

THATCHAM PRE-SCHOOL

England & Wales - Charity number 900111

Details

Other names	THATCHAM PLAYGROUP
Status	Registered
Legal form	Other
Registered	1989-08-30
Register	View on the Charity Commission register

Contact

Address	8 The Burdwood Centre Thatcham RG194YA
Phone	07831611145
Email	thatchampreschool2018@gmail.com
Website	www.thatchampreschoolinfo.co.uk

Activities

Objects: The aims of the Pre-school 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;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Activities: Provision of day care for children from the age of 2.5 until 4 years.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** THATCHAM
- West Berkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£146,798	£125,868	-	-
2024-03-31	£115,067	£118,416	-	-
2023-03-31	£104,239	£118,100	-	-
2022-03-31	£102,001	£105,190	-	-
2021-03-31	£128,945	£110,109	-	-

Trustees

Name	Role	Appointed
Laura Chowdhary		2024-01-05
Megan Warrick		2023-10-16
Stephanie Jenkins		2023-10-19

THATCHAM PRE-SCHOOL

England & Wales - Charity number 900111

Accounts

Jo McAllister MAAT AATQB
Bookkeeping & Accountancy
4 Danvers Close, Thatcham, Berkshire, RG19 3XT
07879 626645 jo@bookkeepingjo.co.uk

Thatcham Preschool

Accounts to year end 31 March 2025

I have checked the accounts and associated transactions, and all appear to be transparent and accountable.

Signed



Jo McAllister

29th January 2026

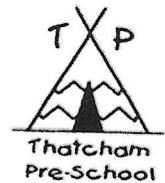
Thatcham Pre School
Income & Expenditure Account Year End 31 March 2025

Income	2025		2024	
Funding	£	135,616		
Fees	£	7,369	£	103,542
Fund Raising	£	1,757	£	10,209
Fundraising - Xmas lights	£	-	£	228
Other income - Uniform	£	20	£	280
Consumables Fee	£	1,260	£	26
Registration Fee	£	125		
Income				
Interest - NBS		£ 146,147	£	114,284
Income incl bank interest		£ 651	£	783
		£ 146,798	£	115,067
Expenditure				
Net Wages	£	96,558	£	90,318
PAYE & NIC	£	4,246	£	3,528
Pension - NEST	£	3,349	£	3,012
		£ 104,154	£	96,858
Accountancy & Payroll	£	885	£	590
Early Years Alliance Insurance	£	788	£	1,258
Commercial card (food/kitchen)	£	3,422	£	3,442
Storage	£	886	£	822
PHS/OCS/rentokil Group	£	277	£	304
Bank Charges	£	66	£	61
Preschool clothing	£	214	£	828
Activities/Equipment	£	622	£	-
Computer/Software	£	702	£	690
Ofstead/subscriptions	£	35	£	35
Rent	£	12,885	£	12,464
Telephone & internet/website	£	371	£	271
Training/Apprenticeship	£	515	£	779
General Preschool expenses	£	47	£	14
		£ 125,868	£	118,416
EXCESS OF INCOME OVER EXPENDITURE	£	20,931	(3,349)	
Bank Balances Carried Forward	£	74,837		
Comprising				
Current Account A - 28th March 2025	£	51,058		
Newbury Building Society	£	23,709		
Cash in hand	£	70		
Total Banks	£	74,837		



Thatcham Pre-School

Registered Charity No 900111



Trustees Report 2024-2025

Trustees:

Chair - Laura Chowdhary

Treasurer - Megan Warrick

Secretary - Steph Jenkins

Committee member - Awaiting paperwork completion

Manager - Jodie Conyard

Deputy Manager - Carly Jefferies

Address: Burdwood Community Centre

Wheeler's Green Way

Thatcham

RG18 4LB

Bankers: HSBC

6 Northbrook Street

Newbury Berkshire

RG14 1DT

Newbury Building Society

4 High Street

Thatcham

RG19 3JD

Structure, governance and management

The charity was formed under a constitution adopted in March 1993, amended in July 1996 and May 2012. Our constitution was adopted from the Preschool learning Alliance.

Objectives and activities

The objective of the charity is to provide a safe happy environment, providing rich learning experiences to enhance the development and education of children, primarily under statutory school age. Through exploration and play helping them to reach their early years goals as set out in the EYFS covering the seven areas of learning.

Finances

Finances remain healthy and a reserves account is adequately full to cover any costs in the event of the closure of Pre-School, including staff redundancies, these are held in the Newbury Building Society.

Finances were prepared for financial year 2024-2025 by our Administrator Clair McCartney and were checked by an independent Jo McAllister MAAT Bookkeeping & Accountancy.

Please see manager report and safeguarding report for an overview of the year:



Managers Report

April 2024- March 2025

Preschool reopened after the Easter break on 15th April 2024.

In May 2024 it was decided by the committee that we would introduce a voluntary contribution of £2.50 per family towards consumables such as fruit and veg for snacks. Payment of this contribution is entirely voluntary and there is no obligation for parents to pay this fee and all children have equal access to snacks at preschool.

