

ALL CANNINGS PRE SCHOOL TRUSTEES' REPORT

1 September 2019 - 31 August 2020

1.0 Reference and Administration Details:

Charity Name: All Cannings Pre School

Charity No.: 1022946

Address: The Village Hall, 29, The Street, All Cannings, Devizes, Wiltshire, SN10 3PA

2.0 Names of Trustees who manage the charity and how they are recruited:

2.1 Period 01.09.19 - 18.11.19

ROLE	COMMITTEE	NAME
	Chair	Marcus Hopgood
	Vice Chair	Hannah Newlands
	Secretary	Chrissie Crossman
	Treasurer	Nick Major/David Conroy (from April 2019)
	Playleader	Nicola Cowdry
	Ordinary Members	Sioned Allen, Gemma Holgate, Peach Shakesby, Hannah Davies, Liz Sharpe, Annabelle Gaiger Gaiger

2.2 Period 19.11.19 - 31.08.20

COMMITTEE ROLE	NAME
Chair	Robbie Daw*
Vice Chair	Sylvia Butcher
Secretary	Alison Bull
Treasurer/Administrator	David Conroy
Registrations Officer	Gemma Richardson*
Pre School Manager**	Nicola Cowdry
Staff Members**	Lucy Jenkins, Peach Shakesby* (staff from June 2020)
Ordinary Members	Victoria Nash*, Emma Elias* (to August 2020)

*Current parents during this period (50%)

(**The Pre School Alliance Constitution 2011 enables staff to be members of the Committee provided they are not paid for Committee activities, and are excluded from votes on subjects where they have conflicts of interest). Trustees are recruited by advertising locally by word of mouth, in the Parish Newsletter and communications in person, on paper, using social media with Pre School parents. The aim is to achieve 60% Committee membership of existing Pre School parents. Nominations are received at the Pre School AGM and voted in by majority vote.

Skills and experience in new Committee members: Robbie Daw (Local farmer, Parish Councillor), Sylvia Butcher (retired local childminder with extensive experience of running this Pre School in the past and key policy areas), Alison Bull (trained teacher, lecturer in HR and management, organisation governance), Gemma Richardson (chartered surveyor), Victoria Nash (an HR Director), David Conroy (retired businessman with expertise in finance).

3.0 Structure, Governance and Management

The Committee operates following the Pre-School (now Early Years) Alliance Constitution 2011. Other advice and guidance is obtained from the Early Years Alliance and Wiltshire County Council Early Years Department.

All Cannings Pre School opened in 1974 and is run in the Village Hall, All Cannings, which includes a large playground and a secure grassy garden. It is registered to provide early years education to a maximum of 17 children per session aged 2 - 5 years. Operating hours are Monday to Thursday 0845 - 1500 and Friday 0845 - 1245, term time only. During this period, it employed three, rising to four, part-time staff members. Staff are paid rates based on the National Living Wage which is reviewed annually in line with NLW changes.

The Pre School is valued by parents and children as a small village rural setting, with excellent staffing ratios, and a pipeline to All Cannings CE Junior School in the village.

4.0 Objectives and Activities - Academic Year 01.09.19 - 31.08.20

During the period to 31.08.19, the Pre School identified the following priorities going forward in the management and delivery of services, and relationships with the local community. In view of the fact that the new Committee elected in November 2019 was a complete re-staffing of the Management Committee, it was decided to continue to work on these aims to further strengthen the Pre School in terms of currency and accuracy of policies and procedures

- 1) Continue effective client recruitment to maximize numbers
- 2) Ensure fundraising is sustainable and contributes well as a marketing and financial mechanism (but is not the primary focus of the committee)
- 3) Attain full 30 hours opening, in consultation with the village hall committee and users
- 4) Update HR policies and practices and enhance staff and Committee appraisal and CPD programme
- 5) Complete continuing policy and practice updating to conform to legal and funding provider standards
- 6) Ensure we aim to retain 'good' OFSTED status, but work on areas to support a future 'outstanding' outcome by working to OFSTED 2019 outstanding assessment criteria, in particular training of staff and Committee members
- 7) To continue to work with the hall and village community to maximum mutual benefit

5.0 Key Achievements, Performance and Public Benefit - Academic Year 01.09.19 - 31.08.20

During the period **01.09.19 to 20.03.20**, the new Committee found their feet and was able to draw on the strengths of their combined professional and voluntary experiences (see above) to begin to tackle areas requiring further development. During this period, achievements were made in HR practice, including pay policy and continuing professional development of staff. Great planning was underway for key fundraising events including the On Line Action and Easter Egg Hunt (the latter in particular a key event involving the whole local community).

