

## **Hollytree Preschool**

### **Supervisors Report – 2021/22**

#### **Overview**

We returned to preschool in September 21 with a positive outlook, our Ofsted reinspection in May had been successful and we were hopeful for the coming year. Numbers were looking okay, despite the fact they had been impacted by the pandemic and the previous Ofsted report.

On our first day back we received a phone call from Mrs Lashmar at the Infant school to inform us they were planning to open a nursery on site. This was completely unexpected and a shock as we had been told that this was not something they would do. It was obvious this would have a huge impact on us going forwards.

We put forward our own objection to the proposal as did some of our parents. Our main concern was that there were not enough children to sustain the number of early years settings in the village. We were repeatedly told that projected numbers were high but our ongoing concern was that these figures were not realistic and depended on new housing which had not been built.

We also attended business surgeries with Lynn Nichol from Services for Young Children, we were advised to advertise and promote the preschool beyond the local area which we did.

The nursery was given the go ahead despite numerous concerns and objections from the community.

Our main focus for the year was promoting the preschool through posters, social media and events. The competition for settings made it very difficult to maintain numbers.

The closure of a setting in Romsey meant that we had a few children joining us in January which helped a little bit with the funding.

Unfortunately, despite all our best efforts, the low numbers did mean we ended the year with a loss financially. We ended the year with concerns for our September numbers and unsure what our prospects for the next academic would be.

## Staffing

Due to the low numbers we had to keep staffing levels as low as possible. We needed to manage with 2 or 3 staff members for each session. Having only 4 staff members in our team was challenging, particularly when we needed to cover staff sickness.

## Events/Outings

Fundraising was more important than ever and we began with a Christmas raffle. This was extremely successful and managed to raise around £270. We also created Nativity DVDs which were sold to parents, this also raised valuable funds. We decided to keep the Nativity without an audience and this was so much better for the children. They performed brilliantly and the DVD was a big success.

In the Spring term we had Easter events again to raise funds for the preschool and these were successful.

We also had a stall at the annual Village Day. The bottle and teddy tombola was very popular and we were very grateful to the committee for running it. The stall raised an amazing £234 for the preschool.

In the Summer term we celebrated the Jubilee with a lovely donated cake from Beadles Tea Room and a fish and chip lunch. The children had a great time at our outdoor party.

We managed to have a few visits to the Infant School with our older children to help with their transition, the children really benefited and enjoyed exploring the Year R outdoor area. Staff also accompanied these children on the transition days at the school.

We made sure we got out and about in the community as much as we could as part of our promotion of the preschool. As well as visiting the school we also went to the library, the woods, the recreation ground, local shops and of course the playground and field.

We had a very hot sports morning in July with the children enjoying races on the field in the shade. We also had a lovely trip to Marwell with the children and their parents. It was great to resume our traditional summer outing after 2 years of not being able to due to Covid.

Our leavers tea party was very special as always and we were able to invite parents again. We said goodbye to a lovely group of children as they moved onto big school.

#### North Baddesley Community Association/Hall hire

In January the Community Centre was taken over by a new committee. The hall now had a separate committee to the social club. This presented a few issues, most noticeable was a change in the cleaning standards and general maintenance. We needed to complain to the council on a few occasions about litter and how the hall was left for us. The council have helped to resolve some of the issues and we have tried to maintain communication with the new hall committee chair. We had a further issue in the Summer term when a sign was put on the outside of the building advertising the social club. Unfortunately, this sign had a huge pint of beer on it which we felt was completely inappropriate. Again the council were involved, however it took until September for the sign to be removed. We have talked to the Hall committee chair about how things like this will impact the reputation of the setting. There are some ongoing issues which we will continue to work on.

#### Looking Forward

At the time of writing this report things are looking much more positive for Hollytree going forwards. Numbers have increased and the 22/23 academic year is looking very hopeful.

We would like to thank Caitlin as chair of committee for her support going forwards as well as the rest of the committee for remaining with us.

Jo and Sue

## Hollytree Chair Report – Feb-23

- **Sep 21:** Preschool returns, with numbers at good levels despite the impact of covid. The Ofsted re inspection in May was successful, and we were excited about what the year ahead was going to hold.

Jo and Sue then received a call from the headteacher of the local infant school, Mrs Lashmar, to let them know that they were planning on opening a nursery on site. This took us completely by surprise, and we were instantly concerned about the impact this would have on our preschool.

Jo and Sue, along with some parents, put forward our objections, with the main concern being that there simply aren't enough children in the village. However, the nursery was given the green light, despite the objections from ourselves and the community.

Our focus for the year was on advertising the preschool through social media and posters, as well as getting out and about in the community, and maintaining our numbers.

**Dec 21:** The children starred in another fantastic Nativity show, whilst learning all about the story of the Nativity. As we decided the children feel most comfortable and perform best without an audience, the team produced Nativity DVDs which were then sold to parents, raising around £80. The Christmas raffle was also successful raising an incredible amount of £270.

**Jan 22:** A setting in the nearby village of Romsey closed, resulting in an increase in our numbers, subsequently increasing our funding a little. Unfortunately, we did end the year on a financial loss, despite all the hard work and effort by the Hollytree team. Due to the low numbers, the team had to navigate the challenge of keeping staffing as low as possible, which made mitigating sickness etc. extremely difficult

**May 22:** We had a stall at the local village day, which proved incredibly popular! We ran various tombola's, and sold every last ticket, raising an amazing £234 for the preschool.

