



CUAN KIDS COMMUNITY PRESCHOOL



93c, High Street, Portaferry, Newtownards, Co Down BT221QU

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REGISTERED WITH THE CHARITY COMMISSION FOR NORTHERN IRELAND NIC 108252

ANNUAL REPORT

1st September 2022 - 31st August 2023

Vision and Values

In our vision, we believe that young children are;

- ✚ Strong, competent and visible in their communities
- ✚ Physically and emotionally healthy
- ✚ Eager and able to learn
- ✚ Respectful of difference

We believe in;

- ✚ Childhood – in its own right
 - ✚ Listening to children – and those who care for them
 - ✚ A strong voice for children
 - ✚ Play, fun and creativity
 - ✚ Parenting
 - ✚ Participation
 - ✚ Community
 - ✚ Partnership
 - ✚ Inclusion and diversity
-
- ✚ Excellence and evidence based innovation
 - ✚ Effective stewardship and governance
 - ✚ A professional, committed and recognised workforce

 Valuing staff, members and their commitment

Background Information

Cuan Kids Community Preschool is a voluntary organisation managed by an elected group of parents and interested members of the local community on an annual basis (The Management Committee). The main purpose is to offer pre-school education in the Portaferry and surrounding areas to children in their pre-school year and also to children from the age of 2 years 10 months (pre-pre).

The preschool is managed on a daily basis by a Playgroup Leader, Ms Lynsey Brown assisted by a Deputy Leader Ms Aine O'Hanlon, both of whom are qualified in line with the South Eastern Health and Social Care Trust requirements, and have completed all essential training requirements. The preschool can also offer training experiences to local students who have ambitions to develop a career in this particular area of education.

The staff adhere to stringent safeguarding policies and practices, ensure that any recommendations made following Social Services or Education and Training Inspectorate visits or inspections are implemented and work closely with Early Years – the organisation for young children to promote best practices.

The preschool offers high quality activities and age-appropriate play experiences to promote children's learning in all areas of their development in line with the 6 areas of the early years curriculum. The preschool actively encourages the involvement of parents/carers to share in their children's learning by encouraging them to take on roles within the Management Committee, participating in fund raising activities and possibly by accompanying their children on various outings arranged throughout the year. Access NI clearance is essential for all staff to enable them to work within the classroom on projects with the children.

The preschool has formed close links with the local Primary Schools and promotes itself to be part of the local community. It works closely with other local community groups, schools and organisations to promote local interest and encourages the participation of children and their parents/carers at every opportunity.

The preschool centre is inspected annually by Department of Health and Social Services. Reports from this body, including up to date registration certificates are issued and available for parents/visitors to read. As members of Early Years (formally NIPPA) we can have access to an Early Years Specialist who is available to make regular visits to the preschool centre to ensure quality education is being provided. The organisation currently employs two members of staff in order to carry out the purposes of the organisation.

The management committee is currently made up of volunteers, therefore there are no private benefits for anyone connected to the organisation. The organisation has received funding from The Pathway Fund, which supports the setting financially and opens avenues for the staff to access training and support, and also training opportunities for committee members who wish to avail of this. When this funding runs out, parents who choose Cuan Kids for the preschool year pay fees for this service. If parents choose for their children to attend in their pre preschool year then there is a daily charge for this as this year is not funded. All fees are kept to an absolute minimum as it is our wish to make our service available for all regardless of financial situation.

Registration with the Charity Commission for Northern Ireland

The preschool is a not for profit organisation which was awarded registered charity status with the Charity Commission for Northern Ireland in September 2021. The trustees therefore, have had regard to the Northern Ireland Charity Commission's public benefit requirement statutory guidance in their monitoring and reporting of the preschool's purposes and achievements for the public benefit.

Legal / Financial Information Related to Cuan Kids Community Preschool

The Management Committee always has at least six members made up of charity trustees, interested people in the local community and parents of children registered as pupils at Cuan Kids Community Preschool.

The preschool holds a valid registration certificate awarded by South Eastern Health and Social Care Trust.

Insurance requirements for the preschool are provided by Lockton Companies Ltd.

The preschool bank account is held in Ulster Bank Ltd, Newtownards Branch.







The Early Years Salary Service deals with staff pay, taxation, pensions etc.

The group has a link social worker appointed by SEHSCT.

