



Trustees' Annual Report for the period

From SEPTEMBER 2020 TO AUGUST 2021

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' 2019.

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	<p>During the academic year 2020/21 the preschool employed six staff members and served around 35 families.</p> <p>The Preschool continued to open safely throughout the lockdowns, despite the challenges of self isolation, furloughed staff, and 'one setting' guidance reducing our numbers. We were particularly careful to ensure everyone (staff and parents) were kept fully informed if they were not attending Preschool on a regular basis, Tapestry made this very easy. We also checked in with a phonecall to our families not attending.</p> <p>We were aware that our parents were not able to get to know each other throughout this year and were missing out on that network and support and so came up with different ideas to ensure parents were able to meet up for play dates in the park etc. Staff training and network meetings continued virtually, which we have all found saves time and money!</p>

CHAIR'S REVIEW OF THE YEAR

This year was my second as chair and another strange year for us all. I was re-elected Chair on 2nd October 2020, joined by Julie Morris as secretary and Michelle Marles as treasurer. Between various lockdowns and constantly changing procedures it's been difficult to run a somewhat 'normal' year.

Unfortunately, due to various restrictions, we were unable to do much fundraising over the course of the year. We did however, have an October half term 'treasure hunt' which brought in £230! Unable to do our usual Christmas fair, we held a Christmas raffle throughout December choosing to sell tickets via families of the preschool and taking online payments, making a profit of £310. We also held a bag2school which raised £36. We were fortunate to have been the only hall users for the majority of the year due to Covid restrictions, which has been helpful to be able to leave the hall set up. A new notice board has been installed at the entrance to the building, courtesy of the church and this was very welcomed. The Church Committee have also installed new doors and re-sanded the floor, so the upkeep of the hall has continued throughout. We were able to welcome our church friends to share harvest and easter celebrations outside in the garden. Our Christmas Nativity went ahead in the hall, shared with families via Tapestry.

The pandemic saw another lockdown commence in January and although preschool settings were permitted to stay open, we did feel the effects of this with some children choosing to stay off with their siblings or attend other settings full time to comply with the 'one setting' guidance. These effects are evident in our drop in income for the term. We also had a very reduced staffing of 3, with 2 staff on furlough (home schooling their own children) and 1 staff member working at her other workplace. It was a challenge to remain gelled as a staff team during this term, one which we overcame with regular communication before everyone returned after Easter.

The preschool made an overall loss of £7378 which is very unfortunate but understandable given the circumstances of the year and we hope this next year will be better for us.

The academic year ended with a lovely outdoor ceremony for the leaver children and was an emotional day for parents and staff alike.

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 and Julie for their work and commitment to the committee during the past year.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	For the second year running the preschool has made a significant loss of £7378. The three years prior to this, the Preschool made a good profit which has carried through these past two years of Covid. Rent and NLW both increased during this time, whilst our numbers on roll have decreased.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves Policy reviewed and agreed 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	Preschool continues to hold sufficient funds to cover staff redundancy payments (calculations adjusted annually) and 3 months running costs

		Discussed in detail at AGM
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	For consideration in coming 12 months: <ul style="list-style-type: none"> • Fundraising and accessing any Grants that may be available • National living wage increase April 2022 • A predicted fall in numbers on roll in Exmouth learning community • Marketing our Preschool

Structure, Governance and Management

Type of governing document	Para 1.25	EARLY YEARS ALLIANCE CONSTITUTION 2011
How is the charity constituted?	Para 1.25	UNINCORPORATED
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	All parents (or members) are invited to stand for election to committee at our AGM annually in October

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	withycomberaleighplaygroup@gmail.com

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Elected at AGM Oct 2020-Oct 2021
1	Michaela Taylor	Chair	Re-elected at AGM Oct 21
2	Hannah Walter	Safeguarding	Re-elected at AGM Oct 21
3	Michelle Marles	Treasurer	Re-elected at AGM Oct 21
4	Janet Hemmins	Manager	Re-elected at AGM Oct 21
5	Alison Cooper	Deputy	Re-elected at AGM Oct 21
	Julie Morris	Secretary	Stood down at meeting July 21