Preschool had to close on 16th May 2024 due to staff absences and not being able to meet the adequate staff to child ratios. Preschool reopened as normal the following day.

The week of 17th June preschool held a sponsored sports week. Children and their families were encouraged to raise money through sponsors from friends and family. All money raised would go towards new equipment for the setting. We raised £384.00.

We held a stall at Henwick Fun Day on 30th June 2024. We raised £295.30.

Preschool was closed on 4th July for general elections.

Hayley Bryant left in October 2024 after 4 years with us.

Carly Jefferies replaced Hayley as deputy manager. Carly has over 10 years' experience with us and in childcare. Carly is currently completing her level 3 qualification in childcare.

Preschool took part in 'odd socks day' to mark anti bullying week. Staff and children were encouraged to come in wearing odd socks for this.

An online raffle took place to raise money for Thatcham Preschool. £554.70 was raised.

The last week of November 2024 we held a pyjamas and book week. We asked families of children to donate gifts for our Christmas stall at the Thatcham Christmas lights switch on for this.

The first week of December we held our tombola and lucky dip stall at the Christmas light switch on. We raised a total of £242.48.

On our Christmas party Day the committee held a cake stall and we raised £50.22.

Katy Powell left us at the end of the term in December 2024.

In January 2025 Joanne Lloyd started with us. She is level 2 qualified in childcare. She was a previous preschool parent and has her own experiences with having SEN children herself. She has become a great member of the team.

January 2025 we unfortunately had to close for 2 days due to several members of staff coming down with a sickness bug that was spreading around preschool and the local schools.

Children took part in world book day on 6th March by bringing in their favourite book and dressing up as favourite book characters.



Health and Safety/Risk Report

April 2024-2025

Main Building

Thatcham Town council are in charge of building maintenance.

Each morning the premises are inspected for any obvious signs of damage which would be reported to Thatcham town council. Minor issues such as obstructions to the building would be cleared away by staff and if need be reported to the council. Toys are checked and cleaned regularly.

The building has a fully enclosed garden and regular headcounts are carried out when coming in and out of the garden.

A stairgate is used to prevent access to the kitchen.

A stair gate is at the entrance to ensure children can't access the doors as they have a push bar opening mechanism.

An allergy list is displayed by the snack area which is checked and updated on a daily basis and updated with any changes. We have a poster from the Food Standards Agency of Early Years Food Choking Hazards that is displayed on the hatch door between the kitchen and the hall.

PAT testing is carried out by Thatcham town council.

Alarms were added to the fire doors to the car park in October 22 for added security.

Preschool purchased ramps to put in front of the paved area outside the garden door to support children with poor mobility to access the garden more easily and safer.

Our preschool first aid box is situated between the hall and garden area. Box is checked and updated regularly to ensure all items are in date.

A building inspection is carried out monthly by Thatcham Town Council.

There are safety bars and an alarm cord in the disabled toilet.

Thatcham Pre-School is committed to safeguarding and promoting the welfare of children.

Burdwood Community Centre, Wheelers Green Way
Thatcham, Berkshire RG19 4YA

Mobile ☎: 07831 611145



Fire safety

Fire alarms are situated in the lobby area and in the main hall, they are checked weekly by Thattham Town Council.

We carry out termly fire drills and keep a log recording these drills as well as any delays, issues or actions that need to be taken.

There are smoke detectors and carbon monoxide detectors in the hall, lobby area, kitchen, storage cupboard room

Fire extinguishers are situated-

Reception area

- Carbon dioxide – electrical and flammable-by fire exit to car park tested 04/24 due 04/34

Kitchen

- Fire blanket tested 10/06/24 and 03/07/25
- Small carbon dioxide extinguisher by door above fridge 06/24 due 06/25

Main Hall

- Foam extinguisher by fire doors to garden 06/25 due 04/26
- Foam extinguisher by fire doors to car park 06/25 due 06/26

Staffing and visitors

Staffing levels are kept in line with child adult ratio and where possible, an extra member of staff. In line with new safer recruitment and new legislation, references and DBS checks will be completed before the new member of staff is employed.

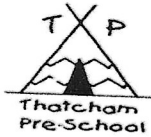
All existing staff have DBS certificates and references on file.

Volunteers, parents, and non staff on the premises are never left unsupervised. Only staff may enter the toilet area. Parents wishing to take their child to the toilet in between sessions are asked to use the disabled toilet.

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**Burdwood Community Centre, Wheelers Green Way
Thattham, Berkshire RG19 4YA**

Mobile 📞: 07831 611145



Thatcham Pre-School
Registered Charity No 900111



Committee

Committee chairperson is Laura Chowdhary.

Clair McCartney continued to provide regular updates regarding bank balances, incomings and outgoings.

The reserves account to maintain enough money to allow for redundancies and debts in the event of the Preschool closing.

Unpaid invoices are being followed up promptly to prevent parents becoming behind with their bill. If invoices remain unpaid the child's place is revoked. If funded, their hours will be reduced to their funded hours to prevent parents running up a bill they are unable to pay and prevent a financial strain on the preschool. It is not viable for Pre-school to effectively provide free childcare.

