



## **Trustees' Annual Report for the period**

**From SEPTEMBER 2019 TO AUGUST 2020**

**Charity name: WITHYCOMBE RALEIGH PRESCHOOL**

**Charity registration number: 1029973**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Withycombe Raleigh Preschool offers care and education for children below school age and from the age of two. We are a happy, thriving preschool celebrating over 50 years of education. We pride ourselves on our dedicated team of experienced staff and our friendly approach. Our aim is to ensure each child has a happy and enjoyable time in our safe and stimulating environment. Ofsted graded 'Good'

### **Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During the academic year 2019/20 the preschool employed six staff members and served around 28 families. Numbers of children remaining in Autumn 2019 were lower than usual, although there was an increase in two year funded children, and families using the extended entitlement. The Preschool actually closed for only one week following the Easter holiday lockdown, and then reopened to 3 keyworker children for three days a week. From 1 <sup>st</sup> June when guidance allowed reopening in 'bubbles', we were delighted to welcome back a high number of families and were able to ensure those transitioning to school were well prepared. We were pleased with parental engagement throughout lockdown via Tapestry and phone calls and enjoyed the challenge of this new way of learning.

## CHAIR'S REVIEW OF THE YEAR

It's definitely been an interesting first year as Chair of Withycombe Preschool and a year none of us will forget!

I was voted in as chair on 15th October 2019, joined by Hannah Walter as secretary and Michelle Marles as treasurer.

We held a very successful Christmas fair on the 23rd November, making a profit of £559.06. We received positive feedback from people who attended and the stall holders who joined us, some of which asked to attend the next year as well.

We also held a craft stall at Withycombe Raleigh Primary School during their Christmas fair as a chance to promote the preschool. We originally paid £10, however this was returned to us, so no cost was incurred for this advertising, which we were very grateful for. A new shutter was purchased this year for the outside space, along with some new balance bikes and helmets, funded on the most part by the money raised from our events.

In February we held a quiz night for parents and friends of the preschool. It was a quiet evening but everyone who attended enjoyed it and we ended on a profit of £83.60.

We made plans for future events including a coffee morning, 2nd clothes sale and the annual fairy trail, unfortunately these events were unable to go ahead due to the Covid-19 pandemic.

The pandemic saw preschool close its doors on the 20th March. From 14<sup>th</sup> April preschool opened for vulnerable children and children of keyworkers only, three days a week. Staff remained on full pay during this time as the preschool still received funding whilst closed.

The staff worked on a rotating 2 weekly basis, Alison and Janet worked throughout.

The preschool was able to reopen to all families on Monday 1st June. A comprehensive risk assessment was completed working safely in 'bubbles', with the school leavers doing 3 full days and the younger children doing 1 and 1/2 days. School leaver children were not charged for the 3 hours on top of funding as the preschool had received funding for the 7 weeks of closure so this felt fair. All but one of our school leaver bubble attended regularly for these 7 weeks, giving them an excellent opportunity to be well prepared for the transition to school. From the younger group we had 8 of 15 attending, many of these children had younger baby siblings and parents not working and therefore did not feel the need to attend.

Staff were awarded a small bonus in June as a thank you for working through the pandemic.

The academic year ended with a lovely socially distanced ceremony for the leaver children and was an emotional day for parents and staff. It was lovely to be able to give them a send off after the crazy year they all had. All agreed that Holidayclub could not run successfully this year due to the restrictions and lack of demand.

I would like to thank the staff for their hard work and dedication during the last year and also a thank you to Hannah, Michelle, Katie and Ellie for their work and commitment to the committee.

