



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From SEPTEMBER 2023 TO AUGUST 2024

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 almost 60 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' in 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	It's been a very difficult and challenging 12 months with some huge decisions to be taken as the Committee have discussed the financial viability of the Preschool. Following external advice, the Committee and Management looked into options around avoiding closure for the many reasons discussed below. At an EGM on 23/05/24, more than two thirds of members voted a closure was 'in its members best interest to close and dissolve the charity with effect from 1 st September 2024.'

Emergency General Meeting (EGM) 23rd May 2024 – 2 weeks notice given to all members

Date: 23rd May 2024 at 9am

Attendees:

Janet Hemmins- Manager

Alison Cooper- Deputy Manager, SENCO

Michaela Taylor- Chairman of the committee

Michelle Marles- Treasurer

Hannah Walter- Secretary and Safeguarding

[REDACTED] - Grandparent

[REDACTED] - Parent

[REDACTED] -Parent

[REDACTED] - Parent

[REDACTED] - Parent

[REDACTED] - Parent

[REDACTED] - Parent

[REDACTED] - Parent

[REDACTED] - Parent

No apologies received.

Minutes

MT welcomed everyone to the meeting. AC informed everyone that advice had been taken from Early Years Advisor and other professional agencies including Lawcall (at Preschool Learning Alliance) and explained the purpose of the meeting was to discuss the Pros and Cons regarding the closure of the preschool, as briefly explained in the email to parents two weeks ago.

Secretary HW checked and agreed the meeting was quorate.

Reference was made to the Preschool Learning Alliance Constitution 2011 which stated the process this meeting should follow.

Challenges:

Finances

- Low numbers on roll and not as many hours being used. The number of children on roll does not equal more income, it is dependant upon each child's attendance. 9 children will be left on roll in September 2024. A large increase in children and their hours would be needed just to break even next term. For the first time in many years, there is no one on the waiting list to start in September when they turn two years old.
- Changes to funded hours. Most parents require longer hours than the preschool can offer. Staff and Committee feel the church hall is not a suitable setting for children under 2. Eligible families will be funded from 9 months old from September, therefore families are looking for other settings
- Hall and Rent. There has been no formal written agreement in 60 years and the church committee has always agreed on goodwill as we are a charity. There has been a lot of uncertainty recently with the current church committee resigning. There will be a rent increase and possibly, many changes.
- National living wage increases have increased the wage bill.
- Staff have reduced their hours and been offered voluntary redundancy.

- Resources and the garden need updating but there are no funds to do this. There is just enough money to cover redundancy costs and wages until the end of term.
- Losses have been made in Autumn and Spring terms.

Committee

- All committee members are stepping down in September after 7 years on the committee. There has not been any interest from new parents to join the committee over the last few years (since Covid). Without a committee the preschool is unable to operate.

Staff recruitment

- AC is leaving in July and 2 staff are close to retirement. There would need to be lots of new staff required in the near future.

Proposal:

It is not financially viable to go forwards with the preschool.

It will continue to run until the end of the summer term on the 19th July.

JH and AC will link in with other early years settings to help find spaces for the children left in September and will ensure a good transition.

Lots of solutions have been tried to keep the preschool open. It's very sad as the preschool has been in the community for 60 years.

A parent said that the staff do a wonderful job, and they should be proud of what they do for the children.

Questions

A parent asked if Withycombe School would consider taking over the preschool. JH said the school had been approached but at this time they are unable to do so.

Another parent asked if the church was able to help at all. JH said they had helped by keeping the rent down but that the hall would not be available for the preschool to be open for longer hours due to commitments made with other hall users.

Another parent asked if things normally pick up in September with numbers of children on roll. AC said that normally by now we would have all enquiries and would know there would be more children starting but there is not.

Final decision

All attendees were asked to vote on-

'Is it in members best interests to close and dissolve the charity with effect from the 1st September 2024.'

7 out of 10 people voted to close, 3 abstained from voting. Therefore 2/3rds agreed, and it was decided that the preschool will close.

MT stressed this had not been an easy time and was a last resort, that besides being unable to run as a preschool, it would mean 5 staff members will be without employment. MT thanked the staffing team for continuing to serve the preschool during this uncertain time.

Actions

AC will phone Nik Wills (Early Years Advisor) to inform her of the decision.

Alternative provisions will be sought for the children left in September.
 Hopefully an end of year party can be arranged to say farewell to the preschool.
 Committee to begin the process of dissolving the preschool.

Meeting closed 9.40am

Other meetings this year:

Committee Meeting –

Emergency Staff Meeting - 30th November 2023

Committee Meeting – 29th February 2024

Committee Meeting – 18th April 2024 with NW (Early Years Advisor present)

12th July 2024 - Meeting with NW (Early Years Advisor, Devon County Council)

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Autumn Term 2023: loss of £1800 Spring Term 2024: loss of £5000 All staff have reduced hours and been offered voluntary redundancy
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<ul style="list-style-type: none"> • Not financially viable going forwards. • September 2024 has 9 children remaining on roll, some sharing funding with other settings (therefore not maximum income) • All Committee members are resigning in July 2024 after many years service – no new members have come forward to volunteer, despite encouragement

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	<p>All parents (or members) are invited to stand for election to committee at our AGM annually in Autumn Term</p> <p>Preschool Learning Alliance Constitution 2011</p>
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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 EGM April 2023 for 1 year only
1	Michaela Taylor	Chair	Standing down July 2024
2	Hannah Walter	Secretary/Safeguarding	Standing down July 2024
3	Michelle Marles	Treasurer	Standing down July 2024
4			
5	Janet Hemmins	Manager	Employee
6	Alison Cooper	Deputy	Resigned from post from 1 st September 2024

Visit Note from Nik Wills, Early Years Advisor, Devon County Council

Provider: Withycombe Preschool

Address:

Withycombe, Exmouth

Adviser: Nik Wills

Date of visit: 12th July 2024

Topic: Closure following EGM

Visit Notes

EGM was held on 23rd May 24. 10 parents attended. The vote to close was held with seven people voted to close and 3 abstained from voting.

