

LONG CRENDON PRE-SCHOOL AND OUT OF SCHOOL CLUB

Long Crendon Pre School and Out of School Club (Charity Number 1031403)

Long Crendon School
Chilton Road,
Long Crendon
Bucks
HP18 9BZ

The Trustees of Long Crendon Pre school and Out of School Club present their annual report and examined accounts for the year ended 31 July 2020.

Our Aims

Long Crendon Pre-School and Out of School Club is a non-profit making community charity run by the Parents' Committee. It was formed in 1968 and belongs to the families that use it. The Pre-School provides a stimulating, active and responsive atmosphere, with a supportive and encouraging adult/child ratio of 1-4 for 2-3 year olds and 1-8 for over 3's. The Out of School Club provides wraparound care for children aged 3-11 years old.

The preschool is a charity which seeks to benefit the public through the pursuit of its stated aims.

Activities and Objectives in the year

Please refer to the attached Manager's report and Chairman's report

Management Structure

Committee Members are vitally important to the Pre-School to support the management of the setting. The Committee have meetings each half term to discuss some of the following:

- Fundraising events
- Assessment and Decisions about policies & working procedures
- Recruitment & appraisal of staff
- Finances
- Pre-School development plans
- Purchase of new equipment
- Support with issues raised by parents

The committee members are largely recruited from the parents of children attending the pre school . A minimum of 60% of the committee members must be "Family Members". Members are normally recruited at the AGM but there are procedures in place to join the committee at other times if required.

The pre-school's day to day running is supported by the Manager, the Deputy Manager and an Office Administrator.

Current Trustees for the year ended 31 July 2020

Sally Williamson - Chair

Jenny Williams -Treasurer

Rachel Borwick -Secretary

Lesley Bell

Zoe Belissario V

Vicky Hoey

Lisa Oakley

Poppy Smith

Anna Subsinghe

Emily McMichael

Financial Review

The financial statements show net outgoing resources for the year of -£31,488 reflecting the challenging financial environment during the pandemic. The principal sources of income are parent fees and LEA grants.

The careful management of expenses continues as we utilise the Furlough scheme and ensure the careful management of expenses. There are sufficient reserves at £151,433 to be able to withstand these challenging times.

The preschool has no long term creditors and no funds are held as a custodian trustee.



**Long Crendon Pre-School and Out of School Club
AGM**

Thursday, 24th September 2020

Chairman's Report 2019/20

Introduction

Firstly, I'd like to welcome all the new children and parents who joined us at the start of term. As some of the parents here and certainly existing committee members will know, this past year has been a challenging, but in retrospect, a positive one too. I would like to take this opportunity to say a very big and heartfelt 'thank you' to all the staff and our committee members who have helped to carry the Pre-School (PS) through what can only be described as an unprecedented year in PS, and indeed, in history.

The Committee

I would like to welcome everyone new and familiar to the AGM and thank you all for coming. I will begin by emphasising once again that the role of the Committee is essential to the existence of the PS. The Committee should consist of a minimum of 6 members and be headed by three main roles, the Chairperson, the Treasurer and a Secretary. Two years ago, we created the new role of Fundraising Coordinator, which Lesley has taken on with some amazing successes. And last year, Lisa Oakley took on the role of Vice Chair, a role that is of great support to the Chair and helps to divide workload. Overall responsibility of the setting and key aspects such as the finances and staffing all fall to the Committee, and I thank Jenny, our Treasurer, for all the efforts she has put in this year to run, improve and maintain our accounts, all while holding down a full-time job – a true wonder woman!

This year, we will need a new Chair as I will be stepping down, and a new Secretary, as although she will hopefully remain on the committee, Rachel steps down from this role (due to work commitments).

The Committee hold 6 meetings a year to discuss the running of, and any issues raised at the setting. These meetings are generally chaired by the Chairperson (who has overall Management of the PS and is line manager to the Manager). They are documented by the Secretary (who also ensures an agenda is set and distributed before the meeting), and contains a brief report from the Treasurer and Manager. As mentioned, important decisions do need to be agreed with Committee general consensus, and the meetings are a place where these decisions can be discussed and signed off.

