

Alphabets Pre-School
Botley

(September 2022 - August 2023)
ANNUAL REPORT

Annual General Meeting
Thursday 21st March 2024, 9am.

Staffing

During this financial year we said goodbye to Hannah Barfoot, Mandy Titcombe and Simone Burgess as they moved on to new ventures. Hazel joined us in July 2023, then Helen in September 2023 and Michelle in November 2023. Below are the current staff team.

Pre-school Manager -	Mandy Searle
Pre-school Deputy Manager/Senco -	Helen Hall
Senior practitioner -	Shelley Wooldridge
Practitioner -	Sarah Fisher
Practitioner -	Hazel Delacourtenay
Practitioner -	Helen Watts
Practitioner -	Michelle Richards

Alphabets Management Committee

These were the volunteers who made up the committee, helping the staff team to run Alphabets for the year September 2022- August 2023. Alex and Heather resigned at the end of the year as their children left to start school. We are currently looking for new volunteers to help us and need to recruit a Chairperson and secretary.

Chairperson -	Alex Kemp
Secretary -	Heather Thomson
Treasurer -	Kate Mckillen
Member -	Becky Morgan-Walsh
Member -	Sarah Grove
Member -	Philippa Tanaka

Manager's report

We have had another busy and successful year at Alphabets Pre-school

Childrens' numbers at the start of September 2022 were low. This improved steadily over the course of the year and did reach full capacity by the summer term on all the days that Alphabets are open.

In September 2022, an Advisory team member from Hampshire County Council came out to visit and carried out a "Shared Conversation". During the visit she carried out a 'learning walk' for 45 minutes and looked at all areas of the pre-school. The outcome at this time, which we discussed and agreed together, was that if Ofsted came out to inspect Alphabets, we would be at the level of "Requires Improvement".

During the next term and a half, I worked closely with the Advisory Teacher to make improvements to Alphabets and engaged with the "County Project Programme" to improve outcomes for all the children attending. This included working on a new curriculum, practices and planning, Alphabets values and the ethos behind our vision statement.

When the Advisory Teacher came out again in Spring 2023, I'm pleased to share that she could see the improvement and expressed that if Ofsted had come out then and had experienced staff practice at that time, then there was a strong possibility we would have received a good grading.

Our new curriculum is working well, all staff have had training during staff meetings to help support their understanding and ensuring that staff are implementing the curriculum goals alongside their planning or incorporating the goals into individual planning for each of their key children.

During the Summer term, teachers from local schools were able to visit our setting and speak to the children and staff face to face which was really lovely for the school leavers. Children were able to attend face to face play sessions in school too.

Our Pre-school graduation was held in two small groups this year. We decided to have two smaller graduations to support the needs of our children that were leaving to go to school. This was a lovely event for all staff and children as staff were able to say a proper goodbye to our school leavers.

In the October half term, the garden was cleared and new astro turf was fitted with a new sand pit constructed so that the children can sit inside it to explore this area. This was made possible by receiving a grant from The Co-op and also fundraising by the committee and staff.

We have continued to be a happy , stable team who are very dedicated and committed to building secure relationships with all the children, parents and families. All staff continue with their professional development through online training and regular staff meetings.

Finally, I would like to thank the Alphabets team and Committee for their continued support and hard work over the past year and also all the families who attend with their children and support the Pre-school.

Mandy Searle
Pre-school Manager.

Finance report

Alphabets finished the financial year with a balance of £26,142. This was made up of £31,455 brought forward from the previous year and a loss of £5,315 from this year.

Our total income was £118,192. This is mainly made up of fees, fundraising & grants.

Our total expenditure was £123,505. This was mainly spent on staff wages, rent, insurance and equipment.

We made a loss this year as we had increases to rent, wages, pension contributions and the cost of living increases.

We raised £1,469 through our fundraising events this year. This money all goes to improving equipment and facilities for the children.

We continue to fund the training and development of our staff to ensure we have an experienced and well qualified team providing good quality care and education for the children attending Alphabets.

Overall, we are in a good financial position but as costs continue to increase, we will be monitoring the situation on a regular basis to ensure that Alphabets remains in a safe and secure financial position.

Kate Mckillen
Treasurer

Alphabets Pre-school

Receipts and Payments Account for the year ended 31 August 2023

	2023		2022
	£		£
RECEIPTS			
Fees	103464		93018
Fund raising	1515		1785
Uniform	80		108
Grants/donations	12619		4068
Food voucher grant	150		655
Deposits	275		325
Sundries	89		295
HMRC SSP grant	0		231
	118,192		100,485
LESS PAYMENTS			
Direct costs			
Uniform	523		421
Activities	475		308
Refreshments	317		634
Cleaning	124		54
Post & stationery	44		45
Printing/photocopying	59		130
Rewards for volunteers	45		25
Staff incentive scheme	594		567
Food vouchers	150		565
		2331	2749
Overheads			
Wages	92346		93837
Insurance/rent	9820		9787
Fundraising	46		119
Equipment/resources	12522		3220
Telephone/internet	749		565
Sundries	502		443
Training	853		243
Accountant	840		792
Pension	3422		3716
Bank charges	74		51
		121174	112773
YEAR PROFIT/LOSS	£-5313	£-15037	

**Alphabets Pre-school
Statement of Assets and Liabilities
As at 31st August 2023**

	31.8.23	31.8.22
Bank Account HSBC	£26142	£31455
Plus cash left in petty cash	<u>£ 0</u>	<u>£ 0</u>
<u>TOTAL</u>	£26,142	£31,455

REPRESENTED BY:

Balance brought forward	£31,455	£46,492
Year Loss/profit	<u>- £5,313</u>	<u>- £15,037</u>

Balance carried forward	£26,142	£31,455
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On behalf of Alphabets Management Committee

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- Alex Kemp - Chairperson

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Kate Mckillen - Treasurer

ALPHABETS PRE-SCHOOL

Independent Examiner's Report to The Trustees of the Alphabets Pre-school, Botley

I report on the accounts of the Trust for the year ended 31 August 2023, which are set out on pages 3 to 5.

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 my responsibility to:

- Examine the accounts (under section 145(1)(a) of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners of the 2011 Act: and
- To 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 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 I do not express an audit opinion on the view given by the accounts.

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 142 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.



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Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts

For the Year Ended 31 August 2023

1. Accounting policies

General

The accounts have been prepared under the historical cost convention on a receipts and payments basis and in accordance with the applicable accounting standards, the Statement of Recommended Practice on Accounting by Charities and the Charities Act 2011.

2. Trustee's Remuneration and Expenses

No remuneration directly or indirectly out of the trust funds of the charity was paid or is payable for the year to any trustee or to any person known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.