Shotley Kidzone Annual report

01/04/2022 - 31/03/2023

Charity Number: 293543

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1. Business Summary

Shotley Kidzone is an Ofsted Outstanding rated nursery that has been serving the Shotley Peninsula community for over 50 years. It provides employment for 14 members of staff and is not only a lifeline for working parents, but provides an excellent start to the education of the children in the area as well as providing a hub of information, community and social support such as the food bank scheme.

Kidzone is a non-surplus making organisation and is financially stable. It has seen is fair share of hardship but through excellent management and the efforts of a parent run committee, has been able to run efficiently through what is now a turbulent period. Without the concerted efforts to cut costs, Kidzone would not have been able to weather COVID 19.

Currently, Kidzone has one Cabin Unit on lands owned by the Marquis of Bristol (charged a peppercorn rate) with extended land which was arranged for a second unit but is now garden area due to financial pressures at the time.

Instead Kidzone was able to negotiate with Shotley School to utilise an unused classroom in the school and the setting was able to expand and take on younger children and more staff. The Caterpillar room is run in the existing unit for younger children and the Butterfly room within Shotley School for the older children.

Up until 2019 Shotley school charged a peppercorn rate for the use of the school room with the understanding that Kidzone would invest in a toilet block (which cost £30,000) and improvements to the school asset. Utilities are charged at a pro rata rate.

In 2019 the school took academy status and Suffolk County Council became landlord, charging Kidzone an annual fee of £1,800 rent and asking for legal fees upwards of £2,000. This forced the committee to reconsider raising funds for a second Cabin as this rent is unsustainable for a charitable organisation.

Alongside this challenge, Haylink developers have been given the go ahead to build 300 homes on the Ganges site in Shotley Gate which will significantly increase demand for childcare. Haylink have promised an injection of over £100,000 to childcare provision on the peninsula on sale of the last home, sighting Shotley Kidzone on their documents.

As a result of these two pressures, alongside a demand from parents to take children under 12 months, the committee have decided to go ahead with the extension of premises and raise the funds to build a second unit.

Over the coming years, Kidzone aims to raise £10,000 in fundraising to match the National Lottery Grant of £10,000 already allocated. The parish council have donated £1,500 which will be used for legal fees. We intend to raise a further £125,000 in grants to complete the project within the next 2-5 years ready for the increase in demand.

Our plans are laid out in section 7.

2. Administration details

2.1 1.1 Trustees voted in at 2022/23 AGM

Hayley Coleman
Helen Hibberd
Therasa Butcher

2.2 2022/23 Committee Members

Chairman	Helen Hibberd
Secretary	Dianne Giannotti
Treasurer	Gemma Dennis

2.3 Fundraising Committee Members:

Sarah Pallant
Hayley Coleman
Nikki-Louise Easton
Emma Ransome
Nicole Butcher
Emma Wearing
Helen Field
Angela Whiting
Bronagh Howlett
Keira Haskell
Rebecca Baker
Sarah Whitby
Emily Boore

3. Structure, Governance and Management

3.1 Governing document

Shotley Kidzone is an association with trustees and an annually elected committee. The setting is aligned to the Pre-school Learning Alliance constitution and follows guidance as set out by this body. The committee is divided into a core committee of Chairman, Secretary, Treasurer, Manager and Deputy Manager (or room leader) who meet to make business decisions for the setting, and a larger virtual fundraising team managed via social media.

The setting has an appointed Manager responsible for all decisions pertaining to the running and management of the setting. Committee will make financial decisions, determine the strategy for the new financial year, raise funds and allocate those funds based on recommendations made by the setting Manager and Finance Officer.

All HR decisions and end of year performance reviews are made on recommendation of the setting Manager and the Chairman will conduct an end of year performance review with the setting Manager.

3.2 Committee meetings

Meetings are held quarterly (currently virtually) and include:

Chairman's Report – To report any strategic activity.

Secretaries Report – To report any legal or administrative requirements.

Managers' Report – To update the committee on the activities and objectives of the setting and make any requests for funding or support.

Treasurers Report – To update the committee on the health of the finances.

4. Setting details

4.1 Overview of the setting

Shotley Kidzone offers:

Breakfast club

Pre-school sessions

After school club

Holiday club

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000). The setting's Special Educational Needs Co-ordinator is Therasa Butcher, the co-ordinator liaises with outside agencies when needed.

