

## **AGM Chair's Report 2022-2023**

### **Name Weaving Preschool**

### **Registration Number 1017421**

### **Address Weaving Village Hall, Weaving Street, Maidstone**

**Name of trustees** Sharon Rivett (Chair) Claire Whittall (Treasurer) Sam King, Liz Munro, Laura Barratt, Lisa Cope, Emma Harris

Structure, governance and management

- The preschool operates in accordance with the school prospectus which sets out our procedures and policies for how the Parent Management committee (main trustees) manages the preschool
- New committee members are elected at our AGM
- The above is operated in conjunction with the Model Pre-school Constitution 2011 which was adopted in July 2015 .

We have had another great year of fundraising. Thank you to all those who have supported in fundraising activities this year. Our overall fundraising income was £4733.55 leaving us a profit of £2848.72 which is fantastic giving it has been a challenging time for many giving the current cost of living crisis.

We've had a number of half term sponsored events. Our half term challenges are voluntary but we usually have a good uptake on them and we had some very generous parents/Grandparent's for this. We've also held Dress up days which have contributed.

We've continued to raise funds from Amazon Smile.

We've also continued to sell our uniform - a range of T-shirts, sweatshirts and baseball caps and although uniform is not compulsory, it is lovely to see more and more children each year wearing it. The profit for the year is £177 .76.

In term 1 the staff put together some lovely Christmas artwork with the children. We once again used the Art Projects for Schools company to make Christmas cards. We offered our annual Christmas baubles and made a great profit of £325.50.

The Christmas raffle is always one of our biggest fundraisers of the year. We had great support from local companies with donations and thank you to Sam for her toy donations. We raised £427 which is a great profit, so thank you.

We also sold Christmas calendars at the Christmas concert and raised £123.71.

We held a Xmas grotto/workshop for the children. Thank you to all who were involved, you raised £300.

In March, the children once again loved picking and wrapping gifts for their mums in our Mother's Day shop. We hope the mums enjoyed their lovely treats and we made a profit of £145. We also did the same for Father's Day and made a profit of £121.42

Once again, the parents and families of our children have been extremely generous and we would like to thank them all for their support over the year. All of the money raised goes straight back into the pre-school to benefit the children. One of the biggest spends is on our annual Funday, we love holding this free event to give back to the families. We have also funded treats like children's Christmas gifts, Christmas party, Easter eggs, sports day medals and leavers gifts. These special

touches are what make our pre-school such a special place for the children to grow and develop in a loving environment.

Myself, Sam and Laura have nominated ourselves to continue as Chair, vice chair and secretary. Claire Whittall has also nominated herself to remain as treasurer.

Finally, I would just like to thank all the families and all the staff for their continued support and look forward to continue working with the committee in what we hope to be another successful year fund raising.

## Managers Report AGM 2023

Welcome to all our attendees.

We have experienced a high level of interest in our setting over the course of the year, resulting in significant numbers on role. We have finished the year with 71 children on role, 35 of whom are moving onto school this summer. We have had an increased number of funded children over the course of the year, with parents continuing to claim either their 15 hours universal entitlement or in some cases the 30 hour extended entitlement. We continue to offer a maximum of 22 hours across the course of a week with parents offered the opportunity to take up their funding entitlement with a range of sessions, both morning and extended lunch sessions. We have had 2 children begin the year as FF2 children and have finished the year with 1 of them still entitled to the FF2 funding.

We continue to operate a 3-pod system with children joining either Red/yellow or blue pods when they commence with us. These pods are managed by 3 staff a piece and children spend an hour in each pod alongside their peers and staff members before moving as a group onto the next pod area. We have found this is a most successful way of managing the volume of children, the smaller pods offer a less overwhelming outlook on the setting for our less confident or anxious children. All the children have the opportunity to spend significant time in the outside areas throughout the academic year and activities can be fashioned to take full advantage of the outdoors. The staff have recorded that their relationships with their keyworker children are incredibly enhanced because of the concentrated time they spend with them in the smaller pods. The children themselves, have formed extremely strong bonds with their peers and their social skills have elevated. We recognised the importance of introducing all the children to larger group sessions once restrictions allowed, and also to ease them into the expectations of extended group play as will be accepted practise in schools, and now they mix freely between pods for a period over the lunch sessions and playground time. Staff take responsibility for resourcing their areas during the course of a session ensuring that every child gets full access to the 7 areas of learning throughout their time at preschool. Play and resources also allow for in the moment planning and every child's interests can be catered for.