Supporting the Staff is always a welcome addition to the Committee member's role, but generally, the rest of the year is mostly about fundraising!

I do not wish to disillusion anyone as to the importance of the Committee; however, I will add that joining and taking part can be fun and a great way to make friends whilst supporting the local charity that supports your children (it also looks great on your CV!).

Staffing

We have this past year managed to maintain many of our staff, but we said a very fond farewell to Jane who was with us for over 30 years! With Hayley and Clare leaving us also, we were able to welcome back Jenny and bring Gemma and Penny into the team too. At the later end of this year, I was delivered the very sad decision to leave us from Debbie. Debbie has been with the PS for over 10 years now, and for the last 20 months, been one of the most dedicated and passionate Managers we could have asked for. She has steered the management of the PS with great skill and care despite all the recent challenges faced. This setting has pretty much been Debbie's heart and soul for as long as she has worked here. She really has given so much and taken so little, and so all I can say is "Thank you", you will be immensely missed.

With Debbie's departure, the Committee have supported recruitment for her replacement with much time and perseverance. We welcome Iwona Tangri into the team, and I wish her every success on helping to build on all the successes and growth in recent years.

I would like to also welcome Long Crendon School's new headmistress, Mrs Polly Quinton. Polly has already been working closely with Emma and other staff to help support our OSC. Without her support, we would not be able to run our OSC for half of the children we are currently able to support. Thank you. I hope that together Iwona and Polly can build upon new relationships and support each other through the tough times we inevitably have ahead.

It is worth a note that the Staff have this year had much support, and guidance from Bucks CC too. I would also like to pass on my thanks to them for all of their advice.

Committee involvement: The Year in Brief

Standard DBS checks completed

General Maintenance – We started the year with all 3 boilers needing to be replaced, one after the other.

General Communication with Parents and Staff has continued to improve throughout the year with Devon's support. Emails/Newsletters continue to develop and support parents/carers, and the Committee email has continued to be successful in enabling an easy access portal for staff and parents to contact the committee.

Safeguarding has, and continues to be of utmost importance to the Pre-School. Procedures, Incidents and Support have been reviewed and provided where possible throughout this year. New Policies are in place and continue to be monitored and updated. There are not currently any CPP's in place, but the PS continues will always work closely with Council and Parents to support any Children concerned. With suggestion from Staff and Parents, the Pre-School/Committee would like to continue to support families and staff more with fundraising and providing more awareness where possible.

Currently, Debbie and Emma remain PS's elected Safeguarding Officers and I continue to be the committee's safeguarding officer along with taking on the responsibility for Wellbeing too.

Training (Health and Safety/Safeguarding/Food Hygiene etc) is always required/attended by

Staff throughout the year. This training is often paid for by the PS and therefore to help cover these essential costs, we have and hope to continue to invite parents/carers to pay for and attend courses where there are available spaces.

Fundraising has for obvious reasons been stunted this year, but thanks to all those who have donated generously during our closure and also with small fundraising sales throughout lockdown. We have also benefitted thanks to efforts made by Jenny, and Debbie as they secured a much needed a grant from Bucks in June, and also utilised the Government Job Retention Scheme, enabling us to retain all of our staff throughout this difficult period.

In closing

To conclude, I must once again say a big 'Thank You' to all my fellow Committee members for all of their amazing support during this unprecedented and trying year – I really couldn't have managed without each and every one of you. But I would like to add very special personal wishes and fond farewells to longer term members Les, and Emily for all of their endless and abundant support, fundraising and advice.

Of course, to the Staff too, thank you for your outstanding commitment and work. My youngest graduated into Foundation this year, and I know that she misses you all having left with many many happy memories, lots of friends, and also the best experience and support that any parent could hope for.

Thank you also for the continued opportunity to have Chaired the Committee for my third year. It has been challenging, but fun, and all-in-all, a great opportunity to help support the PS.

Managers AGM Report 2019-2020

The arrival of COVID-19 has meant the 2019-2020 academic year has been an extremely difficult one for all, financially, physically and emotionally and as I write this report I think we still have some very tough times to face.

