

making a difference to little lives

Woodlands Under 5's Pre-School

Vinters Park Community Centre
Aldon Close, Vinters Park, Maidstone, Kent, ME14 5QF
Telephone: 01622 671131
e-mail: woodlandsunder5@hotmail.co.uk
Registered Charity No: 801864

Trustees' Annual Report For year 01/01/2020 to 31/12/2020

Section A

Reference and Administration Details

Charity Name: Woodlands Under 5's Pre-School
Charity No: 801864

Charity's Principal Address: Vinters Park Community Centre, Aldon Close,
Vinters Park, Maidstone, Kent, ME14 5QF

Name of Trustees

Mrs J Schofield, Chairperson (resigned 17/6/21)
Mrs J Newland (appointed 18/3/20; Chairperson from 17/6/21)
Mrs R Downs, Secretary
Treasurer (vacant until 17/6/21))
Mrs K Macey (Treasurer from 17/6/21)
Mrs J Ball
Mrs M Zweck (resigned 17/6/21)

All trustees are active as detailed above at the time of submission of this report.

Professional Advisors

Pre-School Learning Alliance
Ofsted
KCC

Section B

Governing document

The Pre-School continues to adopt the Pre-School Learning Alliance 'Model Pre-School Constitution 2011'.

Trustee Selection Method

Trustees are elected on to the committee at the Annual General Meeting, and are parents of children who attend or have attended the Pre-School.

Section C

Objectives of the Charity

To continue to provide children from the age of 2 to school age with an early years education, regardless of race, culture, religion, means or ability.

Section D

Activities and Achievements

Having made a small loss in 2019, the Pre-School started 2020 in a healthy position with sessions running almost at capacity.

In March 2020 when the country went into lockdown due to the Coronavirus pandemic, the Pre-School remained open to vulnerable children and children of keyworkers until 23rd April 2020 when all children were able to be cared for safely at home in line with Government guidance. The Pre-School re-opened on 1st June 2020 to children who were due to start primary school in September 2020 although many parents chose not to return their children.

The Pre-School purchased Learning Books for staff to enable the children's learning journeys and development records to be moved from paper versions to an electronic format. The change has been welcomed by parents who are now able to view their child's progress at any time as well as upload their own comments.

Funding and Sessions

Despite financial uncertainties surrounding funding and financial support at the start of the pandemic, the Pre-School was funded by KCC as 'normal' for the Spring and Summer Terms 2020 and was not penalised for children not attending for their full hours.

September saw a lower number of children joining the Pre-School, especially 2-year-olds. This was something recognised by the government who committed to fund providers based on their previous year's attendance figures to help support providers financially. This resulted in a supplementary payment being received by the Pre-School of £2,275.70.

As a result of the lower number of children attending, the Pre-School reduced its opening hours to ensure that sessions were still operating at a sustainable level and to give staff additional time for the cleaning of toys and equipment at the end of every session. Parents were still able to access 15 hours of Free Early Education across the week.

There was an £0.08/hr increase in the hourly funding rate received from Kent County Council for the year April 2020 to March 2021 with the rate now £4.08/hr. There will be an increase in the hourly rate from April 2021 to March 2022 of £0.06/hr making the hourly rate from April 2021 £4.14/hr.

Finance

The Pre-School made a profit of £6,706 for the year. This has been achieved through the receipt of the supplementary payment from Government (£2,276), a donation from another charity-run setting (£2,000) and the careful management of sessions and staffing levels. Sessions have been running at capacity since September 2020 into 2021.

Intake numbers for September 2021 are currently looking at a much lower level than in previous years and the Pre-School anticipates a loss for the last quarter of 2021. The Pre-School will continue to operate reduced opening hours to maximise the numbers of children on a session.

A freeze in hall hire costs for 2020 and 2021 has been gratefully welcomed.

Fundraising

There have been no fundraising activities this year due to coronavirus restrictions.

The Pre-School has been fortunate to receive a donation of £2,000 from another charity-run Pre-School in our collaboration which sadly closed in 2019.

Collaboration

The Pre-School remains part of a collaboration with 6 other Pre-Schools in the area with the Pre-School Manager attending regular meetings (via Zoom this year) to share ideas, good practice and training. The collaboration receives an annual fund from KCC which is used to cover training costs.

Staff and Training

One member of the staff team left in July 2020 and another in December 2020. In February 2021, the Pre-School's apprentice successfully completed her level 2 Diploma for the Early Years Practitioner (Early Years Educator). Two new apprentices

commenced employment with the Pre-School in June 2021 and their formal apprenticeship training will commence in September 2021.