Accounts are prepared annually by an elected member of the Management Committee. These are cross-referenced with receipts and payment records and verified as correct at an appropriate committee meeting and also by an independent examiner. The financial year for the preschool begins on 1st September and ends on 31st August annually.

At 31st August 2023, there are no debts held by the charity and no reserves policies. Details given in the accounts found at Appendix 2 have been verified by the committee are a true, complete and accurate record of the financial position.

Sources of income for the preschool include the following:

-  Pathway funding
-  Grants allocated following application by the Leader / Management Committee
-  Fundraising events and initiatives organised by staff / parents
-  Fees paid by parents
-  When awarded, funding from DENI
-  Donations

Enrolment numbers at Cuan Kids remain steady and the group remains financially stable for the year ahead.

Main Achievements in this Reporting Year

The children who have attended Cuan Kids Community Preschool throughout the year have had a very positive and rewarding experience. They have grown and developed academically, socially and physically, learning to co-operate, share, interact, develop skills, learn through play and activity and experience outdoor learning opportunities. We know this because we have the following sources of evidence:

- ❖ Social Services inspection report and feedback
- ❖ Transition Reports for children moving to primary school
- ❖ Feedback from parents
- ❖ Committee meeting minutes
- ❖ Feedback from catchment primary schools
- ❖ Termly leader's reports

A word of acknowledgement for the work carried out by the preschool leader and staff in terms of grants and fundraising. The income chart at the end of Appendix 2 shows clearly that over £25000 of the income for the preschool was made up of awards, grants and fundraising initiatives organised and applied for by Lynsey Brown. The hard work and dedication in gaining all this additional funding, which is over and above the role set out in her job description is gratefully appreciated. Particular thanks must go to the staff for the pro-active role they played in protesting against the potential end of Pathway Funding. All the hard work paid off when this decision was reversed.

This report was brought to the Annual General Meeting of Cuan Kids Community Preschool, held on Wednesday 25th October 2023 and approved for publication by said committee.

Dorothy McKeating (Chairman)

Dorothy McKeating 25/10/23

Jenny Cash (Secretary)

J Cash 25/10/23

Appendix 1 – Committee members 2022/2023

Appendix 2 - Financial Reports 2022/2023

Appendix 3 – Preschool Constitution 2022/2023

Appendix 1 **Cuan Kids Community Preschool Committee Members**

Name	Position	Email
Dorothy McKeating	Chairperson, Charity Trustee	dorothymc7@btinternet.com
Dr Helen Coleman	Treasurer, Charity Trustee	h.coleman@qub.ac.uk
Jenny Cash	Secretary	jjmckeating@hotmail.co.uk
Lynsey Brown	Preschool Leader, Charity Trustee	cuankids@outlook.com
Canon Gill Withers	Community, Charity Trustee	vicarofdibley@hotmail.co.uk
Danielle McFarlane	Community	daniellevaill@hotmail.com
Sonia Coulter	Community	soniacoulter493@gmail.com
Carolyn McKittrick-Jackson	Community, Charity Trustee	differentstrokeshealing@yahoo.co.uk
Helen Savage	Parent	helsmcdowell@yahoo.co.uk
Gemma Larkin	Parent	gemlarkin@outlook.com
Nicola Allen	Community, Charity Trustee	nallen400@c2kni.net

Appendix 2 Financial Statements

CUAN KIDS COMMUNITY PRESCHOOL

Registered with the Charity Commission
for Northern Ireland Charity Number NIC 108252



STATEMENT OF CHARITY ACCOUNTS –

**NB NO RESTRICTED OR ENDOWMENT FUNDS
TO RECORD IN THIS FINANCIAL PERIOD**

FINANCIAL YEAR ENDED 31ST AUGUST 2023

FUNDS RECONCILIATION – UNRESTRICTED FUNDS

Cash at bank and in hand 01/09/22 £ 21,528.56

Cash at bank and in hand 31/08/23 £ 21,538.32

Income

Direct income - Miscellaneous	£18,021.28
(e.g. Fees / Breakfast club / Fundraising / Uniform sales)	£18,021.28
Grant income	£22,126.04
Pathway Fund	£12,500
Power NI	£1000
DfE grant	£500
Tesco groundwork	£1000
RTE Community grant	£7089.26
Amazon smile	£36.78
Total income	£40,147.32

