



The Reading Room, School Lane, St. John's Crowborough TN6 1SB
Tel: 01892 664214 **Email:** stjohnpreschool-crowborough@hotmail.co.uk
Website: www.stjohns-preschool.co.uk

CHAIR REPORT – Rachel Pullen (2021/22)

Welcome - Good evening and thank you for joining us this evening. As you probably know the preschool is a Registered Charity that is run by parental committee. The committee is currently made up of myself (Chair), Natalie Peers (Treasurer), Sharon Hockly (Secretary) and a team of Fundraisers; Becky Sonnex, Danielle Bone, Katie Bromley, Jacqui Sherlock and Lauren Willis (Fundraisers). Linda Scott is the Manager and is responsible for the operational day to day running of the preschool; she is supported by Lisa Weait (Deputy Manager), Rebecca Cook, Ella-May Freeman, Anne-Marie Sadler and most recently Jenny Carr, who joined the pre-school on 11th May 2022. Zena Sawyer who has been part of the pre-school team for the last 10 years left to pursue new avenues on 6th May 2022.

Recap – Preschool 2020/21

Last year (2020/21), headed up by Harinder Meinertzhagen (Chair), Nicky Fitt (Secretary) and Matt Durrans (Treasurer) we saw the pre-school navigate the third Covid-19 lockdown enforced by the Government, starting on 6th January 2021 and resuming, as normal, on 8th March 2021 with many families opting to keep their children off pre-school despite the setting remaining open. Despite the disruption caused by Covid the committee were able to successfully raise over £5k in fundraising efforts with net operating income of £254.33 for YE August 2021. The committee put to use a £10k Government grant to aid coping through the pandemic received in the previous financial year and replaced all vinyl flooring and funded increased cleaning measures and materials.

Preschool 2021/22:

We currently have 31 children, soon to be 32, attending St. John's Preschool, 18 of which will be leaving us in September to move to the following Primary schools; St John's, High Hurstwood, St Mary's and Ashdown Primary. There will be 18 new starters in the next academic year, bringing our number of children attending for the academic year 2022/23 to 32.

This academic year saw us tackling the aftermath of Covid-19 lockdowns and the ever-changing regulations around managing Covid-19 in pre-school settings. Although challenging, we are really pleased that we have only had to close the pre-school due to staff self-isolation/covid illness on 3 occasions throughout the year. The remaining periods we have been able to remain open, largely due to strictly following Government guidance on testing and attendance, and the support of the parents in following these measures. We are proud to have maintained a full capacity schedule throughout the year.

Our cleaning regime and policies around external people entering the building have remaining strict with drop-off at gate only (no entrance of parents into pre-school building), handwashing on entry and throughout the day where required, antibacterial wiping of surface regularly, toy cleaning at the end of every day. We are looking to maintain these measures moving forward as best practice hygiene.

Registered Charity Number: 1045290

This year has also been a challenge in a number of other areas with the pre-school having to relocate for one week w/c 1st November 2021 when we had building issues. The staff and committee worked around the clock to ensure the children maintained a happy learning environment whilst minimising the impact on the parents/carers with sessions held at both the WI hall and St John's Church hall. We'd like to again thank parents/carers for their support, and of course, the Church for their help in allowing us to use their hall space as an alternative.

On 18th February 2022 we were badly struck by a storm that saw a large tree collapse across the pre-school playground, crushing the pergola and fencing and damaging the mud kitchen. Due to electricity cables being pulled down with the collapsing tree in the playground we made the essential decision to close the pre-school on 21st February 2022 as we worked closely with tree surgeons and volunteer parents to clear the debris and make the area safe again. Once again, we would like to thank all that were involved in the clear-up operation.

