

LUDGERSHALL PRE-SCHOOL PLAYGROUP

**ANNUAL REPORT
2020/2021**

REGISTERED CHARITY NUMBER 1020800

Ludgershall Pre-School

Aims & Objectives

As a member of the Early Years Alliance, we are committed to providing high quality care and education for children below statutory school age. We do this by:

- Using the training and support offered by Wiltshire Early Years Partnerships.
- Using the training and support offered by Early Years Alliance.
- Working to improve learning goals by means of a curriculum tailored to meet the needs of every individual child.
- Involving parents as much as possible in the group and in their child's learning.
- Offering individual attention through a Keyperson system and a high ratio of adults to children.

Ludgershall Pre-School offers a warm welcome to everyone who would like to get involved with the setting, supporting the above aims and objectives.

Custodian Trustees

Mrs Julie Johnson
Mrs Claire Churchill
Mrs Jackie Collins

The staff and committee extend their thanks to the trustees for their support. They are responsible for the future of the building, ensuring that all legal obligations are met, etc.

LUDGERSHALL PRE-SCHOOL STAFF LIST 2020/2021

Manager & Senco

Claire
Level 3 Qualified
Advanced Safeguarding
First Aid
Food Hygiene
Health & Safety

Deputy Manager

Naomi
Level 3 Qualified
Advanced Safeguarding
First Aid
Food Hygiene
Health & Safety

Administrator

Julie
Safeguarding
First Aid
Food Hygiene
Health & Safety

Early Years Practitioners

Dena
Level 3 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Tanya
Level 3 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Vikki
Level 3 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Bernie
Level 3 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Sarah
Level 3 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Nicole
Level 3 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Karen
Level 3 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Mel
Level 3 Qualified
Safeguarding
Food Hygiene
Health & Safety

Jenny
Level 2 Qualified
Safeguarding
Food Hygiene
Health & Safety

Swarnim (Now left)
Level 4 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Amy (Now left)
Level 7 Qualified
First Aid

Other Staff

Teresa
Bank Worker
Safeguarding
First Aid
Food Hygiene
Health & Safety

Jade C
Bank Worker
Safeguarding
First Aid
Food Hygiene
Health & Safety

Jade F
Cleaner

Ludgershall Pre-School Committee Members 2020/2021

Stephen	-	Chairperson
Jim	-	Treasurer
Kirsty	-	Secretary
David Rees	-	Vice Chair
Kate	-	Committee Member
Kathryn	-	Committee Member
Debbie	-	Committee Member
Alyson	-	Committee Member
Jo	-	Committee Member
Emily	-	Committee Member
Harry	-	Committee Member

Before taking up the position of Secretary Kirsty was our Health & Safety Officer. It was decided at a committee meeting that this position was best filled by a member of staff. That member of staff is our Deputy Manager, Naomi.

Proposed Committee Members for 2021/2022

Stephen	-	Chairperson
Jim	-	Treasurer
Kirsty	-	Secretary
Jo M	-	Committee Member
Harry	-	Committee Member
Ben	-	Committee Member
Karen	-	Committee Member
Helen	-	Committee Member

If you are interested in joining the committee please speak to Stephen, Claire or Julie.

Chairpersons Report 2020/2021

Writing this report for the Annual General Meeting in September is a strange experience. We usually hold the AGM in July and have the opportunity to reflect on the "leavers" visit to Finkley Down Farm and to talk to parents about their children's progress and what they might look forward to in the coming pre-school year, both for those moving on and for those who would be coming back in September.

Well, the pandemic put paid to that and left me with what will now be quite a short report.

I first want to say thank you to all as parents, for implementing the restrictions we put in place to protect everyone, some might have seemed onerous at the start, but in hindsight what we all did ensured the pre-school had few incidents of COVID-19 and we closed more or less only when the government said we had to.

It follows therefore that I should say a heartfelt thank you to the Manager and staff for coming to work everyday in what were scary times and ensuring that the children were kept safe and received the best education we could give them in the circumstances.

Claire, in particular, has had the unenviable task of trying to decipher the various Government, Department for Education and Wiltshire Council guidelines into Policy documents for Parents, Children and Staff. I think we wrote and re-wrote the policy guidelines on more than 12 occasions! I am sure you read them avidly?

Now on to the boring bit - Ludgershall Pre-School Management Committee (MC), its Chairperson, Treasurer, Health and Safety Officer (HSO) and Committee Members are elected at the AGM and I am delighted that we will be able to have those elections this year.