Expenditure

Wages	£26,445.64
Snack/Milk	£142.36
Resources	£361.33
BT Group	£525.26
ANDBC waste	£344.5
Energia	£440.16
Water	£288.10
Heating Oil	£935
Cleaning Products	£102.90
Garden	£200
Early years membership	£624.64
Insurances	£586.81
Visitor (Music bugs)	£300.24
Bank charges	£172.30
NEST pension	£1275.90
Grant expenditure	£6641.88
Photos (Whitehall holdings)	£473.60
Miscellaneous*	£157.94
Total income	£40,018.56

*Examples for Miscellaneous expenditures include historical cheque cashed for Trip to Exploris in 2020, gift purchase for former trustee, purchase of resources (hangers) for fundraiser, expenses to attend Pathway Fund meeting, etc.

Approved by the trustees on 7th June 2024 and signed on their behalf by



Mrs Dorothy McKeating Chairman

Dr Helen Coleman Treasurer

CUAN KIDS COMMUNITY PRESCHOOL

Registered with the Charity Commission
for Northern Ireland Charity Number NIC 108252



STATEMENT OF ASSETS AND LIABILITIES –

**NB NO RESTRICTED OR ENDOWMENT FUNDS
TO RECORD IN THIS FINANCIAL PERIOD**

FINANCIAL YEAR ENDED 31ST AUGUST 2023

FUNDS RECONCILIATION – UNRESTRICTED FUNDS

Cash at bank and in hand 31/08/23	£ 21,538.32
Bank and cash balances	
Bank current account	£ 21,538.32
Cash in hand	£ 0 (All cash deposited)
<hr/>	
Total	£ 21,538.32
Other Assets	
Play equipment (estimated value)	£ 10,000
Uniform stock (estimated value)	£ 200
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Total £ 10,200

Liabilities

None

Approved by the trustees on 7th June 2024 and signed on their behalf by



Mrs Dorothy McKeating

Chairman

Dr Helen Coleman

Treasurer

Preschool Constitution



Cuan Kids Community Preschool

APPENDIX 3

Vision and Values


In our vision, we believe that young children are;

- ✚ Strong, competent and visible in their communities
- ✚ Physically and emotionally healthy
- ✚ Eager and able to learn
- ✚ Respectful of difference

We believe in;

- ✚ Childhood – in its own right
- ✚ Listening to children – and those who care for them
- ✚ A strong voice for children
- ✚ Play, fun and creativity

- ✚ Parenting
- ✚ Participation
- ✚ Community
- ✚ Partnership

 Inclusion and diversity

 Excellence and evidence based innovation

 Effective stewardship and governance

 A professional, committed and recognised workforce

 Valuing staff, members and their commitment

1. Name

The name of the playgroup is Cuan Kids Community Preschool (hereinafter called the group). The group is a body associated with Early Years.

2. Administration

Subject to the matters set out below, the group and its property shall be administered and managed in accordance with this constitution by the members of the management committee, constituted by clause 5 of this constitution (The Committee).

3. Objectives

3.1

The group is established to promote play based learning environments for all children (under statutory school age, out of school care or day care) (hereinafter referred to as the beneficiaries) of the area served, Portaferry and its surrounding environs in County Down (hereinafter called the 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;

- (a) 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 to promote the preservation of health of the beneficiaries; and
- (b) To support the values and principles of Early Years.

3.2 Powers

In furtherance of the above objectives, but not further or otherwise, the group may:

- (a) Provide, assist in providing or secure the provision of educational and recreational facilities and practical assistance for the beneficiaries, or facilities for the benefit of the general public in the area of benefit;
- (b) Provide, maintain, equip or assist in the provision, maintenance and equipment of premises and facilities designed to carry out the objectives of the group.
- (c) Obtain, collect and receive money by way of grants, donations, bequests, legacies and other lawful methods and shall conform to any relevant requirements of the law;
- (d) Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotion of the above objects and construct, maintain and alter any buildings or erections which the group may think necessary for the promotion of its objectives;
- (e) Make any regulation for any property which may be so acquired;

