

First Steps Pre-School AGM

Wednesday November 20th 2024

Trustees Report

Fundraising

Fundraising activities have continued to take place across the year. In October 2023, we held a sponsored obstacle course, this is always a fun activity for the children, and we were delighted with the amount raised. Our Christmas Fair took place in December and the Santa's grotto was exceptionally popular, there was quite a queue to visit Father Christmas. It was a delight to see how much care and consideration he took to spend the time talking to each child. Without a doubt a very memorable experience for them. We held an Easter Bingo in March at the Community Centre, which helped to raise funds to support the development of the field. In June, our usual Summer Fair was a success with lots of games and outdoor activities for the children and their families to participate in. Above all, the fundraising events not only raise money for the pre-school but also provide an opportunity for families to come into the setting, meet the staff team and socialise with other families too. As a group we are thankful to our generous fundraising committee who give up their time to help organise these events. Without a doubt we would not raise the amount we do without their support.

We have used some of the money raised from the Autumn and Spring fundraising events to fund much needed developments on the field. A huge thanks must go to John Roberts who has given a significant amount of his own time to order and erect a substantial fence around the outer perimeter. He has also done some significant work to prepare the ground, bringing in a digger to move and level the soil, create a base for a shed and lay new grass seed. The field now has a designated mud kitchen area and a digging pit. Wildflower seeds have been sown and daffodils and lilies have been planted in beds and borders. The field continues to require maintenance and additional resources before we can use the field with the children in the Springtime.

Funding generated from the Summer Fair allowed us to purchase and resource a maths area within the setting. This has been a very popular addition to our continuous provision and already we have heard and witnessed some rich mathematical thinking and language from the children using it.

The money has also helped to pay for experiences for the children such as Living Eggs and The Purple Pig Company.

Events

The annual Nativity was a success at the community centre. A small group of children have enjoyed weekly visits to Waterview Lodge to spend time with some of the visitors there. Overtime the children (and adults) built wonderful bonds and enjoyed playing games and making craft items together. We visited the fire station in May. The firefighters welcomed us, showed us around the station and helped the children dress up in their uniform. The children loved sitting in the engines but without a doubt the highlight of the visit was using the hose outside! Massive thanks to the team at Driffield Fire station. The

Rising Five children began their transition to school activities in May, being visited by staff from local schools and going to stay and play sessions in their EYFS settings.

Parents evenings have taken place across the year, and we held an open day in April to invite prospective children and their parents into the setting to have a look at what we have to offer and to meet the staff.

Training

Staff have participated in a range of training over the year. Including Deaf Awareness, Signing, Safeguarding, Paediatric First Aid and Food Hygiene. We implemented a new phonics scheme called Little Wandle Foundations in January and staff took part in the training required to deliver the programme. We have been fortunate to be on a pilot scheme for this, giving us free access to all resources and regular zoom support meetings. Due to the successful completion of the pilot scheme, we have been granted another year's free membership for this. We continue to see the positive impact Little Wandle is having on the children's early phonics and language skills.

Funding changes

As part of the government's plan to increase free childcare places, in April eligible two-year-old children began accessing fifteen hours funding per week. From September this was extended to children from nine months old. We expect to see an increase in required hours for two-year-olds from September 2025 when this funding increases from fifteen to thirty hours for those eligible.

Support

We continue to use the fund set up by our Deputy, Becky Moffat to help disadvantaged children. The fund helps with the purchase of uniform and support to cover lunchtime costs for those who need it.

Staffing

At the end of February Pip Mountain retired from her role as Manager. She had led the setting for over thirty years and seen many changes and developments over this time. She has remained on the management committee to support the setting. First Steps Pre-School would not be the wonderful and amazing place that it is today without her hard work and dedication, and we send a huge thank you to her for this. Her support to the new manager has been invaluable, and we thank her for her patience and support as she guided her through the role throughout January and February.

We also said goodbye to Sarah Boyes in June, who left First Steps to take up a new role in another early years setting. She has certainly been very much missed but we continue to wish her well in her new role.

We would like to remind people that we are a group for the local community, we are a registered charity, and we are a non-profit making organisation. We are managed by an elected committee of volunteers who give up lots of their time and energy to the successful running of our group. This meeting tonight aims to highlight the work done over the past year and encourage others to become involved and help lead the group forwards.

Lastly, we would like to say a massive thank you to the staff team. We are very fortunate to have such a dedicated and supportive group of people working at First Steps. Their hard work, perseverance and commitment to the setting and the children within it, is astounding and the very reason why First Steps Pre-School is such a wonderful place for any child to be.

