

# TRUSTEE ANNUAL REPORT

## YEAR ENDED 31<sup>ST</sup> AUGUST 2023

Hainford & Frettenham Preschool, Jasmine Cottage, School Road, Frettenham, NR12 7LL

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Registered Charity No. 1033185

The trustees present their report and audited financial statements for the year ended 31 August 2023

Reference and Administrative Information	
Charity Name	Hainford and Frettenham Pre-School Learning Alliance (Previously Hainford Pre-School Learning Alliance)
Charity registration number	1033185
Operational address	Jasmine Cottage, School Road, Frettenham, NR12 7LL

Trustees (Committee) As of 31.08.2023	
Hainford and Frettenham Pre-School is governed by the Pre-School Alliance Constitution (2011). Trustees are elected by the members at the AGM in October each year.	
Chairperson	Rosina Monsey
Treasurer	Faye Layton
Secretary	Laura Ferris
Fundraisers	Sam Walley, Mark Walley, Kerri Edwards, Emily Revell-Betts, Laura Fuller

Employed Persons	
Pre-School Supervisor	Rosey Halvey
Pre-School Deputy Supervisor	Laura Luxford
Pre-School Assistants	Jodie Girling, Nicola Moss, Annie Fiddler, Holly Richardson
Bankers	HSBC
Auditor	Lacey Douglass 96 Drayton Wood Road Hellesdon Norwich NR6 5BZ

## **Objectives and Activities**

The charity's objects are to provide high quality early years childcare to support the development and education of children under statutory school age. It does this by the operation of a pre-school childcare setting through a parent-involved committee based group. The Pre-School runs in conjunction with the Early Years Alliance for the welfare, community engagement and volunteering opportunities encompassing the local rural Parish and wider community. We offer a specially tailored curriculum of planned and play based activity in accordance with the Early Years Foundation State. We have a maximum intake of 24 children per session.

The preschool is open to all children, without any catchment area, regardless of nationality, religious belief, special educational need or other restriction, from when they are two years old until they are able to enter primary school. Early Years funding was available for all children from the term following their third birthday until they were able to enter primary school and some children were eligible for funding from the term following their second birthday. We also accept Tax Free Childcare payments.

## **Achievement and Performance**

After the move from Hainford Village Hall to our current sole-occupancy premises at Jasmine Cottage in February 2022, our pupil numbers have gone from strength to strength, with numbers continuing to rise. We started the academic year (September 2022) with 25 children on role, our highest ever number. This built up to 38 by July 2023-very close to being full capacity.

The preschool have held a number of events including a trip to the Playbarns, a summer trip to Bewilderwood, sports day and picnic and numerous sessions where parents are invited to share in their children's learning, such as the Harvest event.

We continue to build links with our feeder schools, in particular Frettenham Primary, who we are based next to, and Hainford Primary who are in the neighbouring village. Children benefit from visits from the feeder school's teachers and transition sessions in the summer term.

The committee and staff have held multiple fundraising events, including the following:

- o Christmas Bazaar raised over £600
- o Quiz and Chips night raised £475
- o The Summer Fete raised over £1600
- o Valentines cake sale raised £110
- o Easter squares raised £250
- o Hainford King's Coronation fete stall raised £205

The total fundraising for the year ending August 2023 is over £3250. The trustees would like to express a huge thank you to our dedicated committee and staff for organising these events and to all the families and community members who support them.

We are awaiting an Ofsted inspection, which is due before August 2024.

### **Financial Review**

The main source of income is government funding and sessions paid for by parents. Moneys raised through fundraising is used to purchase new equipment and plan activities that benefit the children. We also receive some SEND Inclusion Funding, for pupils receiving additional support.

There was an increase in funds in the year of £684 (2022: decrease: £11,892). Funds at the year end totalled £10,886 of which £6,736 related to the general fund and £4,150 to the Reserve fund.

We received a £500 grant from Broadland District Council which was spent on the garden and grounds makeover.

### **Reserves policy**

It is the policy of the trustees to maintain a reserve fund, excluding those funds invested in fixed assets, at a level that i) meets redundancy liabilities, ii) equals one term's total expenditure, excluding maintenance and depreciation. This provides sufficient funds to cover salaries and other costs incurred in the event of a temporary reduction in income. Reserve balance at the year end amounted to £4,150 and it is the committee's intention to continue to build free reserves to the required level.

Overall this has been a challenging year for the preschool financially, despite increase in numbers. This is due to huge increases in electricity and other utility bills, the increase to minimum wage and other expenses which were unknown before the move to these premises. The aim for the next financial year is to ensure session costs are fair and ensure we are claiming appropriate funding so we can rebuild our reserves pot.

### **Structure, Governance and Management**

Hainford PreSchool was established in the 1960s, as a pack-away pre-school based at Hainford Village Hall. In July 2022, shortly after the move to Jasmine Cottage, Frettenham, the name of the charity setting was changed to 'Hainford and Frettenham PreSchool Learning Alliance'. It is governed by a constitution based on the Pre-School learning Alliance model, 2011. We are an unincorporated charity.

## Organisational Structure

The charity has a committee (board of trustees) consisting of Chair, Secretary and Treasurer and not less than 2 or more than 9 additional elected members. If the committee so decides, it may have not more than 3 members co-opted by the committee. The committee meetings are held at least termly. The day to day running of the preschool rests with the preschool supervisor and assisted by 5 staff. The chairperson meets with the supervisor monthly.