- **July 22:** The children had a lovely jubilee celebration, including enjoying a delicious cake donated from the local tearoom!

We also enjoyed an exciting visit to Marwell Zoo, which was fantastic to get to do again following the pandemic, including a picnic lunch with

all the parents and children. A fantastic opportunity to further develop relationships and for the children to learn all about the animals.

- **Sep 22:** Hollytree students move up to Year R, their transition supported by the fantastic staff at Hollytree, considering any SEN needs and liaising with the Infant school to ensure the children will be happy and able to thrive.

As always, the team at Hollytree pre-school have been excellent in the face of challenges, from illness outbreaks to large influxes of children, they have always put the children's needs first, whilst maintaining smiles on their faces. Their dedication to the children's growth and development is clear to see, the genuine care they have for the children shining through every day. The team consistently go the extra mile to make sure that the children are happy, thriving, and most importantly, having fun. They also ensure that the parents feel informed by keeping on top of timely and clear communication, as well as supported – the team are always happy to take time to answer questions and chat about how the children are doing. The year ahead is looking positive and optimistic, and we can't wait to see what the year will bring!

Caitlin Haines

# Profit and Loss

## Hollytree Community Preschool For the year ended 31 July 2022

	2022	2021
<b>Turnover</b>		
Events	31.00	-
Fees	2,713.50	6,015.75
Fund Raising	624.43	83.77
Funding	56,825.98	62,965.85
Grant - Restricted Income	15.00	16.00
Interest Income	36.37	51.33
Other Revenue	108.50	100.00
Trips	275.40	-
Uniform and Bags	70.00	45.00
<b>Total Turnover</b>	<b>60,700.18</b>	<b>69,277.70</b>
<b>Cost of Sales</b>		
Direct Wages	53,317.15	51,765.99
Resources	1,052.64	710.04
Snack	15.73	-
<b>Total Cost of Sales</b>	<b>54,385.52</b>	<b>52,476.03</b>
<b>Gross Profit</b>	<b>6,314.66</b>	<b>16,801.67</b>
<b>Administrative Costs</b>		
Advertising & Marketing	51.96	-
Audit & Accountancy fees	658.00	655.25
DBS	21.10	103.64
Entertainment-100% business	38.00	-
Equipment	156.37	764.03
Insurance	931.19	923.02
Pensions Costs	1,335.75	1,327.61
Postage, Freight & Courier	11.32	17.99
Presents and Gifts	298.55	307.59
Printing & Stationery	114.34	147.29
Rent	6,048.00	5,502.00
Repairs & Maintenance	183.90	277.72
Staff Training	-	150.00
Subscriptions	40.00	203.00
Subsistence/Consumables	258.44	214.22
Telephone & Internet	168.00	168.00
Trip	281.40	-
Uniforms and Bags	-	366.15
<b>Total Administrative Costs</b>	<b>10,596.32</b>	<b>11,127.51</b>

Profit and Loss

	2022	2021
<b>Operating Profit</b>	<b>(4,281.66)</b>	<b>5,674.16</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>(4,281.66)</b>	<b>5,674.16</b>
<b>Profit after Taxation</b>	<b>(4,281.66)</b>	<b>5,674.16</b>

**Hollytree Community Preschool, North Baddesley (registered number: 1002072)**

**Independent Examiner's Report to the Trustees  
For the year ended 31 July 2022**

**Report of the Independent Examiner to the Trustees on the accounts of the Charity**

**Respective responsibilities of Trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('The Act'). The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA)

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with all applicable Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement:**

In connection with my examination, no material matters have come to my which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Andrew J Clarke cpfa  
5 Kiln Way, Verwood, Dorset BH31 6GE  
[andrewc@kimballsmith.co.uk](mailto:andrewc@kimballsmith.co.uk)

The date upon which my opinion is expressed is 29 August 2022.

## Hollytree Community Preschool

### Accounts Overview 21-22

It's clear from the accounts that the funding is significantly reduced from 20-21 as well as the fees from non-funded sessions. Despite keeping costs as low as possible, this has still impacted the bottom line which is showing a deficit at the end of the academic year. The increase in costs is mainly due to increased staffing costs, attributed to the increase in the minimum wage and very small increases to the salaries of the long-standing staff who haven't had an increase in several years.

There was a continuation of holiday lunch vouchers for a few low-income families.

The Christmas Raffle was particularly successful with notable contributions from Easter and the Village Day too.

The impact of the new preschool at the Infants School is of some concern to the number of children registered at the preschool and the related funding, so continued efforts to enrol more children during the year and also containing costs as much as possible would be helpful. It's likely that costs will be a challenge to contain with widely reported increases in running costs, particularly utilities, so fund-raising will be all the more beneficial. I have no doubt the staff will make every effort to maintain their efforts to keep the preschool afloat and the costs restricted along with providing high-value preschool education.

R. Gagen . 13.2.2023  
RACHEL GAGEN  
Committee Treasurer

**Independent Examiner's Report to the Trustees  
For the year ended 31 July 2022**

**Report of the Independent Examiner to the Trustees on the accounts of the Charity**

**Respective responsibilities of Trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('The Act'). The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA)

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with all applicable Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement:**

In connection with my examination, no material matters have come to my which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Andrew J Clarke cpfa  
5 Kiln Way, Verwood, Dorset BH31 6GE  
[andrewc@kimballsmith.co.uk](mailto:andrewc@kimballsmith.co.uk)

The date upon which my opinion is expressed is 29 August 2022.