The preschool will close on 19th July 2024

Alison has confirmed that Ofsted, the charity commission, the funding team, Early Years Alliance, milk supplier have all been informed of the closure.

The Early Years Alliance have allowed the preschool to extend their insurance policy for one month to cover them until they have stopped operating and have vacated the hall.

Dolphin Nursery (Little Bells) will start in September 24. Another nursery had also expressed an interest in using a room.

Some items have been sold. Dolphin Nursery have made an offer for the rest of the equipment. A counter offer has gone back for consideration.

All staff have secured employment but unfortunately none of them are staying in the childcare sector. Alison may consider returning once she has had a break.

All redundancy money is covered. The files will be kept in either Alison's or Janet's loft. The bank account, emails, website and telephone number will remain open for approximately six months following the closure.

Transition reports have all be completed and links with the school have be made.

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	Manager
Date	18 th July 2024	

PROFIT AND LOSS ACCOUNT YEAR ENDING AUGUST 2024

INCOME

Funding	£56,411.99	
Fees	£ 8,303.15	
Other	£ 2,613.06	
		£ 67,328.20

EXPENDITURE

Wages&HMRC	£ 79,979.35	(inc redundancy pay)
Rent	£ 11,012.00	
Other	£ 2,066.89	
		£ 93,058.24

PROFIT/LOSS £ 25,730.04

Gold Account Balance at 1/09/2023	£ 16,213.74	(statement 67)
Current Account Balance at 1/09/2023	<u>£ 12,856.33</u>	(statement 94)
	£29,070.07	
Income	£67,328.20	
Expenditure	<u>£93,058.24</u>	
	-£ 25,730.04	
Gold Account Balance at 1/09/2024	£ 100.00	(statement 80)
Current Account Balance at 1/09/2024	<u>£ 2,898.10</u>	(statement 107)
	£ 2,998.10	
Paid in after 1/09/2023	<u>341.93</u>	
	£ 3,340.03	
PROFIT/LOSS	<u>£25,730.04</u>	

WITHYCOMBE RALEIGH PRESCHOOL ACCOUNTS SUMMARY 2023/2024				
	AUTUMN	SPRING	SUMMER	TOTAL
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	
RECEIPTS				
EYE FUNDING	£14,063.90	£14,787.08	£15,774.49	£44,625.47
2 YEAR OLD FUNDING	£2,619.90	£873.30	£6,283.50	£9,776.70
SEN/INCLUSION FUNDING	£388.68	£426.60	£492.96	£1,308.24
EY PUPIL PREMIUM	£0.00	£207.90	£493.68	£701.58
INVOICED FEES	£3,581.75	£3,395.90	£1,325.50	£8,303.15
DEPRIVATION FUNDING	£0.00	£0.00	£0.00	£0.00
DONATIONS FOR SNACK		£280.00	£310.00	£590.00
GRANTS AND DONATIONS		£40.70	£30.00	£70.70
BANK INTEREST	£213.96	£107.17	£110.80	£431.93
OTHER DCC		£0.00		£0.00
other			£1,520.43	£1,520.43
FUNDRAISING	£0.00			£0.00
TOTAL RECEIPTS	£20,868.19	£20,118.65	£26,341.36	£67,328.20
	AUTUMN	SPRING	SUMMER	TOTAL
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	
PAYMENTS				
PAYROLL Wages/HMRC	£19,475.00	£21,050.42	£39,453.93	£79,979.35
OFFICE ink stat phone interne	£72.73	£237.50	£182.63	£492.86
EQUIPMENT/MATERIALS	£49.99	£29.25	£0.00	£79.24
PROFESSIONAL FEES - payr	£74.88	£84.24	£370.89	£530.01
RENT @ £7 per hour x 32 hou	£2,654.00	£3,088.00	£5,270.00	£11,012.00
PROMOTIONAL staff uniform/	£0.00	£0.00	£0.00	£0.00
CONSUMABLES (snacks)	£136.17	£117.54	£130.75	£384.46
CONSUMABLES (cleaning)	£165.79	£23.86	£122.62	£312.27
CONSUMABLES (other)	£17.16	£1.90	£0.00	£19.06
INSURANCE & MEMBERSHIP	£0.00	£0.00	£0.00	£0.00
TRAINING	£0.00	£0.00	£0.00	£0.00
bank charges (£5 pm)	£20.00	£15.00	£30.00	£65.00
OTHER	£15.99	£0.00	£168.00	£183.99
FUNDRAISING COSTS	£0.00	£0.00	£0.00	
TOTAL PAYMENTS	£22,681.71	£24,647.71	£45,728.82	£93,058.24
SURPLUS/DEFICIT				25,730.04