



Trustees' Annual Report for the period

Period start date

Period end date

From

01 08 2020 To 31 07 2021

Section A Reference and administration details

Charity name

Abbotsham and Alwington Playgroup

Other names charity is known by

Abbotsham and Alwington Preschool

Registered charity number (if any)

1023074

Charity's principal address

The Old School Rooms

Abbotsham, Bideford

Devon

Postcode

EX39 5AP

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 | Jemma Willoughby | Chair | | Trustees |
| 2 | Charlotte Seymour | Vice Chair / Ofsted Nominated Person | | Trustees |
| 3 | Emily Souch | Secretary | | Trustees |
| 4 | Maria Dark | Treasurer | | Trustees |
| 5 | Holly Leigh | Admissions Officer | | Trustees |
| 6 | Kirsty Flear | Fundraising | | Trustees |
| 7 | Michelle Harris | Safeguarding Officer | | Trustees |
| 8 | Nicole Brown | Event's Organiser | | Trustees |
| 9 | Lisa Marie Davey | Ordinary | | Trustees |
| 10 | Georgina Kelly | Ordinary | | Trustees |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 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 |
|-----------------------------|-----------------------------------|
| Abbotsham Cornborough Trust | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

Janine Shambrook

Section B Structure, governance and management

Description of the charity's trusts

| | |
|--|--|
| Type of governing document <small>(eg. trust deed, constitution)</small> | Constitution |
| How the charity is constituted <small>(eg. date of incorporation)</small> | Trust |
| Trustee selection methods <small>(eg. ballot)</small> | All trustees are proposed and seconded by attendees at the AGM |

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.

Section C Objectives and activities

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

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

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 had regard to the guidance issued by the Charity Commission on public benefit)

Abbotsham and Alwington Pre-School was established over 30 years ago. We are non-profit making, registered with Ofsted to take 26 children per session. We currently have a team of 6 staff and hold sessions in the Old School Rooms and the Major's Office in Abbotsham (Located in front of the Church)

The charity enables children aged 3-5 years old to learn in an exciting and engaging environment, with activities designed to motivate and inspire, and be fun!

We follow the Early Years Foundation Stage (EYFS) and believe strongly that children of pre-school age learn best through stimulating and varied play activities.

We want children to make new friends, explore, discover and learn through play in a safe and secure environment.

The Trustees of the charity have had regard to the guidance on public benefit issued by the charity commission in order to carry out these activities.

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.

[Empty box for additional details of objectives and activities]

Summary of the main achievements of the charity during the year

Another rather strange year! But at least the whole team were back together. We have been very lucky and had no covid cases within preschool and I would like to take this opportunity to thank the staff for all of the crazy cleaning we have had to do and all the covid documents we've had to read! Also thank you to the parents who followed the government guidelines and were also sensible about not bringing their children into preschool if unwell.

Last year was the healthiest year to date – hardly any colds or coughs and no sickness bugs. Therefore, attendance was high.

We started the year with 31 children and ended on 42. We offered more sessions out than normal due to children only being able to go to one setting. This worked well as we didn't have as many on register as normal but still ended the year with 26 in the morning and 18 in the afternoon.

Our Nativity went ahead last year, thank goodness! Although unfortunately we couldn't have an audience, so Peter our photographer offered to film it for us. The children were amazing and were so brave, for them it was probably a good thing, for parents it was such a shame.

The Christmas party was great with Magic Martin and then party food and a delivery from Santa. Again, it was good to do things differently as it actually turned out to be the best party and everyone had a fab time.

We purchased blinds for the old school – these have been brilliant, we can make the room really dark and the glow sticks work so well. We also, after a lot of deliberation, bought an electric awning - thanks to Kirsty to getting some funding to go towards it – it actually works better than we thought as it can be left out in heavy rain.

Our training was mostly EYFS related due to it changing completely. Staff attended 3 sessions of online training and then we did inhouse training. We have had an awful lot to read and make notes on, as so many documents were changed and updated.

4 members of staff also did first aid training. 4 staff completed safeguarding online training. And we then watched numerous videos from the likes of Alistair Bryce Clegg and some from Ofsted inspectors to help us with the EYFS changes.

Sports day was lovely and very very hot! The children were fantastic and coped in that heat amazingly – better than me! The children sang a few songs to the parents one of which was 'you'll never walk alone' which I also recorded on dojo. Every single child sang their absolute best and there was not a dry eye! We

ended with an extremely emotional goodbye to Linda and Amy. Linda, is planning to come back once a week to read stories. It was nice that the sports day ended up being on the last day; it was a really nice finish to the year, so maybe we could do this again.

We also advertised for a new member of staff due to Linda leaving us. We appointed the lovely Shauni, who is already a great addition to our team.