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Covid-19 closure affected income significantly during the usually busy Summer term. A loss of £9800 resulted for this financial year. Increased wage bill due to increase in NLW, rent increase, additional PPE/cleaning/paper towels, reduced fundraising and low Autumn term
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		numbers were all factors contributing to this. However, the preschool is able to bear this loss through the previous three years profit and continued to employ all staff on usual hours and pay throughout lockdown.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves Policy reviewed and agreed</b> We aim to hold sufficient financial reserves to sustain the preschool if our income falls below expected levels. Our intention would be to continue functioning as a preschool if at all possible and cover the payment of staff redundancies in the unlikely event that the preschool had to close.
Amount of reserves held	Para 1.22	<b>Preschool continues to hold sufficient funds to cover staff redundancy payments (calculations adjusted annually) and 3 months running costs</b> Discussed and reviewed in detail at AGM
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Many uncertainties in current climate but all guidance showing that education will be kept open, even if it is only to keyworker children during a local lockdown. For consideration in coming 12 months: <ul style="list-style-type: none"> <li>• New ways to fundraise</li> <li>• National living wage increase April 2021?</li> <li>• Further closure due to Covid-19</li> <li>• Costs of wages if covering absence due to self-isolation or cases within the setting</li> <li>• Increased costs to cleaning and hygiene products</li> <li>• A predicted fall in numbers on roll in Exmouth learning community</li> </ul>

## Structure, Governance and Management

Type of governing document	Para 1.25	<b>EARLY YEARS ALLIANCE CONSTITUTION 2011</b>
How is the charity constituted?	Para 1.25	<b>UNINCORPORATED</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>All parents (or members) are invited to stand for election to committee at our AGM annually in October</b>

## Reference and Administrative details

Charity name	WITHYCOMBE RALEIGH PLAYGROUP
Known as	WITHYCOMBE RALEIGH PRESCHOOL

Registered charity number	1029973
Charity's principal address	Parish Church Hall Withycombe Village Road Exmouth EX8 3AE
Email	<a href="mailto:withycomberaleighplaygroup@gmail.com">withycomberaleighplaygroup@gmail.com</a>

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Elected at AGM Oct 2019 – Oct 2020</b>
1	Michaela Taylor	Chair	Re-elected at AGM Oct 20
2	Hannah Walter	Secretary/Safeguarding	Re-elected at AGM Oct 20
3	Michelle Marles	Treasurer	Re-elected at AGM Oct 20
4	Ellie Gaylor		Stood down at AGM Oct 20
5	Katie Smith		Stood down at AGM Oct 20
6	Janet Hemmins	Manager	Re-elected at AGM Oct 20
7	Alison Cooper	Deputy	Re-elected at AGM Oct 20
8			

**Declarations**

**The trustees declare that they have approved the trustees’ report above.**

**Signed on behalf of the charity’s trustees**

<b>Signature(s)</b>	(Signed copies in file)	
<b>Full name(s)</b>	MICHAELA TAYLOR	JANET HEMMINS
<b>Position (eg Secretary, Chair, etc)</b>	CHAIR	
<b>Date</b>	15/10/2020	

WITHYCOMBE RALEIGH PRESCHOOL - SUMMARY OF INCOME AND EXPENDITURE 2019/20

**Profit and Loss Account**

Funding	56902.4	
Fees	6977.1	
Other	<u>1264.94</u>	
		65144.4

<u>Expenses</u>		
Wages & HMRC	59013.9	
Rent	7874	
Other	<u>8057.13</u>	
		74945

Profit/Loss:		<u><u>9800.59</u></u>
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### 3 Term Budget Forecast & Monitoring Form

