

# **Saxon Pre-School**

## **Earls Barton**

### **Report for year ended 30 August 2020**

#### **Contents**

1. Minutes of AGM – November 2020	Page 2
2. Treasurers Report	Page 2
3. Financial Summary	Page 7
3. Independent Examiner’s Report	Page 8

# Saxon Pre-School

## AGM - Minutes

<b>DATE OF MEETING</b>	30 <sup>th</sup> November 2020 (using Microsoft Teams due to Covid 19 restrictions)
<b>CHAIR</b>	Ottalei Martin
<b>MINUTE TAKER</b>	Tanya Chapman
<b>ATTENDEES</b>	Ottalei Martin, Sam Wilkinson, Amy Wilkinson, Angela Standcumbe, Ruth Hewitt, Ellie Hawker, Katherine Clark, Tanya Chapman, STAFF: Lisa, Michelle
<b>APOLOGIES</b>	Becca Weller, Amy Murphy, Sarah Harvey

<b>PREVIOUS MINUTES OF AGM</b>	
Minutes from last meeting – all agreed.	
<b>TREASURERS REPORT</b>	
<p>Key Points</p> <ul style="list-style-type: none"> <li>· Saxon Pre-School made a significant profit of £12,614.22 in 2019/20, which has significant increase on the profit of £4,534.19 from the previous year, and helped recover the significant loss of £8,190.16 made in 2017/18 (which was a result of a new national funding system being introduced)</li> <li>· The significant difference between the two years comes from Northamptonshire Country Council funding increasing by over £20,000 in comparison to the previous year. This was due to the pre-school operating with a larger number of children in attendance.</li> <li>· 2018/19 was another good year for fundraising, with a total of £4,198 raised. This was almost entirely from Co-Op donations.</li> <li>· Saxon Pre-School proved very resilient to the COVID-19 pandemic from an economic point of view. With funding paid in full for the year (despite being closed or operating at reduced capacity for a large part of the year) we were delighted to be able to pay the staff in full for the entire year.</li> <li>· The balance of Saxon Pre-School’s funds remains healthy and it remains a long-term goal of the pre-school to one day be able to secure its own premises in order to make operations more efficient, the environment even more child friendly, and allow the pre-school to be open more.</li> </ul> <p>See appendix 1 for full summary of the financials ...</p>	

## CHAIRS REPORT

What a year it's been! We started with the best intentions. The new nursery was looming, and we intended to assess the implications of this... then Covid came!

We faced the major upheaval of working out how to keep the staff, children, and parents safe. In those first few weeks the staff were so fantastic. They kept calm and rearranged literally everything to make the pre-school able to run.

Unfortunately, the pre-school and everything else had to close. We need to pass our thanks to the officers for making this process as smooth as possible. In the beginning we had no idea how long we would be paying staff with no income but thanks to Sam and Amy's diligence, we got through!

Re-opening was another mammoth task and we need to thank the managers Michelle, Lisa and all of the staff for putting in so much time and effort to make the place feel safe. There is so much going on behind the scenes and you all made it look effortless!

Obviously, fund raising has been almost impossible this year but I'd like to pass my thanks to Tanya and Karen for chipping in wherever they could and keeping things up to date. I'd also love to pass our sincerest thanks to Angela who intended to step down but has continued to provide such valuable support.

The children have been through a difficult time at a crucial stage in their development and all of you at Saxon have made it the absolute best it could be. Thank you so much.

## MANAGERS REPORT

2020 has been a bit of an unusual year for Saxon due to the Covid 19 outbreak. On March 19th we had to close the pre-school, unsure when or how we would return. We had to inform the county council of how many key worker/vulnerable children we had on role and whether we would be reopening for these children. We all felt very strongly that we had to provide childcare for these families and are proud to say that as soon as we were allowed, we re-opened and was the only early years setting in the village to do so. We worked a shift pattern for all the staff and all sessions were covered. As time went on and restrictions were lifted, we then reintroduced just the older cohort of children (our school leavers) for 2 morning sessions each. Indoors we worked in 2 small bubbles of 8, as advised by the government, however we spent as much time as possible outside, particularly at the rec, where the children loved seeing and playing with their friends again. This worked really well and helped the children with their transitioning to school. We were even able to give the children a graduation ceremony and party, in their bubbles, which we filmed and sent to the parents. Although it wasn't the usual leavers celebration, it was just as enjoyable and we all had a great time.

