

## AGM Managers report September 2023

### Occupancy –

We started in September 2022 with 15 children in Coral room on role and 18 in Ocean room.

We ended in July 2023 with 14 children in Coral room on role and 29 children in Ocean room.

We had 2 children on role that received SENDIF+ which enabled us to employ a one to one support each for them.

From July 2023 we were also awarded SENDIF+ for 2 more children who had not long turned 3 years old to enable us to support them with one to one support.

### Staffing –

This year we were very pleased to promote Karen Smith with the committees backing to joint manager alongside myself. This was in recognition of Karen's hard work and commitment to the preschool during the time I was working on reduced hours due to my medical treatment for breast cancer. This then opened up the opportunity for us to internally advertise for the position of deputy manager. 3 staff applied for the position in which Megan Stewart was successful. All staff did incredibly well in their interviews and were given positive feedback from the process.

We also recruited Abi Conely who was an apprentice here previously as she expressed interest in rejoining as bank staff. After an internal advert to all temporary/bank staff, Abi was successful in obtaining the role as a one to one for the next school year.

Sarah Martin who started with us as a one to one is going to continue in this role with another child as the child she supported went to school.

After Jennie Howard's maternity leave and she decided not to return to the setting.

### Training –

Karen Smith and Megan Stewart successfully completed their level 2 SEN accreditation and collected their certificates at a ceremony at the Guild Hall in Portsmouth.

Megan Stewart and Liz Wylie passed their advanced safeguarding training and became safeguarding officers for the setting alongside the management team. We supported Rhiannon as chairperson to do her level 2 in childcare which she has now passed and is a qualified practitioner.

All staff continued with their CPD training through the Flexabee company but we are going to switch to NoodleNow as the courses are more aimed towards early years and the package is cheaper!

### Events –

This school year saw the return of our stay and play sessions and parents evenings. The feedback from both staff and parents was very positive so we will plan more for the upcoming year.

We also had a visit from zoolab and participated in the incredible egg hatching scheme.

We have also set up a link with a local care home and have taken small groups of children to visit on a regular basis to participate in arts and crafts with the residents which has been enjoyed by young and old! This will continue into the next school year.

Fundraising –

We have continued to have our regular raffles which are always popular and the table top/Christmas fayre was very easy to run and organise. We had a brilliant turn out and raised some money for the preschool. We would love to do this again this year.

### **Treasurers Report**

**2022/2023**

Financially, this school year has been quite challenging

In the 22/23 school year we had a deficit of £7k compared to £10k surplus last year however the year ended with a healthy bank balance of £17k.

The staff have worked extremely hard to ensure they were careful when purchasing resources throughout the year, carrying out fundraising activities and making essential savings whilst still maintaining the high standard of care the children/parents are used to however increasing staffing costs in line with living wages has put pressure on the cash flow. The management team are working hard to ensure rosters are appropriate to ensure children are safe and receiving excellent care whilst at the pre school but at the same time adjusting staff hours where possible to reduce outgoings. Fees are increased at the lowest level possible and NEG is only ever paid with minimum (if any) increases each year which puts a lot of pressure on.

The forecast for next year is extremely positive with high child numbers predicted.

## Little Spinnakers Pre-school

### Income/Expenditure Statement for the period 1/8/2022-31/8/2023

<b>Income</b>	<b>£</b>
Portsmouth City Council (NEG funding)	68,565
Fees	81,502
Fundraising	238
<b>Total Income</b>	<b><u>150,305</u></b>

### Expenditure

Staff Wages	124,520
Pension	1,099
Rent	18,657
Insurance/Fees	1,141
Waste	121
Equipment/Educational Materials	5,587
Training	1,408
Phone/Internet	1,326
Accountants fees	2,896
School trips/Visitors	275
PRS	118
Uniforms	252
<b>Total Expenditure</b>	<b><u>157,401</u></b>

<b>Net Deficit</b>	<b><u>- 7,096</u></b>
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Bank balance 01/09/22	24,822
Bank balance 31/08/23	17,726
<b>Net Surplus</b>	<b>- 7,096</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Little Spinnakers Pre School

**On accounts for the year  
ended**

31/8/2022

**Charity no  
(if any)**

1028045

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:**

**Date:** 30/05/2024

**Name:**

LOUISE ETHERINGTON ACMA CGMA

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

CIMA QUALIFIED (ACMA CGMA)

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