Before we get to a vote it is important that I remind you all that we need a "quorum" of parents to ensure the MC exists in accordance with our Constitution, we have just met that quota this year, however a few more members would make your Chairperson very happy!! No special skills are required, you don't even have to turn up to every meeting - what we do need is enthusiasm and ideas - remember this is a parent/guardian led Charity pre-school. If you would like to volunteer please speak to Claire or email me at the pre-school (ludgershallpreschool@hotmail.com). There is a guide to being a Committee Member and it will also be made available online.

The existing officers of the MC have all agreed to continue in office as have 2 of our previous members. We also have three new volunteers. Unless anyone wishes to stand for a particular post I suggest we elect them, en-masse with a single show of hands.

Claire has produced a report that covers occupancy rates, etc, so I do not plan to repeat those here.

I mentioned in last year's report that the MC would be reviewing the hourly fees charged by the pre-school. A small increase was made earlier this year and the new Committee will revisit the issue again. We will do that at the first meeting after this AGM.

The members of the local Border Masonic Lodge continue to support the pre-school and there is a separate report from them.

The Thank You part:

I would like to personally thank all those that have served on the committee during the year, to say thank you to those that have left and to say thank you to those that have agreed to stay on for the coming year. I must also say a very big thank you to Julie, who is not a committee member, but who has on several occasions stepped in at the last minute as Secretary and/or Treasurer.

Next to all our staff for their continued hard work throughout what has been a very unusual school year.

You may remember that at the end of my report last year we paid tribute to two of our children who sadly passed away. Hopefully you have all seen how their memorial Bees & Butterfly Garden has developed over the year and in particular the stunning display of Daffodils that sprang up and the abundance of Lavender, all planted by the children.

To end on a high note, I must congratulate the five members of staff who embarked on the National Three Peaks Challenge in order to raise money for the Wessex Children's Hospice in Naomi House, who supported those parents whose children passed away. The ladies successfully completed the challenge and raised more than £2800 for the hospice.

Ludgershall Pre-School Committee 2021/2022

	POSITION	NAME
1	CHAIRPERSON (& Committee Safeguarding Officer)	STEPHEN SMITH
2	SECRETARY	KIRSTY SAFE
3	TREASURER	JIM HUGHES
	SCHOOL MANAGER	CLAIRE CHURCHILL
4	VICE CHAIRPERSON	VACANT
5	HEALTH & SAFETY OFFICER	NAOMI FRENCH
	LODGE LIASON OFFICER	STEPHEN SMITH
6	COMMITTEE MEMBER	JO MAYER
7	COMMITTEE MEMBER	HARRY MARSHALL
8	COMMITTEE MEMBER	BEN ARCHIBALD
9	COMMITTEE MEMBER	HELEN RICKARD
10	COMMITTEE MEMBER	KAREN SMITH
11	COMMITTEE MEMBER	VACANT
12	COMMITTEE MEMBER	VACANT