Updates-

- 6th January 2025 we came to Burdwood centre to find an issue with the mechanism on the front door. The mechanism had broken and there was a delay in getting a locksmith to come. We had to make the decision to close for the morning as we felt it would be a safeguarding issue if we couldn't lock the front door properly. We notified parents, telling them we would assess and update them throughout the day. Due to the delay we was unable to open at all that day. The door was fixed before the end of the day, making it safe to re-open the next day 7th January 2025.
- 8th January we had issues with the heating at Burdwood. We didn't feel we needed to close but we notified the parents and asked them to make sure children were wearing plenty of layers.

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THATCHAM PRE-SCHOOL

England & Wales - Charity number 900111

Accounts

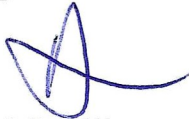
Jo McAllister MAAT AATQB
Bookkeeping & Accountancy
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07879 626645 jo@bookkeepingjo.co.uk

Thatcham Preschool

Accounts to year end 31 March 2024

I have checked the accounts and associated transactions and all appear to be transparent and accountable.

Signed

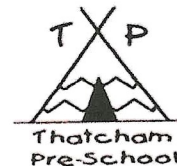


Jo McAllister

26th January 2025

Thatcham Pre School
Income & Expenditure Account Year End 31 March 2024

	2024	2023
Income		
Funding	£ 103,542	£ 93,081
Fees	£ 10,209	£ 10,455
Fund Raising	£ 228	£ -
Fundraising - Xmas lights	£ 280	£ -
Other income - Uniform	£ 26	£ 119
Income	<u>£ 114,284</u>	<u>£ 103,655</u>
Interest - NBS	£ 783	£ 585
Income incl bank interest	<u>£ 115,067</u>	<u>£ 104,239</u>
Expenditure		
Net Wages	£ 90,318	£ 88,649
PAYE & NIC	£ 3,528	£ 2,329
Pension - NEST	£ 3,012	£ 3,369
	<u>£ 96,858</u>	<u>£ 94,347</u>
Accountancy & Payroll	£ 590	£ 630
Early Years Alliance Insurance	£ 1,258	£ 1,169
Commercial card (food/kitchen)	£ 3,442	£ 3,725
Storage	£ 822	£ 816
PHS/OCS/rentokil Group	£ 304	£ 239
Bank Charges	£ 61	£ 60
Preschool clothing	£ 828	£ 84
Activities/Equipment	£ -	£ 1,350
Computer/Software	£ 690	£ 710
Parking/Mileage	£ -	£ 287
Ofstead/subscriptions	£ 35	£ 35
Rent	£ 12,464	£ 12,303
Telephone & internet/website	£ 271	£ 175
Training/Apprenticeship	£ 779	£ 2,170
General Preschool expenses	£ 14	£ -
	<u>£ 118,416</u>	<u>£ 118,100</u>
EXCESS OF INCOME OVER EXPENDITURE	(3,349)	(13,861)
Bank Balances Carried Forward	£ 53,894	
Comprising		
Current Account A - 28th March 2024	£ 30,766	
Newbury Building Society	£ 23,058	
Cash in hand	£ 70	
Total Banks	<u>£ 53,894</u>	



Managers Report

April 2023-April 2024

In April 2023 teacher strikes were occurring. Preschool remained open during this period. We were closed 4th May due to hall being used as a polling station.

In June 2023 we welcomed Georgina Wilson to the team. She is level 3 qualified and has years of SEN knowledge and experience.

We introduced an amazon wish list for the preschool where our preschool community were able to purchase items for the preschool such as craft resources and books.

In July 2023 we held our annual leavers party for the children transitioning to primary school. All staff and children had a lovely time. We also said goodbye to Sara who had been part of Thatcham preschool for 14 years.

It was announced that Jodie Conyard would be the new preschool manager and Hayley Bryant would take over as deputy.

In September 2023 our chairperson Katy Powell joined our team as a level 3 childcare apprentice. Anthony Powell took over as chairperson for the committee.

In December 2023 we supported Dunelm in their Christmas gifting campaign, providing Christmas gifts to vulnerable children.

This month we had our own stall at the Christmas light switch on in Thatcham. Our staff, committee and families were kind enough to send in donations of oats for reindeer food and unwanted gifts for our tombola. It was a fabulous evening and it was lovely to see so many of you, either helping at the stall or buying from the stall. We raised an amazing £280!! This will go towards new resources and equipment for the preschool.

On 19th December 2023 we held our childrens Christmas party. Parents then came back for the singing performance and an AGM meeting.

Laura Chowdhary took over as preschool chairperson.

Our chosen charity this year was crackerjacks. In March we had our own book week where children could come in dressed up as their favourite character and bring in a favourite book. The children were sponsored by friends and family. We raised £718.50 for this charity supporting children with special educational needs and disabilities.

Preschool ended the term with an Easter party for the children on 30th March 2024.