Unfortunately, Mel Garner left in February, to take up a full time position elsewhere and was replaced immediately with Faye Harris. Faye has previously worked with children and is Level 3 fully qualified. She has proved to be a valuable member of the Saxon Team on Monday morning sessions.

At the end of July 2020, we had 43 Children on role, with 23 leaving to go to school in September and we had 10 new starters. Last academic year was an exceptionally busy year in comparison to other years with most session being full at 33 each day meaning we had to up our numbers from 30 with Ofsted. Funding payments have been down this year compared to this time last year. September's payment was £3,254.75 compared to £5,683.74 last year. Our invoice payments for September were £785.75 compared to £1424.00 last year. In September we had 5 children defer their places for later on in the academic year and 8 children decided not to start or take a place elsewhere. Currently we have 9 children receiving up to 15 hours and 11 children receiving 30 hours funding. As children have taken up more sessions and we've had more starters the latest funding payment in November was £3,890.75 and invoiced payments were £1,528.75. Session fees remain unchanged at £12.75 and lunch clubs at £3 for an hour and £2 for half and hour. At the end of the academic year we will have around 41 children on role with 20 going to school, 1 moving out of the county and 20 staying at Saxon. After January we will have 38 children and then after Easter we will have 41 children. We currently have 6 children on the waiting list for the next academic year.

Unfortunately, our website was taken down several months ago but as there are 3 other settings in the village we feel we need a new website to help us advertise. We are in the process of setting up an open Facebook page for potential new parents to view. Previously due to the good name we have always held in the village we have been fortunate enough to rely on word of mouth referrals and recommendation rather than advertising. We continue to write a monthly article for Barton Today.

We have all signed up to EDUcare training through the Pre School Learning Alliance to carry out CPD training. We have also purchased our on-line food hygiene training which is in the process of being completed by everyone. Tracey has actively taken over the Senco role and has been proactive in signing up for lots of different courses and webinars. Michelle and Lisa have updated all the policies and procedures again and are currently up to date. We are looking to implement In The Moment Planning which is a fairly new way of working with the children and is recognised and approved by Ofsted. The revised EYFS will be coming into play in September 2021. Once again, we are pleased to say that our application to the Coop was successful, we have been chosen as a nominated cause for the Coop community funding scheme.

Unfortunately, due to the Covid 19 outbreak and restrictions, the children have not been able to experience all the usual visits, activities and outings. However, we have continued to provide as many learning opportunities and the preschool has been a fun, warm and welcoming environment for both the children and staff during these unprecedented times.

Finally, we would like to take this opportunity to thank everyone who has helped on the pre-school committee over the years, who are now standing down. Without your hard work and time given we would not have been able to operate. We really do appreciate everything you have done for us and Saxon.

**NOMINATION OF NEW COMMITTEE**

Thanks went to the current committee for their involvement and work this year. The following decided to step down;

- Sam Wilkinson (although will be liaising with RH whilst accounts are handed over)
- Amy Wilkinson
- Ottalei Martin
- Dominic Marsden
- Karen Greenham
- Amanda Marriott

The system of nomination was explained to those present and that we must have 2 officers present at every meeting and at least 60% have to be present and agree decisions. Due to the meeting being online, nominations were voted by using the 'raise hands' option on Teams.

Following nominations, the new committee was formed as follows;

**PARENTS**

- Ellie Hawker - Chair
- Ruth Hewitt – Treasurer
- Katherine Clark
- Becca Weller – not able to attend
- Amy Murphy – not able to attend
- Sarah Harvey – not able to attend

**NON PARENTS**

- Tanya Chapman – Secretary
- Angela Standcumbe


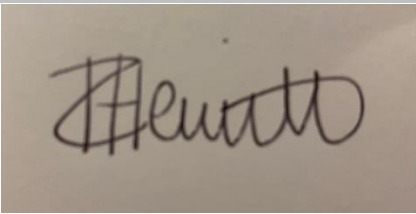


**ACTION:** Bank account details to be updated with new Treasurer Ruth Hewitt and existing committee member Angela Standcumbe as signatories

**ACTION:** All new committee members need to provide address and DOB to Treasurer who will update Charity Commission website.