LUDGERSHALL PRESCHOOL - TREASURER'S AGM REPORT - 2020 / 2021

MAIN BUSINESS ACCOUNT

	Totals	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Totals
Opening Balance	£47,480.82													
Cash book totals														
Income														
Fees from Parents	£29,887.00	£1,653.75	£1,582.80	£3,397.72	£2,310.23	£2,871.99	£2,148.61	£4,650.25	£1,156.50	£3,108.00	£2,609.35	£2,604.00	£1,494.00	£29,887.00
Childcare Vouchers	£462.75	£180.00	£45.00	£45.00	£33.75	£45.00	£33.75	£86.25	£24.00	£0.00	£0.00	£0.00	£0.00	£462.75
NEF 3/4 Year Grant	£30,048.75	£10,010.70	£10,010.70	£10,010.70	£9,607.50	£13,234.20	£13,705.00	£13,057.80	£10,674.30	£10,674.30	£10,674.30	£10,259.93	£10,259.92	£30,048.75
NEF 2 Year Grant	£24,619.40	£1,134.00	£1,134.00	£1,134.00	£2,041.20	£1,128.80	£1,128.80	£1,128.80	£1,795.25	£1,795.25	£1,795.25	£4,787.32	£4,787.32	£24,619.40
Early Years Pupil Premium	£2,783.88	£0.00	£0.00	£0.00	£756.84	£111.30	£0.00	£769.56	£0.00	£0.00	£0.00	£1,116.18	£0.00	£2,783.88
Inclusion Support Funding	£27,272.28	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£900.00	£900.00	£0.00	£0.00	£27,272.28
Disability Access Funding	£1,230.00	£0.00	£0.00	£0.00	£0.00	£915.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,230.00
Clothing	£705.64	£234.64	£200.50	£26.50	£53.00	£44.00	£35.00	£44.00	£42.50	£34.50	£18.00	£17.00	£0.00	£705.64
Fundraising	£110.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£110.00	£0.00	£0.00	£0.00	£0.00	£0.00	£110.00
Grants	£6,216.00	£0.00	£0.00	£0.00	£480.00	£1,000.00	£210.00	£420.00	£0.00	£1,300.00	£1,300.00	£2,430.00	£0.00	£6,216.00
Donations	£760.00	£0.00	£0.00	£0.00	£100.00	£100.00	£150.00	£150.00	£0.00	£910.00	£0.00	£0.00	£0.00	£760.00
Other	£1,492.19	£864.00	£336.80	£0.00	£183.41	£1.90	£0.00	£27.70	£6.05	£44.20	£0.00	£28.13	£0.00	£1,492.19
Total Income	£200,814.21	£14,077.09	£13,309.60	£14,613.92	£15,565.93	£19,007.99	£16,260.96	£21,143.16	£13,698.60	£17,441.25	£17,298.90	£21,857.57	£16,541.24	£200,814.21
Expenditure														
Salaries	£170,626.77	£12,314.50	£12,150.43	£16,786.58	£13,519.84	£14,877.39	£14,216.80	£15,824.24	£16,045.99	£14,145.19	£14,670.89	£13,568.49	£12,504.43	£170,626.77
Rent	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00
Rates	£38.49	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.49	£38.49
Maintenance	£2,924.73	£1,826.58	£0.00	£85.59	£0.00	£168.44	£282.24	£0.00	£10.80	£316.22	£234.76	£0.00	£0.00	£2,924.73
Utility	£6,824.93	£260.27	£408.30	£1,910.33	£620.36	£443.30	£206.63	£1,242.73	£1,687.30	£334.99	£316.99	£887.88	£305.85	£6,824.93
Catering	£2,027.64	£243.43	£109.24	£184.15	£228.76	£174.83	£126.29	£322.57	£109.40	£235.90	£165.96	£127.09	£0.00	£2,027.64
Consumables	£4,980.81	£821.64	£223.06	£1,092.22	£258.40	£307.70	£448.27	£638.11	£350.47	£352.83	£280.43	£180.52	£25.95	£4,980.81
Office Costs	£10,926.85	£1,116.24	£309.19	£484.55	£501.01	£915.95	£3,005.06	£868.10	£725.20	£758.37	£1,992.67	£257.88	£102.62	£10,926.85
Committee	£138.30	£0.00	£0.00	£8.10	£0.00	£8.10	£0.00	£8.10	£14.00	£0.00	£0.00	£0.00	£0.00	£138.30
Training Costs	£1,960.55	£0.00	£0.00	£0.00	£0.00	£187.80	£25.20	£388.35	£338.00	£201.20	£420.00	£0.00	£0.00	£1,960.55
Clothing	£1,444.80	£505.34	£409.50	£0.00	£398.87	£25.18	£0.00	£0.00	£0.00	£0.00	£339.05	£72.00	£0.00	£1,444.80
Equipment	£4,110.30	£181.02	£181.02	£622.36	£78.50	£451.74	£574.67	£254.66	£687.21	£126.35	£174.49	£73.96	£0.00	£4,110.30
Bank Charges	£44.00	£0.00	£0.00	£0.00	£0.00	£5.50	£5.50	£5.50	£5.50	£5.50	£5.50	£5.50	£5.50	£44.00
Fees Refunded	£688.46	£181.25	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£49.20	£144.00	£0.00	£312.00	£0.00	£688.46
Other	£4,939.87	£17,269.25	£13,790.74	£21,375.88	£955.40	£17,465.94	£225.00	£420.00	£6.05	£389.20	£0.00	£2,430.00	£914.02	£4,939.87
Total Expenditure	£213,320.89	£17,269.25	£13,790.74	£21,375.88	£16,361.14	£17,465.94	£19,105.66	£19,972.36	£20,309.22	£17,009.75	£18,590.76	£17,615.32	£13,804.87	£213,320.89
Net Profit or Loss =	-£12,506.68	-£3,192.16	-£481.14	-£6,761.96	-£895.21	£ 1,542.05	-£2,804.70	£1,170.80	-£5,610.62	£431.50	-£1,293.86	£3,942.25	£2,646.37	-£12,506.68
Closing Balance	£34,984.14													