Health and Safety/Risk Report

April 2023-2024

Main Building

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The building has a fully enclosed garden and regular headcounts are carried out when coming in and out of the garden.

A stairgate is used to prevent access to the kitchen.

A stair gate is at the entrance to ensure children can't access the doors as they have a push bar opening mechanism.

An allergy list is displayed by the snack area which is checked on a daily basis and updated with any changes.

PAT testing is carried out by Thattham town council.

Alarms were added to the fire doors to the car park in October 22 for added security.

Preschool purchased ramps to put in front of the paved area outside the garden door to support children with poor mobility to access the garden more easily and safer.

Fire safety

Fire alarms are checked weekly by Thattham Town Council.

We carry out termly fire drills and keep a log recording these drills as well as any delays, issues or actions that need to be taken.

Fire extinguishers are situated-

Reception area

Thattham Pre-School is committed to safeguarding and promoting the welfare of children.

Burdwood Community Centre, Wheelers Green Way
Thattham, Berkshire RG19 4YA

Mobile ☎: 07831 611145



- Carbon dioxide – electrical and flammable-by fire exit to car park tested 04/24 due 04/34

Kitchen

- Fire blanket tested 04/23
- Small carbon dioxide extinguisher by door above fridge 06/24 due 06/25

Main Hall

- Foam extinguisher by fire doors to garden 06/24 due 04/25
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Staffing and visitors

Staffing levels are kept in line with child adult ratio and where possible, an extra member of staff. In line with new safer recruitment and new legislation, references and DBS checks will be completed before the new member of staff is employed.

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Committee

Committee chairperson is Laura Chowdhary.

Clair McCartney continued to provide regular updates regarding bank balances, incomings and outgoings.

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THATCHAM PRE-SCHOOL

England & Wales - Charity number 900111

Accounts



Thatcham Pre-School

Registered Charity No 900111



Trustees Report 2022-2023

Trustees:

Chair - Tony Powell

Treasurer - Helen Cawley

Secretary - Steph Jenkins

Committee Member - Megan Warrick

Manager - Sara Whitford

Deputy Manager - Jodie Conyard

Address: Burdwood Community Centre

Wheeler's Green Way

Thatcham

RG18 4LB

Bankers: HSBC

6 Northbrook Street

Newbury Berkshire

RG14 1DT

Newbury Building Society

4 High Street

Thatcham

RG19 3JD

Structure, governance and management

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Objectives and activities

The objective of the charity is to provide a safe happy environment, providing rich learning experiences to enhance the development and education of children, primarily under statutory school age. Through exploration and play helping them to reach their early years goals as set out in the EYFS covering the seven areas of learning.

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Please see manager report and safeguarding report for an overview of the year:





Thatcham Pre-School
Registered Charity No 900111



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Fire extinguishers are situated

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Kitchen

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Committee

New Committee to be appointed and roles to be clarified and regular meetings to be held.

New Chairperson was appointed Katy Powell and announced at the AGM March 2023.

Clair McCartney continued to provide regular updates regarding bank balances, incomings and outgoings.

The reserves account to maintain enough money to allow for redundancies and debts in the event of the Preschool closing.

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Thatcham Pre-School
Registered Charity No 900111



Managers Report

April 2022 – April 23

Including Minutes from

AGM held 20th December

Manager thanked everyone for coming and updated all present with a run through of the year so far.

Things have been getting back to normal since Covid however the new drop off at the door worked well so this has remained in place.

In May we welcomed Carly Jackman now Jefferies back and she has been a fabulous addition to the team.

The Summer term ended with our leavers party which was a great day enjoyed by staff and the children. Its always a lovely send off for those leaving us to go to big school.

Over the Summer holidays we were able to use some of our funds to replace our old shed which was very much past its best. We now have a new larger shed which enables us to lock away more of our garden toys as these have been stolen and broken over the previous year.

I am pleased to say Jodie completed her DFE Early years Professional Development Programme, so a big congratulations to her.

Katy Powell was introduced as our new Chairperson and we are to appoint Stephanie Tollman as Secretary and Lucinda Moore as Treasurer. Clair McCartney our Administrator will be supporting the committee in these roles. The manager took this time to thank them for volunteering for these positions. The manager expressed hope for a couple more volunteers to be general committee members to support and help with fund raising. A number of parents had expressed some interest in this on the Facebook page.

The manager thanked Becki who sent her apologies as was unable to attend due to work commitments, for remaining in her role until an alternative candidate could be found.

Safeguarding remains a priority and all staff are up to date with safe guarding practices and knowledge is reviewed and refreshed termly at our regular staff meetings.

The manager opened the floor up to questions but there were no questions asked or issues or concerns raised and they wished everyone a very happy Christmas and we will see you next term.

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Thatcham Pre-School

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Preschool re-opened in January with no issues. Teacher strikes were announced but due to last minute confirmation by local schools Preschool had to close for the first strike day on the 1st February 2023. More notice and the ability to better prepare meant Preschool was able to remain open for the future strike days.

