

LUDGERSHALL PRE-SCHOOL PLAYGROUP

ANNUAL REPORT
2021/2022

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 2021/2022

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

Dena

Level 3 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Early Years Practitioners

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
Forestry School

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

Jenny

Level 2 Qualified
Safeguarding

Food Hygiene
Health & Safety

Teresa

Safeguarding
First Aid
Food Hygiene
Health & Safety

Sam

Working towards Level 3
Safeguarding
First Aid
Food Hygiene
Health & Safety

Other Staff

Jade C

Bank Worker
Safeguarding
First Aid
Food Hygiene
Health & Safety

Jade F
Cleaner

Ludgershall Pre-School Committee Members 2021/2022

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

Proposed Committee Members for 2022/2023

Stephen	-	Chairperson
Jim	-	Treasurer
Kirsty	-	Secretary
Jo M	-	Committee Member
Sara	-	Committee Member
Naomi	-	Committee Member
Emma	-	Committee Member
Jo B	-	Committee Member

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

CHAIRPERSONS REPORT 2021/2022

Well the good news is that we will be having a "face to face" Annual General Meeting [AGM] this year and it will be in its traditional slot of July, and we get a chance to talk to you, the parents/guardians about your 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.

When I wrote the first draft of this report, it said "*The good news continues, in that we will have taken our "leavers" on the usual end of pre-school visit to Finkley Down Farm*" - well as a result of the extreme weather that had to be cancelled for a third year !!.

Whilst the pandemic may be seen as over, we must still be cautious and continue to assume that Covid will be here for some time to come. On that subject I have added up the number of policy documents that Claire has written or re-written in the last 12 months and it comes to 13 !!! I do want to say thank you to you all, 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 remained open when many other establishments were forced to close - but at times it was a close-run thing !!

It follows therefore that I should say a heartfelt thank you to the Manager and her staff for keeping our children safe and ensuring that they received the best education we could give them in the circumstances.

As Chairperson, I have to inform you that, as the pre-school is a registered charity, we are required by the Charity Commission to hold an Annual General Meeting at least once a year for the purposes of electing a pre-school Management Committee [MC], its Chairperson and Treasurer, together with another 10 Committee members (usually parents/guardians). From that Committee will be appointed a Secretary. In a change from previous practice, we have decided that the Health & Safety Officer [HSO] would be better selected from a member of the permanent staff, as they are on the premises every day and can identify issues that need to be addressed.

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. This requires 60% of the Committee to be drawn from parents who have children in the pre-school. Luckily we do meet that quorum however we do have space for further committee members if anyone is interested. What we do need is enthusiasm and ideas - and 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 on line.

The Chairperson & Treasurer have agreed to continue in office, so unless any parent wishes to stand for those particular posts I suggest they be elected with a single

show of hands. The two remaining MC members have also agreed to stand again and we have four new members to be elected as well.

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

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, for putting up with meetings by ZOOM; 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.

Next, to all of our staff for their continued hard work throughout what has been a another stressful school year.

The memorial Bees & Butterfly garden has further developed over the year and we had a stunning display of daffodils that sprang up and we now have an abundance of lavender, all planted by the children. The children also planted a Platinum Jubilee Tree [otherwise known as STICK], in the top garden and it is growing well.

Some other highlights from the year are:

- The lights in all three rooms have been replaced with warm glow LEDs.
- A new central heating boiler has been installed.
- We had some major tree damage in the winter storms and the fence that the Medics kindly painted one Wednesday, was promptly blown over the following weekend.
- We have had some major tree pruning work done to the trees that surround Blue Room Garden - they had become a H&S Risk.
- We have a major building task in the coming summer break to replace the kitchen/staff room wall that was hit by a car.
- We plan to replace the flooring in all three rooms with a quality vinyl surface that will be easier to keep clean than the current carpets.

TREASURERS REPORT 2021/2022

Accounts showing 10 months only, due to last year's AGM being delayed to September 2021 (Pandemic).

