



# Trustees' Annual Report for the period

|      |                   |       |      |    |                 |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
| From | Period start date |       |      | To | Period end date |       |      |
|      | Day               | Month | Year |    | Day             | Month | Year |
|      | 01                | 09    | 2021 |    | 31              | 08    | 2022 |

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

### Names of the charity trustees who manage the charity

|    | Trustee name    | Office (if any)  | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|------------------|-----------------------------------|---|
| 1  | Pauline Snelson | Chairperson      |                                   |   |
| 2  | Amanda Murphy   | Treasurer        |                                   |   |
| 3  | Sandy Milsom    | Secretary        |                                   |   |
| 4  | Natalie Corbett | Business Manager |                                   |   |
| 5  | Jill Hasler     |                  |                                   |   |
| 6  | Margaret Park   |                  |                                   |   |
| 7  | Erin Gair       |                  |                                   |   |
| 8  |                 |                  |                                   |   |
| 9  |                 |                  |                                   |   |
| 10 |                 |                  |                                   |   |
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| 17 |                 |                  |                                   |   |
| 18 |                 |                  |                                   |   |
| 19 |                 |                  |                                   |   |
| 20 |                 |                  |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

and addresses of advisers (Optional information)

| Number of adviser | Name | Address |
|-------------------|------|---------|
|                   |      |         |
|                   |      |         |
|                   |      |         |

Names of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                                   |
| How the charity is constituted<br>(eg. trust, association, company) | Unincorporated Charitable Trust                |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed and elected by the charity's members |

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Bollington Pre-School is registered with OFSTED registration number EY452060 and is a member of the Early Years Alliance, the largest national Early Years education charity.

Trustees are made up of parents and former parents of children attending the Pre-School, and members of the local community including retired teachers and a speech and language therapist. Trustees complete DBS checks in line with statutory requirements. Trustees meet once per term and visit the Pre-School regularly. They are in regular email contact and work collaboratively on all aspects of the role. Induction and training takes place as part of our regular meetings. Trustees have access to the Early Years Alliance 'Educare' online training courses.

The Pre-School has an Early Years Manager and Early Years Business Manager, two Deputy Managers and a SENDCo. The Early Years Manager is our Designated Safeguarding Lead and one of our Deputy Managers is the Deputy Designated Safeguarding Lead.

We have trustees and indemnity insurance to enable us to manage risk. Trustees conduct annual performance appraisals of the Pre-school managers. The designated safeguarding lead regularly reviews our policies and procedures and attends cluster meetings with other Safeguarding leads within the local area. Staff members are Paediatric First Aid trained. Basic Safeguarding training is updated regularly.

The environment is checked daily for Health & Safety risk, and we use risk assessments in relation to trips, activities and equipment. In the summer of 2022, a specific risk assessment was undertaken in relation to the impact of major renovation work on the roof of the Victorian building by the Preschool managers with trustees, the landlord, a local resident, the architect, and external contractor.

Trustees' visits over the year included:  
Finance reviews in March and July 2022 by Amanda Murphy; and a  
Health & Safety review in June 2022 by Margaret Park.

## on C Objectives and activities

Bollington Pre-School is a positive, safe and inclusive environment where we can play, learn and grow together.

The Pre-School aims to:

- provide a secure, safe, nurturing, and respectful environment that enables children to be safe and happy.
- build positive relationships with adults and peers, explore, and learn and develop.
- work in partnership with parents and carers, and other agencies, to ensure we are meeting children's individual needs and enabling them to explore their full potential.
- value each individual child, to know them - their likes, their interests and their own experiences so we can build and expand their curiosity and learning.
- support our children to be kind, caring, respectful and to have a positive attitude.
- encourage children to explore, to be curious and confident, helping them to develop a strong sense of self-esteem and self-worth, preparing them for the next stage in their learning journey.
- meet the needs of all children, inspiring them by offering a wide and holistic learning environment with diverse learning opportunities where they can learn through exploration and play.
- have a highly qualified and experienced team, who work together with a shared sense of purpose which will have a positive impact on the children's learning and development.
- explore opportunities and engage with the people and organizations that make up our local community, allowing children to have new learning chances and experiences.

