff was recruited on a fixed term contract through to March 2023 to provide support for children with additional needs, and an experienced member of current staff stepped into the role of deputy during this period. Lindsay was recruited last year as an apprentice on a Level 3 Early Years Educator qualification, with this successfully completed in June 2023.

To ensure that the Preschool can continue to provide an excellent level of service, increases to staff salaries were made above national guidance in April 2023. In addition, a bonus was paid to the staff in December 2022 as acknowledgment of their continued hard work and dedication, along with the provision of cost-of-living payments in October and December 2022. 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; attending all Committee meetings and supplying updates on children numbers and new policies. The Trustees also carried out regular supervisions with the manager.

Trustees

The Preschool's policy and procedure document has been reviewed and updated by the Preschool manager, with input from the Trustees and parents. This has occurred on an annual basis, except for safeguarding policies and procedures which are reviewed every six months. 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.

Marketing and General

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

go into the local parish magazine. The website continues to be updated by the Preschool Manager to showcase the best of the Preschool and will assist to engage with parents and the community.

Property

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School.

In addition to ongoing maintenance of the site, the preschool has continued to invest in improvements to the garden area, as well as painting the outside of the building and providing a significant upgrade to the staff office space.

Improvements and Initiatives

Following implementation of the new EYFS from September 2021, the setting has continued to provide School Readiness Fridays for the children headed to primary school in September 2023. This includes face to face interactions between children and their new teachers during visits to the school.

The preschool secured funding for a Ukrainian child who entered the UK via the Homes for Ukraine scheme, which was spent on extra resources and one to one time with staff members. Staff continued to use the Tapestry online journal for each child to share information with parents about children's learning and development.

The Preschool Manager is now a Level 3 Forest School Leader, and all staff are now forest school trained, enabling the setting to offer these sessions. Staff also continued to proactively promote children's health through the Leicestershire County Council scheme for tooth brushing and the Healthy Tots programme.

Fundraising

This year £699.13 was raised through a children's market held on the premises.

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.

Financial review

Overall, the Preschool remains in a healthy position at the end of the 2022/23 financial year. For the period of the accounts, total income was £87,082.75 with expenses of £97,573.99 resulting in a loss over the course of the year of £10,491.24. While the setting has made a loss across the year, this can be attributed to the continued investment in facilities and increases in staff salaries above national guidance, along with the provision of cost-of-living payments to all members of staff. Additionally the committee made the decision maintain fees at 2021-22 levels for the year, to support families during the period of high inflation and spiralling household costs seen at the beginning of 2023. Recognising that this level of deficit is not sustainable, the Preschool will review its cost base at the beginning of 2024 to ensure it can continue to more closely cover its outgoings, including looking at options to increase fees, as well as identifying routes for income through fundraising.

In addition to ongoing maintenance, the preschool has continued to invest in improvements to the garden area, as well as funding upgrades to the staff office space. Increases to staff wages represented by far the largest uplift in costs (+21%) since the previous financial year. The Preschool aims to attract and retain high-quality staff to help ensure it continues to provide the best environment possible. Given the financial challenges arising from the current economic climate, while also remaining competitive compared to other local settings, the committee took steps to support staff by increasing all salaries above the current National Living Wage, while also providing appropriate increments to higher level staff. With the sharp rise in the cost of living towards the end of 2022, and in line with many other employers, the committee also approved Cost of Living payments for all staff in October and November 2022.

Total unrestricted reserves held by the Preschool amount to £38,550.41 with no restricted reserves. The Trustees created a policy on reserves during the COVID-19 pandemic, and have continued to monitor this as part of the independent financial review as a proactive measure to manage 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, or in the event of continued unprecedented rises in costs. 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 maintained. The aim is to review the reserve balance every quarter to ensure it is within the required range and actions will be taken by the Trustees if this is not the case.

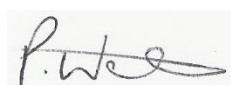
While the available reserves at the end of this financial period remain above the Reserve Policy recommended amount, we are mindful that costs have exceeded income over the past 12 months, so the Trustees will be looking at responsible ways to manage expenditure and bring in additional funds. Since the committee made a prudent decision to maintain fees at 2021-22 levels support families during 2023, this is likely not sustainable, and an appropriate increase will be discussed at the upcoming AGM.

Risk Management

The Trustees are aware of the main risks to which the charity is exposed, with the current global economic climate, rising salary costs and high levels of inflation. They are satisfied that the current reserves are currently sufficient, but recognise that income and expenditure will require careful monitoring to ensure the charity can 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: Phillip Watson

Date: 16/05/24

Position held: Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OLD DALBY PRESCHOOL PLAYGROUP

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2022 which are set out on pages 8 to 9.