FIRST STEPS PRE-SCHOOL
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2024

	2024		2023	
	£	£	£	£
<u>INCOME</u>				
Fees	23,538		25,001	
Funding	161,004		135,320	
Other	838		583	
		185,380		160,904
 <u>EXPENSES</u>				
Rent	5,272		5,280	
Wages and NIC	146,751		127,379	
Insurance & Licences	1,475		1,383	
Cleaning	481		479	
Stationery, Paper & Paints	563		539	
Provisions	506		537	
Rates and Water	1,348		1,043	
Electricity	8,862		6,530	
Telephone, Internet & Website	1,470		887	
General Expenses incl. vouchers	2,108		1,694	
Training	209		954	
General Repairs and Renewals	671		1,898	
Accountancy Fees	276		264	
Professional Fees	50		-	
Equipment	1,952		1,830	
Teachers 2 Parents	200		320	
Fruit / Food	769		603	
Hire of Equipment	720		720	
Bank Charges	63		78	
Transfer to fundraising account	595		-	
Depreciation of Computer Equipment	212		50	
		174,553		152,468
 <u>EXCESS OF INCOME OVER EXPENDITURE</u>				
		10,827		8,436

FIRST STEPS PRE-SCHOOL
FUNDRAISING AND EVENTS
FOR THE YEAR ENDED 31 AUGUST 2024

	£	2024	£	2023	£
<u>INCOME</u>					
Sponsored Obstacle		1,153		951	
Tractor Run		-		1,652	
Tesco Grants		-		1,500	
Co-op		-		380	
Christmas Fayre/Nativity		1,131		1,058	
Venesta Refund		515		-	
Bingo		383		-	
Other		190		262	
Bags to School		30		81	
Quiz night		341		483	
Teatowels		575		420	
Donations		1,686		-	
Summer fair		931		1,371	
		6,933		8,157	
<u>EXPENDITURE</u>					
Lottery Licence		20		-	
Tesco bid		-		40	
Toys		300		1,119	
Living Eggs		294		294	
Raffle		75		75	
Supplies		738		439	
Music		131		133	
Charges		85		106	
TTS		-		352	
Books		69		165	
Teatowels		270		270	
Kitchen fitting		600		-	
Field Expenses		1,990		-	
Other		144		-	
Farm Visit		250		-	
New maths area		619		-	
Zoolab		-		394	
Depreciation of shed & lawnmower		230		-	
Event payments		298		165	
		6,112		3,550	
<u>EXCESS OF EXPENDITURE OVER INCOME</u>		822		4,606	

FIRST STEPS PRE-SCHOOL
SUMMARY OF ASSETS
FOR THE YEAR ENDED 31 AUGUST 2024

	£	2024	£	2023	£
<u>BALANCES AS AT 1 SEPTEMBER 2023</u>					
Bank Current Account			47,513		38,883
Fundraising Account			6,892		9,626
Cash in Hand - General			23		2
- Fundraising			-		-
			54,428		48,511
Improvements to Property			7,176		
Computer Equipment			-		50
			61,604		48,561
Excess of Income over Expenditure					
General Expenses	10,827			8,436	
Fundraising and Events	822			4,606	
			11,649		13,042
			73,252		61,603
			73,252		61,603
<u>BALANCES AS AT 31 AUGUST 2024</u>					
Bank Current Account			57,891		47,512
Fundraising Account			6,184		6,892
Cash in Hand - General			46		23
			64,121		54,427
Lawnmower			270		
Improvements to Property			7,176		7,176
Shed			1,260		
Computer Equipment			425		-
			73,252		61,603
			73,252		61,603

These accounts have been prepared from the books and records presented to us by First Steps Pre-School.

Jackson Robson Licence
Chartered Accountants
Date: 20th November 2024

Report of the Independent Examiners of First Steps Pre-School Driffield

We report on the accounts of First Steps Pre-School Driffield for the year ended 31st August 2021.

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 and that an independent examination is needed.

It is our responsibility to:

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

Basis of the independent examiner's report

Our 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 Year Ended 31st August 2024

In the course of our examination no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
 - (a) proper accounting records are kept (in accordance with section 130 of the Charities Act 2011); and
 - (b) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Charities Act 2011; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by: Jackson Robson Licence
Chartered Accountants
33-35 Exchange Street
Driffield
YO25 6LL

on 20th November 2024.