Our team saw a member of staff leave us for new pastures at Christmas and we welcomed Sam into our staff number. We have additionally taken on a new member of staff to join us from the start of September and I'm confident that Fay will settle into our setting with ease. Staff have attended a variety of online courses and workshops over the course of the year. Zoe continues to retain responsibility for our SEN co-ordination and Jane is our designated Safeguarding Leader.

Our fundraising over the course of the year was so successful it allowed for some Capital expenditure purchases to further support the children's opportunity for learning. We purchased a balance rocker, a balance beam, a large outdoor polydron set and 2 bouncers for the children's enjoyment. As always much of our fundraising is used to provide the extra throughout the year such as birthday gifts, easter

eggs, our Xmas party and our ever popular Fun Day entirely financed by the fundraising efforts over the year.

The fundraising over the year is predominantly reported by our Chair Sharon and will be covered in detail by her in her report and to a lesser extent by me in my financial report which will follow. But all those who organised and arranged our fundraising events are to be applauded for their support and efforts in raising additional income for the setting over the course of the year. Additionally, of course, we thank all our families for their continued support with these fundraising events.

We form strong relationships with all our children and their families and when it comes to moving onto big school the transition can provide its own set of challenges for the staff and families alike. We pride ourselves on the strong links formed with our feeder schools and the entire transition process is made so much easier by these links. It is a statutory requirement that we support our children in their transition onto school and along with visits to the schools our children are afforded the opportunity to join us when the reception teachers visit the setting to see the children at work and play. We offer them the chance to play at “dressing up” in school uniforms and encourage the closer interactions with their peers once we are given their class information. We are confident that all our children will continue to flourish in their new environments and rise to the challenges the coming months will bring to them and their families and look forward to hearing how they are doing in the future. But at the end of the academic year, it is an opportunity for us to thank you for allowing us to nurture your children, support their development and help educate them along the way.

This annual report is always an ideal opportunity for me to acknowledge the expertise and dedication of our staff members who work tirelessly throughout the year to ensure that your children are afforded every opportunity to make excellent progress along the Foundation stage of their education and support all of them to form strong relationships with their peers

#### Managers Financial Report Oct 22

As reported earlier our intake remained steady throughout the year, and intake was up on the previous year –but with a higher number of leavers this summer. Because of this our income was higher than the previous year and higher than the anticipated budget figure and we have finished the year with a surplus of just over £14000 which puts us in an excellent position for the start of the new academic year when numbers will be down on the current level.

We weathered the increases in both National Minimum wage and NI payments, however, the preschool are now contributing more NI members for staff members because of the changes in thresholds. Equally more staff members have joined the pension scheme which has increased the preschool's contributions – all of these increases impact considerably on our wage bill over the course of the year and the budget for the coming year has had to reflect this. We are anticipating an increase in hall hire fees from September not least because of the increase in cost of living. With these larger outlays anticipated I recommend we increase our 3 hour session fee to £19 a session and keep the extended lunch session currently at £8.50 for a two hour extended session.

Our fundraising was outstanding given the continued uncertainties and we raised just shy of £2850 over the year. As mentioned previously this amount contributes to all the extras the preschool is able to offer our children.

As always, our accounts for the last year have been independently examined and found to be in excellent order yet again.

And now as ever onto plans for the coming year.