During National Story telling week parents came into Preschool to share and read stories from home.

On 3rd February Emily Mills handed in her notice to take on a new role outside of childcare, her last day being the 17th March 2023.

Sara Whitford also announced after 14 years with the Preschool she would be leaving at the end of the Summer term to seek new opportunities due to changes of personal circumstances and the need to work a non term time position.

Preschool ended the term with an Easter Party with the children on the 30th March.

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Jo McAllister MAAT AATQB
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07879 626645 jo@bookkeepingjo.co.uk

Thattham Preschool

Accounts to year end 31 March 2023

I have checked the accounts and associated transactions and all appear to be transparent and accountable.

Signed



Jo McAllister

16th January 2024

Thatcham Pre School
Income & Expenditure Account Year End 31 March 2023

		2023	2022
Income			
Funding	£	93,081	£ 90,027
Fees	£	10,455	£ 7,949
Fund Raising	£	-	£ -
Other income - Uniform	£	119	£ 82
Other income - HMRC SSP	£	-	£ 829
Other income - WBDC EYS Grant	£	-	£ 3,000.00
Interest - NBS	£	585	£ 116
	£	<u>104,239</u>	<u>£ 102,001</u>
Expenditure			
Net Wages	£	88,649	£ 78,745
PAYE & NIC	£	2,329	£ 2,619
Pension - NEST	£	3,369	£ 2,565
	£	<u>94,347</u>	<u>£ 83,929</u>
Rent	£	12,303	£ 11,671
Commercial card (food/kitchen)	£	3,725	£ 4,564
Training	£	2,170	£ 180
Preschool clothing	£	84	£ 643
Accountancy & Payroll	£	630	£ 675
Telephone & internet/website	£	175	£ 354
PHS/OCS/rentokil Group	£	239	£ 239
Early Years Alliance Insurance	£	1,169	£ 1,166
Parking/Mileage	£	287	£ 179
Bank Charges	£	60	£ 15
Ofstead/subscriptions	£	35	£ 35
Storage	£	816	£ 791
Activities/Equipment	£	1,350	£ 57
Computer/Software	£	710	£ 694
	£	<u>118,100</u>	<u>£ 105,190</u>
EXCESS OF INCOME OVER EXPENDITURE		(13,861)	(3,189)
Bank Balances Carried Forward	£	57,249	
Comprising			
Current Account A - 31st March 2023	£	34,905	
Newbury Building Society	£	22,275	
Cash in hand	£	70	
Total Banks	£	<u>57,249</u>	

THATCHAM PRE-SCHOOL

England & Wales - Charity number 900111

Accounts

Jo McAllister MAAT AATQB
Bookkeeping & Accountancy
4 Danvers Close, Thatcham, Berkshire, RG19 3XT
07879 626645 jo@bookkeepingjo.co.uk

Thatcham Preschool

Accounts to year end 31 March 2022

I have checked the accounts and associated transactions and all appear to be transparent and accountable.

Signed

A handwritten signature in black ink, consisting of a stylized 'J' and 'M' with a long horizontal stroke extending to the right.

Jo McAllister

30th January 2023

Thattham Pre School
Income & Expenditure Account Year End 31 March 2022

	2022	2021
Income		
Funding	£ 90,027	£ 102,548
Fees	£ 7,949	£ 5,060
Fund Raising	£ -	£ -
Other income - Uniform	£ 82	£ 408
Other income - HMRC JRS	£ -	£ 10,567
Other income - HMRC SSP	£ 829	£ 297
Other income - WBDC EYS Grant	£ 3,000.00	£ 10,000
Interest - NBS	£ 116	£ 65
	<u>£ 102,001</u>	<u>£ 128,945</u>
Expenditure		
Net Wages	£ 78,745	£ 84,113
PAYE & NIC	£ 2,619	£ 2,745
Payroll Deductions - WBC	£ -	£ -
Pension - NEST	£ 2,565	£ 2,103
	<u>£ 83,929</u>	<u>£ 88,961</u>
Rent	£ 11,671	£ 12,954
Commercial card (food/kitchen)	£ 4,564	£ 3,162
Training	£ 180	£ -
Preschool clothing	£ 643	£ 728
Accountancy & Payroll	£ 675	£ 755
Telephone & internet/website	£ 354	£ 392
PHS/OCS/rentokil Group	£ 239	£ 354
Early Years Alliance Insurance	£ 1,166	£ 1,140
Parking/Mileage	£ 179	£ -
Bank Charges	£ 15	£ -
Equipment	£ -	£ 68
Ofstead/subscriptions	£ 35	£ 35
Storage	£ 791	£ 779
Activities/Equipment	£ 57	£ 89
Computer/Software	£ 694	£ 694
	<u>£ 105,190</u>	<u>£ 110,109</u>
EXCESS OF INCOME OVER EXPENDITURE	(3,189)	£ 18,836
Bank Balances Carried Forward	£ 71,238	
Comprising		
Current Account A - 31st March 2022	£ 49,478	
Newbury Building Society	£ 21,690	
Cash in hand	<u>£ 70</u>	
Total Banks	<u>£ 71,238</u>	