CONTINGENCY FUND ACCOUNT

	Totals
Opening Balance	£144,267.49
Income	
Income	£0.00
Interest	£26.98
Account Transfers	£0.00
Total Income	£26.98
Expenditure	
Equipment	£0.00
Account Transfers	£0.00
Total Expenditure	£0.00
Income - Expenditure =	£26.98
Current Contingency Fund balance	£144,294.47
Total Cash Assets	£179,276.67

Managers' Report for AGM 2020/2021

Once again, another year has flown past and we have been privileged to nurture such a lovely group of children.

The last academic year certainly had its moments of challenges again, so much seems to have happened since we last met for an AGM but we are pleased that we were able to continue to open our doors and deliver quality education even if we had to think outside the box at times. I personally would like to thank all of our families for your continued support as we have adapted to yet another year of change.

September 2020 began with an occupancy of 68% a healthy percentage given the uncertainty of the previous 12 months. This steadily increased to 96% by April 2021 and we ended the term with a total of 98 Children on roll.

September 2020 also marked the beginnings of a return to a 'new normal', children were again able to experience the environment to its fullest, and we covered various topics throughout the year such as Mini beasts, Safari animals, Space, The hungry caterpillar, Life Cycles, Vets, EID, . We grew sunflowers, watched with fascination as our butterflies appeared from their cocoons before flying free. We investigated science experiments and made Volcanoes explode. We celebrated Christmas with a different kind of Nativity but nevertheless still extremely enjoyable and ended the academic year with a weeklong party.

Staff have undergone various training such as Safeguarding level 3, understanding Autism, Thrive to five, Promoting mental wellbeing, food hygiene, trauma training, optimising writing, fun with phonics and manual handling.

We wished Swarnim well on her new posting and also got to welcome both Sarah and Dena to the team.

I feel very humbled to be part of a brilliant, supportive team! I am sure that you will agree that all the staff members work so hard to make your children's time at Ludgershall Pre-school special. I appreciate the huge amount of work that all the team do both at Pre-school and in their own time. We wouldn't have such a good reputation if it wasn't for such a happy, hardworking and understanding team.

I would like to end by thanking the Management Committee for their input over the last year, without them the pre-school would be unable to run. For those staying and the new members joining I look forward to working with you over the coming year.

Claire - Manager

HEALTH AND SAFETY REPORT FOR 2020/2021

Welcome to this years Health and Safety report. I would like to take this opportunity to thank Claire and the team for their hard work this year, battling to keep themselves safe and well. They have also been doing a fantastic job of doing the same for the children, so thank you so much.

This year health and safety has been more important than ever, with new policies having to be written, implemented, and regularly reviewed and updated. All matters relating to COVID-19 are regularly reviewed and updated where necessary.

Lots has been going on in the setting. The annual P.A.T test has been completed and everything is in order. A fence post that had been broken in the top garden was replaced by Dave Newton. We have had broken latches replaced and bolts fitted to various gates for safety reasons. Rotten fence slats have been replaced, the windows of the Playhouse in the Blue Room Garden have been replaced and the fire inspection has been completed satisfactorily.

I intend to do a full walk around as soon as possible. I look forward to the next term and fully undertaking my new role.

I end this report with a special mention to Steve our chairman and his fellow Masons for their continued support in keeping the pre-school looking good and remaining safe. Thank you for all you have undertaken this year.

Naomi French
Health and Safety Officer

LODGE REPORT 2020/2021

Although I am no longer Worshipful Master of The Border Lodge, having handed over to my successor (Phillip Hawkins), I can report that Phillip and the Lodge Members are still fully committed to supporting Ludgershall Pre-School as one of its "preferred" charities.

To that end I have enlisted the regular support of our Charity Steward (David (Ollie) Kyte in a number of projects for the pre-school in the last year.