## Recruitment and Appointment of Committee Members

At least 60% of the committee, including co-opted members, must be parents or guardians of children in the Preschool. In the event that 60% cannot be achieved, then affiliate members may be elected. The committee members are elected for a period of one year at the annual general meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for 14 consecutive years. Committee members for the year 2022-23 were as follows

Name	Date Joined Committee	Date Left Committee
Rosina Monsey	Re-elected at AGM 20.10.22	
Sam Walley	Re-elected at AGM 20.10.22	
Mark Walley	Re-elected at AGM 20.10.22	
Esme Hicks	Re-elected at AGM 20.10.22	31.1.23
Francesca Howlett	Re-elected at AGM 20.10.22	20.02.23
Kerri Edwards	Re-elected at AGM 20.10.22	
Emily Revell-Betts	AGM 20.10.22	
Faye Layton	AGM 20.10.22	
Laura Fuller	AGM 20.10.22	
Laura Ferris	January 2023	

## Committee Members Induction and Training

Upon joining the committee, new Trustees are encouraged to read the charity's constitution, the last financial statements of the charity and the Charity Commission guidance, CC3, 'The Essential Trustee: what you need to know, what you need to do' and the Charity Governance Code. New trustees read and sign a Trustee Declaration that they are able to act as a Trustee, as well as a confidentiality agreement. They are directed to the Committee Toolkit (online).

All Trustees have an enhanced DBS check and are given a role description to read and sign. They are encouraged to sign up for the DBS Update Service and must complete an

Ofsted EY2 application.

The Norfolk County Council Children's Services 'Introduction to the Roles and Responsibilities of the Early Years Committee' training is offered to all trustees. At a minimum, all officer members of the committee will attend this awareness session. One member of the committee must hold have attended Safeguarding Training and as a minimum, all officers of the committee will complete Prevent Training.

**Risk Management**

The trustees have reviewed and identified the risks that the pre-school faces and have systems to monitor and control these risks to mitigate any impact they may have on the pre-school in the future. Financial forecasting is in place and reviewed regularly, to allow changes to be made as required.

**Key management remuneration**

The key management personnel consists of the Pre-school Supervisor and Deputy Supervisor. They are remunerated at a rate which is based on the prevailing rate for the sector.

Approved by the Committee on and signed on its behalf by:

<b>Name</b>	Rosina Monsey
<b>Position</b>	Chair of Trustees/ Committee
<b>Date</b>	10.11.2023

## Hainford & Frettenham Preschool

### Income and Expenditure Account

<u>For the Year Ended</u>	<u>31/08/2023</u>	<u>31/07/2022</u>	<u>Variance</u>
	£	£	£
<b>Income:</b>			
Fees	19380.25	14012.35	-5367.90
NCC Funding	68766.79	39621.87	-29144.92
Fundraising	4144.00	261.50	-3882.50
Interest	31.11		-31.11
Trips	230.50		-230.50
Grant		30.00	30.00
Other		365.00	365.00
Unknown Refunds	648.62		
	<u>93201.27</u>	<u>54290.72</u>	<u>-38261.93</u>
<b>Expenditure:</b>			
Staff Wages	76617.55	55075.81	-21541.74
Unanalysed		1637.31	1637.31
Rent	4239.71	7727.30	3487.59
Bookkeeping	296.00		-296.00
Water	195.07		-195.07
Refuse Collections	1095.18		-1095.18
Electricity	3705.53		-3705.53
Outings/visits	919.35	225.00	-694.35
Repairs & Renewals	2542.84		-2542.84
Fruit/Milk - Sundries			0.00
Consumables	316.99		-316.99
Equipment		351.65	351.65
Insurance	641.15		-641.15
Memberships/Subscriptions	150.20		-150.20
Bank Charges	160.75	35.00	-125.75
Staff Training		910.65	910.65
Other Staff Costs			0.00
Admin/Office supplies	1187.46	222.60	-964.86
Fundraising Costs	771.22		-771.22
	<u>92839.00</u>	<u>66185.32</u>	<u>-26653.68</u>
<b>Excess/(shortfall) of income over expenditure</b>	<b>362.27</b>	<b>-11894.60</b>	
Bank Balance B/Fwd	10202.71	22094.95	
Petty Cash	0.00	0.00	
	<u>10202.71</u>	<u>22094.95</u>	
Bank Balance C/Fwd	10564.98	10202.71	
Petty Cash	0.00	0.00	
	<u>10564.98</u>	<u>10202.71</u>	
Represented by:			
Current A/C - 51368168	6414.93	1283.77	
Reserve A/C - 51368176	4150.05	8918.94	
Petty Cash as at 31/08	321.20	0.00	
	<u>10886.18</u>	<u>10202.71</u>	

Accounts Independently checked by:  
Lacey Douglass

Date: 01/11/2023

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF HAINFORD & FRETTEHAM  
PRE SCHOOL**

**YEAR ENDED 31 AUGUST 2023**

I report on the accounts of Hainford and Frettenham Pre School for the year ended 31 August 2023

**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 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.
- state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commissioners. 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 gives me reasonable cause to believe that in 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 to 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.

**Lacey Douglass  
96 Drayton Wood Road  
Hellesdon  
Norwich  
NR6 5BZ**

**11th November 2023**