

Macosquin Community Pre-School

Trustee's annual report
2019-2020

Charity reference number: NIC102508

The financial year this report relates to is: 01.09.2019 to 31.08.2020

At Macosquin Community Pre-School we have concentrated on our relationships with the parents of the children attending; past, present & future as well as our 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. We encourage the public and parents to become involved as members of the committee, and we help them register into similar courses associated with our charity. We offer student placements to help them achieve their desired goals. Such involvement strengthens the public's knowledge about Early Years Foundation stage learning and helps increase confidence as well as encourage them to put forward opinions/ideas.

We maintain an 'outstanding' grade from The Education and Training Inspectorate (ETI). This was awarded in June 2017. This is our most recent inspection from ETI. The next will be due in 2022. As further evidence of how hard our staff work, the ETI recognised the quality of music in the pre-school. Our staff were extremely privileged to present a PowerPoint presentation on this at the launch of the chief inspectors report. They were one of only two preschools across Northern Ireland invited to do this.

Our charity is paramount to families within the Macosquin area and beyond. This is crucial and beneficial for families unable to drive and who are within walking distance to our community provision. We are located in the heart of Macosquin 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 their own personal professional development. They undertake further training throughout the year. The staff completed numbers training courses throughout 2019-2020. These included; autism training, introduction to mindfulness & reducing anxiety in children, COVID 19 awareness training, food hygiene, first aid, fire safety.

The support from our parents and local community is essential in helping our charity develop and improve. Due to COVID 19 our fundraising events were at an all time low. We were only able to hold our afternoon tea, fill the smartie tubes and we also done a contactless weekly bonus ball draw to try and raise much needed funds. We had hoped to secure funding to renovate and improve our outdoor/playground space to promote and enhance the experience and opportunity for physical development of our children. However, we were unable to proceed with any type of work due to the pandemic. This is our main project for the coming year when regulations allow. In January 2018 we launched The Big Bedtime Read project. We were able to host this project for a second consecutive 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. The children thoroughly enjoy this evening at the pre-school. We look forward to continuing this valuable scheme in the coming years.

We are still registered with a fareshare scheme where we have been able to work alongside two local supermarkets, helping them reduce their food wastage as well as enabling us to provide healthy snacks for our children. This is of no cost to the pre-school. This has allowed us to redirect money from petty cash back in to available funds for the pre-school. We plan to continue with this scheme for the foreseeable.

We are very pleased that we have encouraged parents and families to get involved with our setting. This can help increase their confidence, improve their social and emotional well-being and it is also a stepping stone onto the social ladder which some parents can very easily lose when they have young children. During the year, we have invited family members to join us on our trip out to the forest, gathering natural materials and exploring new concepts. We would normally also have a trip to Belfast zoo but unfortunately this had to be unable to go ahead due to COVID 19.

We, as the trustees of Macosquin community pre-school adhere to the commission's public benefit requirements. This is a statutory requirement. We ensure that the children's welfare, learning a experience is paramount and that we strive to make a positive difference to each individual child and their families at all times.

The pre-school was set up and first registered in 1983. It is set up to provide a positive service for children aged 3-4 years old. It is a place 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 along with the committee, focus on what has been achieved and what we need to plan and focus on for future activities. Any monies raised to improve facilities are highlighted on the charity's Facebook page as well as our monthly newsletters. We believe it is important to let the public know what they have helped us achieve and that their contributions are helping improve the facilities in which their children are benefitting from. We document every meeting and our minutes are checked annually by social services as part of their inspection.

Our accounts are presented monthly at the committee meetings and are 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 our planning. The reserves ensures that the setting has adequate funds available for planning for growth as well as dealing with opportunities and potential issues which 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:

- Risks associated with each stream of income and expenditure being different from what has been budgeted
- Planned activity level
- 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 month. This money is used to supplement healthy break provided by the fareshare scheme for the children as well as helping to purchase any resources required to help us meet the preschool 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 newly elected committee. The aims of the constitution for our charity are to ensure children under a statutory school age are given maximum opportunities to be strong, competent and visible in their communities. Also, it aims to ensure that they are all physically and psychologically healthy, eager to learn and that they learn to respect those who may have additional needs.

Our objectives are that the charity is established to promote play based learning environments for all children under statutory school age 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
- 2) To support the values and principles 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 AGM, 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 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

Signed Patricia McKeever (chairperson)

Date 14-03-21

Signed Maisha (committee member)

Date 14/5/21

Encl: committee members names of those served 2019-2020
Committee members names of those served when report written 2020-2021

Macosquin community pre-school committee members school year 2019/20

Alana McDermott
Donna Maguire

Joanna ha'unga
Gillian Bratty

Kenza Dealey
Laura Christie
Alan Maguire
Emma Downs

Lyndsey Marshall
Tim McClements
Ruth Cochrane
Rachel McKeever

Macosquin Community Pre-school committee members school year 2020-21

Rachel McKeever
Ruth Cochrane
Suzanne Walsh
Ruth Walsh
Nicolle Boyd

Alana McDermott
Alison Barclay
Rita Moore
Kylie McNeill
Izanne McNeill