Although training opportunities were more limited during the year, staff have continued to attend training on-line to keep up to date in all areas of their work including the Early Years Foundation Stage (EYFS), Safeguarding and Special Educational Needs. The new Early Years Foundation Stage framework will come into effect in September 2021.

Section E

Policies

Pre-School policies have been reviewed and amended as necessary.

The Pre-School continues to reserve money in the event the Pre-School ceases to operate for statutory redundancy pay. The redundancy provision as at 31.12.20 is £15,915. The balance in the restricted funds account of £3,994 is held as reserves as advised by the Pre-School Learning Alliance to act as 'emergency funds' should the Pre-School fall into financial hardship.

Section G

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

Signed on behalf of the charity's trustees

Signature(s)

**Full Name(s)
Position**

**Jessica Newland
Chairperson**

**Rachael Downs
Secretary**

Date

(original signed copy retained by trustees)

Woodlands Under 5's Pre-School
Financial Year Ended 31/12/2021

RECEIPTS & PAYMENTS ACCOUNTS

Section A - Unrestricted Funds

Note: Breakdown using our own analysis

	<u>Last Year</u> to nearest £	<u>This Year</u> to nearest £
Receipts		
Fees Received for current year	66,379	54,985
Fees Received in advance	8,275	4,668
Fundraising (net of expenses)	24	304
Coronavirus Job Retention Scheme Claim	100	0
Grants	2,276	1,861
Donation	2,000	0
Interest Received	0	0
Total Receipts	79,054	61,818
Payments		
Wages & Salaries	56,917	57,633
Employer's pension costs	355	486
Hall Hire & Storage	6,909	7,798
Toys & Activities supplies	1,489	1,347
Consumables	642	105
Protective clothing & cleaning	827	619
PP&S & Telephone	922	900
Insurance	1,087	1,087
Accountancy	300	300
Sundry Expenses	525	536
Repairs & Maintenance	289	779
Equipment for Staff	1,529	31
Staff training and development	557	-
Total Payments	72,348	71,621
Net of Receipts/(Payments)	6,706	-9,803
Cash Funds Last Year End	18,174	24,880
Cash Funds This Year End	24,880	15,077

Woodlands Under 5's Pre-School
Financial Year Ended 31/12/2021

Section B - Restricted Income Funds

Note: Breakdown using our own analysis

	<u>Last Year</u> <u>to nearest £</u>	<u>This Year</u> <u>to nearest £</u>
Receipts		
Interest	19	2
Transfer from Unrestricted Funds	-	-
Total Receipts	19	2
Net of Receipts/(Payments)	19	2
Cash Funds Last Year End	19,890	19,909
Cash Funds This Year End	19,909	19,911

The Charity has no endowment funds.

Woodlands Under 5's Pre-School
Financial Year Ended 31/12/2021

Section B Statement of Assets and Liabilities at the end of the period

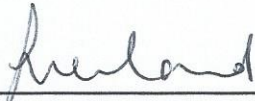

		<u>Unrestricted Funds</u> to nearest £	<u>Restricted Funds</u> to nearest £
B1 Cash Funds	Bank - Current Account	15,077	-
	Bank - Savings Account	-	19,911
	Total Cash Funds	15,077	19,911

		<u>Unrestricted Funds</u> to nearest £	<u>Restricted Funds</u> to nearest £
B2 Other Monetary Assets	Stock of fundraising items	329	-

		Fund to which asset belongs
B4 Assets retained for the charity's own use	Toys and equipment	Unrestricted funds

		Fund to which liability relates	Amount Due (optional)
B5 Liabilities	Suppliers to be paid	Unrestricted funds	-
	Fees received for next term	Unrestricted funds	4,668

Signed by one or two Trustees:

		
Name:	Jessica Newland	Rachael Downs
Position:	Chairperson	Secretary
Date:	23.06.22	29.6.22

Woodlands Under 5's Pre-School
Financial Year Ended 31/12/2021

Independent Examiners Report on the Accounts

Signed: *WJ Draper*

Date: 14/07/2022

Name: WENDY DRAPER

Relevant professional qualification of body (if any):

FCA (ICAEW)

Address:

JAD Associates Ltd
4 Bloors Lane, Rainham
Gillingham, Kent. ME8 7EG.

(Only complete if the examiner needs to highlight material problems)

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