

LUDGERSHALL PRE-SCHOOL PLAYGROUP

**ANNUAL REPORT
2022/2023**

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 2022/2023

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
Forestry School

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

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

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

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

Jo
Level 5 Qualified
Safeguarding
First Aid
Food Hygiene
Health & Safety

Other Staff

Jade F
Cleaner

Ludgershall Pre-School Committee Members 2022/2023

Stephen	-	Chairperson
Jim	-	Treasurer
Levi	-	Secretary
Jo	-	Committee Member
Naomi	-	Committee Member
Emma	-	Committee Member
Natalie	-	Committee Member

Proposed Committee Members for 2023/2024

Stephen	-	Chairperson
Emma	-	Treasurer
Levi	-	Secretary
Naomi	-	Committee Member
Leah	-	Committee Member
Stephanie	-	Committee Member
Corinne	-	Committee Member

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

LUDGERSHALL PRESCHOOL – CHAIRPERSON’S REPORT
2021/2022

It is again good news that we are able to have a “face to face” Annual General Meeting [AGM] this year. We have moved it to September from its traditional slot in July as we decided that it made more sense, when we are trying to recruit new Committee Members, that we do so amongst the new “cohort”. The good news continues, in that we did manage to take our “leavers” on the usual end of PreSchool visit to Finkley Down Farm” - even your Chairman enjoyed it!!

As Chairperson, I have to inform you that, as the PreSchool 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 PreSchool Management Committee [MC], its Chairperson and Treasurer, together with another 10 Committee members (usually parents/guardians). From that Committee will be appointed a Secretary.

As for the Health & Safety Officer Claire has been covering that post whilst the appointed H&S Officer is off sick. However, it still makes sense to have a Health & Safety Officer [HSO] who is a member of the permanent staff and I do not see that changing in the future.

Before we get to a vote it is important that I remind you all that we need a “quoram” of parents to ensure the MC exists in accordance with our Constitution. This requires 50% of the Committee to be drawn from parents who have children in the PreSchool. Some of the current officers meet that requirement, but it is vital that we recruit a few more parents/guardians to join the Committee for the coming year. No special skills are required, you don’t even have to turn up to every meeting – what we do need is enthusiasm and ideas – and remember this is a parent/guardian led Charity PreSchool. If you would like to volunteer, please speak to Claire or email me at the PreSchool (Ludgershallpreschool@hotmail.com). There is a guide to being a Committee member and it will also be made available on line.

Claire has also suggested that if you think you might like to join us but that you have no idea what we do, that we invite you to join us for our next committee meeting as an observer.

Unless we receive any nominations to succeed me, I have agreed to remain as Chairperson for another year. We have a nomination for Treasurer which is Emma and we have three remaining MC members who have also agreed to stand again. I am also pleased that we have 3 “volunteers” to join the Committee. The details are all on the attached sheet. That just leaves two/three vacancies to fill.

LUDGERSHALL PRESCHOOL – 2023/24 COMMITTEE

	POSITION	NAME
1	CHAIRPERSON (& Committee Safeguarding Officer)	STEPHEN [REDACTED]
2	SECRETARY	LEVI [REDACTED]
3	TREASURER	EMMA [REDACTED]
	SCHOOL MANAGER	CLAIRE [REDACTED]
4	VICE CHAIRPERSON	VACANT
5	HEALTH & SAFETY OFFICER	CLAIRE [REDACTED]
	LODGE LIAISON OFFICER	STEPHEN [REDACTED]
6	COMMITTEE	LEAH [REDACTED]
7	COMMITTEE	STEPHANIE [REDACTED]
8	COMMITTEE	CORINNE [REDACTED]
9	COMMITTEE	NAOMI [REDACTED]
10	COMMITTEE	
11	COMMITTEE	
12	COMMITTEE	

Managers' Report for AGM 2022/2023

It's that time of year again that we get to look back and reflect on all the events which have unfolded over the past academic year. I will start with some of the achievements:

The first has to be our Ofsted inspection. I am incredibly proud that we have been graded Outstanding again. It is a testament to the dedication of all the staff to provide the highest quality education to all our children and their families.

September 2022 began with an occupancy of 75% a healthy percentage give the time of year. This steadily increased and we ended the year with 99%

Sadly we said goodbye to Jenny, Teresa and Bernie, they have all been valuable members of the team and we wish them all best for the future. We were also fortunate enough to welcome Jo, Becky and Kirsty. We hope they will all enjoy their time with us.

Staff have undergone various training such as Early Cognition and learning, sensory processing, supporting hearing impairments, Food hygiene, health and safety, Paediatric First Aid, Thrive to five and Subitising and beyond.

Kirsty has also embarked on her Early Years Educator Level 3 and is progressing well.

The children flourished throughout the year and enjoyed a range of activities and learning opportunities such as creating a scarecrow for St James Church Harvest Festival, we embraced Nursery Rhyme Week and sang our hearts out, we learnt all about Space and People that Help us, the Army kindly came to join us and provided a great assault course for us to negotiate, we were also joined by the local Fire Brigade where we learnt all about the Fire engine and even got to work the hose, we held a Christmas party where Magician Michael and Jiggy Wrigglers entertained us all and provided much laughter, we invited families in to create Easter crafts with us and of course the Family Fun Day was a success, we enjoyed our annual leavers trip to Finkley Down Farm as well as a leavers picnic.

It was certainly an action packed year and we can't wait to see what the next academic year has in store.

Of course none of the above could happen without the hard working team of staff we have, they never fail to amaze me with their commitment and I feel honoured to be with their company.

