

TRUSTEE ANNUAL REPORT

YEAR ENDED 31ST AUGUST 2024

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

Tel: 07896 202 657

Email: hainfordpreschool1@gmail.com



Registered Charity No. 1033185

The trustees present their report and audited financial statements for the year ended 31 August 2024

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 31.08.2024	
Chairperson	Rosina Monsey
Treasurer	Faye Layton
Secretary	Laura Ferris
Fundraisers	Emily Revell-Betts, Felicity Hindley, Louisa Laing

Employed Persons	
Pre-School Manager	Louisa Coleman
Pre-School Deputy Manager	Laura Luxford
Pre-School Assistants	Jodie Girling, Nicola Moss, Annie Fiddler, Holly Richardson, Tracey Horsfall
Bankers	HSBC
Independent Auditor/ Book keeper	Lacey Douglass 96 Drayton Wood Road Hellesdon Norwich NR6 5BZ

Objectives and Activities
<p>The charity's objectives 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</p>

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

This year our pupil numbers have continued to rise. We started the academic year (September 2023) with 25 children on roll, our highest ever number for the time of year. This built up to 37 by July 2024. In the summer term, many of our sessions were at full capacity.

The preschool have held a number of events including a trip to the pantomime, a spring trip to Wroxham Barns, sports day and numerous sessions where parents are invited to share in their children's learning, such as the Valentine's 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:

- Christmas Bazaar raised over £1,000
- Easter squares raised £250
- Quiz and Chips night raised £339
- The Summer Fete raised over £950
- Various cake sales raised £64

The total fundraising for the year ending August 2024 is over £2,900. 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 were inspected by Ofsted in May 2024 and are proud of the report in which we received a 'good' grade in all areas.

Financial Review

The main source of income is government funding and sessions paid for by parents. Money 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 £14,435 (2023: increase: £362). Funds at the year-end totalled £25,000 of which £17,265 related to the general fund and £7,735 to the Reserve fund.

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 £7,735 and it is the committee's intention to continue to build free reserves to the required level.

The academic year started as a challenging one financially, however we are now financially sustainable and building the reserves pot back up.

In April we were rewarded a 'Quality and Improvement' grant by Norfolk County Council. This totalled £5,000 to replace our very old furniture and many of the equipment and resources.

The decision was made to charge fee for snack/ consumable items for 2024 year. This is at a rate of 50p per session a child is booked for.

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 manager and assisted by 5 staff. The chairperson meets with the manager 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/ trustees for the year 2023-24 were as follows

Name	Date Joined Committee	Date Left Committee
Rosina Monsey	Re-elected at AGM	
Emily Revell-Betts	Re-elected at AGM	
Faye Layton	Re-elected at AGM	
Laura Fuller	Re-elected at AGM	May 2024
Laura Ferris	Re-elected at AGM	
Felicity Hindley	At the AGM	
Louisa Laing	At the AGM	

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 They are encouraged to sign up for the DBS Update Service and must be added by the chairperson to the list of trustees held by the Charity Commission and Ofsted EY3.

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 Manager and Deputy Manager. 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:

Name	Rosina Monsey
Position	Chair of Trustees
Date	11.09.2024

Hainford & Frettenham Preschool

Income and Expenditure Account

<u>For the Year Ended</u>	<u>31/08/2024</u>	<u>31/08/2023</u>
	<u>£</u>	<u>£</u>
	<u>Notes</u>	
Income:		
Fees	15285.00	19380.25
NCC Funding	85943.04	68766.79
Fundraising	3935.58	4144.00
Interest	84.80	31.11
Trips	406.00	230.50
Grant	5000.00	0.00
Donations	130.00	0.00
Uniform Sales	283.00	0.00
Staff related	15.00	0.00
Refunds	1234.49	648.62
	<hr/>	<hr/>
	112316.91	93201.27
Expenditure:		
Staff Wages	70136.25	76617.55
Rent	5178.58	4239.71
Bookkeeping	910.00	296.00
Water	248.57	195.07
Refuse Collections	1060.91	1095.18
Electricity	4298.77	3705.53
Outings/visits	422.06	919.35
Repairs & Renewals	2565.21	2542.84
Sundries	46.97	0.00
Consumables	2004.31	316.99
Equipment	585.08	0.00
Insurance	991.01	641.15
Memberships/Subscriptions	452.88	150.20
Bank Charges	72.02	160.75
Staff Training	343.80	0.00
Other Staff Costs	396.45	0.00
Admin/Office supplies	1231.89	1187.46
Fundraising Costs	998.13	771.22
Uniform to sell	131.40	0.00
Fee Refund	75.00	0.00
Grant Spends	5732.60	0.00
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	97881.89	92839.00
Excess/(shortfall) of income over expenditure	14435.02	362.27
Bank Balance B/Fwd	10886.18	10202.71
Petty Cash	0.00	0.00
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	10886.18	10202.71
Bank Balance C/Fwd	25000.00	10564.98
Petty Cash	0.00	0.00
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	25000.00	10564.98
Represented by:		
Current A/C - 51368168	17265.15	6414.93
Reserve A/C - 51368176	7734.85	4150.05
Petty Cash as at 31/08	0.00	321.20
	<hr/>	<hr/>
	25000.00	10886.18

Accounts Independently checked by:
Lacey Douglass

Date: 07/09/24

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF HAINFORD &
FRETTEHAM PRE SCHOOL
YEAR ENDED 31 AUGUST 2024**

I report on the accounts of Hainford & Frettenham Pre School for the year ended 31 August 2024

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**

7th September 2024