



TATWORTH PRE-SCHOOL
THE MEMORIAL HALL KENTS LANE TATWORTH SOMERSET TA20 2QW
Tel: 01460 220797
REGISTERED CHARITY NO. 1022464 OFSTED URN 142960
Email: tatworth@btconnect.com
Annual General Meeting 10th December 2020.

Present: Helen Crook, Emily Farr, Lucy Gosden, Kelly Foote, Sarah Sitton, Faye Sharland, Cathryn Henson, Anna Childs, Katrina Bowditch Taylor, Daniel Childs, Shakira Witcher-Ivers, Rachel Willis, Martha Loak,

Apologies: Melissa Farley, Michelle Long, Vicky Horsfall, Lisa Fowler and Megan Parfoot.

Due to the Covid pandemic this year's AGM was done on an online conference call. Sarah opened the meeting on behalf of Helen Crook who joined the meeting a little later, Helen requested that Sarah read the Chairpersons report on her behalf.

The minutes for last year's A.G.M were read and approved.

Sarah read the chairpersons report (attached) and thanked staff and committee for their hard work.

Vicky Horsfall sent in the Treasurer's report and requested that she step down as treasurer as she no longer has any children in the setting. Sarah read the Treasurer's report on Vicky's behalf and discussed the summary of the audited reports (attached).

Sarah Sitton then presented the Manager's report (attached).

Discussions were held on committee roles and responsibilities.

Appointment of officers: All committee resigned on block and new officers elected. Helen Crook was elected to continue as Chairperson (proposed by Lucy Gosden and seconded by Emily Farr). Victoria Horsfall resigned by email letter as Treasurer along with Lisa Fowler, Lucy Gosden is to take over the role as Treasurer (proposed by Kelly Foote and seconded by Helen Crook). Michelle Long is to continue in the secretary role (was proposed by Emily Farr and seconded by Shakira Witcher-Ivers). Additionally, Emily Farr, Daniel Childs, and Kelly Foote are remaining as returning members to the committee. Rachel Willis and Shakira Witcher Ivers are to join the committee and Shakira will take on the role of Vice Chairperson. Emily Farr is to continue the role of committee Safeguarding Officer.

Approval of constitution: The committee decided to continue to adopt the Early Years Alliance model constitution and that they should continue to provide the settings insurance.

Any other Business: Brief discussions on increased costs meaning fees will rise to £5.00 in January. Helen thanked Sarah for all her hard work over the year and brought the meeting to a close.

Next meeting Wednesday 27th January 2021 @ 7.30pm

Chairpersons report 2019-2020.

We started off the year in a very positive place with 32 children returning after the summer. Our first main event was to celebrate Tatworth Pre-school being open for 50 years. We had a wonderful party for past and present staff, and children. One of the highlights was that it was attended by so many of the founding members. As a nice gesture to the children, they were also given a Tatworth Teddy to help them remember their times at Pre-School. We continued our role in the community, making a Guy Fawkes for the village bonfire and decorating a Christmas tree for the church.

Our next big fundraiser was to hold a successful Bingo night in the memorial hall. We had some fantastic donations from local businesses and parents which contributed to an excellent event.

The Pre-school once again put on a Christmas show and the children did a fantastic job learning their songs and actions. This was again well supported by parents and helped us raise more money for play resources in the setting. The setting also had a visit from the local paramedics and police, which was enjoyed by all.

We were looking forward to more exciting events, however, everything came to an abrupt stop with the Covid pandemic. In line with other settings the Covid pandemic shut us down from the end of March to 1st June. The Covid pandemic led to the setting having to undertake changes in the way they operated. There was a lot of preparation, with risk assessments being done, new equipment to buy, and PPE to source. I would like to take this opportunity to thank the staff for the enormous amount of hard work that went into getting the setting into a place where it could open in a Covid safe way.