We were in a strong position financially at the start of the year and have used the Government Job Retention Scheme which has enabled us to retain all of our staff throughout this difficult period. We were successful in securing a grant from Bucks in June which will also help us to save jobs. However while we were closed and during the lockdown period we only received income for our funded children, which is only around a third of our usual income as many of our parents pay fees, so this will have an impact on our financial state. Jenny, the Committee treasurer has been working on Budget Forecasting so hopefully this can now be used to produce a half termly budget for the setting to work within as the current budget is a little out of date.

We started the year with all 3 boilers needing to be replaced, one after the other! This caused some inconvenience as it affected both handwashing and cooking but we only needed to shut the kitchen for one day which is thanks to the hard working team working around these issues.

We had some staff changes too, Jane Hindmarsh retired after dedicating over 30 years to the Pre-School and we had a lovely celebration for this. We had a very successful recruitment process and were thrilled when Jenny decided to return to Pre-School and Gemma and Penny joined the team replacing Hayley and Clare. Mollie completed her Level 2 and was all set to move on to the Level 3, hopefully this can now begin and Penny is also keen to study for the Level 3.

We have worked hard with Bucks CC completing some management and leadership courses and running some in-house refresher courses for staff on communication, interactions and sustained shared thinking. We focussed on improving the quality of the interactions and observations. Emma introduced Phonics and Numbers and Patterns to the activities we offer and we have also worked hard to encourage more vocabulary and to make the intent of the planned activities more obvious. Before Jane left she completed the Nature Nursery and now that we are spending so

much more time outside I hope it gets used to its full potential.

Then COVID-19 came along and we realised just how vulnerable our staff and their families were. We had to close the setting and were very grateful to the school and Tiny Acorns as they supported our Keyworker children during this period.

Those of us who were not on the furlough scheme did manage to work from home putting tasks on Facebook for the children to complete and communicated with parents as much as we could to ensure continuation of care.

In June we re-opened and enjoyed a lovely Summer with the school leavers and keyworker children. The children were amazing on their return, they followed the new rules perfectly and it was clear that their development had not been affected by the pandemic. We were pleased to be able to complete transition reports to share with the schools that the children were moving on to. However we were unable to re-open the Out of School Club and missed saying goodbye to the Year 6 children leaving for secondary school. We did manage to watch their Leaver's Assembly over the fence and the Pre-School children made a lovely "Goodbye" banner.

Some of the things we have had to implement at this time have actually worked very well. Children have come into Pre-School more confidently without their parents, dropping off outside seems to work really well. They are following the good hygiene practices really well too, some of them were existing before COVID but it goes to prove that consistency is the key, if parents join us and we are all following the same, clear rules then the children will follow. We introduced individual pencil cases for the children, which they love and gives them a sense of independence.

We have worked closely with Mrs Quinton the new headteacher of Long Crendon School over the Summer with the re-opening of the Out of School Club, I would like to take this opportunity to warmly welcome her to the school and am pleased to be working much more closely with the school now, I hope this continues for the future.

We managed to produce a Leavers Photo and Pre-School Tea Towel as fundraisers in the Summer too, we didn't quite get enough time to advertise the Tea Towels so will be emailing parents about this as they are lovely keepsakes. Some parents in the village also raised funds for the setting too over the Summer which we are extremely grateful for

plus we received many generous donations from parents just showing what a fantastic village we live in.

It is with a heavy heart that I now handover the role of Manager. I would like to welcome Iwona, and wish her every success for the future.

Although a little stressful at times the job is the most valuable role I have ever undertaken. Seeing these tiny children taking their first steps into the Pre-School and then moving on to secondary school nine years later is a wonderful experience and I am lucky to have some precious memories of my time here.

I would like to take this opportunity to thank the committee for all of their hard work over the year, they have been a great support to all of us and have also held some fantastic fundraisers. Particular thanks go to Sally who deserves a medal for the work she has done over the past few years, I couldn't have done it without you Sally and please enjoy a well-earned rest! The staff have been amazing too, I have made some wonderful friends through working at Pre-School and I am so grateful for all of their help and support – thank you!