Thatcham Pre-School

Registered Charity No 900111



Trustees Report

Trustees:

Chair - Becki Stannett-Daborn

Treasurer - (Awaiting paperwork)

Secretary - Sarah Inch

Committee Member - Orsolya Sirok

Manager - Sara Whitford

Deputy Manager - Jodie Conyard

Address: Burdwood Community Centre

Whealers Green Way

Thatcham

RG18 4LB

Bankers: HSBC

6 Northbrook Street

Newbury Berkshire

RG14 1DT

Newbury Building Society

4 High Street

Thatcham

RG19 3JD

Structure, governance and management

The charity was formed under a constitution adopted in March 1993, amended in July 1996 and May 2012. Our constitution was adopted from the Preschool learning Alliance.

Objectives and activities

The objective of the charity is to provide a safe happy environment, providing rich learning experiences to enhance the development and education of children, primarily under statutory school age. Through exploration and play helping them to reach their early years goals as set out in the EYFS covering the seven areas of learning.

Finances

Finances remain healthy and a reserves account is adequately full to cover any costs in the event of the closure of Pre-School, including staff redundancies, these are held in the Newbury Building Society.

Finances were prepared for financial year 2021-2022 by our Administrator Clair McCartney and were checked by an independent Jo McAllister MAAT Bookkeeping & Accountancy.

Please see manager report and safeguarding report for an overview of the year:



Thatcham Pre-School
Registered Charity No 900111



Managers Report

19th April 2021- 7th April 2022

Preschool reopened 19th April 2021 after the Easter holiday. The children and staff took part in Thatcham Town Council Flowers for Recovery in Thatcham Broadway following the global pandemic, which was a nice positive start to the new term.

The children enjoyed creating flowers and were able to visit the Broadway with their families to see their work displayed for the public to enjoy.

In May the children were thrilled to have had a visit from a fire engine and were able to climb onto to it and parents were invited to join in on the fun and take pictures of the children with the fire engine.

Unfortunately due to staff member having Covid Preschool was asked to remain closed from the 11th June to the 21st June 2021.

On 29th June 2021 Ofsted carried out an inspection. Unfortunately, due to concerns the inspector had over wider safeguarding knowledge we were awarded an inadequate. The Local Authority, Committee, and Parents were notified of the outcome. Parents were very supportive and expressed their confidence in the staff and the setting. Steps to improve staffs knowledge, ability and confidence to demonstrate their knowledge were taken.

The last day of term and the leavers party was held on the 21st July 2021.

Preschool reopened after the summer holidays on the 2nd September 2021.

We adopted the New EYFS Framework, Development matters as required. The new Framework and updated tapestry also seemed to contribute to reducing workload for staff as recording and tracking children's learning and development was simplified without compromising quality.

We also said goodbye to Kayleigh and Melissa who moved on to pursue new opportunities. Hayley Bryant (level 3 qualified) joined the team. It was decided that we only required employing one new member of staff at this time due to the current numbers.

October, we teamed up with Thatcham Libraries initiative to encourage families and children to spend time looking at and reading books together. Preschool and parents collected packs and followed a new book each week.

Thatcham Pre-School is committed to safeguarding and promoting the welfare of children.

Burdwood Community Centre, Wheelers Green Way
Thatcham, Berkshire RG19 4YA

Mobile ☎: 07831 611145



Thatcham Pre-School
Registered Charity No 900111



In November we asked parents for voluntary contributions of fruit or vegetables for snack time to help reduce costs. Preschool took the decision to provide fruit and veg both in the morning and afternoon in order to ensure every child that attends the setting has access to a healthy snack.

There was an increase in Covid cases in November so parents were reminded to follow government guidelines regarding Covid.

On the 8th November Ofsted reinspected the Preschool and the final report was published in December 21 awarding Preschool with a Good. Staff and parents were very pleased with the outcome.

Jodie started her DFE Early Years Professional Development Programme.

17th December 2021 was the children's Christmas party and last day of term.

We reopened in January 2022 with no issues, however on the 18th February 2022 as did many schools we closed due to the red weather warning issued as we were unable to open up safely.

March saw a rise in Covid cases within and connected to Preschool so preschool requested items from home such as books and toys not be brought into the setting and extra cleaning measures were put in place and parents reminded of symptoms to look out for and the correct guidance to follow to hinder the spread of the virus within the setting.

Last day of term was the 7th April 2022.

Thatcham Pre-School is committed to safeguarding and promoting the welfare of children.

Burdwood Community Centre, Wheelers Green Way
Thatcham, Berkshire RG19 4YA

Mobile ☎: 07831 611145

Health and Safety/Risk Report

April 2021-2022

Main Building

Thatcham Town council are in charge of building maintenance.

Each morning the premises are inspected for any obvious signs of damage which would be reported to Thatcham town council. Minor issues such as obstructions to the building would be cleared away by staff and if need be reported to the council. Toys are checked and cleaned daily.