In April 2022 we saw an enforced 6.6% increase in the Living Wage, up £0.59 per hr. This, and ongoing overhead increases seen across the board, had a significant impact on our profit and loss. A decision was taken by the committee to revise the fee structure to accommodate these cost rises with as minimal impact to our families as possible. This saw hourly rates rise from £5.50 to £6.10 for 2-year-olds and £5.25 to £5.85 for 3 & 4-year-olds from 1st April 2022. The snack/resource fees were also increased in line with analysis of our costs to £12 per session, per term. The fee increases were communicated with all parents in February 2022 with a Zoom call set up to manage any queries or concerns. We are pleased that the increases were received well by the pre-school community and with these changes we are now projected to finish the 21/22 financial year £1,227.09 in profit.

At the start of the year the new committee had three key objectives:

1. Communication – simplifying and making communication more manageable for parents/carers, allowing opportunity for feedback.
2. Building Improvements – invest in improving key spaces in the main building and the playground to positively impact children and staff for the future.
3. Social Events – run more regular social events/fundraising events to help our children and parents/carers adapt to life after Covid-19.

In terms of communication, the committee implemented a monthly newsletter bringing to light more of the activities and focus areas for play and learning, communicating key dates and reminders from staff and updating on all fundraising activities. In October 2021 we sent out the first of our survey's, gathering feedback from parents and carers on the drop-off process and how to improve this moving forward, we hope to follow this up with a second survey in the summer term for all school leavers to understand perceived areas for improvement. The website has been updated with weekly snacks, activity plans and Covid-19 guidance to help parents and carers better navigate their child's time at pre-school. The committee have also looked to maximise the potential of Facebook sharing frequent imagery 'behind the scenes' as well as fundraising updates and celebrating key milestones i.e. birthdays/leavers etc. We believe this has built a stable framework for communication moving forward.

The second objective was to make improvements to the building and play area, and this year really has been a year of change. At the start of the year the committee gave the preschool interior and toilets a fresh lick of paint. In February half-term we were very fortunate to have a new kitchen donated and installed by past parents Michaela and Tim Lovell, and at Easter the fantastic team at Country Oak Barns, supported by BLM built a brand-new garden pergola. We will be re-fencing the garden area in May half-term

kindly supported by Alex Gunn, and are working towards plans to try and build an all-weather side extension (when budgets allow) to create a creative outside area for the children to enjoy in all weathers.

And, finally, in terms of Social Events we have had some really positive feedback around our Kids Disco and Easter Fete fundraisers that brought the community together to learn, play, communicate and celebrate our pre-school.

This year has really showed us the power of a tight community and we would like to thank each and every one of you that showed your support this year.

Staff:

Anne-Marie joined us as a Trainee Early Years Practitioner on 6th September 2021 and has settled in well to the pre-school community, proving to be a popular addition with the children and a valuable asset to the wider team. She has been working on her formal qualifications alongside her practical work in setting and hopes to complete her qualification by April 2023.

Zena, who has been with the pre-school for the last 10 years made the decision to leave the pre-school to pursue other avenues. We said our heartfelt goodbyes on 6th May 2022 and welcomed Jenny Carr as Early Year's Practitioner – Level 3 Qualified on 10th May 2022 to take over Zena's position. We are very fortunate to have someone of Jenny's experience on the team. Jenny will be taking on key children in the 2022/23 academic year.

Grants and Fundraising:

For 2021/22 one of our key objectives was to provide more social fundraising events for our children and their families to try and counteract some of the negative impacts of Covid isolation. We are so pleased that we had two very successful social events; Kids Disco & Easter Fete. These helped to raise over £400 for the pre-school.

We also raised a brilliant £350 with our Xmas raffle.

Our fundraising efforts throughout the year have totalled £3,460.40 to date. These included Bags2School collections, cake sales, Mother's Day gift packs, sweet & reindeer food cones, pumpkin sales, family photoshoots, personalised tea towel gifts, virtual balloon races and Amazon Smile and easyFundraising.

Following the storm damage, the community came together via Crowdfunder and raised a huge £821.50 plus approx. £195 in gift aid. This will allow us to re-fence the playground, extending the playground area at the same time.