The charity works for the public benefit, in particular through:

- its status as a non-profit making organisation where any profits made are used to extend and develop the pre-school provision.
- its work with other schools and agencies to ensure that the education given by the pre-school links to the children's future learning and supports all areas of their development.

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have made regard to the guidance issued by the Charity Commission on public benefit)

The Pre-school is accommodated in a spacious building that provides a stimulating environment for the children. There are three rooms:

The large room accommodates the 3-5-year-old children and has a construction area, reading corner, home corner, craft area and areas for role play and music.

The second room accommodates the 2-3-year-old children and has a construction area, reading corner, home corner, craft area and areas for role play and music.

The third room is a multi-sensory room which includes bubble tubes and podium, light ladders, fibre optic lights, bubble tubes, sound equipment and musical equipment.

There is a large and inviting secure outdoor play area which has a planting area, an area for reading and storytelling with sensory plants and an area for riding and free play. There is also a large undercover area which has sand play and some role play.

The Pre-school employs 15 staff: 13 who work a mixture of full- and part-time hours with the Children. We have one staff member who has qualified teacher status, 6 staff with a Level 3 childcare qualification, 1 staff member with a Level 5 qualification and 2 staff members with a Level 2 qualification and 3 staff unqualified

#### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Achievements and performance

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ements of the charity  
j the year

This has been another challenging year for the Pre-school in the post-Covid recovery period: the social and emotional development and speech and language skills of many young children starting Preschool has been adversely affected by the disruption of the Covid-19 virus. External agencies have reduced face-to-face support visits and continue to work remotely. Staff have continued to focus on the children's wellbeing and speech and language development, including all staff being trained in 'Signalong', a sign-supported communication system. Children with additional needs continue to be supported for applications for further SEN support.

Also, the difficulties in retaining and recruiting staff across the Early Years sector started to emerge. Two highly valued and experienced members of staff left in Spring 2022 for more lucrative employment outside the Early Years sector. Experienced staff members were redeployed, and a new unqualified member of staff started Level 2 training.

### Achievements:

- Ofsted Inspection in April 2022: 'Good' rating retained with extremely positive comments across all areas (see Ofsted report <https://files.ofsted.gov.uk/v1/file/50185402>).
- Ongoing development of partnership with parents and carers via parents' evening/ topic showcases/ questionnaires/ Tapestry.
- Staff training policy enhanced to allow Pre-School to make further contributions to non-statutory training, i.e., where the government funds 95% of a Level 3/Level 5 training course, Pre-School contribute the final 5%.
- Business Manager completed an AAT Level 2 Accountancy course and enrolled to for AAT Level 3 Accountancy course to start in September 2022
- 'Makeover' of the indoor spaces to reflect a more natural environment.
- July 2022: - Leavers' Graduation with the Bollington Town Mayor - Winner of the Bollington Queen's Jubilee Scarecrow Competition.

## Section E

## Financial review

Brief statement of the  
charity's policy on reserves

We do not have a Reserves Policy at present but recognise the need to maintain adequate funds in our bank account to cover 3 month's running costs including staff wages.

We intend to develop a formal Reserves Policy/Risk register going forward.

Details of any funds materially  
in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The core income into the Pre-School is through Government funding for Early Years Free Entitlement. We receive additional fee income from families who pay for childcare directly. The bulk of the Pre-School income comes from the FEEE 2-year-old funding, the 15 hours universal funding and extended funding up to 30 hours for 3-4-year olds. Other government funding is the Early Years Pupil Premium which a small amount of children quality for.

Our main expenditure is staff costs. In the autumn of 2021, more staff were signed up to the staff Pension scheme and staff training costs for First Aid training increased. Staff costs rose sharply in April 2022 with a 6.7% increase in the National Living wage.

In April 2022, Cheshire East's Funding increase in hourly rate payments amounted to:  
 3% for 3-4-year-olds from £4.12 to £4.28 per hour  
 4% for 2-year-olds from £5.17 to £5.37 per hour.