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

COMMITTEE MEMBERS REPORT.

EMMA [REDACTED]

I have been a committee member for a year now, it has given me a good understanding of how the preschool works, the incredible things they do on a day-to-day basis and throughout the year. You are able to see all the work that goes into running the preschool and the work that staff do that goes unnoticed when doing drop off / pickups and parent's evenings.

I find being involved in my child's learning and supporting staff through fundraising ideas very rewarding and allows you to contribute any ideas you think would have a positive impact for the staff and child's wellbeing. As the preschool is charity run, it requires a huge amount of volunteering and fundraising, being part of this is great. Fundraising opportunities and ideas are the main role for us committee members, allowing for a bit of creativity.

As a committee member we attend monthly meetings which can be attended via zoom calls, we agree on a next meeting date during our meetings making sure a date and time is convenient for the majority. In a typical meeting we would discuss the finances, health and safety, safeguarding and have manager's report. This allows us to discuss any issues or concerns easily, finding a solution where necessary. Having a child that attends preschool means that you have an active role in knowing and keeping your child safe.

LUDGERSHALL PRESCHOOL

2022/23 – BORDER LODGE REPORT

The Worshipful Master of The Border Lodge and his senior Lodge members, are still fully committed to supporting The PreSchool 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 £275 of funding to assist with the cost of the coach for Finkley.

For this year’s report I particularly wanted to say a special Thank You to my good friend [the Lodge Charity Steward (David (Ollie) Kyte [the two of us known as “Bodgit & Fixit”], and more importantly to his wife Wendy.

Without David I could not have achieved all the repair, construction and painting tasks that the Room Staff left as projects to be completed during the summer break. [Yellow Post It notes everywhere !!

David was with me for 2 or 3 days every week. Wendy was also here most mornings, painting the fences. A number of other Lodge members also assisted.

As I have said in past reports, probably the most valuable item that the Lodge gives to the PreSchool is “time”. If we had to pay for the work that the volunteers do, we would have less money to spend on your children’s education.

Stephen J Smith

Secretary

The Border Lodge No 3129

LUDGERSHALL PRE-SCHOOL PLAYGROUP

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31-Aug-23

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 2023

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: 11/6/2024

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Statement of Financial Activities For the year ended 31st August 2023

	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	
Income Resources				
Activities for generating funds	266548		266548	220933
Grants	6885		6885	5555
Total incoming resources	<u>273433</u>	<u>0</u>	<u>273433</u>	<u>226488</u>
Resources Expended				
Charitable activities	262053		262053	230548
Governance Costs	240		240	114
Total Expenses	<u>262293</u>	<u>0</u>	<u>262293</u>	<u>230662</u>
Net incoming/outgoing	11140	0	11140	-4174
Reconciliation of funds				
Total funds brought forward	178689	0	178689	182863
Total funds to carry forward	<u>189829</u>	<u>0</u>	<u>189829</u>	<u>178689</u>

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Detailed Statement of Financial Activities For the year ended 31st August 2023

	2023 £	2022 £
INCOME		
Funding	221110	183964
Fees	32442	35122
Fundraising & Donations	1974	316
Grants	6885	5555
Other	10224	1472
Interest	799	59
Total Income	<u>273433</u>	<u>226488</u>
EXPENDITURE		
Wages	188069	173331
Premises	42297	28572
Consumables	9261	11358
Equipment	1559	1056
Administration	7815	6551
Staff Training & Travel	2166	2274
Insurance	1438	3875
Bank charges	70	66
Miscellaneous	8305	1055
Depreciation	1315	2524
Total Expenditure	<u>262293</u>	<u>230662</u>
Net Movement in funds	<u>11140</u>	<u>-4174</u>
Total Funds b/fwd	178689	182863
Net Movement	11140	-4174
Total Funds c/fwd	<u>189829</u>	<u>178689</u>

LUDGERSHALL PRE-SCHOOL PLAYGROUP

**Balance Sheet
As at 31 August 2023**

		2023	2022
	Note	£	£
Fixed Assets			
Building		403108	403108
Furniture, Fixtures & Equipment	2	2128	2102
Current Assets			
Cash at Bank		184894	177113
Prepayments and other debtors		3745	
Creditors			
Amounts falling Due within One year	3	938	526
Grant for building		403108	403108
Net Current Assets		<u>189829</u>	<u>178689</u>
Represented By:			
General unrestricted funds		<u>189829</u>	<u>178689</u>

Approved by the committee on 25th June 24 and signed on it's behalf by:


(chairperson)

LUDGERSHALL PRE-SCHOOL PLAYGROUP

Statement of Cash Flows As at 31st August 2023

	Note	2023 £	2022 £
Cash Flows from operating activities	1	9122	-1594
Purchase of Equipment		1340	570
Increase in cash in the year		<u>7781</u>	<u>-2164</u>
Cash and Cash Equivalents at the beginning of the year		177113	179277
Cash and Cash Equivalents at the end of the year	2	<u>184894</u>	<u>177113</u>

1 Reconciliation of net income to net cash flow from operating activities

	2023 £	2022 £
Net Movement of funds as per the SoFA	11140	-4174
Adjustments For:		
Depreciation	1315	2524
Debtors	-3745	
Creditors	412	56
Net Cash used in operating activities	<u>9122</u>	<u>+ -1594</u>

2 Total cash and cash equivalents	<u>184894</u>	<u>177113</u>
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3 Liabilities: Amounts falling due within one year

2023

Pension Contributions
Accruals

568

370

938

+