

Snettisham Bobtails Pre-School

Annual Report

To 31st August 2020

Signed on behalf of the Trustees by:

D. Rodrigues

Danielle Rodrigues, Chairperson

Date 20-4-21

The Committee presents this report with the financial statements of the Pre-School for the year ending 31st August 2020.

Incorporation and Constitution

Snettisham Bobtails Pre-School is a registered charity (No 1029400). The Pre-school's current constitution was formally adopted from the Pre-school learning Alliance module 2011 and is dated 24/09/2014.

Principle Activity and object of the Charity

The Principle activity and object of the charity, in the period under review, was to advance the education of the children below the compulsory school age. Sessions run for 3 hours in the morning and the afternoons, term time, where qualified and friendly staff provide stimulating and creative play, which takes place in a fun and secure environment. We look upon the pre-school as the first stepping-stone to school and school life.

Benefits to the Community

Snettisham Bobtails Pre-School has been education and benefitting the community of Snettisham for the last 40 years and registered with Ofsted in 1992 – receiving a GOOD rating again in our latest inspection – December 2019. We welcome children in the local community from every background.

Our work with children from 2 years to school age means we help children learn and develop important social skills such as turn taking, staying safe, communication and language development, teamwork and conflict resolution. All these skills enable our children to be a responsible member of their local community.

Our work means we work closely with the village primary school, Hunstanton Peer Support Group. This work is of benefit to our children to prepare them for starting school by visiting the reception class within the Snettisham Primary School.

The work we do with the children in our care is of great benefit to the wider community as our staff are a source of information and expert knowledge on many aspects of childcare and we impart this knowledge to our families.

Chairpersons report – Danielle Rodrigues

At the beginning of September 2019, we again had 24 children with us, which increased in January to 27. In that term just before Christmas (10th December 2019) we had our Ofsted visit in which we regained our Good rating – well done to everyone involved.

This year has been a year like no other with the Covid-19 Pandemic dominating our lives from March 2020 to the present day. The pre-school closed as did all other schools on 20th March to all children except key worker and vulnerable children which we had only 2. After the parents decided to keep those children at home we closed completely on Tuesday 24th March and did not reopen until 1st June for a small number of children 2 days a week. We

increased our opening times at the end of June for the last 3 weeks of term. Whilst the children were at home the staff set up a Facebook page to communicate with the children and their parents. Activities were posted on the page and items were delivered to the children's homes to help parents. This was a very difficult time for all. In the midst of this Emily was leaving at the beginning of this time for a new position near to her home and we recruited Kirsty to replace her. Due to unforeseen circumstances Emily was unable to start her new position so she re-joined Bobtails for 2 days a week. We were set to have 20 children on our return in September 2020 even though new parents were unable to come and view the setting due to COVID restrictions.

Treasurer's Report – Eunice Denton

The treasurer's role is undertaken as part of the administrative work and presented to committee at each meeting for approval. The yearly accounts are attached to this AR.

The bank account balances at end of August 2020 were £16,966.54 and £7,239.62

Children numbers were good again this year with 24 children starting in the September 2019 term, with an even split of 2-year-olds and 3-4-year-olds. Numbers increased in January to 27. Then at Easter numbers increased to 28 but unfortunately, we were unable to stay open due to COVID restrictions. Even though we were closed, NCC continued to pay funding so that we did not have to furlough all staff whilst we were closed.

Fundraising Report

Our pre-school is run by a management committee made up of parent volunteers. This is another way in which we benefit the community as we provide our parents with the opportunity to contribute to the development and running of our pre-school through this voluntary work. An important aspect of the committee's work is in fundraising for the pre-school but again due to COVID restrictions we had been unable to fundraise through the whole year.