Debbie Whale

Independent Examiner's Report to the trustees of Long Crendon Pre-School and Out of School Club Trust

I report on the accounts of the Trust for the year ended 31 July 2020.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) Which give me reasonable cause to believe that any material respect the requirements:

- To keep accounting records in accordance with section 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature: 

Name: Lisa Edwards-Lee

Relevant professional qualification or body: ACCA

Date: 12/05/2021

Long Crendon Pre-School and Out of School Club
Statement of Financial Position summary for year ended 31st July 2020

Draft- subject to external review and final adjustments

	31-Jul-14	31-Jul-15	31-Jul-16	31-Jul-17	31-Jul-18	31-Jul-19	31-Jul-20	Notes
	£	£	£	£	£	£	£	
Fixed assets								
Fixed Assets	67,168	59,663	51,308	41,585	31,919	43,247	37,832	
Investments								
Total fixed assets	67,168	59,663	51,308	41,585	31,919	43,247	37,832	
Current assets								
Stock and work in progress	-	-	-					
Debtors/prepayments	921	-	2,350	1,378	5,559	3,147	2,728	1
(Short term) investments	-	-	-					
Cash at bank and in hand	127,314	136,401	134,721	150,468	157,530	138,052	112,800	
Total current assets	128,235	136,401	137,071	151,846	163,089	141,199	115,528	
Creditors: amounts falling due within one year	-	-	6,899	554	3,586	1,525	1,927	2
Net current assets/(liabilities)	128,235	136,401	130,172	151,293	159,504	139,674	113,601	
Total assets less current liabilities	195,403	196,064	181,480	192,877	191,423	182,921	151,433	
Creditors: amounts falling due after one year	-	-	-	-	-	-	-	
Provisions for liabilities and charges	-	-	-	-	-	-	-	
Net assets	195,403	196,064	181,480	192,877	191,423	182,921	151,433	
Funds of the Charity								
Unrestricted funds	195,403	196,064	181,480	192,877	191,423	182,921	151,433	
Restricted income funds								
Total funds	195,403	196,064	181,480	192,877	191,423	182,921	151,433	

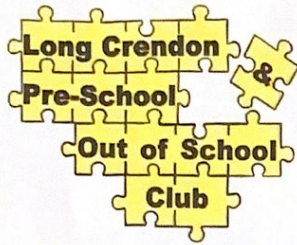
Notes to accounts for year ended 31 July 2020

1 Debtors		£	
Fees yet to be received		2,728	
		<u>2,728</u>	
2 Creditors		£	
Staffing costs accrued		1,496	
Fees overpaid		431	
		<u>1,927</u>	

Signed by one or two trustees on behalf of all the trustees

Signature

J WILLIAMS



Long Crendon Pre-school & Out of School Club
 Long Crendon School
 Chilton Road
 Long Crendon
 Aylesbury
 Bucks
 HP18 9BZ

Established 1968
 Registered charity 1031403

ANNUAL GENERAL MEETING – 24th September 2020 7.45pm
INFORMATION PROVIDED MAY BE USED FOR TRACK AND TRACE
PURPOSES
 THE FOLLOWING PEOPLE WERE PRESENT AT THE ABOVE AGM

Name	TEMP. °C	Signature
Sally Williamson	36.4	<i>[Signature]</i>
Emma Pearce	36.5	<i>[Signature]</i>
Devon Green	36.8	
Iwona Tangri	36.4	
Emily McMichael	36.2	
Jenny Williams	35.6	<i>[Signature]</i>
Rachel Burwick	35.6	
Samantha Wong	34.6	<i>[Signature]</i>
Victoria Hoey	34.1	
Poppy Kirkwood	34.9	
Zoe Belisario	38.2	
Francesca Makinson	36.4	
Anna Subesinghe		ON ZOOM
Lesley Bell		ON ZOOM
Dawn Edwards		ZOOM

ANNUAL GENERAL MEETING – 24th September 2019
INFORMATION PROVIDED MAY BE USED FOR TRACK AND TRACE
PURPOSES

THE FOLLOWING PEOPLE WERE PRESENT AT THE ABOVE AGM

Name	Signature
Debbie whale	ZOOM
Dimi Filis	ZOOM
Liz Townsend-Neal	ZOOM
Catherine hemp	ZOOM
Timu Kidd	ZOOM
Lisa Oakley	ZOOM
Rebeah Walters	ZOOM .