The setting reopened with a small number of children for the last few weeks of term as most parents chose to keep their children at home as we went through the early phase of the pandemic. Smaller class sizes also meant a loss in revenue from the fee's parents paid topping up hours over the Government's 15 hours funding and from non-funded children. The setting felt it had no choice but to furlough some of the staff members to ensure a future for the Pre-School.

We are very fortunate that the staff have been incredibly supportive over the pandemic. They set up Zoom sessions for children who were not able to attend in person and did an enormous amount of online training whilst not at work.

The end of the year was a quiet one, the setting held meetings with the Primary school to ensure a smooth transition for all children in September. There have been no staffing changes this year and we hope that we can move forward towards a more normal time.

Thank you to all the committee for their continued support and a big thank you to Vicky for being our treasurer for the last few years. As she no longer has children at the setting, she will be stepping down today. So, it would be nice now to have some fresh faces to support the committee and inspire us with a fresh wave of fundraising ideas.

Helen Crook December 2020.

Treasurers Report for Accounting period 2019 to 2020

This accounting period has been very productive, down to Sarah's close budget monitoring and the staff's hard work as always.

We started this year with a high number of children in September, so were set up in a good position for the year.

As funds were good, we purchased new shelving for the storage cupboard to help with storage. We also chose to purchase teddy bears to give out to children attending our 50th celebrations. Additional purchases this year have included a new vacuum cleaner, Hero dolls, DIY role play resources and some additional books.

As part of our 50th celebrations Rob Henson kindly undertook some additional fundraising for us. He raised a fantastic £300. We then held a successful Bingo night which further helped with our fundraising adding £415.80 to the pot. Donations from our Nativity show raised £138.00 along with £50.00 for the DVD sales. Our fundraising efforts did not finish there thanks to the effort put in by Katie Bailey and her work with Tesco's blue token scheme we had an additional grant of £1166.00 for the children. With this money we were able to purchase toys and equipment to give the children a much wider access to small world play. We are also wanting to purchase a large play Caterpillar for the garden once things become more normal and we can guarantee delivery.

Whilst things this year were looking positive, we did have to contend with the COVID pandemic. As with so many other businesses we did feel the effects from March onwards. The lockdown and temporary closure of the setting meant we needed to refund those parents for hours were the children did not attend. Once we did open it was not to everyone as some parents wanted to keep their children at home and so again, we have had a drop in fee revenue as less children returned. We estimate that this lost us £7212.39 in income from non-funded children who either cancelled their hours or did not return. This drop in revenue and reduction in children meant that we were over staffed. We took the decision to apply for the Job retention scheme and Furlough some of the staff members during this difficult time. This furlough money has meant we were able to safeguard all current staff jobs during this accounting period.

This year however we have created a gain of £4485.59 which under the circumstances is good. We are aware that shortly we will be facing a bill of approximately £2200 to replace all the fencing to maintain the site security. With the current Covid pandemic still in full flow we must continue to be mindful and carefully review the settings financial position.

Thank you to all our dedicated staff members for all their hard work this year and many thanks to everyone who has helped in any way.

Managers Report 2019-2020

We started off the academic year in a very strong position. We had 31 children starting back with us in September and this continued to grow to 41 children on our books by the end of the year.

The year got off to a fantastic start with the celebrations of our 50th anniversary. This was supported well by the community and it was lovely to see so many people. We continue our community presence by making Guy Fawkes and holding a Bingo night open to all.

The children all settled in well after the summer holiday and enjoyed taking part in our Autumn activities, finishing off with a fantastic nativity show. Coming back after Christmas we were lucky enough to have visits from both the police and the paramedics to the setting. The children enjoyed going into the police van and looking at the flashing lights. They did some lovely work around people who help us.

Then as we moved into March the world changed for us all with the Covid pandemic. We shut the setting at the end of March for lockdown. All staff took the opportunity to complete lots of online courses for their continued professional development. We also introduced a new Covid risk assessment and had to look at new ways to operate to ensure that the setting remained Covid safe for both staff and children.