Historically we have reported August to July accounts

Our main banking facilities for the year report as follows:

Opening balance £34984

Closing balance £26365

Total Income / Expenditure (Sep – Jun – 10 months)

Total Income £187758

Total Expenditure £196091

A loss of **£8333**, however, this only due to transferring £10000 from the main account to the Contingency fund. However, without that we are reporting a positive increase in our bank balance of **£1667** – another well managed year of expenditure in a very challenging environment. All superbly managed by Claire and the team at the pre-school.

Contingency fund

Opening balance £144292

Closing Balance £154325

Total Cash assets

Total Cash Assets £180691

The year has had its challenges due to COVID, causing some closures, and staffing challenges due to team sickness.

The building has had numerous repairs across the year, including hot water heaters and a new boiler fitted – all costly items.

Team salaries have been increased ahead of NLW (£9.50) from April of this year (2022). As a result of this salary increase ahead of NLW, we are no longer paying anyone minimum wage.

Managers' Report for AGM 2021/2022

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

September 2021 began with an occupancy of 71% a healthy percentage given the uncertainty of present times. This steadily increased to 95% by March 2022 and we ended the term with a total of 75 Children on roll.

September 2022 also marked the beginning of a new EYFS and a revised Development Matters, this gave us chance to re-evaluate our current practice, which led to delivering various experiences and ensuring the environment was at its fullest, and we covered various topics throughout the year such as Room on the Broom, Going on a bear hunt, Camping, Transport, Things that Grow, Being Healthy etc We also celebrated St Patricks day, the Queens Jubilee, World Book day and EID.

We participated in St James Church Harvest and made our very own Scarecrow to stand proud at the festival

We made a sunflower garden to incorporate maths and watch with fascination as they continue to grow.

We celebrated Christmas with holding our annual party. Blue Room children enjoyed boogieing to Wriggly Jiggers and Green Room were mesmerised by Magician Michael all before a visit and gift from the big man in red. I think it was safe to say a great day was had by all.

We welcomed Sam to the team and were lucky enough to persuade Teresa to finally switch from Bank Staff to a contract.

Sadly we say goodbye to Karen this year, she has been a valued member of the team and we wish her all best for the future.

Staff have undergone various training such as Safeguarding level 3, Understanding and Supporting communication difficulties, Optimising Reading, Food hygiene, First Aid, Supporting Children's mental health and Optimising Writing.

Sam is beginning her Early Years Educator Level 3 in September and I have already embarked on Level 5 Leadership and Management.

A huge congratulations to Bernie too, who is now a level 3 Forestry Leader.

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 2021/2022

Welcome to this year's health and safety report. First, I would like to take this opportunity to thank Claire and the team for their hard work this year, keeping themselves and the children safe and well.

We have been adjusting to the relaxing of COVID rules and have had a busy year for health and safety.

We have had a few plumbing issues and a toilet had to be replaced in the children's cubicles and the plumbing pipes have had to be flushed through. Blue and Green rooms have both had their water heaters replaced.

Storm Eunice arrived which resulted in tree damage in the top garden and yellow room fencing and posts needed to be replaced.

The annual P.A.T test and 5-year electrical test have both been completed along with the lightning protection check.

A fire safety check has been completed; through COVID it has been carried out annually but from now on it will be done every 6 months. We have recently had a Health and Safety Officer in pre-school, he has completed an action plan which includes the addition of door guards which are to be fitted to the open fire doors so that they are not wedged or hooked open, this will enable the doors to be closed easily should a fire occur. These have been mentioned before and will now be fitted during the Summer Holidays. Fire Safety certificates have been issued to staff who were in the building at the time and completed training.

There is an area of concern in the oil tank site next to pre-school. There is a large build-up of materials around this area which poses a risk of arson. This is in the grounds of the adjacent primary school and the pre-school have no control over this. A letter is to be sent to the school to raise our concerns and request the removal of the waste materials. We also need to replace signs and arrows on posts to mark the exit route to the fire assembly point. This will also be carried out in the Summer Holidays.