The mini marathon was also different, again we couldn't have all parents attend in one go so we did it over a few days – and actually it was lovely as some children were keen to do it more than once. Thanks to all who donated.

The preschool visit for new children and parents was held in June on a Saturday. This was a nice day but a little rushed for some parents so may need to change this in future.

Thanks to the committee for all of their work over the last year, and massive thank you to Emily who has been part of our committee for a number of years and has been a brilliant secretary! It will be strange without you.

Section E

Financial review

Brief statement of the charity's policy on reserves

Currently hold £50k in reserve. Currently enough for 6 months running costs including staff wages.

Principle funding is from EYF with money fundraised for purchases to enhance the children's time in the setting

Additional expenditure enables up to update and source new equipment for use with children: ie sensory equipment, out doors stage etc. Also external fundraising Has allowed us to start raising fundd to replace the 2 old sheds with an out door learning room for the Children. We hope to be putting this into place in the next 1-2 years

We ensure all staff attend regular training which is paid for from EYFS and fundraising

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.

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) | J.WILLOUGHBY | |
| Full name(s) | Jemma Willoughby | |
| Position (eg Secretary, Chair, etc) | Chair | |
| Date | 15/5/2022 | |

Document Details:

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Signature Details

| | |
|---------------------------|---|
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| Email: | jemmawilloughby@hotmail.com |
| Date & Time: | 23/12/2021 08:11:20 (GMT) |
| IP Address: | 85.255.236.29 |
| Signing Statement: | Jemma Willoughby confirms that the information is correct and complete to the best of their knowledge and belief. |

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ABBOTSHAM & ALWINGTON PRE-SCHOOL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2021

JANE MAYNARD LIMITED
T/A MAYNARD JOHNS
37 MILL STREET
BIDEFORD

ABBOTSHAM & ALWINGTON PRE-SCHOOL

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2021

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- 2 Profit and loss account

ABBOTSHAM & ALWINGTON PRE-SCHOOL


INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2021

APPROVAL NOTE

I approve the accounts and confirm that all books and records have been made available to you.

Chairperson



Date approved:

23/12/2021

ABBOTSHAM & ALWINGTON PRE-SCHOOL

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2021

| | 2021 | | 2020 | |
|---------------------------------------|---------|-----------------------|---------|----------------------|
| | £ | £ | £ | £ |
| <u>Income Received</u> | | | | |
| Parents | 2,272 | | 4,218 | |
| Early Year Grants | 100,456 | | 101,140 | |
| Grants & Donations | 3,892 | | 6,000 | |
| Fundraising Receipts | 2,981 | | 238 | |
| Sweatshirts & Uniforms | 282 | | 331 | |
| Bank Interest on Savings | 13 | | 153 | |
| Other Income | 110 | | 180 | |
| | | 110,007 | | 112,260 |
| <u>Less: Expenditure</u> | | | | |
| Salaries | 86,088 | | 75,990 | |
| Pension Contributions | 2,136 | | 2,687 | |
| Milk & Refreshments | 0 | | 332 | |
| Rent, Rates & Utilities | 9,654 | | 9,801 | |
| Toys & Equipment | 4,024 | | 3,181 | |
| Insurance & PLA Membership | 92 | | 853 | |
| Outings & Transport | 0 | | 0 | |
| Admin (inc Payroll Costs) | 1,002 | | 1,036 | |
| Fundraising Expenses | 0 | | 0 | |
| Training & Courses | 1,387 | | 538 | |
| Consumables | 1,486 | | 1,327 | |
| Christmas | 194 | | 294 | |
| OFSTED Registration | 70 | | 0 | |
| Uniforms & Childrens Sweatshirts | 810 | | 342 | |
| Phone - TalkTalk | 392 | | 301 | |
| Staff Expenses | 0 | | 65 | |
| Repairs | 275 | | 145 | |
| Property Improvements | 8,389 | | 2,301 | |
| Misc Expenses | 741 | | 683 | |
| Donations | 56 | | 0 | |
| | | 116,796 | | 99,874 |
| <u>Net Surplus / (Deficit)</u> | | <u>(6,789)</u> | | <u>12,386</u> |

Bank Reconciliation

| | | |
|--|---------------|----------------|
| Barclays Current Account @ Start of Year | 56,667 | 49,436 |
| Barclays Savings Account @ Start of Year | 45,917 | 40,763 |
| Petty Cash Account @ Start of Year | 204 | 202 |
| Surplus / (Defecit) for the Year | (6,789) | 12,386 |
| | <u>95,999</u> | <u>102,788</u> |
| | | |
| Barclays Current Account @ End of Year | 45,018 | 56,667 |
| Barclays Savings Account @ End of Year | 50,930 | 45,917 |
| Petty Cash Account @ End of Year | 51 | 204 |
| | <u>95,999</u> | <u>102,788</u> |