

Chairpersons Report 2022 - 2023

Fundraising and Donations

This year we have been able to get back to our usual fundraising activities and can now finally put the COVID restrictions behind us! With the support of our wonderful Pre School families and friends we have managed to raise some vital funds.

We were able to host our Summer Fete again this year, which I'm happy to say was fully supported by you all. We had a super time organising and hosting again. There were lots of happy little faces winning big on the teddy tombola and lots of happy grown-up faces winning big on the "win a bottle" tombola table! The weather was kind to us, and with the help of the super team at Pre School and your incredible support we raised an impressive £628.50! We are already looking forward to welcoming you back this year for more fun and games.

Our Autumn sponsorship is always a big hit with the children and this year proved no different with the awesome sum of £266.00 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 £76.00, and the Christmas card project which saw the children making special cards for their families which raised £59.63. We also raised £50 from the Mother's Day raffle and a super £109.00 from the sale of Easter nests.

We were registered with Amazon Smile, which has sadly now ended - but this year we were still able to earn a healthy £100.76. Easy fundraising brought in £17.27 and Stikins clothing labels earned us £13.24, both of these donate a small percentage to Pre School each time you shop. This is such an easy way that you could help us to raise additional funds. Please think of adding us as your preferred beneficiary next time you shop. The app for easy fundraising is readily available for apple and android phones and is very easy to use.

We also managed to raise funds each time families bought their school photos – thank you so much, we raised £115.20.

As a result of our fundraising efforts, we have been able to utilise our funds in several ways.

We have bought lots of new books for our library, new puzzles, and purchased items for role play, including a wooden shop unit, doctor's bag and accessories and a double decker bus. We bought some new tarpaulins to keep our garden items protected and extend their life, a bird feeder and food which the children absolutely love. For the garden we also purchased tyre walking planks to enhance the children's outdoor play experience, they are also wonderful for improving balance.

In addition, we have purchased a series of sensory toys and resources including fidget toys and spinners and items to aid our SEN children better express how they are feeling.

We have also been able to replace our changing mats and our elderly vacuum cleaner and upgrade our display boards which is just amazing.

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

This year we have welcomed back Katie from her maternity leave which seemed to pass in the blink of an eye. We have sadly said goodbye to Mellissa Humphrys from our Committee, I would like to thank her for her help and support.

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. My thanks also go out to our loyal and supportive members without them 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: -

- Behaviour Management Coordinator – Jan Green
- Equality and Diversity Coordinator (ENCo) – Maggie Warren
- 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

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. This has been a tricky year staffing wise, we did want to recruit a new member to our wonderful team, but we didn't manage to find the right person, we never rush to appoint a new member of staff as it's so important that we find the right person for our wonderful setting. Therefore, I would like to extend my heartfelt thanks

to the staff team for stepping up and taking on extra sessions while we advertised. Our staff really do go the extra mile and can always be counted on to support our Pre School in any way they can.

News

The voluntary donations continue to offset most of the cost of our consumables and continue to be well supported by Parents and Carers. This is such a vital source of income for us and allows us some breathing room when purchasing vital items for the smooth running of Pre School. We are so very grateful to the families supporting us with these donations.

The staff team have also been busy completing vital training this year. This includes, First Aid training, Safeguarding, Prevent Duty training and also Special Needs training. I'm so thankful that our staff team always ensure they have the best and most relevant training in order to support each child on their Pre School journey.

We were awarded two Inclusion grants from Essex County Council (ECC) this year, one for £287.04 and another for £800.00, these grants enable us to provide support to our SEN 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.

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 come through a couple of testing years and her leadership has been strong and unwavering. Her continued commitment and enthusiasm to provide the absolute best for our 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 run 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

Collingwood Pre-school

Balance Sheet

Profit & Loss Account

Period from 01/04/22 to 31/03/23

Assets

Cash and Bank Accounts	
Barclays C/A	14123.48
S/A	5707.42
Daily Expendables	150.00
Debtors	0.00

Total Assets 19980.90

Capital

Capital b/f as at 31/3/22	22169.51
Profit/Loss	-2201.05
Interest	12.44
Total Capital	<u>19980.90</u>

Creditors 0.00

Total 19980.90

Income

Fees	19145.20
Funding	99037.33
Fund-raising Income	1867.56
Donations & Grants	823.84
Uniform	628.00
Restricted fund	1087.04
	0.00
Training	0.00
Art & Materials	0.00
Lunch Club	2967.00
Total Income	<u>125555.97</u>

Expenditure

Admin	1666.27
Expendables	4032.56
Equipment	1640.65
Art & Materials	264.94
Training Courses	927.40
Salaries	110685.56
Payroll Fees	0.00
Nest Pensions	2526.55
Bank Charges	100.83
Rent	3477.16
Insurance	609.00
Fund-raising Expenditure	41.57
Uniform	943.20
Website & Membership Fees	774.37
Magazine Subscription	66.96
Lunch Club	0.00
Total Expenditure	<u>127757.02</u>

Profit/Loss -2201.05

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*

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