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 charity's accounts carried out under section 145 of the 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.

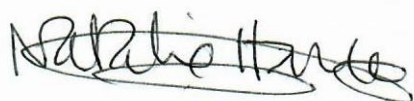
Independent examiner's statement

I 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 charity 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.

Signed

A handwritten signature in black ink, appearing to read 'Natalie Hanlon', written over a light blue horizontal line.

Natalie Hanlon
Cambridge Bookkeeping Services
Woods House
Hunts Road
Duxford
CB22 4RE

Dated: 16th May 2024

THE OLD DALBY PRESCHOOL
REGISTERED CHARITY NO 503727
RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 JULY 2023

	Unrestricted Funds	Restricted Funds	Period to 31st July 2023 £	Period to 31st July 2022 £
Income				
Fee Income	£35,048.30		£35,048.30	£27,732.65
LCC FEEE	£42,209.91		£42,209.91	£47,432.84
Fundraising Activities	£699.13		£699.13	£799.43
Donations	£0.00		£0.00	£1.25
Ukraine Funding	£2,458.00		£2,458.00	£0.00
Grants	£0.00		£0.00	£1,000.00
Apprenticeship Grant	£1,500.00		£1,500.00	£1,500.00
SEND Funding	£540.00		£540.00	£629.10
HMRC - SMP Rebate	£4,160.09		£4,160.09	£0.00
HMRC - COVID-19 Grants	£0.00		£0.00	£621.47
Interest Income	£272.72		£272.72	£10.65
Other Income	£0.00		£0.00	£0.00
Total Income	£87,082.75		£87,082.75	£79,727.39
Less Operating Expenses				
Bank Fees	£63.44		£63.44	£43.27
Children's Gifts & Activities	£1,111.24		£1,111.24	£1,011.15
CPD Costs	£551.74		£551.74	£422.54
DBS & Staff Welfare Costs	£955.29		£955.29	£500.05
Equipment	£4,476.48		£4,476.48	£4,466.70
Food	£1,203.07		£1,203.07	£833.14
Fundraising Expenses	£56.62		£56.62	£48.31
Insurance	£2,685.36		£2,685.36	£2,663.39
Maintenance	£3,757.86		£3,757.86	£4,054.29
Marketing	£216.78		£216.78	£64.83
Payroll & Accounting Fees	£951.10		£951.10	£932.20
Pensions Expense	£3,377.98		£3,377.98	£1,820.31
Phone and Broadband	£480.39		£480.39	£372.45
Professional Fees	£70.00		£70.00	£70.00
Recruitment	£0.00		£0.00	£181.73
Rent	£2,097.00		£2,097.00	£2,097.00
Stationery & Postage	£150.67		£150.67	£121.49
SEND Resources	£170.29		£170.29	£435.13
Software	£284.16		£284.16	£0.00
Uniform	£0.00		£0.00	£291.05
Utilities	£2,195.62		£2,195.62	£3,052.97
Wages Expense	£72,718.90		£72,718.90	£57,476.80
Website	£0.00		£0.00	£136.80
Total Operating Expenses	£97,573.99		£97,573.99	£81,095.60
Surplus/Deficit	-£10,491.24		-£10,491.24	-£1,368.21
Cash balances b/f	£49,041.65		£49,041.65	£50,409.86
Balances c/f	£38,550.41		£38,550.41	£49,041.65

THE OLD DALBY PRESCHOOL
REGISTERED CHARITY NO 503727
STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR TO 31 JULY
2023

	Notes	31st July 2023 £	31st July 2022 £
RESERVES			
Balance b/f		49,041.65	50,409.86
Excess income over expenditure		- 10,491.24	- 1,368.21
Total reserves		<u>38,550.41</u>	<u>49,041.65</u>
CASH FUNDS			
Current Account		8,239.20	4,003.16
Fundraising Account		30,311.21	45,038.49
Total current assets		<u>38,550.41</u>	<u>49,041.65</u>
LIABILITIES			
PAYE/NI		-	-
Holiday Pay Accrual following Harpur vs Brazel Ruling	4	-	2,203
		<u>-</u>	<u>2,203.09</u>
FUNDS OF THE CHARITY			
Restricted funds		-	-
Unrestricted funds		38,550.41	49,041.65
Total charity funds		<u>38,550.41</u>	<u>49,041.65</u>