We would like to say a huge thanks to all parents/carers/family members who have supported our fundraising efforts this year, you have been so brilliantly generous.

The Future:

The following committee roles are stepping down from August 2022: Chairperson, Treasurer and Secretary. This is due to their children leaving the pre-school to attend school. It is a requirement for these positions to be filled for the pre-school to remain open, so please step forward if you are interested in helping support the pre-school in one of these roles. We hope that the parents/carers or extended family of current children at the pre-school will consider these roles. The current committee will be in place until August to ensure an in-depth handover is fulfilled with the new committee.

We are also looking for a team of fundraisers that can take on the organisation and implementation of the fundraising events throughout the year ahead. This is fundamental to the success of the pre-school and a role that, if spread across a number of

people, is easy to fit around your day-to-day life. Please let us know if you would be happy to act as a fundraiser for the pre-school. We hope to have some more fundraising events actioned ahead of the end of the academic year.

In terms of the key focus areas for the future, they are as follows;

- Exploring grants and fundraising options to allow further building development working towards the all-weather area and future extension of the pre-school building to allow for more 1:1 space to aid speech and language development. Investigation has been initiated with the Church on the ownership of the land and planning permission to extend. Future committees will need to pursue the planning consent from the Church and consider grant applications to assist with funding.
- Building a robust bank staff team to support future staffing schedule pinch points due to illness.
- Maintaining a strong eye on the numbers with focus (1) ensuring fees are covering overheads, with an annual fee review to take place every year (2) a strict process with regard to aged debtors that ensures cashflow is maintained.

Thank you all for your support!

Closing Remarks:

Whilst this year has been one of the most challenging to date for the pre-school I'm really happy with how the committee and pre-school team have worked together to mitigate the impact on the children and families of those children. I hope that the year ahead is 'smoother sailing' with many of the Covid-19 restrictions lifted and a return to a slightly more manageable workload for our staff.

My tenure has been about navigating the pre-school through the last phase of Covid-19 and setting it up with a strong foundation to start thriving; strong and stable workforce, smart fee structure, strong communication plan. I'm pleased to say that I believe we are in a strong position for 2022/23.

I want to end by saying a huge thank you;

To the amazing staff who, when at times it's felt like wading through treacle, have always given their all in order to maintain a stable and loving environment for the children. Before starting in the position of chair I was oblivious to just how much work and time they dedicate to the pre-school. Every evening, weekends, holidays. They are all amazing and wonderful people. A special thank you to Linda and Lisa who have been the best team mates this year. You have been patient, kind, supportive and so generous. I'm going to miss you both so much.

Thank you to the committee, Sharon and Natalie and all the Fundraisers who have become firm friends. It's been a fun ride and you've all been so generous with your time. Sharon and Natalie, I want to thank you for everything you have done for the pre-school this year, you've been amazing. I'd also like to mention Yvette Hutchinson who has very kindly worked to update our website in her free time to ensure it is optimised for the future.

Finally, a huge thank you to the parents and carers who have been understanding, supportive and have always been happy to help. It's your kindness and humility that helps make St John's Pre-school such a special place.

Rachel Pullen – Chairperson

Table of Contents



Financial Statements

St Johns Pre-School & Toddler Group
For the period ended 31 August 2021

Prepared on
16 May 2022

Registered Charity Number 1045290

Financial Activities

Table of Contents

Financial Activities.....	3
Balance Sheet.....	4
Statement of Cash Flows.....	5
A/R Ageing Detail.....	6
A/P Ageing Detail.....	7

