



## Trustees' Annual Report for the period

From SEPTEMBER 2022 TO AUGUST 2023

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	Served 36 families in total this year, children ranging from 2 years, including 2 x two year funded, 5 Pupil Premium children, 13 children using 30 hour extended entitlement and 7 children sharing funding with another setting/childminder. We made referrals to other services and had three children receiving SEN funding during this year. See Chair's review below..

### CHAIR'S REVIEW OF THE YEAR

**Autumn term 2022** - We started the academic year in September 22 with 12 new children which is the most we have had start in one go. This was due to All Saints Preschool closing suddenly at the end of term in July, and they kindly sent 6 children to us. This was a huge boost to our predicted income, enabling us to make a profit in the Autumn term for the first time in many years. SK left us in October and we set out to recruit as RP was due to go on maternity leave also. Our early years Advisor, Nik Wills, visited on 7 Oct to do a general healthcheck which was useful. The voluntary donation for snack was increased to £20 per term, with only around 70% of families paying this. The children enjoyed participating in 'Acrotots' sessions for an hour each week, with no additional charge for this passed on to parents. We had two committee meetings and an AGM in Autumn term but, despite encouragement, were unable to recruit new members. We finished the year with

our usual Christmas party, Nativity day and also a really successful Christmas Fair on 26<sup>th</sup> November 11-3pm which raised just over £600 profit.

**Spring term 2023** – our number on roll is up to 33 children. We signed up to the ‘big brush’ toothbrushing scheme, staff members attended training and toothbrushing was introduced daily at preschool, which the children quickly embraced and enjoy. We promoted dental hygiene with our families and encouraged all families to sign up to local dentists. January 2023 saw a new staff member recruited (NW) prior to BP starting maternity leave in February. In addition, we agreed to take on an apprentice (RW) from a closing nursery to enable her to continue her Level 2 apprenticeship. We were selected by Devon County Council as a setting eligible to receive free books due to our number of disadvantaged children on roll and to celebrate book week in March we invited Grandparents in to read stories with the children – this wasn’t well attended unfortunately. The lovely church hall committee, who we have worked closely with since their election in 2009, resigned this term and this brought a lot of uncertainty around our relationship and agreement with the church. We had our church friends in to read stories regularly throughout the year, and enjoyed our wildflower garden planting with them. April saw the NLW pay increase by 9.7%, approx. £5000 increase to our annual pay costs. Rent increased by 50p an hour and the Early Years Alliance payroll service costs also increased. The term ended with a lovely Easter day, full of Easter crafts and games and an egg hunt and visit from the Easter bunny topped this off. Two committee meetings were held this term.

**Summer term 2023** - We were full to capacity on three out of 5 days this term, as children increased hours in preparation for starting school. The children enjoyed a great summer term with lots of outside learning. Acrotots continued to be employed for one hour a week, and we also welcomed ‘Kidslingo’ for a Spanish session. We had a fun time celebrating the Kings coronation with a special day full of crowns, jewels and flags.

The Committee’s focus however, was on forward planning, as 20 children moved on to school leaving a low number on roll for Autumn 23. A real drive to recruit new committee members prior to the next AGM remained a priority, with very little parent interest. The predicted low numbers on roll for the coming year, along with RP due to return from Maternity leave, meant Committee agreeing to reduce staffing costs from September 2023 by reducing all staff hours by one day, as per contracts, and this was consulted and agreed in July 2023. Committee also agreed to top up the redundancy pot in the event of any profit made during this financial year. One Committee meeting took place this term, with policies updated. Advice was sought from the Early Years Alliance regarding the procedure to follow should the charity have to close in the future.

All Committee agreed to stand for re-election in the absence of any other interest from our members.

## Financial Review

<p>Review of the charity’s financial position at the end of the period</p>	<p>Para 1.21</p>	<p>After making a loss of almost £7000 in previous financial year, we end this year just over £3000 in profit.  <b>Total Income:</b> £84,618.32  <b>Total Expenditure:</b> £81,451.65  <b>Profit:</b> £3166.67</p> <p>As agreed, this needs to be transferred across to top up redundancy pot which needs increasing due to length of service, increased hours and pay</p>
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		As above, financial uncertainty ahead for a low number on roll Autumn 23, and high staffing costs.
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>Current Reserves Account: £16,213.74</b> Redundancy calculations at Jan 2023= £18,752.00
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<ul style="list-style-type: none"> <li>Recruiting new committee, no volunteers despite regular appeals. <b>All three current committee to stand down at end of Summer term 24.</b></li> <li>Low numbers on roll – new funding is aimed at working parents who need flexible daycare all year around. We have seen a steady decrease in numbers on roll, and will have only 9 children in September with none on waiting list</li> <li>Financially unstable due to low numbers, all staff currently on reduced hours. No fundraising/grants to support income as no available committee</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 Autumn Term</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 November 2022 for 1 year only</b>
1	Michaela Taylor	Chair	Re-elected
2	Hannah Walter	Secretary/Safeguarding	Re-elected
3	Michelle Marles	Treasurer	Re-elected
4			
5	Janet Hemmins	Manager	Re-elected
6	Alison Cooper	Deputy	Re-elected