5.1 COVID 19 and Lockdown (20.03.20 - 01.06.20). As with all people and organisations, the pandemic and resulting lockdown created significant **challenges** for the Pre School, which included:

(i) Financial challenges. These were mitigated by the generosity of the Village Hall, in granting a rent holiday, and Wiltshire Council continuing funding payments and providing support;

(ii) Health and Safety challenges. In planning for reopening, significant preparations were made in conjunction with the Village Hall, including removal of fabric items, creation of an isolation area with PPE, provision of sanitizing materials, carrying out a full Covid risk assessment, purchase of pre school specific items such as a non touch digital thermometer.

(iii) Staffing Challenges: All staff were furloughed on 80% salary for this period, using grant income and continued funding. Good communication and informal planning for reopening helped maintain morale. The response of staff was exemplary and professional despite personal challenges.

(iv) Lockdown Opportunities

Despite the challenges, the Committee and parent volunteers achieved several successes:

Maintenance and updating of Pre School outside provision, including refurbishing the 'Woodland Garden' and related furniture, refurbishing the playhouse and shed, tidying and reviewing the indoor toy stock. The village joined in painting a mural on a boring breeze block wall. All this was carried out in a socially distanced manner during appropriate phases of the pandemic management;

Reviewing Fundraising and developing a new, Covid safe, plan of campaign;

Maintaining soft marketing and updating social media and website;

Reviewing and updating all policies and procedures to ensure fit for purpose in relation to current legal and governing body requirements;

5.2 COVID 19 (01.06.20 - 31.08.20).

(i) Re-opening: After changes to Government policy, Pre School reopened tentatively and part time from 08.06.20 to the end of term (23.07.20). Most parents sent their children and all got used to new ways of working involving temperature taking at the door, preliminary and frequent hand-washing and regular washing and recycling of toys. Good use was made of the outside space.

(ii) Staffing: One regret was that Annabelle Harrison, a part time member of staff for over four years, took on 30 hours work at the local primary school where she currently worked as a TA, where she had continued to work over lockdown with keyworkers' children. She did updating work for the period for 7 hours a week, but then resigned at the end of term. She then became a full time TA at the Primary School, showing good career progression having made a valuable contribution at Pre School. She was replaced by Peach Shakesby, with excellent Pre School and nursery experience backed up by a relevant Level 3 NVQ, and experience as a parent Committee member. Her appointment was undertaken using updated HR policies and procedures.

(iii) Full Policies and Procedures Review: This work has continued, including considering digital storage and better communication and is ongoing.

(iv) Fundraising: the summer break was an opportunity to carry out the On Line Auction postponed from spring. This, plus an opportunistic stall in the Village Yard Sale, raised a welcome £1,000 for funds. However, it was expected that Bonfire Night in November, the biggest fundraiser, would be cancelled. Parents and Committee have planned and will carry out local Trails (Halloween and Christmas) enabling good liaison with the local community, social distanced family fun and recognition in the local press.

6.0 Financial Review

All Cannings Pre School is a small rural charity, operating only in the UK. Its funds derive from parent fees, early years funding from Wiltshire County Council, and local fundraising (not involving professional fundraisers or contracts). Its trustees are volunteers who receive no remuneration, although valid expenses may be reimbursed.

6.1 Financial Statement

Appendix 1 provides the financial statement, which has been reviewed by our accountants Charlton Baker. These show that, bolstered by continued funding at 80% by Wiltshire Council during full lockdown, a rent holiday by the village hall, and some good fundraising, there are no significant issues with operating funds. Also, the organisation has proved sustainably popular with local (village) parents and those from elsewhere who wish their children to graduate to the All Cannings Primary School.

6.2 Debts, Reserves Policy

During this period, the contingency reserves have been maintained at the policy minimum of £3,000 thanks to prudent cost management and support (discussed in 6.1 above). (Reserves are important to even out costs when funding income fluctuates.)

6.3 System Developments

To improve processes, the payroll system was moved to Sage Payroll from the free HMRC system, which led to improvements in the accuracy and timeliness of staff pay. In addition, the Pre School began to offer the tax-free childcare account. The recruitment of parents with good social media skills has enabled communication with a wider catchment through Facebook, Instagram and the Pre School website.

6.4 Fundraising Activities

Fundraising was curtailed due to the pandemic - especially the Easter Egg Hunt at Easter. Additional use has been made of social media to launch a valuable On Line Auction fundraiser, plus a strategy to access online funding sources such as Amazon Smile and 'Easyfundraising'. See also 5.2(iv) above.

7.0 Priorities for 2020/21

Key priorities continue as indicated in 4.0 above and to ensure OFSTED compliance in the event of an inspection.