**ACTION:** DBS application guidance will be sent to new committee members.

**ACTION:** Set up new messenger/ Whatsapp groups for committee liaisons

Signatures:		
	Ottalei Martin	10/12/2020
	Angela Standcumbe	10/12/2020

	Amy Wilkinson	10/12/2020
	Ruth Hewitt	10/12/2020
	Ellie Hawker	10/12/2020
	Tanya Chapman	10/12/2020

## Appendix 1

### Summary of Financials

Comparison of Financials: 1st September to 30th August			
	<u>Y/E August 2020</u>	<u>Y/E August 2019</u>	<u>Difference</u>
<b>Total Surplus</b>	<b>£ 12,614.22</b>	<b>£ 4,534.19</b>	<b>£ 8,080.03</b>
<b>Income</b>	<b>£ 87,298.36</b>	<b>£ 73,939.35</b>	<b>£ 13,359.01</b>
Funding	£ 74,567.86	£ 53,254.62	£ 21,313.24
Fundraising	£ 4,198.00	£ 4,369.48	-£ 171.48
Fees - Paid	£ 8,532.50	£ 16,315.25	-£ 7,782.75
<b>Outgoings</b>	<b>-£ 74,684.14</b>	<b>-£ 69,405.16</b>	<b>-£ 5,278.98</b>
Wages	-£ 60,363.85	-£ 56,328.15	-£ 4,035.70
Hall Rental	-£ 4,642.00	-£ 5,448.00	£ 806.00
Petty Cash	-£ 1,250.00	-£ 1,048.68	-£ 201.32
Phone and Internet	-£ 429.47	-£ 458.93	£ 29.46
Stationary	-£ 118.62	-£ 321.05	£ 202.43
Payroll	-£ 728.50	-£ 673.50	-£ 55.00
Other	-£ 1,944.24	-£ 1,615.76	-£ 328.48
Toys and Equipment	-£ 2,639.91	-£ 2,000.30	-£ 639.61
Tapestry	-£ 151.20	-£ 123.00	-£ 28.20
OFSTED	-£ 50.00	-£ 50.00	£ -
Staff Uniform	-£ 366.00	-£ 400.00	£ 34.00
Pension	-£ 1,145.54	-£ 441.60	-£ 703.94
Fence and Gate	£ -	£ -	£ -
Insurance	-£ 804.81	-£ 496.19	-£ 308.62
Website	-£ 50.00	£ -	-£ 50.00

#### Income from fundraising for year ending August 2020

<b>Total</b>	<b>£4,198.00</b>
Co-Op Donation	£4024.65
Donation	£25.00
Easy Fundraising	£26.29
Ink Cartridge Recycling	£45.00
Photos	£77.06

#### Summary of pre-school balance sheet

Unrestricted funds on 1 September 2019	£ 53,535.88
Total income	£ 87,298.36
Total outgoings	-£ 74,684.14
<b>Unrestricted funds on 31 August 2020</b>	<b>£ 66,150.10</b>



**Section A Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	SAXON PRE-SCHOOL		
<b>On accounts for the year ended</b>	31 AUGUST 2020	<b>Charity no (if any)</b>	1030373
<b>Set out on pages</b>			

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement** I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

<b>Signed:</b>		<b>Date:</b>	28/06/21
<b>Name:</b>	DAVID ROSE		

<b>Relevant professional qualification(s) or body (if any):</b>	CHARTERED ACCOUNTANT
---	----------------------

<b>Address:</b>	52 CHURCH STREET
	LOGENHDE, NORTHAMPTON
	NN7 1LS

Only complete if the examiner needs to highlight matters of concern (see CC32 Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

