

## ALL CANNINGS PRE SCHOOL TRUSTEES' REPORT

1 September 2020 – 31 August 2021

### 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 01.09.20 – 21.10.20

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*

\*Current parents during this period (50%)

#### 2.2 Period 21.10.20 – 31.08.21

COMMITTEE ROLE	NAME
Chair	Robbie Daw*
Vice Chair/Committee SL	Sylvia Butcher
Secretary	Alison Bull
Treasurer/Administrator	David Conroy
Registrations Officer	Gemma Richardson*
Pre School Manager**	Nicola Cowdry
Fundraising/Friends Coordinator	Effie Oram*
EYFS 21 Lead	Lucy Jenkins** (Deputy Pre School Manager)
Staff Members**	Peach Shakesby* (staff from June 2020)
Ordinary Members	Victoria Nash

\*Current parents during this period (30%)

(\*\*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:** The Committee membership has remained stable over the past year, despite the challenging context. Effie Oram, a new parent, has taken the lead in fundraising and engaging 'friends' of the Pre School, deploying her IT and marketing skills very effectively. At least four other parents were actively involved particularly in social and fundraising activities, but they did not formally join the Committee. The pressures of home life during the pandemic featured naturally in this decision, as many parents had jobs to maintain and other children to educate during periods of lockdown and working from home etc.!

### 3.0 Structure, Governance and Management 20 - 21

The Committee operates following the Pre-School (now Early Years) Alliance Constitution 2011. Direct operational advice and guidance is obtained from the Government Department for Education (DfE) Early Years Alliance, Wiltshire County Council Early Years Department, OFSTED, NSPCC and other training providers. During the Covid pandemic, Government advice (DfH) and ACRE advice provided via our landlords, the village hall, have also influenced arrangements. The hall management committee have been helpful during the pandemic in, for example, providing additional cleans between other users and pre school to help reduce infection.

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 permanent and one zero hours part-time staff members deployed to ensure appropriate staff:child ratios. 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 01.09.20 – 31.08.21**

During the period to 31.08.20, the Pre School had identified key priorities in the management and delivery of services, and relationships with the local community, which sought to balance peaks and troughs in child numbers and expenditure while meeting regulatory requirements. In view of the continued pandemic, with pressure on early years settings to return to full time working from September 2020, we decided to prioritise practices related to the wellbeing of staff and children, while continuing to work on underlying aims to further strengthen the Pre School in terms of currency and accuracy of policies of staff and children and procedures. In particular, preparing for changes arising in the Early Years Foundation Stage from September 2021.

1. Continue effective client recruitment to maximize numbers, making good use of social media and understanding local demographic changes driving demand, including young families moving here out of London as part of the 'Covid diaspora' and the rise in home working supported by technology.
2. Ensure fundraising is sustainable, Covid compliant and contributes well as a marketing and financial mechanism (but is not the primary focus of the committee)
3. Maximise opening (ideally up to 30 hours a week), in consultation with the village hall committee and users
4. Update HR policies and practices and enhance the staff and Committee appraisal and CPD programme
5. Complete policy and practice updating to conform to legal and funding provider standards, especially EYFS21
6. Aim to retain 'good' OFSTED status (in the event of OFSTED visit in the period), but work to support a future 'outstanding' outcome by working to OFSTED 2019 outstanding assessment criteria, in particular transparent training of staff and Committee members
7. To continue to work with the hall and village community and All Cannings Primary School to maximum mutual benefit, in particular to manage Covid measures to mutual benefit.

#### **5.0 Key Achievements, Performance and Public Benefit – Academic Year 01.09.20 – 31.08.21**

##### **Autumn Term September – December 2020**

After summer relaxation in Covid restrictions, Pre School returned full time but throughout followed strict protocols including temperature taking, regular handwashing, preference given to single setting children and outdoor activity wherever possible.

##### **Spring Term January – April 2021**

This was a quiet period of consolidation and deliberate isolation, to try to ensure continuity in the face of rising closures of early years settings due to Covid infection.