4.2 Organisational structure

A parent management committee (whose members are elected by the parents of the children who attend the setting) oversees the setting, together with the Manager. The elections take place at the setting's Annual General Meeting which is held in each year. The committee is responsible for:

- Managing the setting's finances and arranging fund raising events
- Employing and managing the staff
- Ensuring that the setting has and works to, policies which help it to provide a high-quality service
- Making sure that the setting works in partnership with the children's parents

Current staff members:

Therasa Butcher (Manager)	BA hons Degree Degree in Early Years, Early Years Professional Status NVQ3 Childcare, NVQ3 Playwork.
Abigail Stannard (Deputy Manager)	BA hons Degree Degree in Early Years, Early Years Professional Status Childcare
Nikki-Louise Easton	Cache Level 3 Childcare, NVQ 3 Playwork
Emily Boore (Assistant)	Cache Level 3 Childcare

Nicole Butcher (Assistant)	Cache level 3 childcare
Angela Whiting (Assistant)	Cache Level 3 Childcare (left September 2022)
Emma Wearing (Assistant)	Cache Level 3 Childcare (left September 2022)
Lucy Harrington (Room Leader)	Cache Level 3 Childcare
Katy Hayton	SEND Training
Emma Ransome (Administrator/Payroll) and	Cache Level 3 Childcare
Chloe Smith (Apprentice)	Training towards Level 3
Jody Lee- Taylor	SEND Assistant

4.3 The Setting

Shotley Kidzone Pre-school aims to:

- Provide high quality care and education for children primarily below statutory school age
- Work in partnership with parents to help children to learn and develop
- Add to the life and well-being of its local community
- Offer children and their parents a service which promotes equality and values diversity
- Cover the six areas of learning (EARLY YEARS FOUNDATION STAGE) throughout all sessions

As a member of Shotley Kidzone Pre-school, the child:

- Is in a safe and stimulating environment
- Is given generous care and attention, because of our high ratio of adults to children
- Has the chance to join with other children and adults to play, work and learn together
- Is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- Is helped to create habits of listening, sharing and concentration and pride in their achievements
- Has a personal key Person who makes sure your child makes satisfying progress and keeps records including those within the child's learning Journey of your child's progress, these can be viewed at anytime
- Is in a pre-school which sees you as a partner in helping your child to learn and develop
- Is in a pre-school in which parents help to shape the service it offers

4.4 Facilities and Services

4.4.1 Out of school hour's clubs

The excellent range of stimulating activities promotes learning and development, encourages children to socialise and helps them to discover and extend their interests. Activities include arts, crafts, sports, games, cookery, and the opportunity to read or relax. A quiet area is also provided for any child wishing to complete homework.

In addition, Shotley Kidzone offers parents the opportunity to take up employment or enrol in training, in the secure knowledge that their children will be happily occupied at the start or end of the school day. The club is open to all primary school aged children from the term the child turns 5 years old until the child leaves the primary school.

4.4.2 Holiday club

We offer a holiday club throughout the school holidays on an interest only basis. Details available before each term ends

5. Achievements and performance

5.1 Ofsted

In 2019 we were proud to have achieved a rating of “OUTSTANDING”.

5.2 2022/2023 Strategy

This year our focus has been on developing our staff and growing our attendance through key community activities and open days. We have also actively marketed our committee positions to bring in fresh thinking and to support our chairman as she steps down in 2023. Finances are steady and Kidzone made a small surplus of £2401.

Staff movement this year has seen Emma Wearing and Angela Whiting leave the setting following a period of maternity leave. Lucy Harington was recruited to back fill Angela’s position.

In 2022/23 Fundraising efforts continue virtually with the online prize draw continuing to be successful, alongside our original in person events such as the Toddler Walk and Halloween Disco. We are also fortunate to be continually well supported some of the local businesses in Shotley most notably Sarah Pallant at the Rose PH and Charlotte Mills from Shotley Vineyard who have donated many prizes.

Financially we are in a stable position and as a result of the hard work from staff, Kidzone has made a small surplus of £240 and the savings account remains healthy at £34,347 and is still earmarked for the expansion project.

Our manager Therasa continues to work well in promoting our setting within the local community and works outside of out setting to promote the setting, her staff and the committee. We celebrated her 26th anniversary at work and are very proud of her achievements.

Our efforts are still focused on the extension and the new building which has been put on hold during COVID 19 but is necessary to allow us to become financially independent from the council and to continue to serve our community, opening our doors to children from 12 months and allowing more parents to return to work in this financially unstable time. Work has now begun on the ganges site and so we are closer to the release of funds promised as part of the section 106.

5.3 Affiliation with the school

Links with the school continue to be strengthened through the joined-up work in the butterfly room and Mrs A Fitzgerald the Primary Schools Early Years Teacher and the new Head Teacher who has taken a proactive approach to not only implementing changes at the school but in working with us. Projects include shared use of the woodlands area, regular updates to SEND and SENCO meetings, regular transition meetings to support our families, fundraising events etc. The headteacher and governing body continue to provide good feedback as the confidence and good start that the children make when commencing the school year.