Profit and Loss Account

Funding	59635	
Fees	6407.17	
Other	<u>794.8</u>	
		£
		66,836.97

Expenses

Wages & HMRC	62900.46	
Rent	6702.5	
Other	<u>4612.57</u>	
		£74,215.53

Profit/Loss:	<u><u>£7,378.56</u></u>
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Current account balance at 1/09/2020	£19,670.13
Gold account balance at 1/09/2020	<u>£16,042.00</u>
	£35,712.13
PLUS Income	£66,836.57
LESS expenditure	£74,215.53
	<u>£28,333.17</u>
Current account balance at 01/09/2021	£12,289.57
Gold Account balance at 01/09/2021	<u>£16,043.60</u>
	<u>£28,333.17</u>
PROFIT/LOSS:	£7,378.96

WITHYCOMBE RALEIGH PRESCHOOL ACCOUNTS SUMMARY 2020/2021				
	AUTUMN	SPRING	SUMMER	#REF!
	Actual	Actual	Actual	
RECEIPTS				
EYE FUNDING 3yrs+ £4.10 per hour	£17,976.36	£17,345.33	£24,313.31	£59,635.00
2 YEAR OLD FUNDING £4.96 p/h	£0.00	£0.00	£0.00	£0.00
SEN/INCLUSION FUNDING	£0.00	£0.00	£0.00	£0.00
PUPIL PREMIUM 53p p/h	£0.00	£0.00	£0.00	£0.00
INVOICED FEES £5 p/h	£3,119.27	£350.00	£2,937.90	£6,407.17
DAF (disability allowance funding)	£0.00	£0.00	£0.00	£0.00
fruit donations	£41.00	£40.00	£90.00	£171.00
GRANTS AND DONATIONS	£0.00	£22.00	£0.00	£22.00
BANK INTEREST	£0.80	£0.40	£0.40	£2.00
OTHER DCC	£0.00	£0.00	£100.80	£100.80
FUNDRAISING	£144.00	£355.00	£0.00	£499.00
TOTAL RECEIPTS	£21,281.43	£18,112.73	£27,442.41	£66,836.97
	AUTUMN	SPRING	SUMMER	
	Actual	Actual	Actual	
PAYMENTS				
PAYROLL Wages, PAYE, Pension	£20,484.78	£15,895.29	£26,520.39	£62,900.46
OFFICE ink stat phone internet	£373.11	£72.99	£150.90	£597.00
EQUIPMENT/MATERIALS	£276.13	£116.06	£318.65	£710.84
PROFESSIONAL FEES - payroll, bookkeeper	£50.00	£121.20	£699.60	£870.80
RENT @ £7 per hour x 32 hours week	£1,878.00	£2,934.50	£1,890.00	£6,702.50
PROMOTIONAL staff uniform/bookbags etc	£0.00	£0.00	£0.00	£0.00
CONSUMABLES (snacks)	£95.99	£122.71	£117.96	£336.66
CONSUMABLES (cleaning)	£271.15	£224.78	£467.26	£963.19
CONSUMABLES (other)	£0.00	£0.00	£67.35	£67.35
INSURANCE & MEMBERSHIP inc Ofsted	£0.00	£0.00	£732.55	£732.55
TRAINING	£35.00	£0.00	£70.60	£105.60
bank charges (£5 pm)	£20.00	£24.00	£40.00	£84.00
OTHER	£74.10	£0.00	£24.48	£98.58
FUNDRAISING COSTS	£46.00	£0.00	£0.00	£46.00
TOTAL PAYMENTS	£23,604.26	£19,511.53	£31,099.74	£74,215.53
SURPLUS/DEFICIT	-£2,322.83	-£1,398.80	-£3,657.33	-£7,378.56