## 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	Manager
<b>Date</b>	18 <sup>th</sup> April 2024	

## PROFIT AND LOSS ACCOUNT YEAR ENDING AUGUST 2023

### INCOME

Funding	£73,391.41	
Fees	£10,137.71	
Other	£ 1,089.20	
		£84,618.32

### EXPENDITURE

Wages&HMRC	£67,078.79	
Rent	£ 8,199.50	
Other	£ 6,173.36	
		£81,451.65

**PROFIT/LOSS** **3166.67**

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Gold Account Balance at 1/09/2022	£16,053.81	(statement 53)
Current Account Balance at 1/09/2022	<u>£ 9,849.60</u>	(statement 80)
	£25,903.41	
Plus Income	£84,618.32	
Less Expenditure	<u>£81,451.65</u>	
	£ 3,166.67	
Gold Account Balance at 0/09/2023	£16,213.74	(Statement 66)
Current Account Balance at 1/09/2023	<u>£12,856.33</u>	(Statement 93)
	£29,070.07	
PROFIT	£3,166.67	

**WITHYCOMBE RALEIGH  
PRESCHOOL ACCOUNTS  
SUMMARY 2022/2023**

	<b>AUTUMN</b>	<b>SPRING</b>	<b>SUMMER</b>	<b>TOTAL</b>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	
<b>RECEIPTS</b>				
EYE FUNDING	£17,481.02	£19,727.74	£22,935.55	£60,144.31
2 YEAR OLD FUNDING	£2,640.96	£2,601.48	£2,314.20	£7,556.64
SEN/INCLUSION FUNDING	£249.15	£490.12	£555.03	£1,294.30
EY PUPIL PREMIUM	£504.00	£440.82	£446.40	£1,391.22
INVOICED FEES	£3,388.14	£3,463.82	£3,285.75	£10,137.71
DEPRIVATION FUNDING	£855.48	£196.54	£1,124.92	£2,176.94
DONATIONS FOR SNACK		£130.00	£50.00	£180.00
GRANTS AND DONATIONS				£0.00
BANK INTEREST	£65.66	£61.51	£74.63	£201.80
OTHER DCC		£828.00		£828.00
other				£0.00
FUNDRAISING	£707.40			£707.40
<b>TOTAL RECEIPTS</b>	<b>£25,891.81</b>	<b>£27,940.03</b>	<b>£30,786.48</b>	<b>£84,618.32</b>
	<b>AUTUMN</b>	<b>SPRING</b>	<b>SUMMER</b>	<b>TOTAL</b>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	
<b>PAYMENTS</b>				
PAYROLL Wages/HMRC	£18,536.28	£18,450.09	£30,092.42	£67,078.79
OFFICE ink stat phone internet	£229.39	£252.62	£290.15	£772.16
EQUIPMENT/MATERIALS	£294.81	£42.12	£279.45	£616.38
PROFESSIONAL FEES - payroll, bookkeeper	£86.89	£220.00	£851.56	£1,158.45
RENT @ £7 per hour x 32 hours week	£2,612.50	£3,178.50	£2,408.50	£8,199.50
PROMOTIONAL staff uniform/bookbags etc	£0.00	£0.00	£377.94	£377.94
CONSUMABLES (snacks)	£183.46	£164.23	£220.18	£567.87
CONSUMABLES (cleaning)	£145.25	£233.22	£64.64	£443.11
CONSUMABLES (other)	£54.75	£20.76	£270.05	£345.56
INSURANCE & MEMBERSHIP inc Ofsted	£754.11	£0.00	£790.00	£1,544.11
TRAINING	£130.00	£93.78	£0.00	£223.78
bank charges (£5 pm)	£20.00	£15.00	£25.00	£60.00
OTHER	£0.00	£0.00	£0.00	£0.00
FUNDRAISING COSTS	£64.00	£0.00	£0.00	£64.00
<b>TOTAL PAYMENTS</b>	<b>£23,111.44</b>	<b>£22,670.32</b>	<b>£35,669.89</b>	<b>£81,451.65</b>
<b>SURPLUS/DEFICIT</b>				<b>£3,166.67</b>