DECLARATION

I DECLARE THAT THIS INFORMATION IS TRUE, COMPLETE AND CORRECT IN ACCORDANCE WITH THE REQUIREMENTS OF THE CHARITY COMMISSION AS SET OUT IN THE TRUSTEE ELIGIBILITY DECLARATION FORM.

A J Bull

Secretary (from 18.11.19)

All Cannings Pre School

allcanningspssecretary@gmail.com

07766312280

01380 860940

2, Greenhouse Road, All Cannings, Devizes, Wiltshire SN10 3NS

ON BEHALF OF THE CURRENT ALL CANNINGS PRE SCHOOL COMMITTEE

FINAL

All Cannings Pre-School - Charity Number 1022946

Accounts

for the year ended 31 August 2020

All Cannings Pre-School - Charity Number 1022946

Accountants' Report on the Unaudited Accounts to All Cannings Pre-School - Charity Number 1022946

As described on page you have approved the accounts for the year ended 31 August 2020 set out on pages 2 to 4. In accordance with your instructions we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Prepared and Approved By:

Charlton Baker Limited

**7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU**

All Cannings Pre-School - Charity Number 1022946

**Trading and profit and loss account
for the year ended 31 August 2020**

	2020		2019	
	£	£	£	£
Income				
Fees, WCC funds and fundraising		28,925		44,541
Grants and donations		3,559		447
Bank deposit interest		5		3
		<u>32,489</u>		<u>44,991</u>
Expenses				
Wages and salaries	23,228		25,385	
Rent and heating	3,850		6,240	
Insurance	799		790	
Equipment and stationery	604		1,374	
Advertising	98		-	
Fundraising costs	1,675		-	
Telephone costs	763		779	
Entertaining	50		-	
PPS	28		-	
Lessons	64		-	
Canteen	86		-	
Sundry expenses	1,884		1,414	
Cleaning	27		-	
Depreciation on equipment	62		73	
		<u>(33,218)</u>		<u>(36,055)</u>
Net (loss)/profit		<u><u>(729)</u></u>		<u><u>8,936</u></u>

All Cannings Pre-School - Charity Number 1022946

**Balance sheet
as at 31 August 2020**

	2020		2019	
	£	£	£	£
Fixed assets				
Tangible assets		352		414
Current assets				
Debtors	200		-	
Cash at bank and in hand	8,992		10,031	
	<u>9,192</u>		<u>10,031</u>	
Current liabilities				
Other creditors	-		172	
	<u>-</u>		<u>172</u>	
Net current assets		<u>9,192</u>		<u>9,859</u>
Total assets less current liabilities		<u>9,544</u>		<u>10,273</u>
Capital account				
Brought forward at 1 September 2019		10,273		1,337
(Loss)/profit for the year		(729)		8,936
		<u>9,544</u>		<u>10,273</u>

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

Treasurer

Date:

-----Original Message-----

From: Justina Janaviciene <Justina@charltonbaker.co.uk>

To: ACPS Treasurer <acpstreasurer@aol.com>

Sent: Thu, 7 Jan 2021 17:34

Subject: RE: E-Sign Request: All Cannings Pre-school charity full accounts 31.08.20

Hello David,

It is under Documents, folder named accounts but I also attached a copy here.

Thank you!

Justina Janaviciene MAA
Senior Accountant

| [Website](#) | [Twitter](#) | [Linkedin](#) | [Facebook](#) | [Instagram](#) |

Charlton Baker Ltd Registered in England & Wales Company Number 07179787 Registered office and trading address
Street, Devizes, Wiltshire, SN10 1DU

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From: ACPS Treasurer <acpstreasurer@aol.com>

Sent: 07 January 2021 17:30

To: Justina Janaviciene <Justina@charltonbaker.co.uk>

Subject: Re: E-Sign Request: All Cannings Pre-school charity full accounts 31.08.20

Dear Justina,

Having signed off our year end accounts to 31 August 2020, I cannot see it in the Account folder to download a copy to send to the Charity Commission.

Does it just need uploading from your end?

Kind regards

David

Sent from AOL Mobile Mail
Get the new AOL app: mail.mobile.aol.com

On Thursday, 17 December 2020, Justina Janaviciene <justina@charltonbaker.co.uk> wrote:

Dear David,

We have uploaded a document (All Cannings Pre-school charity full accounts 31.08.20) to your portal. Please [sign in here](#) to download it and e-sign the document subject of your approval.

If you have any questions, please do not hesitate to get in touch.

Kind regards

Justina Janaviciene MAA
Senior Accountant

| [Website](#) | [Twitter](#) | [Linkedin](#) | [Facebook](#) | [Instagram](#) |

Charlton Baker Ltd Registered in England & Wales Company Number 07179787
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