Work continues to be undertaken in finalising lease agreements and is now a key focus to see us through to the extension. Some more joined up work with the schools fundraising body (FOSS) would be welcomed and provide bigger income for both parties.

6. Financial Review

This year has ended with the setting running at surplus of £2401. Income £179567 – Expenditure £177166. We have invested significantly in both facilities and staff.

6.1 Charity's policy on reserves

The setting will retain a minimum of £10,000 in an emergency fund to allow for the closure of the setting and any subsequent redundancies. This will be reviewed against head count annually. We will also retain £5,000 for emergency repairs or maintenance.

6.2 Funds in deficit/Major risks

Shotley Kidzone is on a peninsular with traffic passing from one other village. Therefore, risk occurs if the number of children decreases in Shotley and Shotley Gate. The setting is based next to the village Primary school. If intake into the school decreases this can affect out of hours clubs. Similarly, if the school were to provide their own out of hours service this would affect our funds.

6.3 Principle sources of funds

The principle source of funds is from government funded children aged between 2 years and 4.11 years. Other funding comes from out of hour's clubs and holiday clubs.

6.4 Fundraising

The committee run a minimum of 5 community-based activities every year to raise further funds for investment in activities and equipment for the setting. Previous years activities are:

Clairvoyant evening

Halloween Disco

Camp night

Summer Barn Dance

Easter disco

Christmas Fayre

Open Days

Kidzone members also raise funds at other local events and through sponsorship.

6.5 Grants

Shotley Kidzone also applies for grants from the local authority to support the needs of the local community. These include funding for special needs and local government initiatives. Grants are also obtained for the training and development of staff and in 2022/2023 for the extension of premises.

6.6 Investment Policy

The investment policy was reviewed in 2010 after advice from the pre-school learning alliance. Investment has been made in ensuring the setting is able to compete with local childcare facilities and provides for the needs of the local community. With an administrator in position budgets are set at the start of the financial year and monitored throughout the year.

7. Extension Project

7.1 Overview of the setting

Shotley Village Playgroup began in 1964. It moved to its present location in 1984. During that time, it has developed from playgroup into a completely new professional childcare setting rated 'Outstanding'. In November 2004 SHOTLEY KIDZONE opened its new premises next to the school, offering:

Breakfast club

Pre-school sessions

After school club

Holiday club

As part of the setting's policy to make sure that its provision meets the needs of each individual child, it takes account of any special needs which a child may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000). The setting's Special Educational Needs Co-ordinator is Therasa Butcher, the co-ordinator liaises with outside agencies when needed.

Shotley Kidzone has been successfully providing non-surplus childcare for over 16 years and in June 2019 was graded as Ofsted Outstanding. The original building was a small portacabin until in 2004 when funding was raised to build the current cabin. Over the last 16 years Shotley Kidzone has built its reputation as an outstanding nursery provision and demand has grown exponentially. In 2014 the committee actively campaigned to expand the setting to allow for the provision of younger children, gaining an increase of land from the Marquis of Bristol which is leased at a peppercorn rate. The original plan was to raise funds for a building but at the time this was not possible and instead the garden was extended, and a new pathway built.

In the meantime, the school had reduced in numbers and had ceased using their nursery classroom and area and so an opportunity arose to utilise this as additional space. Kidzone funded an extension to the building at a cost of £30,000 for a toilet block and improvements and the setting were able to expand their offering to include children from the age of 12 months, dividing the groups into two age brackets – The Caterpillars (12 months – 3 years) and the Butterflies (3 years - 4.11 years). This has been phenomenally successful the team want to extend this further to take infants under the age of 12 months.

7.2 Contribution to the community

Kidzone's mission has always been to be a service to the community not only allowing many parents to return to work, but also providing employment to the area. As kidzone have expanded they have increased staff levels on average from 5 to current staffing levels of 12. The second site is set to increase these numbers further by approximately 2+ heads to allow for the increase in children and may include opportunities for short hours work such as cleaning staff or maintenance. In keeping with Kidzones ethics, the setting would like to offer these opportunities via apprenticeships encouraging staff from the local community to develop and learn skills.

Alongside the provision of childcare, Kidzone provide support and provision to underprivileged families across the peninsula. Kidzone works closely with organisations such as The Children Centre and Fair share who support disadvantaged families with food and wrap around care. Our mission is that staff go the extra mile to provide support and guidance to any family in need. The Fair share scheme contributes to quality meals in the setting but also supports families in need. The children centre has used the kidzone facilities for free for many years and Kidzone will always be available for any local organisation when needed.

