



Orchard Preschool & Playgroup Charity Number: 1036897 Trustees Annual Report

Financial Year Ending 31st August 2022

We are a parent-involving community-based group providing a safe, secure and stimulating environment for children. The pre-school offers a tailored curriculum promoting the importance of play in the development of the child. Session themes centre around the natural environment with regular sessions held in our purpose made nature garden.

Structure, Governance & Management

- a) Governing Document – Orchard Preschool and Playgroup’s governing documents is the Preschool Learning Alliance Model Constitution 2008 edition which was adopted in 2009.
- c) Trustee Selection Method – Trustees are appointed in accordance with the policies set out within the Preschool Learning Alliance Model Constitution 2008.
- d) Management - Orchard Preschool and Playgroup is managed by the Management Committee. The role of the committee is to support the Manager and the staffing team in the delivery of the aims of the organisation, as well as fundraising and any other general aspects of management.
- e) Internal Controls – The Group has in place systems of internal controls to provide reasonable reassurance against material mismanagement or loss. These include two signatories for all payments and appropriate insurance policies.

Objectives and Activities

The aims of the Pre-school, as set out in our constitution, are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The focus for our activities remains centred on delivering the early years foundation stage with a special emphasis on nature inspired learning through play. This benefits the children as they develop their social

and emotional skills in an exciting and engaging environment, exploring the natural world through play.

We have no religious affiliation and are open and welcome to all children and their families. We have excellent facilities and can accommodate children with disabilities and special educational needs. We seek to involve parents, carers and the wider community in the pre-school and playgroup, and hold termly activities directly involving the local community.

We are very grateful to our parent volunteers who work very hard and make a big contribution to the overall running of the pre-school and playgroup. The pre-school and playgroup are overseen by a management committee made up entirely of parent volunteers. The management committee are responsible for the recruitment and retention of staff, the pre-school and playgroups finances and equipment, and ensuring the welfare of all children in attendance. The Committee forms the 'registered person' for Ofsted and has overall responsibility for ensuring all legal requirements are met. Parent volunteers are involved in the pre-school and playgroup in many other ways, from organising fundraisers, sharing hobbies and interests with the children, clearing out the cupboard to helping in the garden.

Trustees

- Chairman – Forbes Bialick
- Secretary - Rachael Saunders
- Treasurer - Fleur Dodwell
- Safeguarding Officer - Freya Robinson
- General Trustee - Melinda Blakemore
- General Trustee - Georgina Price
- General Trustee - Gordon Harris
- General Trustee - Georgia Day
- General Trustee - Ayesha Shahid

Management

- Gemma Houghton

Safeguarding

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud, error and safeguarding. All Trustees, staff and regular helpers are required to maintain a DBS certificate and complete any relevant training.

Reserves & Investments

Orchard Preschool and Playgroup adhere to the financial policies detailed in the Preschool Learning Alliance Model Constitution 2008. Our main financial objective is to create a sustainable and safe financial model that always protects all staff and volunteers and has a contingency plan in place should the organisation ever be in a position where it needed to close.

Committee and management report

Orchard Preschool & Playgroup commenced the 2021-22 academic year in September, with sessions running every Monday, Tuesday, Wednesday and Thursday from 8.30am until 4pm, a Breakfast Club starting at 7.30am and the introduction of the After School Club in January extending hours until 5.30pm. The total number of registered children Preschool during the autumn term was 49, rising to 62 in the spring term and 60 in the summer term, although not all these children attend daily. The preschool is at full capacity with no intention of increasing.

The three children's groups – Acorns (8 months – 2), Saplings (2-3) Oaks (aged 3-5) each have a dedicated group of staff and distinct play spaces to meet their age specific needs and development. The indoor space for Acorns moved from the smaller room to joint to other groups in the larger hall with divisions to increase cohesion, help build links between the groups and create a dedicated sleeping space.

Ofsted conducted its long awaited review in May 2022 and we achieved Outstanding.

The increased cost of living and rising expenses, including the National Living Wage increase and retaining staff, purchasing food and snacks for the children, and the cost of using the Lustleigh Village Hall, meant that a plan to increase fees was needed to maintain the high standard of care and education provided.

Despite these higher costs, with careful management of the financial sustainability of the preschool, and fundraising through all available channels, we had a surplus for the financial year of £15,870.54. Further details and breakdown are at the end of this document.

