

## Chairpersons Report 2020 - 2021

### Fundraising and Donations

Due to COVID restrictions, our fundraising opportunities have been somewhat reduced this year. However, with the support of our wonderful Pre School families and friends we have still managed to raise some vital funds.

Usually, our first fundraising event of the year would have been the Summer Fete but sadly this couldn't happen. We're looking forward to those carefree days when we can welcome you all back into our garden to play games and win big on the tombola!

Our Autumn sponsorship is always a big hit with the children and this year proved no different with the huge sum of £533 being raised! Thanks so much to our amazing Pre School children, their families, and sponsors. In addition to this we have continued to fundraise through the Christmas raffle which raised £140, the Christmas card project which saw children making special cards for their families which raised £69.27 and the Mother's Day raffle which raised an impressive £145.

I would like to extend my thanks and gratitude to The Jones family for their generous donation of £200, The Wakefield family for their kind donation of £50 and also to Elaine Farley for her kind donation of £100 on her retirement. My thanks also go to Asda SWF for their much appreciated donation of £300.

We are also registered with Amazon Smile, Easy fundraising and Stikins clothing labels which sees Pre School receive a donation each time you shop. This year we have received £40.07 from Amazon Smile, £140.37 from Easy fundraising and a modest £3.47 from Stikins. This is such an easy way that you could help us to raise extra funds. Please think of adding us as your preferred beneficiary next time you shop. The apps are readily available and very easy to use.

As a result of our fundraising efforts, we have been able to utilise our funds in several ways. We have replaced the gates coming into Pre School which I'm sure you'll agree not only look good but are much safer around little fingers. We then purchased two wonderful sets of jumbo pets for the children to enjoy on session, these have proved to be a big hit with the children.

I would like to thank the staff, committee, parents and carers who give their time to help and support our fundraising efforts. Fundraising is vital for Pre-School to operate and this year more than ever we are extremely grateful to each and every person who has been involved. Your generosity is very much appreciated and never taken for granted.

### Staff

This year we have said our goodbyes to Elaine Farley. Elaine had been with us for 24 years. We wish her well in her retirement and all the very best for the future, she will be missed by, staff,

children, and families. We have also welcomed Juliet Wilson onto the staff team. Juliet had been volunteering in Pre School over the last year and successfully completed her level 3 training. We were thrilled to welcome her onboard!

Our staff retention rate remains high, this ensures a strong key person system, giving the children and their families care and continuity throughout their time at Pre-School.

I would also like to take this opportunity to extend our heartfelt thanks our Secretary, Louise Hennessey for her long-term support and super admin efforts over the last year, sadly she will be leaving us after the AGM. Emma Nicholls has kindly agreed to remain as our Treasurer. We have also welcomed Jo Murray and Jodi Darnley onto the Committee and we are so grateful for their support.

The current coordinator roles are as follows: -

- Health and Safety Coordinator – Louise Dumas
- Safeguarding Children / Child Protection Coordinator – Louise Dumas
- Deputy Safeguarding Coordinator – Jacqui Belton to Support Louise
- Special Educational Needs Coordinator (SENCo) – Vicky Benfield
- Behavior Management Coordinator – Jan Green
- Equality and Diversity Coordinator (ENCo) – Maggie Warren

I would like to thank all of the staff for their continued commitment and dedication to Pre-School throughout the year. All staff ensure the children receive the best possible care and education during their time at Pre-School. The staff support their key children exceptionally well to ensure they learn and develop to their full individual potential.

## News

The voluntary donations to offset some of the cost of our consumables continue to be well supported by Parents and Carers. This is such a vital source of income for us as we have had to increase our already robust cleaning routines to adhere to the COVID guidelines.

Jan and Vicky attended a Trauma Perceptive Practice (TPP) training course where they both qualified as trainers of TPP. They will pass their learning and skills on to the staff team. All staff will be fully trained on TPP by July 2021. If you are wondering what TPP training brings to our setting the key goals are as follows:-

- Realise the prevalence and impact of childhood trauma and respond by building resilience, relationships and safety for children, families and staff.
- Provide children and young people with clear expectations and co-regulation/self-regulation strategies to guide them through stressful situations. The goal is to create an underlying culture of respect and support.

Once fully trained our setting will be among the first in Essex to have implemented this learning. This just highlights the drive of our Manager, Jan who continuously strives to make Collingwood the amazing Pre School it is, and ensures that we can continue to provide the best experience for our families and children.