When we did reopen again, it was to a much smaller group of children as lots of parents kept their children at home due to fears over the pandemic or parents protecting shielded and vulnerable family members. The setting also had 2 staff members who were considered clinically extremely vulnerable and so were not able to work. The government made the decision that we would continue to receive funding based on an estimate of how many funded children would have attended in pre-pandemic conditions. Whilst this did help financially, we did lose over £7,000 in expected revenue from non-funded children and top up fee payments. It was therefore felt, that to secure the future of the setting and staff jobs that we would need to furlough some of the staff members.

During the pandemic we had the opportunity to review many of our working systems and trial new ideas. We have made changes to planning, evaluations and room set up. Whilst these remain under review, several of the new measures have proved very positive. We have also reviewed our policies and procedures and have now amended and updated several of them.

As not all children were able to return to the setting, we felt that we needed to stay in touch with everyone and provide support where we could. This meant we had to trial new ways of providing education and so we introduced Zoom sessions. This proved very popular and I would like to thank the staff in setting this up and providing such a positive experience. Those children who did return settled back amazingly well and had a great summer term.

Sadly, this year the children missed out on so many of the usual experiences, such as sports day, school visits and end of term parties. We were, however, able to hold detailed school

entry plan meetings with the Primary School to enable a smooth transition for all. We were also able to give the children a leaving gift of a school P.E. bag at the end of term.

Whilst fundraising has very much been on the back burner, we were very fortunate to receive a grant from Tesco's charity bag scheme. With this money we were able to purchase some new indoor toys and equipment for the children. In addition, once things have settled down, we will be using the remainder of the money to purchase a new climbing caterpillar for the garden.

This year has been incredibly hard and challenging for everyone. I would like to thank all the staff for their hard work, dedication, and resilience. They have gone above and beyond to help and support the setting, children, parents, and fellow staff members. This has been a big learning curve for us all. I must also take this opportunity to thank parents, carers, and committee members for all their good wishes and support.

Moving forward we continue to support, evolve, and plan for the upcoming year and everything it may bring. Thank you to all the amazing children, because without you there would not be a Pre-school.

Sarah Sitton

Manager

Tatworth pre-School

Tatworth Pre-school 1st September 2019 to 31st August 2020

Profit and loss report

INCOME	
NEF	£ 82,231.34
Fees	£ 9,232.78
EYPP	£ 189.21
Uniform	£ 341.81
Grants	£ 10,466.05
Vouchers	£ 150.25
Fundraising	£ 1,066.70
Other income	£ -
Interest	£ 10.12
Total	£ 103,688.26

EXPENDITURE	
Salaries	£ 82,352.30
rent	£ 3,512.55
food	£ 329.40
Utilities	£ 2,694.08
consumables	£ 1,516.83
equipment	£ 1,245.71
Office Cost	£ 1,304.03
Meeting	£ 142.69
other	£ 6,094.96
Total	£ 99,192.55
Surplus	£ 4,495.71

Balance sheet

BANK	
Current Account	£ 30,678.89
Savings Account	£ 10,112.28
Total	£ 40,791.17
petty cash	£ 50.00
Accounts	
Opening balance	£ 36,295.35
Surplus	£ 4,495.71
Cash in Hand	£ 40,791.06

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

Tatworth Pre-school

On accounts for the year
ended

31st August 2020

Charity no
(if any)

1022464

Set out on pages

2

(remember to include the page numbers of additional sheets)

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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

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 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 (other than that disclosed below *)

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; and
 - 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Nicola Hooper

Date:

28th October 2020

Name: NICOLA HOOPER

Relevant professional qualification(s) or body (if any):

MAAT

Address:

21 CHERRY TREE CLOSE

EXETER

DEVON EX4 5AT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide details of items as requested in the text above.