It is going to be a busy holiday as we will also be having extensive building work done as a member of staff accidentally reversed their car into the building causing damage to the staff room window, brick work structure and kitchen units.

Health and Safety training has been undertaken by Sam Reynolds and Tanya Wright has updated her Food Hygiene training.

I intend to do a full walk around as soon as possible and I look forward to continuing my role in the coming year.

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 including repainting the children's toilet, various odd jobs, gardening and just generally supporting us.

Naomi French

Health and Safety Officer

BORDER LODGE REPORT 2021/2022

The Worshipful Master of The Border Lodge and his senior Lodge members, are still fully committed to supporting Ludgershall Pre-School as one of its “preferred” charities.

Whilst the support from the Lodge has been rather more in the way of hours of time in doing maintenance tasks the Lodge did provide the funding to enable the pre-school to purchase the Queens Platinum Jubilee medals.

With my good friend the Lodge Charity Steward (David (Ollie) Kyte [the two of us now known as “Bodgit & Fixit” in a number of projects for the pre-school in the last year.

- We have replaced a number of fence posts in Green Room
- We have finished the construction of the Yellow Room flower garden and have planted some bee friendly plants.
- We have continued to cut up and deliver the spare timber that came from the tree surgeons work.
- We continue to carry out daily repair tasks as they arise – and I know Naomi has a longish list for us to work through in the summer break.

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-22

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 2022

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

Date: 17/5/2023

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Statement of Financial Activities For the year ended 31st August 2022

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £
Income Resources			
Activities for generating funds	220933		220933
Grants	5555		5555
Total incoming resources	<u>226488</u>	<u>0</u>	<u>226488</u>
Resources Expended			
Charitable activities	230548		230548
Governance Costs	114		114
Total Expenses	<u>230662</u>	<u>0</u>	<u>230662</u>
Net incoming/outgoing	-4174	0	-4174
Reconciliation of funds			
Total funds brought forward	182863	0	182863
Total funds to carry forward	<u><u>178689</u></u>	<u><u>0</u></u>	<u><u>178689</u></u>

LOUDERSHALL PRE-SCHOOL PLAYGROUP

Detailed Statement of Financial Activities For the year ended 31st August 2022

	2022 £
INCOME	
Funding	183964
Fees	35122
Fundraising & Donations	316
Grants	5555
Other	1472
Interest	59
Total Income	<u>226488</u>
EXPENDITURE	
Wages	173331
Premises	28572
Consumables	11358
Equipment	1056
Administration	6551
Staff Training & Travel	2274
Insurance	3875
Bank charges	66
Miscellaneous	1055
Depreciation	2524
Total Expenditure	<u>230662</u>
Net Movement in funds	<u><u>-4174</u></u>
Total Funds b/fwd	182863
Net Movement	-4174
Total Funds c/fwd	<u>178689</u>

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Balance Sheet
As at 31 August 2022

		2022
	Note	£
Fixed Assets		
Building		403108
Furniture, Fixtures & Equipment	2	2102
Current Assets		
Cash at Bank		177113
Creditors		
Amounts falling Due within One year	3	526
Grant for building		403108
Net Current Assets		178689
Represented By:		
General unrestricted funds		178689

Approved by the committee on 24th Aug 23 and signed on it's behalf by:


(Chairperson)

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Statement of Cash Flows As at 31st August 2022

	Note	2022 £
Cash Flows from operating activities	1	-1594
Purchase of Equipment		570
Increase in cash in the year		<u>-2164</u>
Cash and Cash Equivalents at the beginning of the year		179277
Cash and Cash Equivalents at the end of the year	2	<u><u>177113</u></u>
 1 Reconciliation of net income to net cash flow from operating activities		
		2022 £
Net Movement of funds as per the SoFA		-4174
Adjustments For:		
Depreciation		2524
Creditors		56
Net Cash used in operating activities		<u><u>-1594</u></u>
 2 Total cash and cash equivalents		<u><u>177113</u></u>

3 Liabilities: Amounts falling due within one year

2022

Pension Contributions

526

526