Accounts Receivable	1,234.56	1,234.56
Accounts Payable	567.89	567.89
Retained Earnings	1,234.56	1,234.56
Total	2,036.91	2,036.91
Assets		
Current Assets		
Cash	100.00	100.00
Accounts Receivable	1,234.56	1,234.56
Inventory	2,345.67	2,345.67
Prepaid Expenses	789.01	789.01
Other Current Assets	4,567.89	4,567.89
Non-Current Assets		
Property, Plant & Equipment	12,345.67	12,345.67
Intangible Assets	567.89	567.89
Other Non-Current Assets	3,456.78	3,456.78
Liabilities		
Current Liabilities		
Accounts Payable	567.89	567.89
Short-Term Debt	1,234.56	1,234.56
Other Current Liabilities	789.01	789.01
Non-Current Liabilities		
Long-Term Debt	4,567.89	4,567.89
Other Non-Current Liabilities	2,345.67	2,345.67
Equity		
Common Stock	1,000.00	1,000.00
Retained Earnings	1,234.56	1,234.56
Other Equity	802.35	802.35
Total	20,369.01	20,369.01

Financial Activities

September 2020 - August 2021

	Sep 2020 - Aug 2021	Sep 2019 - Aug 2020 (PY)	Total
INCOME			
COVID 19 Grant	0.00		10,000.00
Fees	27,453.02		24,399.79
Fundraising Income, General	5,003.61		5,062.27
Miscellaneous/Other Income	1.11		33.49
Nursery Grant	54,317.66		40,984.78
Photography Income	540.00		
Snack Donation	1,905.00		780.75
Total Income	89,220.40		81,261.08
COST OF SALES			
Consumables (Food/Cleaning)	1,836.45		1,215.80
Equipment & Materials	1,845.16		1,367.74
Fundraising Costs	665.60		252.17
Total Cost of Sales	4,347.21		2,835.71
TOTAL	84,873.19		78,425.37
EXPENDITURES			
Accounting Fees	360.00		180.00
Bookkeeping Fees	1,981.00		2,160.00
Cleaning	2,212.17		382.50
COVID 19 Grant Expenditure	772.91		457.68
Electricity/Gas	4,432.60		4,000.00
Employers Pensions	764.43		547.17
Entertainment	62.81		
Gross Wages	67,061.36		52,690.99
Gross Wages - CJRS Grant			-3,643.62
Insurance	641.61		622.86
IT Costs	8.34		7.19
Office Stationery	433.97		355.87
Postage and Carriage	13.22		30.84
Refuse Rates	821.68		711.31
Rent/General Rates	3,499.92		2,041.63
Repairs and Maintenance - Expense	496.11		721.07
Staff Training Costs/DBS Checks	211.53		462.00
Subscriptions	211.20		208.80
Subsistence	21.94		48.00
Telephone and Fax	612.06		553.36
Total Expenditures	84,618.86		62,537.65
NET OPERATING INCOME	254.33		15,887.72
NET INCOME/(EXPENDITURE)	£254.33		£15,887.72

Balance Sheet

As of August 31, 2021

	As of Aug 31, 2021	As of Aug 31, 2020 (PY)	Total
FIXED ASSET			
Tangible assets			
Equipment	6,821.02		6,811.03
Equipment Depreciation	-6,811.03		-6,811.03
Total Tangible assets	9.99		0.00
Total Fixed Asset	9.99		0.00
CASH AT BANK AND IN HAND			
Petty Cash	159.73		166.07
Santander Bank Account	12,470.50		16,632.86
Santander Savings Account	13,440.86		8,550.25
Total Cash at bank and in hand	26,071.09		25,349.18
DEBTORS			
Debtors Control Account	77.25		350.60
Total Debtors	77.25		350.60
NET CURRENT ASSETS	26,148.34		25,699.78
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Trade Creditors			
Creditors Control Account	320.82		304.60
Total Trade Creditors	320.82		304.60
Current Liabilities			
Accruals	52.00		0.00
Pension Fund	325.30		189.30
Total Current Liabilities	377.30		189.30
Total Creditors: amounts falling due within one year	698.12		493.90
NET CURRENT ASSETS (LIABILITIES)	25,450.22		25,205.88
TOTAL ASSETS LESS CURRENT LIABILITIES	25,460.21		25,205.88
TOTAL NET ASSETS (LIABILITIES)	£25,460.21		£25,205.88
CHARITY FUNDS			
Reserves	24,382.33		24,382.33
Retained Earnings	823.55		-15,064.17
Surplus/(Deficit)	254.33		15,887.72
Total Charity funds	£25,460.21		£25,205.88