Christmas cards	£67.50
West Norfolk Wins lotto	£394.50

Trustees

Trustees for the Charity are elected each year at the Annual General Meeting and are known as 'the Committee'. Candidates are proposed and seconded by the AGM attendees: election is by a show of hands. Trustees for the year 2018/19 were:

All trustees became effective following the AGM dated 27th February 2020 – all trustees were re-elected for another year.

Danielle Rodrigues	Chairperson
Ria Soden	Secretary
Louise Szewczuk-Tetther, Hannah Bateson	Committee Members
Cheryl Rumens	Vice Chair
Rebecca Chilvers	Treasurer

Staff

Staff employed by the Charity during the past year are detailed below:

Andrea Bolderstone	Supervisor, Practitioner (level 3)
Angela Giles	Supervisor, Practitioner (Level 3)
Emily Pooley	Practitioner (Level 5) left Mid-March 2020, re-joined end of March 2020
Lucy Payne	Practitioner (Level 3)
Kirsty Skoyles	Practitioner (Level 2) joined mid-March 2020
Eunice Denton	Administration

Improvements/Business Plan for 2020/21

- Ensure financial stability for the Pre-School in uncertain times due to COVID-19 Pandemic
- Continue to improve on the management committee by enrolling new active members.
- Continue the good relationship with the Snettisham School and the Academy.
- Improve Pre-school resources we provide for the children, their families and the community.
- To build on relationships with parents and their involvement in their children's learning and development.

Unaudited Financial Statements

The unaudited financial statements for the year ending 31st August 2020 form part of this report and are attached to the end of it.

The funds held by Snettisham Bobtails Pre-School fall into two accounts:

Unrestricted Funds: to cover staff wages, rent, supplies which the Pre-School could not operate without. Income levels vary during the year, but expenditure levels remain relatively constant throughout.

Designated Funds: This fund is set up in case of redundancy, rent increases and unforeseen circumstances. Funds have been taken from the unrestricted funds if and when surplus has been available. This fund was set up on the recommendation of the Norfolk County Council.

Profit and loss account for the year (Sept 2019 - end of August 2020) ending 31 August 2020

Income

Vouchers	49,698.63
Fees	3,674.30
Lunch club	203.50
Fundraising	462.00
Milk	48.19
Photos	0
Uniform	49.00
Other (furlough, rent refund, training reimbursement)	1,874.20

Total £56,009.82

Expenditure

Wages	44,870.38
Rent	3,720.00
Insurance/Memberships	458.81
Photos	0
Stationary/Art	1,327.98
PAYE/Accounting fees	108.59
Books	87.85
Fundraising	0
Equipment	871.71
Advertising	0
Cleaning	752.47
Transfers	2,000.00
Outings/Trips	0
Uniform	92.70
Petty Cash	1,025.00
Training	645.80
Quality Funding Grant	0
Other (DBS checks, EYPP items for leavers, fee refunds)	512.10

Total £59,394.91

Profit / loss £3,285.11

Signed: [Signature] - Director (Giles) Nov 2020
 [Signature] - Treasurer Nov 2020

EXPENSES September 2019- August 2020

	Wages	Rent	Insurance /memberships	Photos	Stationery/ Art	PAYE Account ^{ing} fees	Books	Uniform	Outings	Fundraising	Traveling
September	£ 3,464.11		£ 81.00		£ 276.54			£ 92.70			£ 80.00
October	£ 3,549.12	£ 1,740.00			£ 17.99		£ 33.60				£ 25.00
November	£ 3,495.79				£ 7.98						
December	£ 3,509.34				£ 331.98						£ 80.00
January	£ 3,478.90		£ 5.00		£ 182.98		£ 23.77				
February	£ 3,487.03	£ 1,425.00	£ 257.93								
March	£ 3,564.73		£ 35.00								
April	£ 4,199.94				£ 17.99	£ 108.59					
May	£ 4,114.01		£ 5.00		£ 259.26						
June	£ 3,975.33	£ 180.00	£ 74.88		£ 35.72						£ 450.80
July	£ 4,056.75				£ 145.91		£ 30.48				
August	£ 3,975.33	£ 375.00			£ 51.63						
Total	£ 44,870.38	£ 3,720.00	£ 458.81	£ -	£ 1,327.98	£ 108.59	£ 87.85	£ 92.70	£ -	£ -	£ 645.80