General Data Protection Regulation (GDPR) remains in full force and Jan continues to work hard to ensure Pre-School are fully compliant with all the requirements.

### Coronavirus Pandemic

Pre-School has remained open during the latest lockdowns in line with the government regulations. We have continued to support families and children during this difficult and turbulent time. I can't praise Jan and Louise highly enough in their handling of the situation. All of the staff, children, families and carers have been so supportive and that has in turn lessened the worry for us all. Rest assured that Jan and her team will continue to stringently adhere to the government guidelines over the coming months and strive to provide the best possible environment and school experience for the children on session.

### Summary

I would like to extend my sincere thanks to all of our committee members for their time, hard work and wholehearted support of Pre-School throughout the past year. It is very much appreciated and a necessity for Pre-School to run. As with fundraising, the committee has an especially important role to play in the running and decision making for Pre-School. We have been so incredibly lucky to have had such a strong and dedicated committee over the years.

Lastly, I would like to say a special thank you to Jan for her continued hard work and dedication to Pre-School. We have had such a testing year and her leadership has been strong and unwavering. Her continued commitment and enthusiasm to provide the absolute best for the children and their families is amazing. It is clear for everyone to see how passionate she is about Pre-School and her great leadership is shown by the well organized and smooth running setting we have. Jan and her exceptional team give each and every child who passes through Pre-School such a wonderful start to their school life. We continue to be an extremely popular and highly regarded setting in the local community.

Leanne Matthews Chairperson

On behalf of the Trustees of Collingwood Under Fives Pre-school

## Collingwood Pre-school

### Balance Sheet

As at:- 31/03/2021

### Profit & Loss Account

Period from 01/04/20 to 31/03/21

#### Assets

|                        |          |
|------------------------|----------|
| Cash and Bank Accounts |          |
| Barclays C/A           | 18593.25 |
| S/A                    | 5694.42  |
| Daily Expendables      | 150.00   |
| Debtors                | 0.00     |
| Restricted fund        |          |

#### **Total Assets**

**24437.67**

#### Income

|                       |                         |
|-----------------------|-------------------------|
| Fees                  | 11111.00                |
| Funding               | 85477.01                |
| Fund-raising Income   | 1678.11                 |
| Donations & Grants    | 1158.00                 |
| Uniform               | 486.00                  |
| Funding Special Needs | 2456.94                 |
|                       | 0.00                    |
| Training              | 210.00                  |
| Art & Materials       | 0.00                    |
| Lunch Club            | 3112.00                 |
| <b>Total Income</b>   | <b><u>105689.06</u></b> |

#### Expenditure

#### Capital

|                           |                        |
|---------------------------|------------------------|
| Capital b/f as at 31/3/20 | 19564.49               |
| Profit/Loss               | 4870.58                |
| Interest                  | 2.60                   |
| <b>Total Capital</b>      | <b><u>24437.67</u></b> |

Creditors

0.00

#### **Total**

**24437.67**

|                           |                         |
|---------------------------|-------------------------|
| Admin                     | 411.33                  |
| Expendables               | 2527.82                 |
| Equipment                 | 721.96                  |
| Art & Materials           | 75.44                   |
| Training Courses          | 108.00                  |
| Salaries                  | 88612.76                |
| Payroll Fees              | 774.00                  |
| National Insurance        | 4235.81                 |
| Bank Charges              | 74.42                   |
| Rent                      | 2280.00                 |
| Insurance                 | 0.00                    |
| Fund-raising Expenditure  | 0.00                    |
| Uniform                   | 447.60                  |
| Website & Membership Fees | 482.38                  |
| Magazine Subscription     | 66.96                   |
| Lunch Club                | 0.00                    |
| <b>Total Expenditure</b>  | <b><u>100818.48</u></b> |
| <b>Profit/Loss</b>        | <b><u>4870.58</u></b>   |

## Examiner's Report

### Collingwood Pre-school Accounts for the year ending 31st March 2021

Report to the Trustees of Collingwood Pre-school.

I report on the accounts of the Trust for the year ending 31st March 2021

#### **Respective responsibilities of the 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act)
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act) and
- To state whether particular matters have come to my attention.

#### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

#### **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 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the account to be reached.

Name: Karen Cain FICB PM.Dip

Date: 5th May 2021

Signed: *K. Cain*

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