

# Macosquin Community Pre-School

## Trustees' Annual Report

2018-2019

Charity Reference Number: NIC102508

The Financial year this report relates to is: 01/09/2018 to 31/08/2019

At Macosquin Community Pre-School we have concentrated on our relations with the parents of the children attending, past, present and future and also the local community. We have devised a working document with the heading, 'Working in partnership with parents'. This document shows evidence of all communications and parental/community involvement to help benefit us as a charity and also the public themselves. We encourage the public and parents to become involved as members of the committee, help them register into similar courses associated with our charity. We also offer student placements so that they can achieve their goals. Such involvement strengthens the public's knowledge about Early Years Foundation stage learning and helps their own confidences to build and encourages them to put forward opinions/ideas.

We maintain an 'OUTSTANDING' grade from The Education and Training Inspectorate (ETI), awarded again in June 2017 at our most recent inspection. As further evidence of how hard our staff work, the ETI recognised the quality of music in the Preschool. The staff presented a Power Point presentation on this at the launch of the Chief Inspector's report this year. They were one of only two Preschools across Northern Ireland invited to do this.

Our Charity is paramount to families within the Macosquin Ward and beyond. This is crucial and beneficial for families unable to drive and who are within walking distance to our community provision, located in the heart of the village. Bus services are very limited so without our pre-school provision the public would struggle.

Our Charity has worked extremely hard to achieve and maintain the top grade awarded by the ETI. We are a progressive establishment and endeavour to deliver a service that meets the needs of our users. Our staff are committed to continuing professional development and undertake further training throughout the year. Some of the courses that were attended in 2018-2019 were Epi-Pen training, Food Hygiene, Autism Training, Digital Training, Makaton, Speech, Language and Communication Development, Social, Emotional and Behaviour Development and Sensory, Motor and Visual Perceptual Development training.

We have achieved excellent improvements by developing areas of our setting. We were able to achieve these by fundraising events such as a sponsored bike ride, raffles, 'smartie' tubes, a Table Quiz, a Night at the Races and an Afternoon Tea. The continued work and support from the local community is helping our Charity develop a number of essential tools and activities. In the coming year, we hope to secure funding to overhaul our outside/playground

space to promote and enhance the experience and opportunity for physical development for the children.

In January 2018 we launched the Big Bedtime Read project. We have been able to continue this project this year. This has been an excellent way of promoting reading together at home and encouraging parents to take a more active role in their child's early education. With funding we received we were able to purchase new books to update our stock to rotate through the children each week, providing up to 10 books each time. We look forward to continuing this valuable scheme next year.

This year we registered with a Fare Share Scheme. Through this we have been able to work alongside two local supermarkets, helping them reduce their food wastage and enabling us to continue to provide healthy snacks for our children at no cost to the Preschool. This has allowed us to redirect money from Petty cash back in to available funds for the Preschool.

We are very pleased that we have encouraged parents and family members from the community to 'get involved' with our setting, which in turn gives them confidence, social well-being and a step onto the social ladder which some parents of young children can lose. During the year we have invited them to join us on our trips out to the forest, gathering natural materials with the children and exploring new concepts. Our trip to the Zoo in Belfast was a treat for both children and some parents that are unable to drive.

Inviting the parents and members of the local community in, to do talks on certain subjects that they wanted to share and teach the children about, benefitted all involved.

We, as the Trustees' of Macosquin Community Pre-School adhere to the Commission's public benefit requirements, which is a statutory requirement. We ensure that the children's welfare, learning and experience is paramount and that we strive at all times to make a positive difference to each individual child and their family.

The pre-school was set up and first registered in 1983. It is set up to provide a positive service for children in the age bracket 3-4 years old and their families, where they can learn in a safe and stimulating environment at their own pace. New and existing families to the area are benefiting from such a positive Charity.

With our monthly committee meetings, the Leader of the pre-school and the committee members' focus on what has been achieved and what we all need to plan and focus on for future activities. Any monies raised to improve facilities are highlighted on the Charity's FaceBook page and monthly newsletters. This lets the public know of what they have helped us to achieve. We are very transparent in our events and always let the public know of the outcomes. We document every meeting with our minutes which are annually checked by Social Services for their inspection.

Our Accounts are presented monthly at the committee meetings and discussed. We as a committee are always aware that we are a Non Profit organisation and we have to adhere to our Reserves policy. Our Reserves policy supports the overall development of the setting and is an integral part of the Charities financial planning. The reserves ensure that the setting has

adequate funds available for planning for growth and deal with opportunities and issues that may arise. The calculation of the required level of reserves is an integral part of planning, budget and forecast cycle of the setting. It takes into account:

- 1) Risks associated with each stream of income and expenditure being different from that budgeted
- 2) Planned activity level
- 3) Commitment to beneficiaries (children)

We also make sure that we do not overspend and that our accounts are debt free. Funds are closely monitored throughout the year and fundraising events are undertaken. Petty cash is agreed by the committee at £120 per monthly. This money is used to supplement Healthy break provided by Fare Share scheme for the children daily and to purchase the resources needed to teach the children the pre-school curriculum. Receipts are kept, documented and accounted for at the end of each month.

Macosquin Community Pre-School is governed by its constitution. This is read and presented annually to the new elected committee. The aims of the constitution for our Charity are to ensure children under statutory school age are given maximum opportunities to be strong, competent and visible in their communities. Also that they are all physically and psychologically healthy, eager to learn and respect those who are different.

Our objectives are that the charity is established to promote play based learning environments for all children (under statutory school age) (herein referred to as the beneficiaries) of Macosquin Village and its surrounding counties (herein known as area of benefit) without distinction of age, gender, marital status, disability, sexual orientation, nationality, ethnic identity, political or religious opinion, by associating the statutory authorities, community and voluntary organisations and the inhabitants in a common effort to advance education, and in particular:

- 1) To advance the education of the beneficiaries by the provision of safe and satisfying group play, with the right of parents / carers to take responsibility for and to become involved in the activities of the group; and
- 2) To support the values and principle of Early Years.

The committee members elected at an Annual General Meeting shall have the power to co-opt further members to fill any casual vacancy arising on the committee, who shall be Family Members or Associated Members and who shall serve until the conclusion of the next following A.G.M, PROVIDED that the number of co-opted members shall not exceed one third of the total membership of the committee. Co-opted members shall have the right to vote. Private benefits are not allowed and Staff's family members are NOT allowed to be elected onto the committee.

On behalf of: Macosquin Community Pre-School, 24 Ramsey Park, Macosquin, Coleraine,  
County Londonderry, BT51 4NF.

Charity reference number: NIC 102508

Signed A McDermott (Chairperson) Christie vice chair  
Date 6/3/19 19/3/20

Signed Malcolm (Committee Member) Kenza Deary  
Date 06/03/19 19/3/20

Encl: Committee Members names of those served 2018-2019

Committee Members names of those served when report written 2019-2020

Macosquin Community Preschool Committee Members School Year 2018/19

Alana McDermott	Sharon Malcolm
Joanna Ha'unga	Ruthanne Henry
Emma Van Wyk	Julianne Walker
Elaine Mallet	

Macosquin Community Preschool Committee Members School Year 2019/20

Alana McDermott	Laura Christie
Joanna Ha'unga	Tim McClements
Donna Maguire	Alan Maguire
Gillian Bratty	Ruth Cochrane
Kenza Dealey	Emma Downs
Lyndsay Marshall	Rachel McKeever

Christie Vice Chair 19/3/20

Kenza Deary 19/3/20 (Committee member)