



Trustees' Annual Report for the period

From SEPTEMBER 2021 TO AUGUST 2022

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 | The Preschool served 21 families in September 2021, increasing to 31 by the Spring term 2022. The preschool has 5 x two year funded children, 3 x pupil premium children, 7 children using the extended 30 hour entitlement and 4 children share funding with other settings and childminders. The Preschool prides itself on the support and advice for children with additional needs. |

CHAIR'S REVIEW OF THE YEAR

Chair Report – for the academic year September 2021 to August 2022 (M Murrin)

This year was my third year as chair, having been re-elected in October 2021.

The Autumn term started as us usual, with lower number on roll, but the new enquiries weren't anything like the usual numbers.

SA kindly offered to volunteer as marketing lead, and created an Instagram page to raise the preschools' profile.

We were disappointed to not have welcomed any new committee members again at this AGM but were hopeful that this would change with restrictions lifting and people feeling like

socialising again. We discussed many ways to encourage parents and families to get to know each other and be more involved in the preschool for the succession planning of our committee.

We had a fun afternoon's 'pumpkin party' on the last Friday before half term, and invited parents and younger siblings to join us, raising £95 from donations.

Whilst we didn't hold our annual Christmas Fair due to lack of available committee, we enjoyed a party day on 8th December and 'sold' handprint bags and decorations to parents for a donation. This raised £168!

Following the nativity on the last day of term, a raffle was drawn raising £254 and £53 in donations for tea/coffee. It was a lovely way to end the term.

Spring term 2022 – incurred a lot of expenditure as statutory staff training needed to take place. The staff term completed Paediatric first aid as a team together during the February half term for two days. A few staff needed to refresh their safeguarding and Prevent training and the staff team all enrolled on different online courses in specific areas of learning and spent a day sharing their knowledge.

Staff appraisals took place and targets were set for the coming year.

We held a Mother's day coffee morning which was not very well attended due to working parents. It was nice to see some of our childminders attend, who we share funding with.

Our committee meetings focussed on fundraising, and recruiting new committee members, introducing half termly coffee mornings at drop off to encourage parents to mingle.

We agreed to invoice for snack donations as voluntary donations are not covering the cost of providing fruit and a biscuit.

Our Easter open afternoon raised £37.16 in donations for refreshments and a raffle for a giant bunny. The Easter bunny made an appearance again!

Summer 2022 – The summer term began with a wonderful Jubilee party which was a really memorable day for our children. The church asked if the children would like to help to plant a jubilee tree and it turned into a whole jubilee garden with the children very much involved. Families enjoyed a cream tea at the end of the session whilst their children had a royal lunch in crowns and tiaras, raising £91.

Fathers day open morning in June saw 12 Dads and Grandads enjoying stories and play with all the children.

We ended the summer term with a lovely evening out on the Stuartline cruise boat, staff and committee together.

As usual, a big thank you to all the staff team.

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | Despite best efforts, the Preschool ended the year with a loss of £2429.76 Whilst the hourly funding rate increased this year, it did not really help with the increasing wage costs. We did a great job of fundraising this year, with a successful Christmas fair we raised around £1000 |
| 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 | Current Reserves Account: £16053.81 Redundancy calculations at Nov 22: £18,752.90 Shortfall: £2681* *Our current account will cover the balance of this as well as 3 months running costs but needs closely monitoring, particularly when wages increase again in April 23. Any new staff member will not be eligible for redundancy until 2 years of service |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <ul style="list-style-type: none"> • Uncertainty regarding increase to NLW in April 2023 – predictions are £10.32 (8.6% increase), this would increase our monthly wage bill by £368 a month, or an additional £1840 to our wage budget for this year. • Staffing – we have not yet been successful in recruiting an experienced and qualified replacement for our staff member who left in October and have another staff member on maternity leave from February 2023. To readvertise and consider an apprentice in addition. • Hall rent includes energy bills, however, their fixed rate contract ends in February 2023 – to be prepared for a rent increase to incorporate any energy increase • Challenges recruiting new committee members each year! |

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 Autumn Term |

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 2021 |
|---|-----------------|------------------------|--------------------------|
| 1 | Michaela Taylor | Chair | Re-elected at AGM Nov 22 |
| 2 | Hannah Walter | Secretary/Safeguarding | Re-elected at AGM Nov 22 |
| 3 | Michelle Marles | Treasurer | Re-elected at AGM Nov 22 |
| 4 | Sarah Atkin | | Stood down at AGM Nov 22 |
| 5 | | | |
| 6 | Janet Hemmins | Manager | Re-elected at AGM Nov 22 |
| 7 | Alison Cooper | Deputy | Re-elected at AGM Nov 22 |
| 8 | | | |