Statement of Cash Flows

September 2020 - August 2021

	Total
OPERATING ACTIVITIES	
Net Income	254.33
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Debtors Control Account	273.35
Creditors Control Account	16.22
Accruals	52.00
Pension Fund	136.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	477.57
Net cash provided by operating activities	731.90
INVESTING ACTIVITIES	
Equipment	-9.99
Net cash provided by investing activities	-9.99
NET CASH INCREASE FOR PERIOD	721.91
Cash at beginning of period	25,349.18
CASH AT END OF PERIOD	£26,071.09

A/R Ageing Detail

As of August 31, 2021

Date	Transaction Type	No.	Donor	Due Date	Amount	Open Balance
91 or more days past due						
29/03/2021	Invoice	517	Seth Nicholls	12/04/2021	97.50	77.25
Total for 91 or more days past due					£97.50	£77.25
TOTAL					£97.50	£77.25

A/P Ageing Detail

As of August 31, 2021

Date	Transaction Type	No.	Supplier	Due Date	Past Due	Amount	Open Balance
31 - 60 days past due							
05/07/2021	Bill	3231	Chaser Pest Control	05/07/2021	315	85.00	85.00
Total for 31 - 60 days past due						£85.00	£85.00
Current							
31/08/2021	Bill	319C49928	Biffa	31/08/2021	258	55.82	55.82
31/08/2021	Bill	1792	KW Accounts (C/O Kira Bailey)	14/09/2021	244	180.00	180.00
Total for Current						£235.82	£235.82
TOTAL						£320.82	£320.82

The financial statements were approved by the Board of Trustees and were signed on its behalf by:

Rachel Pullen

Rachel Pullen
Chair/Trustee



East Sussex County Council
St John's (Aided)Preschool
The Reading Room
School Lane
Crowborough
East Sussex
TN6 1SB
Tel: 01892 664214

St John's Preschool is a registered charity no: 1045290
E-mail: stjohs-preschool-crowborough@hotmail.co.uk
Website: www.stjohns-preschool.co.uk
Manager: Linda Scott
Deputy: Lisa Weait

Treasurer report September 2021-july 2022 Natalie Peers

Recap September 2020 – August 2021

Fundraising £5003.61

Total income £89,220.40

Total expenditures £84,618.86

Total wages £67,061.36

Last year's prediction was a £700 profit when it actual fact it it was only £254.33

September 2021 – April 2022

So far we have raised £3460.40

The income total was £61,333.11

Costs for equipment/consumables, including cleaning products etc £2816.73

All other costs including staff wages, electric, telephone line, rent etc £52,222.42

It leaves us with a profit currently showing as £6293.96 however this figure excluding any fundraising money we might raise for May, June, July and August.

The budget prediction is looking like we will end up with a profit of £1227.09 on the 31st of August however we need to replace the fencing which is looking like it will cost the pre school around £1000.00 so means we could only end up with a profit of £227.09.

Closing Remarks:

As you can see we rely on fundraising to help the pre school out I can't stress that enough. We would love to keep going with the fundraising to get the outside classroom that we desperately need for more room ect but with the fundraising that we do, we can dip into it when things are needed. I'm super proud of what we've achieved this year with the fundraising events we've organised for the children we've all had a lot of fun along the way.

Thank you to everyone involved in the preschool. We are so lucky to have the amazing teachers who create a fun learning environment for the children to grow up in. Rachel our chair has been absolutely amazing she has been incredible helping out managing the pre school so a massive well done and thank you to her. And finally the fundraisers who put on the events for everyone are helping the preschool to stay open and have done amazingly well so far.

Natalie Peers – Treasurer 2021/2022