Thus, Pre-school fees were increased for the first time in over 3 years by 3-4% in line with similar Pre-Schools in April 2022

During the year, we made cost savings by switching water supplier, waste contractor and negotiating more economical broadband and printing ink contracts.

Fundraising events:

- The final stage of a CO-OP community grant was obtained and used to develop the outside play area.
- Xmas raffle: £363.00 used for indoor equipment.
- Xmas card project £88.00
- Cake sale £90.62

**Section F**

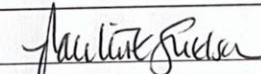
**Other optional information**

**Section G**

**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|  |   |  |
|--|---|--|
| Signature(s)                           |  |  |
| Full name(s)                           | Pauline Snelson   |  |
| Position (e.g., Secretary, Chair, etc) | Chairperson   |  |

Date 22nd June 2023



**Bollington Pre-School  
Accounts Year End 31<sup>st</sup> August 2022**

|                                     | <b>2022</b>     | <b>2021</b>     |
|-------------------------------------|-----------------|-----------------|
| <b>Income</b>                       |                 |                 |
| Fees                                | £54,735         | £28,870         |
| Funding                             | £119,066        | £134,075        |
| Other                               | £3510           | £10,489         |
| Fundraising & Donations             | £760            | £2,215          |
|                                     | <b>£178,071</b> | <b>£175,649</b> |
| <b>Expenditure</b>                  |                 |                 |
| Employee Costs                      | £134,333        | £141,286        |
| Statutory Sick Pay                  | £195            | £135            |
| Rent                                | £7,500          | £7,500          |
| Insurance                           | £860            | £845            |
| Equipment & Art Supplies            | £3,457          | £5,352          |
| Food & Cleaning                     | £5,121          | £4,962          |
| First Aid Resources                 | £145            | £229            |
| Printing, stationery & photocopying | £799            | £964            |
| Training                            | £1,238          | £1,398          |
| Gas & Electric                      | £3,800          | £4,366          |
| Telephone & Internet                | £909            | £785            |
| Waste collection                    | £889            | £1,534          |
| OFSTED                              | £35             | £70             |
| Legal & Professional                | £80             | £54             |
| Water & Sewerage                    | £5,688          | £2,477          |
| Maintenance                         | £346            | £1,006          |
| Annual Renewals/Licenses            | £1,779          | £1,375          |
| Office costs                        | £553            | £547            |
| Other                               | £1,061          | £561            |
| Depreciation                        | £488            | £0              |
| Bad Debt                            | £14             | £366            |
|                                     | <b>£169,290</b> | <b>£175,812</b> |
| <b>Deficit/Surplus</b>              | <b>£8,781</b>   | <b>-£163</b>    |

|   | Cash    | Fixed Assets | Trade Debtors | Liabilities |         |
|---|---------|--------------|---------------|-------------|---------|
| Assets Carried Forward - balance - 31/08/21 | £58,182 | £1,403       | £560          | -£145       | £60,000 |
| Assets Carried Forward - balance - 31/08/22 | £65,410 | £1,326       | £2,045        | £0          | £68,781 |
|   |         |              |               |             | £8,781  |

Signed on behalf of Bollington Pre-School

Pauline Snelson

Chairperson

Date:

*Pauline Snelson*  
*19th June 2023*

Independent Examiners Report

I certify that the accounts for the year ended 31-Aug-2022 are in accordance with the books and explanations presented to me.

*Emma Jones*

Independent Accountant

Professional Title: *Chartered Accountant*

Date:

*13/6/2023*

|   | Cash    | Fixed Assets | Trade Debtors | Liabilities |         |
|---|---------|--------------|---------------|-------------|---------|
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|   |         |              |               |             | £8,781  |

Signed on behalf of Bollington Pre-School

Pauline Snelson

Chairperson

Date:

*Pauline Snelson*  
*19th June 2023*

Independent Examiners Report

I certify that the accounts for the year ended 31-Aug-2022 are in accordance with the books and explanations presented to me.

*Emma Jones*

Independent Accountant

Professional Title: *Chartered Accountant*

Date:

*13/6/2023*