7.3 Shifting demographics

In 2019 permission was given to Haylink for the go ahead to develop the former Ganges site on the Shotley Peninsula for 300 homes, a sports park, shops, and a GP surgery. This will increase the population of the peninsula significantly and demand for nursery provision. As part of the agreement a sum of approximately £100,00 has been ringfenced for existing childcare provision (currently named on documents as ‘Kidzone’) to be delivered on sale of the final house. In response to this shift, the Kidzone committee have identified the need to expand the current setting over the next two years. Funds will be raised for the current base extension with the money given by Haylink to be used for further adaptions and to revamp the older building.

7.4 Demand on resources

As building work begins, we recognised as a committee that in order to continue to service the community well and to be prepared for the future increase in demand, that it would be pertinent to consider a second building on the existing land in 2023/2024. We are confident that the setting will continue to expand and grow over this period of time and in a recent survey parents told us that they would like to use the setting for under 12 months which we currently do not have space or provision for.

7.5 Increasing costs for lease and uncertainty

This decision has also been driven by the changing nature of the lease with Shotley PC Primary school. In 2015 Kidzone negotiated a peppercorn rent with the school with the agreement that Kidzone would fund a new build of toilet blocks. Utilities were charged at a pro-rata rate and Kidzone took responsibility for the internal and external decoration and significant improvements.

In 2019 Shotley PC Primary moved to Academy status and management was taken over by ASSET Education. In this period the lease has moved to Suffolk County Council and Kidzone have been asked to pay high levels of rent at a cost of £1,800 per year with the council asking for further funds for the drawing up of legal agreements.

Over this period, Kidzone have not only had to find the funds for legal costs but have also had to deal with the COVID 19 crises causing more stress of the finances of the charity. The committee are committed to gaining financial independence from the lease to invest funds in resources for the children.

7.6 Changes to government funding

In 2017 the government introduced the 30 hours funding for working parents and this has had an impact on demand for childcare and made out of hours care more affordable, thereby increasing the number of children using breakfast and afterschool clubs. However, the setting receives a lower payment from government funding than with private payment, which has led to a lower income rate, therefore it is crucial that numbers remain high to keep employment steady and remain open for as many children as possible.

8. Aims and objectives

8.1 The building

The aim of the project is to construct a second mobile unit which will sit next to the current unit and will be accessible via a covered walkway from the original building. (See Appendix 8 for plans). The new building will serve children from 6 months to 3 years and will include areas purpose built for the younger children. This will allow the setting to utilise the other building for the older children and for wrap around care (breakfast and after school club).

Access to the buildings will be via the shared driveway but there should be no need for parents to cross the school boundaries unless to utilise the school.

8.2 Costings

Building	£105,000
Groundwork	£25,000
Internal furnishings and fixtures	£25,000
Legal Fees	£5,000
Total	**£160,000**

8.3 Grants

We have been awarded £10,000 from National Lottery and £1,500 from the parish council. The setting is currently looking at further support and assistance from Suffolk County Council and is engaged with Community action Suffolk Network who provide support for charitable fundraising and Suffolk Community Foundation. Over the next 12 months the committee will actively seek and apply for available grants.

8.4 Fundraising

Each year Shotley Kidzone raises an average of £2,500 in fundraising which contributes to resources and activities for the children. As of September 2020, Kidzone will be launching a new fundraising scheme specifically targeted at the extension. This will include socially distanced events, sponsored sporting events, virtual quiz nights and the continuation of our extremely popular virtual draw. Our aim will be to raise £5,000 annually and contribute a minimum of £10,000 to the build.

Any remaining funds (after build) raised by the project will be used to make improvements to the current premises and grounds.

9. Appendix 5 - The plans

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Shotley Kidzone
Income and Expenditure Account
As of 31st March 2023

	2023
	£
Income	
Fees and grants	146697
Fundraising and Donations	7570
Interest received	105
Other Income	10195
Transferred to Savings	15000
	179567
Expenditure	
EYPP, SEND & DAF	4376
Staff salaries and wages	133880
Insurance	784
Resources and Equipment	2147
Entertainment	438
Petty Cash and other expenses	2707
supplies and stationary	263
Bank charges	80
Maintenance	1653
Advertising	216
Committee Expenses	35
Utilities	2196
Phone and Internet	1117
Health and Safety	1396
Training	760
Misc	1305
Rent and Rates	2520
Admin	1603
Fundraising	1774
Fareshare	2916
Transfer to Savings	15000
	177166
Surplus/Deficit for the year	**2401**

Shotley Kidzone
Balance Sheet
As at 31 March 2023

	2023	2022
	£	£
Current Assets		
HSBC current account	24811	37516
HSBC deposit account	34347	19242
	59158	56759
Represented by:		
General fund brought forward	56759	59749
Surplus for the year	2401	-2990
	59160	56759

Approved by:

Date: 15th August 2023

Peninsula Financial Services
22 Ct Harlings
Shotley Gate
Ipswich
IP9 1NY
tel. 07723184529

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