The building has a fully enclosed garden and regular headcounts are carried out when coming in and out of the garden.

A stairgate is used to prevent access to the kitchen.

A stair gate is at the entrance to ensure children can't access the doors as they have a push bar opening mechanism.

An allergy list is displayed by the snack area which is checked on a daily basis and updated with any changes.

PAT testing is carried out by Thatcham town council.

Fire safety

Fire alarms are checked weekly by Thatcham Town Council

We carry out termly fire drills and keeping logs recording these drills any delays, issues or actions that need to be taken.

Fire extinguishers are situated

Reception area

- Carbon dioxide – electrical and flammable-by fire exit to car park tested 2019
- Foam – front porch and fire exit door to garden – tested 2019

Kitchen

- Fire blanket
- Small carbon dioxide extinguisher by door above fridge

Staffing and visitors

Staffing levels are kept in line with child adult ratio and where possible an extra member of staff. In line with new safer recruitment and new legislation, references and DBS checks will be completed before the new member of staff is employed.

All existing staff have DBS certificates and references on file.

Volunteers, parents, and non staff on the premises are never left unsupervised. Only staff may enter the toilet area. Parents wishing to take their child to the toilet in between sessions are asked to use the disabled toilet.

New Covid restrictions introduced from March 2020 onwards (see risk assessment)

Committee

New Committee to be appointed and roles to be clarified and regular meetings to be held.

Covid hindered holding meetings and the recruitment process to replace the current Chairperson who remained on.

Clair McCartney continued to provide regular updates regarding bank balances, incomings and outgoings.

The reserves account to maintain enough money to allow for redundancies and debts in the event of the Preschool closing.

Unpaid invoices are being followed up promptly to prevent parents becoming behind with their bill. If invoices remain unpaid the child's place is revoked. If funded, their hours will be reduced to their funded hours to prevent parents running up a bill they are unable to pay and prevent a financial strain on the preschool. It is not viable for Pre-school to effectively provide free childcare.

Additional supporting documents

Completed Early years Model Setting Risk assessment April 2020

The Burdwood Community Centre Fire Risk Assessment June 2019

Fire and Emergency Evacuation Plan – for Burwood Community Centre

THATCHAM PRE-SCHOOL

England & Wales - Charity number 900111

Accounts

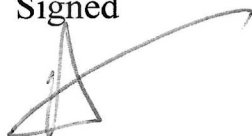
Jo McAllister MAAT AATQB
Bookkeeping & Accountancy
4 Danvers Close, Thatcham, Berkshire, RG19 3XT
07879 626645 bookkeepingjo@yahoo.com

Thatcham Preschool

Accounts to year end 31 March 2021

I have checked the accounts and associated transactions and all appear to be transparent and accountable.

Signed

A handwritten signature in black ink, consisting of a stylized 'J' and 'M' with a long horizontal stroke extending to the right.

Jo McAllister

24th January 2021

Thatcham Pre School
Income & Expenditure Account Year End 31 March 2021

	2021	2020
Income		
Funding	£ 102,548	£ 80,890
Fees	£ 5,060	£ 18,218
Fund Raising	£ -	£ 440
Other income - Uniform	£ 408	£ 31
Other income - HMRC JRS	£ 10,567	
Other income - HMRC SSP	£ 297	
Other income - WBDC Covid Grant	£ 10,000	
Interest - NBS	£ 65	£ 121
	<u>£ 128,945</u>	<u>£ 99,700</u>
Expenditure		
Net Wages	£ 84,113	£ 78,738
PAYE & NIC	£ 2,745	£ 3,095
Payroll Deductions - WBC	£ -	£ 446
Pension - NEST	£ 2,103	£ 2,030
	<u>£ 88,961</u>	<u>£ 84,308</u>
Rent	£ 12,954	£ 11,554
Commercial card (food/kitchen)	£ 3,162	£ 2,407
Training	£ -	£ 815
Brigade clothing	£ 728	£ 524
Accountancy	£ 755	£ 150
Telephone & internet/website	£ 392	£ 398
Payroll Processing	£ -	£ 620
PHS/OCS/rentokil Group	£ 354	£ 409
Early Years Alliance	£ 1,140	£ -
Parking/Mileage	£ -	£ 417
Equipment	£ 68	£ -
Ofstead/subscriptions	£ 35	£ 1,125
Storage	£ 779	£ 779
Activities/Equipment	£ 89	£ 110
Computer/Software	£ 694	£ 586
	<u>£ 110,109</u>	<u>£ 104,600</u>
EXCESS OF INCOME OVER EXPENDITURE	£ 18,836	(4,899)
Bank Balances Brought Forward	£ 55,770	£ 42,074
Bank Balances Carried Forward	£ 55,632	£ 55,770
Comprising		
Current Account A - 31st March 2020	£ 33,987	£ 34,260
Newbury Building Society	£ 21,574	£ 21,510
Cash in hand	£ 70	£ -
Total Banks	<u>£ 55,632</u>	<u>£ 55,770</u>



Thatcham Pre-School

Registered Charity No 900111



Trustees Report

Trustees:

Chair - Becki Stannett-Daborn

Treasurer - (Awaiting paperwork)

Secretary - Sarah Inch

Committee Member - Orsolya Sirok

Manager - Sara Whitford

Deputy Manager - Jodie Conyard

Address: Burdwood Community Centre

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Finances

Finances remain healthy and a reserves account is adequately full to cover any costs in the event of the closure of Pre-School, including staff redundancies, these are held in the Newbury Building Society.

