

## Chairpersons Report 2021 - 2022

### Fundraising and Donations

This year we have been able to step up our fundraising efforts after the recent COVID restrictions, and with the support of our wonderful pre-school families and friends we have managed to raise some vital funds.

Usually, our first fundraising event of 2021 would have been the Summer Fete but sadly this couldn't happen. In its place we decided to hold a summer sponsorship event which, many of you took part in, this saw children and their families collecting and spotting summer related items over the holidays. Thanks to your super efforts we raised £487.40. We are absolutely looking forward to Thursday 16<sup>th</sup> June 2022 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 awesome sum of £259.50 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 £85, the Christmas card project which saw children making special cards for their families which raised £72, the make your own Christmas shortbread raised £108 and the Easter raffle which raised an impressive £67.

I would like to extend my thanks and gratitude to the Mr. Gees Foundation for their generous donation of £936, The Bines family for their wonderful donation of £150. My thanks also go to Asda SWF for their kind donation of £25 which we spent on gardening equipment for the children.

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 £96.64 from Amazon Smile and £50.13 from Easy fundraising. 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 bought new books for our library, new puzzles, purchased items for a new role play area, bought a garden parasol, a basket-ball stand and a new puppet show / shop which the children really enjoy playing with. We also purchased some new tarpaulins to keep our outdoor equipment in tip top condition along with a new shredder. In addition, we have also been able to have some work completed in the garden over February half term. We had a tree removed to prevent our lovely ladies having to clean up bird's mess from the astro turf lawn each morning so the children can continue to play safely. We have also had work done behind the shed to prevent the local fox population from being able to get into the garden area. None of this would have been possible without your continued support of our fundraising efforts so thank you from the bottom of my heart! You help us to ensure we can provide our children with the best outdoor space and also the best learning resources to enhance their time at pre-school.

I would like to thank the staff, committee, parents and carers who continue to give their time to help and support our fundraising efforts. Fundraising is vital for pre-school to operate and 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

In July we will say our goodbyes to Rebecca Almond and wish her all the very best with her studies and her plans for the future, she will be missed by, staff, children, and families. We are delighted to say that Katie has welcomed a new baby boy called Rory and we wish her well on her maternity leave. We were currently advertising for a new staff member to join our wonderful team. Once we have received appropriate applications, we will begin the interview process to ensure we find the right person for our fabulous setting.

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 thanks to Emma Nicholls who has agreed to continue her role as Treasurer and, Mellissa Humphrys who will continue her role as Secretary. My thanks also go out to our loyal and supportive members without who we would not have a committee, Jo Murray and Jodi Darnley, we are forever grateful for your continued help and 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 completed their Trauma Perceptive Practice (TPP) training course where they both qualified as trainers of TPP. They have passed their learning on to all staff members, who are now also fully trained. 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.

Our setting is 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, she 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

We have continued to support families and children during this difficult and turbulent time. I can't praise the whole staff team 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.

### Ukraine Fundraising

Jan and the team wanted to show their support to the people of Ukraine and decided to set up a fundraiser. As always, our pre-school staff, family and friends showed how big their hearts are and we raised a whopping £420 (£525 with gift aid added). This has been paid to UNICEF and will directly support the people of Ukraine. Thank you so much for making this happen!

### 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 two testing years 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

## Collingwood Pre-school

### Balance Sheet

### Profit & Loss Account

Period from 01/04/21 to 31/03/22

<u>Assets</u>		<u>Income</u>	
Cash and Bank Accounts		Fees	28445.00
Barclays C/A	16324.53	Funding	73862.25
S/A	5694.98	Fund-raising Income	1458.68
Daily Expendables	150.00	Donations & Grants	1908.50
		Uniform	533.50
Debtors	0.00	Funding Special Needs	0.00
Restricted fund			0.00
		Training	0.00
		Art & Materials	0.00
		Lunch Club	7404.58
<b>Total Assets</b>	<b><u>22169.51</u></b>	<b>Total Income</b>	<b><u>113612.51</u></b>
		<u>Expenditure</u>	
		Admin	837.02
		Expendables	2833.17
		Equipment	693.06
		Art & Materials	74.86
		Training Courses	80.00
		Salaries	103931.23
		Payroll Fees	0.00
		Nest Pensions	1969.58
		Bank Charges	99.72
		Rent	3431.50
		Insurance	599.56
		Fund-raising Expenditure	0.00
		Uniform	548.40
		Website & Membership Fees	699.43
		Magazine Subscription	83.70
		Lunch Club	0.00
		<b>Total Expenditure</b>	<b><u>115881.23</u></b>
		<b>Profit/Loss</b>	<b><u>-2268.72</u></b>

## Examiner's Report

### Collingwood Pre-school Accounts for the year ending 31st March 2022

Report to the Trustees of Collingwood Pre-school.

I report on the accounts of the Trust for the year ending 31st March 2022

#### **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: 7th May 2022 Signed: *K. Cain*

CEM Bookkeeping Limited



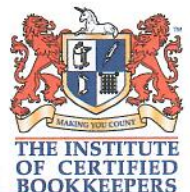
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