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|-------------------------------|---------------|
| Signature(s) | (Signed copies in file) | |
| Full name(s) | MICHAELA TAYLOR | JANET HEMMINS |
| Position (eg Secretary, Chair, etc) | CHAIR | |
| Date | 7 th November 2022 | |

PROFIT AND LOSS ACCOUNT

Income

| | | |
|---------|-----------|------------|
| Funding | 61,253.15 | |
| Fees | 3,496.75 | |
| Other | 1,575.70 | |
| | | £66,325.60 |

Expenses

| | | |
|--------------|-----------|------------|
| Wages & HMRC | 56,474.49 | |
| Rent | 8,255.00 | |
| Other | 4,025.87 | |
| | | £68,755.36 |

~~PROFIT~~/LOSS £ 2,429.76

| | |
|--------------------------------------|-------------------|
| Current account balance at 1/09/2021 | £16,043.60 |
| Gold Account balance at 1/09/2021 | <u>£12,289.57</u> |
| | £28,333.17 |

| | |
|------------------|-------------------|
| PLUS Income | £66,325.60 |
| LESS Expenditure | <u>£68,755.36</u> |
| | £25,903.41 |

LOSS £ 2,429.76

| | |
|--------------------------------------|-------------------|
| Current Account balance at 1/09/2022 | £ 9,849.60 |
| Gold Account balance at 1/09/2022 | <u>£16,053.81</u> |
| | £25,903.41 |

**WITHYCOMBE RALEIGH
PRESCHOOL ACCOUNTS
SUMMARY 2021/2022**

| | AUTUMN | SPRING | SUMMER | TOTAL |
|---|-------------------|-------------------|-------------------|-------------------|
| | <i>Actual</i> | <i>Actual</i> | <i>Actual</i> | |
| RECEIPTS | | | | |
| EYE FUNDING | £12,018.42 | £15,322.89 | £21,507.57 | £48,848.88 |
| 2 YEAR OLD FUNDING | £3,124.80 | £1,708.56 | £3,196.40 | £8,029.76 |
| SEN/INCLUSION FUNDING | £186.47 | £691.26 | £679.83 | £1,557.56 |
| EY PUPIL PREMIUM | £111.30 | £271.36 | £460.80 | £843.46 |
| INVOICED FEES | £1,859.25 | £870.00 | £767.50 | £3,496.75 |
| DEPRIVATION FUNDING | £389.24 | £148.22 | £861.03 | £1,398.49 |
| DONATIONS FOR SNACK | £150.00 | £70.00 | £147.50 | £367.50 |
| GRANTS AND DONATIONS | | | | |
| BANK INTEREST | £0.80 | £1.49 | £9.54 | £11.83 |
| OTHER DCC | £575.00 | | £0.00 | £575.00 |
| other | | | £129.79 | £129.79 |
| FUNDRAISING | £192.73 | £439.95 | £433.90 | £1,066.58 |
| TOTAL RECEIPTS | £18,608.01 | £19,523.73 | £28,193.86 | £66,325.60 |
| | | | | |
| | AUTUMN | SPRING | SUMMER | TOTAL |
| | <i>Actual</i> | <i>Actual</i> | <i>Actual</i> | |
| PAYMENTS | | | | |
| PAYROLL Wages/HMRC | £18,238.81 | £18,724.12 | £19,511.56 | £56,474.49 |
| OFFICE ink stat phone internet | £101.13 | £214.17 | £134.70 | £450.00 |
| EQUIPMENT/MATERIALS | £133.28 | £187.13 | £80.51 | £400.92 |
| PROFESSIONAL FEES - payroll, bookkeeper | £257.99 | £693.60 | £80.00 | £1,031.59 |
| RENT @ £7 per hour x 32 hours week | £2,710.50 | £2,909.00 | £2,635.50 | £8,255.00 |
| PROMOTIONAL staff uniform/bookbags etc | £0.00 | £0.00 | £19.18 | £19.18 |
| CONSUMABLES (snacks) | £83.59 | £116.10 | £184.22 | £383.91 |
| CONSUMABLES (cleaning) | £111.20 | £225.63 | £137.32 | £474.15 |
| CONSUMABLES (other) | £10.45 | £15.53 | £0.00 | £25.98 |
| INSURANCE & MEMBERSHIP inc Ofsted | £0.00 | £0.00 | £50.00 | £50.00 |
| TRAINING | £115.20 | £721.80 | £0.00 | £837.00 |
| bank charges (£5 pm) | £32.00 | £32.00 | £29.00 | £93.00 |
| OTHER | £24.30 | | £150.00 | £174.30 |
| FUNDRAISING COSTS | £85.84 | | | £85.84 |
| TOTAL PAYMENTS | £21,904.29 | £23,839.08 | £23,011.99 | £68,755.36 |
| | | | | |
| SURPLUS/DEFICIT | | | | £2,429.76 |