	<b>AUTUMN</b>	<b>SPRING</b>	<b>SUMMER</b>	<b>Annual total</b>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	
<b>RECEIPTS</b>				
EYE FUNDING 3yrs+ £4.08 per hour	£13,491.27	£14,016.94	£16,704.84	£44,213.05
2 YEAR OLD FUNDING £4.90 p/h	£3,008.60	£3,611.30	£3,311.70	£9,931.60
SEN/INCLUSION FUNDING	£687.30	£841.35	£0.00	£1,528.65
PUPIL PREMIUM 53p p/h	£456.33	£375.24	£397.50	£1,229.07
INVOICED FEES £4.50 p/h	£3,131.50	£2,872.60	£973.00	£6,977.10
DAF (disability allowance funding)	£0.00	£0.00	£0.00	£0.00
fruit donations	£0.00	£219.00	£145.00	£364.00
GRANTS AND DONATIONS	£0.00	£0.00	£0.00	£0.00
BANK INTEREST	£10.90	£5.99	£6.06	£22.95
OTHER DCC	£0.00	£15.68	£0.00	£15.68
FUNDRAISING	£682.87	£92.00	£87.44	£862.31
<b>TOTAL RECEIPTS</b>	<b>£21,468.77</b>	<b>£22,050.10</b>	<b>£21,625.54</b>	<b>£65,144.41</b>
	<b>AUTUMN</b>	<b>SPRING</b>	<b>SUMMER</b>	<b>Annual total</b>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	
<b>PAYMENTS</b>				
PAYROLL Wages, PAYE, Pension	£19,079.49	£9,856.52	£30,077.90	£59,013.91
OFFICE ink stat phone	£1,129.74	£281.39	£161.08	£1,572.21
EQUIPMENT/MATERIALS	£405.38	£232.95	£467.79	£1,106.12
PROFESSIONAL FEES - payroll, bookkeeper	£258.68	£0.00	£1,121.61	£1,380.29
RENT @ £6.50 per hour x 32 hours week	£2,591.50	£2,954.00	£2,328.50	£7,874.00
PROMOTIONAL staff uniform/bookbags etc	£454.40	£0.00	£41.98	£496.38
CONSUMABLES (snacks)	£280.91	£149.37	£50.60	£480.88
CONSUMABLES (cleaning)	£204.65	£101.07	£392.12	£697.84
CONSUMABLES (other)	£0.00	£0.00	£0.00	£0.00
INSURANCE & MEMBERSHIP	£0.00	£0.00	£0.00	£0.00
TRAINING	£252.90	£20.70	£0.00	£273.60
bank charges	£20.00	£15.00	£25.00	£60.00
OTHER	£74.99	£1,150.00	£587.00	£1,811.99
FUNDRAISING COSTS	£177.81	£0.00	£0.00	£177.81
<b>TOTAL PAYMENTS</b>	<b>£24,930.45</b>	<b>£14,761.00</b>	<b>£35,253.58</b>	<b>£74,945.03</b>
<b>SURPLUS/DEFICIT</b>	<b>-£3,461.68</b>	<b>£7,289.10</b>	<b>-£13,628.04</b>	<b>-£9,800.62</b>
Redundancy (CAF Gold Account)	£16,042.00			
bank balance	19670			
	£35,712.00			
<b>Contingency</b>				
Redundancy (reviewed Oct 2020)	19000			
3 months running expenses	18200			
excess funds:	-1488			
<b>[Needs to be zero, if not check tabs as error]</b>				

WITHYCOMBE RALEIGH PRESCHOOL - Summary of Income and Expenditure 2019/20

Treasurer's Report for period ended 31st August 2020

**Overall Observations:**

Year ending 31st August:	2020	2019	2018	2017
Income for the year	65144	85455	83544	66614
Expenditure for the year	74945	81065	76321	65756
Profit/Loss for the year	9800	4390	7223	858

Covid-19 impact:

It is clear to see that our income has been dramatically affected by the pandemic closure.

5 children were due to start in Summer and postponed.

7 weeks of closure or part opening to keyworker children only.

staff on full usual wage (as agreed by committee in March)

many families would have increased hours for the summer term, or applied for 30-hour funding

No fundraising took place from March onwards

cleaning products/paper towels/soap/PPE increase in expenditure

Rent was reduced during the closure but is paid a term in arrears so we will see the benefit Autumn 2020

Higher loss than is usual in Autumn term due to lower numbers on roll

Increase to national living wage 1st April

Funding income also increase slightly from 1st April £4.08 to £4.10 for 3 and 4 year olds and £4.90 to £4.98 for 2 yr olds

Rent increased from £6.50 to £7 from January

Significant purchases made: laptopsx2, Canopy shutter and balance bikes £ 2666

A healthy profit from the past 3 years has ensured that this years loss still covers contingency funding

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Exmouth,  
Devon. EX8 3HL

mark.gayler@btinternet.com

25 January 2021

Withycombe Raleigh Pre-school,  
Parish Church Hall,  
Withycombe Village Road,  
Exmouth,  
Devon. EX8 3AE

**Accounts for the year ended 31 August 2020**

I can confirm that I have checked the prepared accounts for Withycombe Raleigh Pre-school for the year to 31 August 2020, and they appear to be accurate and correct.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'M. Gayler', followed by a long horizontal flourish.

Mark Gayler ACMA CGMA  
CIMA Membership No. 1-J2HUD

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25 January 2021

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