- (f) Subject to any consents as may be required by law; sell, let, mortgage, dispose of, or turn to account all or any of the property or assets of the group, with a view to the furtherance of its objectives;
- (g) Subject to such consents as may be required by law, receive money on deposit or loan, and borrow or raise money in such a manner as the group shall think fit, and to charge all or any part of the property of the group with repayment of money so borrowed;
- (h) Invest the monies of the group not immediately required for the furtherance of the said objectives in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
- (i) Recruit and train volunteers with relevant skills to carry out the objectives of the group;
- (j) Employ and pay any person or persons NOT being a member of committee, to supervise, organise and carry on the work of the group and make all reasonable and necessary provision for the payment of remuneration to employees;
- (k) Promote and organise co-operation in the achievement of the above objectives, and to that end, to work in the group with local authorities and voluntary organisations engaged in the furtherance of the above objectives in the area of benefit;
- (l) Establish and support, co-operate with, join or amalgamate with any charitable trusts, associations or institutions formed for all or any of the above objectives;
- (m) Do all such other lawful things as may be necessary for the attainment of the above objectives or any of them;

4. Membership

4.1

Membership of the group shall be open to the following, irrespective of ethnic identity, disability, age, gender, political party, nationality, sexual orientation, marital status or religion;

- (a) Parents / carers or guardians of children who attend or attended Cuan Kids Community Preschool in the area of benefit who support the objectives of the group and whose application for membership are accepted by the committee; such members shall be called family members and shall be entitled to vote at meetings of the group. Each family is entitled to one vote. Those aged eighteen and over shall be eligible to be nominated for election to the committee;
- (b) Well-wishers anywhere, or persons who, in the opinion of the committee, have special knowledge or experience to offer to the group; such members shall be called associate members, and shall have the right to vote at meetings of the group.

5. Management Committee

5.1

The committee shall meet not less than once a term and shall consist of not less than five members of the group and no more than twelve members elected at an annual general meeting.

- (a) Nominations from family members of the group for members of the committee must preferably be in writing, and must be in the hands of the honorary secretary of the group at least two days before the annual general meeting hereinafter mentioned.
- (b) If the number of nominations exceeds the number of vacancies, election shall be by secret ballot of the members of the group present and voting at an annual general meeting.
- (c) If the number of nominations is less than the number of vacancies, further oral nominations may with the approval of the annual general meeting be invited from members present and voting at the said annual general meeting.
- (d) Nominees must consent in person or in writing to their nomination prior to election.

5.2

A committee member shall, subject to 5.3, hold office until the next AGM following his or her appointment. A retiring committee member shall be eligible for re-election (committee members may hold office for a period of up to three years and shall retire in rotation with the longest serving one third to retire at each AGM. Or, if it is not possible to determine that, then the third to retire shall be determined by drawing lots. On retirement, members will be eligible for re-nomination and election.

5.3

The committee members elected at an AGM shall have the power to co-opt further members to fill any casual vacancy arising on the committee, who shall be family or associate 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.

5.4

The chairman, secretary and treasures, who shall be the honorary officers of the group, shall be full family or associate members of the group, and shall be elected annually by and from the members of the committee at their first meeting following the AGM.

5.5

The committee shall consist of:

- (a) Three officers, chair, secretary and treasurer, and
- (b) Additionally not less than two nor more than nine elected members; and
- (c) If the committee so decides, not more than three co-opted by the committee; and
- (d) No husband, wife, partner son or daughter, brother or sister of a paid member of staff can be on the management committee.
- (e) No husband, wife, partner, son or daughter, brother or sister of another committee member can be on the management committee.

5.6

Any member of the committee who fails to attend three consecutive committee meetings without reasonable excuse shall lose his or her place on the committee, which may be filled by co-option in accordance with 5.3 above.

6. Functions of the Committee

6.1

The committee may make such regulations as they consider appropriate for the efficient conduct of the business of the committee and the group

6.2

The committee may appoint such staff, NOT being members of the committee as they consider necessary on such terms and conditions as they may determine.

6.3

The committee may appoint such sub-committees, advisory groups or working parties of their own members and other persons as they may, from time to time, decide necessary for the carrying out of their work, and may determine their terms of reference, duration and composition. All such sub-committees shall report back fully and promptly.

6.4

The proceedings of the committee shall not be invalidated by any failure or any defect in the election, appointment, co-option or qualification of any member.

7. Chairing Meetings

All members of the group or of the committee, or of any of its sub-committees, shall be presided over by its chairperson, failing whom, its vice-chairperson, if one has been appointed. If neither the chairperson nor the vice-chairperson is present, those present may elect one of their number to take the chair. The chairperson of any meeting shall have a second or casting vote.