Finances were prepared for financial year 2020-2021 by our Administrator Clair McCartney and were checked by an independent Jo McAllister MAAT Bookkeeping & Accountancy.

Please see manager report and safeguarding report for an overview of the year:



Thattham Pre-School
Registered Charity No 900111



Managers Report April 2020-2021

We looked into reopening in June but the demand for a place at this time was not enough to make reopening financially viable and the decision was made to remain closed.

All staff remained furloughed for the period and we were happy to welcome children and staff back to Preschool in September. Thorough risk assessments were completed and shared with staff before returning. Everyone familiarised themselves with the government guidelines and the risk assessment for the building created by the Thattham Town Council to whom we hire our building.

The re-opening went smoothly and we encountered no issues. All children seemed very familiar already with the use of sanitizer and had no trouble following the new extra hygiene measures in place.

We renewed Michelle's contract with reduced hours in September as we no longer required someone for the initial position. Michelle later received an opportunity to work one to one with a child in a school and decided this was more suited for her skillset. We felt it unnecessary to replace her at this time.

We have had no confirmed case of COVID-19 among, either the children or the staff. One parent tested positive and advice was sought from the DFE who conformed no action was required and the child completed the isolation period before returning. Two members of staff have had to isolate on a number of occasions after being contacted by track and trace, neither developed symptoms.

No Christmas party was held this year.

In January Preschool opened as normal but due to a new lockdown and school closures forming part of that, 12 children remained absent due to parental decision not to send their child in. It was made clear we were open for all, not just key workers. We contacted parents via email, text tapestry and Facebook.

Thattham Pre-School is committed to safeguarding and promoting the welfare of children.

Burdwood Community Centre, Wheelers Green Way
Thattham, Berkshire RG19 4YA

Mobile ☎: 07831 611145



Health and Safety/Risk Report

Safeguarding

Safeguarding remains a priority as always. Risk assessments have been carried out to ensure Preschool is a safe environment taking into consideration newly required precautions and adjustments required due to the Covid19 pandemic and communication with outside professionals including children services has still carried on via video and conference calls where face to face was not possible.

Children who are considered vulnerable have been encouraged to attend and those that haven't they have been contacted and their social worker has been informed to ensure the child and family are still receiving support and regular contact with some form of outside agency.

Building

Thatcham Town council are in charge of building maintenance.

Each morning the premises are inspected for any obvious signs of damage which would be reported to Thatcham town council. Minor issues such as obstructions to the building would be cleared away by staff and if need be reported to the council. Toys are checked and cleaned regularly with cleaning solutions suitable for preventing the spread of Covid.

The building has a fully enclosed garden and regular headcounts are carried out when coming in and out of the garden.

A stairgate is used to prevent access to the kitchen and direct access to the front door.

An allergy list is displayed by the snack area which is checked on a daily basis and updated with any changes.

PAT testing is carried out by Thatcham town council.

Fire safety

We carry out termly fire drills and keep logs recording these drills any delays, issues or actions that need to be taken.

Fire alarms are situated:

- door to the garden
- Opposite door

Fire extinguishers are situated

Thatcham Pre-School is committed to safeguarding and promoting the welfare of children.



Thatcham Pre-School

Registered Charity No 900111



Reception area

- Water – wood, paper, textiles
- Carbon dioxide – electrical and flammable

Kitchen

- Fire blanket

Main room (entry by door and exit to the garden)

- Water – wood, paper, textiles

Extinguishers and alarms are maintained by Thatcham Town Council.

Staffing and visitors

Staffing levels are kept in line with child adult ratio and where possible an extra member of staff. In line with new safer recruitment and new legislation, references and DBS checks will be completed before the new member of staff is employed.

All existing staff have DBS certificates and references on file.

Volunteers, parents, and non-staff on the premises are never left unsupervised. Only staff may enter the toilet area. Parents wishing to take their child to the toilet in between sessions are asked to use the disabled toilet.

Committee

Committee and roles to be clarified and regular meetings to be held. (Due to Covid and parental obligations meetings have not been held)

A Treasurer needs to be appointed and she will liaise with our administrator ensuring finances remain healthy. (Ongoing)

Regular updates regarding bank balances, incomings and outgoings will be discussed at meetings. As well as discussing fundraising ideas and targets for the rest of the year.

The reserves account to maintain enough money to allow for redundancies and debts in the event of the Preschool closing.

Thatcham Pre-School is committed to safeguarding and promoting the welfare of children.

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Thatcham, Berkshire RG19 4YA

Mobile ☎: 07831 611145