- We have replaced the Blue Room Wendy House windows with unbreakable polycarbonate.
- We built a climbing hill for Keldan and the other children. [Price in the catalogue over £500, we made it for £184].
- We have constructed a flower garden for Green/Yellow room ([it needs some flowers!!])
- We have been mowing the lawn, maintaining the Memorial garden and cutting hedges (thank you Vikki for the loan of the hedge trimmer).
- We continue to carry out daily repair tasks as they arise.
- Perhaps our biggest contribution in the year was to support the National Three Peaks Challenge. We managed to acquire a military minibus (at significantly cheaper rates than the commercial equivalent). The Masonic Charity Foundation "matched our funding" bid of £500, so the pre-school received £1000 in total. This helped cover some of the expenses of the expedition. We "donated" a minibus driver who just happens to have a minibus licence (thanks also to Karen's better half for "volunteering" to help with the driving).

These are just some of the examples that the Lodge provide in the way of support, but as I have said in past reports, probably the most valuable item that the Lodge gives to the pre-school is "time". Whilst some of the above tasks may seem ordinary, by not having to pay for them makes a real difference to the pre-school funding position.

Stephen J Smith

Secretary

The Border Lodge No 3129

LUDGERSHALL PRE-SCHOOL PLAYGROUP

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31-Aug-21

Registered Charity Number : 1020800

**Donohue Smith & Hartwell Ltd
43 Fisherton Street, Salisbury, Wiltshire SP2 7SU**

Independent Examiner's Report

I report to the trustees on my examination of the accounts of Ludgershall Pre-school Playgroup for the year ended 31st August 2021

Respective responsibilities of trustees and examiner.

The Charity's trustees are responsible for the preparation of the accounts. 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.

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 the 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 matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in, any material respect, the requirements:
 - . to keep accounting records in accordance with section 130 of the Charities Act;
 - . to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *SHartwell*
Mrs Susan Hartwell CTA ATT MAAT
Donohue Smith & Hartwell Limited

Date: 25/5/2022

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Statement of Financial Activities
For the year ended 31st August 2021

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
Income Resources			
Activities for generating funds	192479		192479
Grants	6215		6215
Total incoming resources	<u>198694</u>	<u>0</u>	<u>198694</u>
Resources Expended			
Charitable activities	214164		214164
Governance Costs	114		114
Total Expenses	<u>214278</u>	<u>0</u>	<u>214278</u>
Net incoming/outgoing	-15584	0	-15584
Reconciliation of funds			
Total funds brought forward	198447	0	198447
Total funds to carry forward	<u>182863</u>	<u>0</u>	<u>182863</u>

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Detailed Statement of Financial Activities For the year ended 31st August 2021


	2021 £
INCOME	
Funding	161945
Fees	28878
Fundraising & Donations	110
Grants	6215
Other	1532
Interest	14
Total Income	<u>198694</u>
EXPENDITURE	
Wages	170600
Premises	10632
Consumables	10938
Equipment	2876
Administration	8296
Staff Training & Travel	1561
Insurance	2769
Miscellaneous	3450
Depreciation	3156
Total Expenditure	<u>214278</u>
Net Movement in funds	<u><u>-15584</u></u>
Total Funds b/fwd	198447
Net Movement	-15584
Total Funds c/fwd	<u>182863</u>

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Balance Sheet
As at 31 August 2021

		2021
	Note	£
Fixed Assets		
Building		403108
Furniture, Fixtures & Equipment	2	4056
Current Assets		
Cash at Bank		179277
Creditors		
Amounts falling Due within One year	3	469
Grant for building		403108
Net Current Assets		182863
Represented By:		
General unrestricted funds		182863

Approved by the committee on 25th May 22 and signed on it's behalf by:


.....
(chairperson)
7/6/22.

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Statement of Cash Flows As at 31st August 2021

	Note	2021 £
Cash Flows from operating activities	1	-12338
Purchase of Equipment		154
Increase in cash in the year		<u>-12492</u>
Cash and Cash Equivalents at the beginning of the year		191769
Cash and Cash Equivalents at the end of the year	2	<u><u>179277</u></u>

1 Reconciliation of net income to net cash flow from operating activities		
		2021
		£
Net Movement of funds as per the SoFA		-15584
Adjustments For:		
Depreciation		3156
Creditors		66
Debtors		23
Net Cash used in operating activities		<u><u>-12338</u></u>

2 Total cash and cash equivalents		<u><u>179277</u></u>
--	--	----------------------

3 Liabilities: Amounts falling due within one year

2021

Pension Contributions

469

469