8. Finance

8.1

All monies raised by or on behalf of the group shall be applied to further the objectives of the group and for no other purpose, PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the group engaged upon the approved business of the group.

8.2

The honorary treasurer shall keep proper accounts of the finances of the group.

8.3

The finance year of the group shall run from 1st September to 31st August.

8.4

The accounts shall be independently examined by an independent person who shall be appointed prior to the annual submission of the report to the NI Charity Commission

8.5

An annual statement of accounts for the last financial year shall be submitted by the committee to the AGM

8.6

A bank account shall be operated in the name of Cuan Kids Community Preschool with Ulster Bank Ltd. The committee shall authorise in writing an office bearer and two members of the committee to sign cheques on behalf of the group. All cheques must be signed by not less than two of the three authorised signatories.

9. Annual General Meeting

9.1

The first AGM of the group shall be held not later than the 31st May 2018, and in each year thereafter. An AGM of the group shall be held at such place and time (not being more than fifteen months after the holding of the preceding AGM) as the committee shall determine.

9.2

At such AGM, the business shall include the following:

- (a) The election of members to serve on the committee
- (b) The appointment of an auditor or accountant or independent person to examine the annual accounts
- (c) The consideration of an annual report of the work done by or under the auspices of the committee
- (d) The consideration of the annual accounts
- (e) The transaction of such other matters as may from time to time be considered necessary

10.Special General Meeting

The committee may at any time at its discretion and shall, upon a requisition signed by not less than four members having the power to vote and giving reasons for the request, call a special general meeting of the group for the purpose of altering the constitution in accordance with Clause 12 hereof or of considering any matter which may be referred to them by the committee or for any other purpose.

10.1

The secretary or chair shall send a note of the date, time and place of each special general meeting with a list of items to be discussed to all members at least two weeks before the date of the meeting.

10.2

If the chair or secretary does not call a special general meeting within two months of a proper request to do so, any member may call that meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

11. Rules of Procedure at All Meetings

11.1 Voting

Subject to the provisions of Clause 12 hereof, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. In case of an equality of votes, the chairperson shall have a second or casting vote.

11.2 Minutes

Minute books shall be kept by the committee and all other sub-committees, and the appropriate secretary shall enter therein a record of all proceedings and resolutions.

11.3 Quorum

The quorum at annual / general / special meeting shall be ten and at meetings of the committee shall be five voting members, or such other number as the committee may from time to time determine.

11.4 Standing Orders

The committee shall have the power to adopt and issue standing orders and /or rules for the group. Such standing orders and / or rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by the group in general meeting and shall not be inconsistent with this constitution.

12. Alterations to the Constitution

12.1

Any alteration to this constitution shall receive the assent of not less than two thirds of the members of the group present, and voting at the AGM or a meeting specially called for the purpose, PROVIDED THAT notice of any such alteration shall have been received by the honorary secretary in writing not less than twenty one clear days before the meeting at which the alteration is to be brought forward.

12.2

At least fourteen clear days' notice in writing of the meeting setting forth the terms of the alteration to be proposed. Shall be sent by the honorary secretary to each member of the group PROVIDED FURTHER THAT no alteration shall be made which would cause the group to cease to be a charity at law. No amendment may be made to 13.1, 13.2, 13.3 or 8.1.

13. Dissolution

13.1

If the committee, by a simple majority, decides at any time that, on the grounds of expense or otherwise, it is necessary or advisable to dissolve the group, they shall call a meeting of all members of the group who have the power to vote, of which meeting not less than twenty one days' notice (stating the terms of the resolution to be proposed thereat) shall be given.

13.2

If such decision shall be confirmed by a simple majority of those present and voting at such a meeting the committee shall have power to dispose of any assets held by or in the mane of the group.

13.3

Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objectives similar to the objectives of the group as the committee may decide.

14.Indemnity

The group shall indemnify and keep indemnified every officer, member, volunteer and employee of the group from and against all claims, demands, actions and proceedings (and all costs and expenses in connection there-with or arising there-from) made or brought against the group in connection with its activities, the actions of its officers, members, volunteers or employees, or in connection with its property and equipment, but this indemnity shall NOT extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission on the part of the officer, member, volunteer or employee sought to be made liable. The treasurer shall affect a policy of insurance in respect of this indemnity.