Future planning:

We aim to continue to develop the charity's provision by:

- Ensuring all statutory requirements of the Early years foundation stage framework are met
- Ensuring adequate supervision and appraisals of staff are carried out
- Ensuring all staff have up to date safeguarding training
- Development of our outside space for our youngest children through use of the grant money received
- Review all policies, procedures and risk assessments and ensure they are up to date
- Ensuring sustainability of the preschool going forward
- Ensuring the website is up to date and fit for purpose
- Frequent communication to parents about children's progress - ParentZone
- Ensuring the indoor provision reflects the quality of our outdoor provision

Approved by the trustees on 15th June 2023 and signed on their behalf by Forbes Bialick (chairman)

ORCHARD PRE-SCHOOL & PLAYGROUP
Receipts & payments account
For the year ended 31st August 2022

Charity number 1036897

	Unrestricted	Restricted	Total	
	Fund	Fund		2021
Receipts				
Fees - parents & outings	101976.02	0	101976.02	42126.57
Fees - DCC	63989.11	0	63989.11	45452.47
Milk refund	618.20	0	618.20	46.20
Fundraising	4813.20	0	4813.20	2364.02
Grants inc Senco	592.94	0	592.94	996.60
Donations	91.34	0	91.34	1716.01
Other inc gift aid	1627.65	0	1627.65	0.00
Holiday club	20145.25	0	20145.25	12767.76
Bank interest	0.00	0	0.00	1.30
	<u>193853.71</u>	<u>0.00</u>	<u>193853.71</u>	<u>105470.93</u>
Payments				
Catering	2222.54	0	2222.54	648.04
Premises	4307.54	0	4307.54	4247.69
Wages	155520.75	0	155520.75	95854.57
Insurance & subscriptions	839.16	0	839.16	776.46
Equipment	2749.59	0	2749.59	1501.80
IT equipment	1542.60		1542.60	0.00
Administration	1592.72	0	1592.72	1128.89
Advertising	40.00	0	40.00	20.00
Event expenses etc	193.04	0	193.04	22.00
Musikgarten	1980.00	0	1980.00	1140.00
Training	893.00	0	893.00	358.00
Grant programme exp	2752.36	0	2752.36	4549.36
Cleaning & PPE	1249.53		1249.53	0.00
Miscellaneous	2100.64	0	2100.64	2573.66
	<u>177983.47</u>	<u>0.00</u>	<u>177983.47</u>	<u>112820.47</u>
Surplus/Deficit for year	15870.24	0.00	15870.24	(7349.54)
Add opening balances				
Current account	15524.04	0	15524.04	22874.88
Deposit account	403.33	0	403.33	403.27
Reserve account (Fundraising)	2075.70	0.00	2075.70	2074.46
	<u>33873.31</u>	<u>0.00</u>	<u>33873.31</u>	<u>18003.07</u>
Represented by:				
Current account	31394.28	0.00	31394.28	15524.04
Deposit account	403.33	0.00	403.33	403.33
Reserve account (Fundraising)	2075.70	0.00	2075.70	2075.70
	<u>33873.31</u>	<u>0.00</u>	<u>33873.31</u>	<u>18003.07</u>

Signed

Forbes Bialick (Chairman)

15th June 2023

Notes to the accounts for the year ended 31st August 2022

Basis of preparation of Accounts

The accounts have been prepared on the receipts and payments basis.

1. Income

All income is accounted for as received by the charity. The income shown is gross with associated costs in expenses.

2. Trustees payments

No remuneration or expenses been paid to the trustees in the year.

3. Equipment

Toys and equipment purchased are considered general expenses and not shown as assets.

4. Prior year note

The payments include £1,303 relating to 2021 accounts.

This covered wages, rent, catering and admin.

The income includes £8.048 relating to the 2021 accounts.

This covered DCC funding, fees and Holiday club.

5. Income

Income due at 31/08/2022 was for Parent fees, fundraising and holiday club fees.

6. Expenditure

At the year end there was rent music session expenses due.

Independent Examiner's Report to the Committee of Orchard Pre-School & Playgroup

Registered Charity Number: 1036897

I report on the accounts of the Committee for the year ended 31st August 2022 are set out on the attached pages.

Respective responsibilities of trustees and examiner

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. Basis of independent examiner's report.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

CLARE LILLINGTON
Fellow Member of the Association of Accounting Technicians,
Raddon
Station Hill
Chudleigh
Newton Abbot
Devon, TQ13 0EE

Date: 16th June 2023