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Equipment	Advertising	Cleaning	Quality Funding Grant	deposit account transfers	other	Petty cash	Totals						
£ 244.46					£ 44.00	£ 100.00	£ 3,769.11		New DBS Check ED				
£ 3,936.30						£ 100.00	£ 6,002.82						
£ 44.65						£ 140.00	£ 7,638.68		computer equipment £2355.45				
£ 47.50							£ 3,561.98						
						£ 100.00	£ 4,049.38						
						£ 50.00	£ 5,426.71						
				£ 2,000.00	£ 47.80		£ 5,647.53		New DBS on account KS				
£ 425.31					£ 149.80		£ 4,901.63		KS DBS and computer fm				
		£ 13.44				£ 60.00	£ 4,378.27						
		£ 154.80			£ 270.50	£ 50.00	£ 4,708.44		EYPP items for leavers and fees refund during COVID				
		£ 84.23				£ 30.00	£ 4,516.19						
£ 4,688.23	£	£ 252.47	£	£ 2,000.00	£ 512.10	£ 630.00	£ 59,394.91						

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Signed Chair of Committee D. Beckwith 2014-21

Signed bookkeeper E. Denton 2014/21

Income September 2019 - August 2020

	Vouchers	Fees	Snatches	Fundraising	Milk	Photos	Uniform	Other	Quality Grant	Totals	fund events	
September	£ 3,465.55	£ 206.80	£ .	£ 22.00	£ .	£ .	£ .	£ .	£ .	£ 3,675.35		
October	£ 3,266.00	£ 745.10	£ .	£ 27.50	£ .	£ .	£ 15.00	£ .	£ .	£ 4,055.70		
November	£ 3,267.00	£ 365.60	£ .	£ 34.00	£ .	£ .	£ .	£ .	£ .	£ 3,687.60		
December	£ 5,634.62	£ 804.00	£ .	£ 34.00	£ .	£ .	£ .	£ .	£ .	£ 6,472.62		
January	£ 5,695.00	£ 383.70	£ .	£ 101.50	£ .	£ .	£ .	£ .	£ .	£ 6,258.20		
February	£ 5,349.00	£ 348.30	£ 89.00	£ 45.00	£ .	£ .	£ 16.00	£ .	£ .	£ 5,847.80		
March	£ 3,902.80	£ 200.70	£ .	£ 31.00	£ 48.19	£ .	£ 18.00	£ .	£ .	£ 4,200.39		
April	£ 9,304.97	£ .	£ .	£ 37.50	£ .	£ .	£ .	£ 616.10	£ .	£ 10,157.97		Furlough payment for EP
May	£ 2,299.00	£ 129.90	£ 31.00	£ 39.00	£ .	£ .	£ .	£ 616.10	£ .	£ 3,049.00		Furlough payment for EP
June	£ 2,299.00	£ .	£ .	£ 30.00	£ .	£ .	£ .	£ 210.00	£ .	£ 2,479.00		rent refund
July	£ 2,299.00	£ 409.60	£ 15.00	£ 37.50	£ .	£ .	£ .	£ .	£ .	£ 2,701.10		
August	£ 2,914.59	£ 89.00	£ 13.50	£ 29.00	£ .	£ .	£ .	£ 492.00	£ .	£ 3,425.09		residual reimbursement from NCC
Total	£ 49,898.63	£ 3,674.30	£ 203.50	£ 462.00	£ 48.19	£ .	£ 49.00	£ 1,974.20	£ .	£ 56,009.82		

completed
 signed D. Roanney
 Chair of Committee 2014-21
 signed bookkeeper E. Jordan 2014/21