Our predicted intake for the coming year is positive, however fewer children will be eligible for funding for the early months of the financial year, and historically parents tend to pick up fewer sessions until their child has their place funded. With this in mind, we plan on broadly maintaining our overall staffing

levels as they are to begin the next academic year. We still maintain our commitment to our staff and will retain our above minimum staff to child ratios – this inspite of the changes to the government recommended ratios which allow for fewer staff for our two year olds. We will continue to apply our own restrictions to the number of 2 year olds in the setting at any one time in accordance with our Admission Policy. The training and development of our team is a continuing foundation stone of the preschool and as such provision is in place within the budget to continue this progression. We do not anticipate any additional funding such as grants from any sources so our maintenance programme within the group will not plan for any big expenditure, but rather focus on maintaining the resources and equipment currently on our inventory, enhancing and renewing where finance allows.

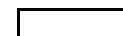
With regards to fundraising I think a realistic funding raising target is £2000 – this has, in the past, covered the additional extras for which it is intended. However, with some fresh faces on the committee and potentially some new fundraising ideas, it may well be that you easily exceed this amount, which would be marvellous!

We continue to have a superb team with our staff here, and our committee continues to develop and evolve, we are lucky to have such strong members who work hard to incorporate new ideas and make the most of old favourites. It is hoped that we will have new parents join our committee and bring along their own ideas for fundraising! Thank fully for our setting our current officers have agreed to stand for a further year which provides continuity for the group and their experience will guide future members – as always a huge vote of thanks to those members who have supported Weaving Preschool over the last year and will continue to do so over the coming year.

## WEAVING PRE-SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE 12 MONTHS ENDED 31 MAY 2023

	2022/2023			
<b>INCOME</b>				
FEES RECEIVABLE	23271.54			
FUNDRAISING	4750.34			
OTHER/GRANTS/DONATIONS	100			
SENIFF	729.4			
FF2 INCOME	1999.69			
EARLY YEARS	106488.01			
REFUNDS FOR COURSES TAKEN	30			
ADJUSTMENT INCOME FROM KCC	2339.88			
<b>TOTAL INCOME</b>	<b>£139,708.86</b>			
<b>EXPENDITURE</b>				
<b>EYPP</b>	<b>£109.88</b>			
STAFF WAGES	£104,003.29			
HIRE OF HALL	£7,127.75			
MANAGEMENT/ADMIN	£1,501.67			
SENIFF	£0.00			
OTHER/GIFTS	£108.73			
REFRESHMENTS & CLEANING	£1,581.10			
TREATS/FUNDRAISING ALLOCATION	£1,559.82			
COURSES	£1,264.00			
FUNDRAISING COSTS/UNIFORM PURCHASE	£1,399.39			
FEES & SUBSCRIPTIONS/INSURANCE	£1,889.01			
SUNDRY EXPENDITURE	£0.00			
GUINEA PIGS	£233.20			
STAFF ENTERTAINMENT AND MEETINGS	£893.89			
CAPITAL EXPENDITURE	£941.61			
STATIONERY, SUPPLIES & POSTAGE	£2,554.15			
<b>TOTAL EXPENDITURE</b>	<b>£125,167.49</b>			
<b>SURPLUS/(DEFICIT) FOR PERIOD</b>	<b>£14,541.37</b>			
CARRY OVER FROM LAST YEAR	£48,826.62			
<b>ADJUSTMENT FOR YEAR</b>				
<b>NET BALANCE</b>	<b>£63,367.99</b>			





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Weaving Pre-School

**On accounts for the year  
ended**

31 May 2023

**Charity no  
(if any)**

1017421

**Set out on pages**

Pages attached

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with 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 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 general 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.

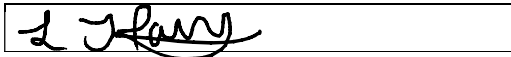
**Independent  
examiner's statement**

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

- the accounting records were not kept in accordance with section 130 of the 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 no concerns and 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.

Signed:



Date:

18/07/2023

Name:

Lisa Parish

Relevant professional  
qualification(s) or body :

ACCA

Address:

4 Parkside, School Lane, Maidstone, Kent , ME158BF