##### **Summer Term April – July 2021**

Regrettably, after a lovely garden party involving parents, friends and a bouncy castle (but following prevailing protocols) we experienced our only Covid outbreak the weekend following the end of term, which was notified to authorities using established protocols. Nevertheless, we were pleased that this was the only outbreak.

#### **6.0 Financial Review – Academic Year 01.09.20 – 31.08.21**

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 there are no significant issues with operating funds. Indeed, the financial situation is healthy compared with the previous year. 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. In this, notably, the pandemic diaspora from London of younger workers who could work from home has meant steady and increasing demand from parents now relocated to All Cannings itself.

##### **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 (Reserves are important to even out costs when funding income fluctuates.)

### **6.3 System Developments**

During this period, staff and Committee members have begun work to migrate records to a password protected OneDrive system, and further sought to exploit on line fundraising and financial opportunities such as those described below.

### **6.4 Fundraising Activities**

Due to continued fluctuations in Covid restrictions, out of door and online fundraisers were assiduously pursued to great success. These included a Halloween Trail which led to a double page spread in the local paper! This was followed by a Christmas Trail round the village, Online Christmas Fair, including Gin Boxes (licensed!) and Afternoon Tea Boxes and Recipe Book. All this kept the profile of pre school high in the community who supported these initiatives well. Planning at the year end included to pursue the traditional Pre School Bonfire Night (subject to prevailing Covid constraints) but this did not go ahead due to a spike in cases and prevailing restrictions (the first time for 40 years!).

### **7.0 Priorities for 2021/22**

Key priorities going forward are as follows: -

1. To consider ways to support paid staff with a transparent and 'safer recruitment' compliant in setting volunteering strategy, which would improve ratios with no additional costs, diversify input on age and gender grounds, support paid staff with routine tasks (set up, pack away) and give them time to carry out admin tasks in setting.
2. To consolidate effective implementation of EYFS21 and prioritise effective staff development and focus on prevailing OFSTED requirements.
3. To refurbish and develop the outdoor space with the help and support of the village hall committee, to make it suitable for the use of users of whatever age.

### **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](mailto: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**

**All Cannings Pre-School - Charity Number 1022946**

**Accounts**

**for the year ended 31 August 2021**

**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 2021 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 2021**

	2021		2020	
	£	£	£	£
<b>Income</b>				
Fees, WCC funds and fundraising		48,000		28,925
Grants and donations		1,463		3,559
Bank deposit interest		-		5
		<u>49,463</u>		<u>32,489</u>
<b>Expenses</b>				
Wages and salaries	30,191		23,228	
Rent and heating	5,720		3,850	
Insurance	885		799	
Equipment and stationery	1,280		604	
Advertising	30		98	
Fundraising costs	70		1,675	
Telephone costs	759		763	
Entertaining	17		50	
PPS	-		28	
Lessons	262		64	
Canteen	2		86	
Sundry expenses	4,916		1,884	
Cleaning	20		27	
Depreciation on equipment	53		62	
		<u>(44,205)</u>		<u>(33,218)</u>
<b>Net profit/(loss)</b>		<u><u>5,258</u></u>		<u><u>(729)</u></u>

**All Cannings Pre-School - Charity Number 1022946**

**Balance sheet  
as at 31 August 2021**

	<b>2021</b>		<b>2020</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>				
Tangible assets		299		352
<b>Current assets</b>				
Debtors	-		200	
Cash at bank and in hand	14,503		8,992	
	<u>14,503</u>		<u>9,192</u>	
<b>Net current assets</b>		<u>14,503</u>		<u>9,192</u>
<b>Total assets less current liabilities</b>		<u>14,802</u>		<u>9,544</u>
<b>Capital account</b>				
Brought forward at 1 September 2020		9,544		10,273
Profit/(loss) for the year		5,258		(729)
		<u>14,802</u>		<u>9,544</u>

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

**Treasurer**

**Date:**

As described on page you have approved the accounts for the year ended 31 August 2021 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**

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