



Thatcham Pre-School

Registered Charity No 900111



Trustees Report 2022-2023

Trustees:

Chair - Tony Powell

Treasurer - Helen Cawley

Secretary - Steph Jenkins

Committee Member - Megan Warrick

Manager - Sara Whitford

Deputy Manager - Jodie Conyard

Address: Burdwood Community Centre

Wheeler's Green Way

Thatcham

RG18 4LB

Bankers: HSBC

6 Northbrook Street

Newbury Berkshire

RG14 1DT

Newbury Building Society

4 High Street

Thatcham

RG19 3JD

Structure, governance and management

The charity was formed under a constitution adopted in March 1993, amended in July 1996 and May 2012. Our constitution was adopted from the Preschool learning Alliance.

Objectives and activities

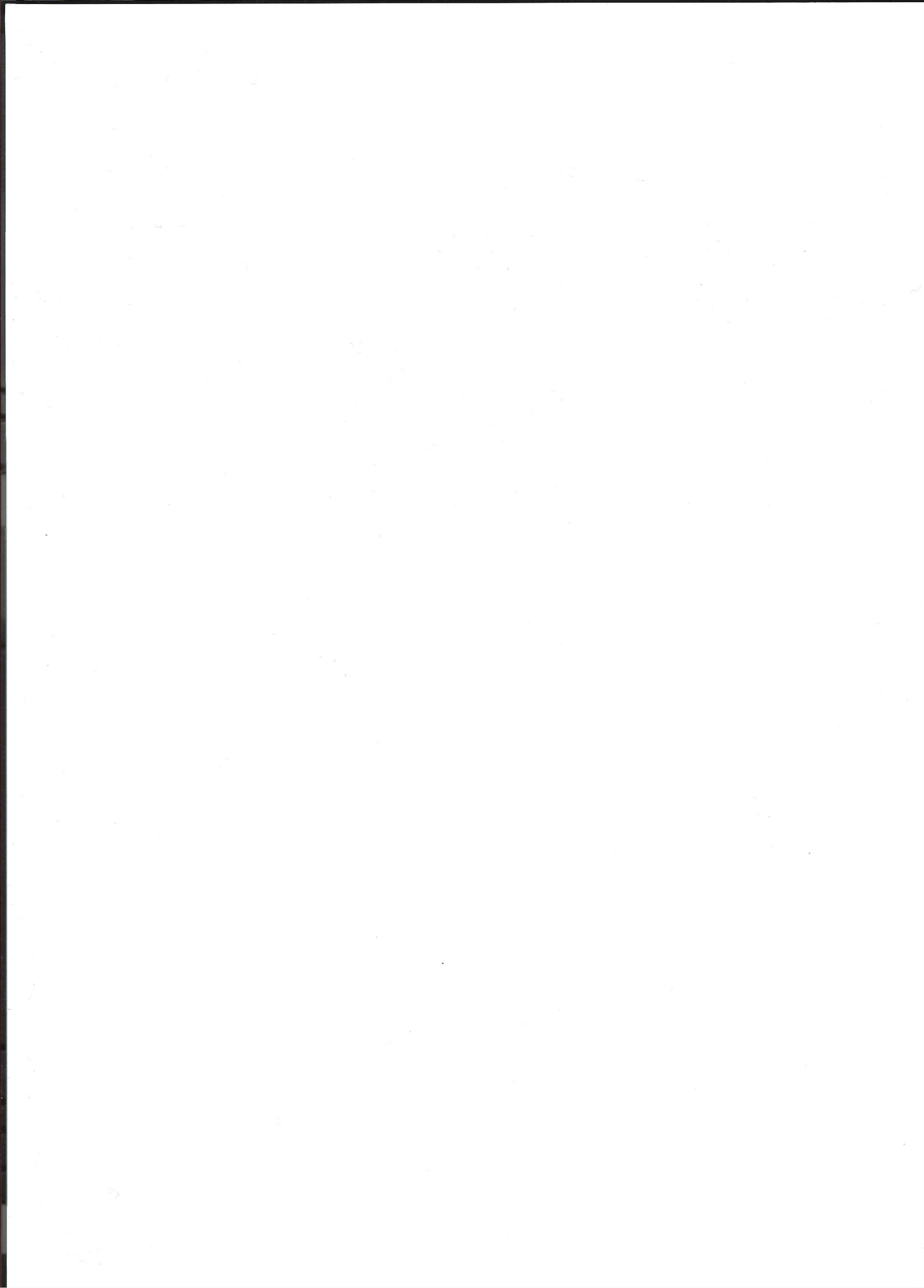
The objective of the charity is to provide a safe happy environment, providing rich learning experiences to enhance the development and education of children, primarily under statutory school age. Through exploration and play helping them to reach their early years goals as set out in the EYFS covering the seven areas of learning.

Finances

Finances remain healthy and a reserves account is adequately full to cover any costs in the event of the closure of Pre-School, including staff redundancies, these are held in the Newbury Building Society.

Finances were prepared for financial year 2022-2023 by our Administrator Clair McCartney and were checked by an independent Jo McAllister MAAT Bookkeeping & Accountancy.

Please see manager report and safeguarding report for an overview of the year:





Health and Safety/Risk Report

April 2022-2023

Main Building

Thatcham Town council are in charge of building maintenance.

Each morning the premises are inspected for any obvious signs of damage which would be reported to Thatcham town council. Minor issues such as obstructions to the building would be cleared away by staff and if need be reported to the council. Toys are checked and cleaned regularly.

The building has a fully enclosed garden and regular headcounts are carried out when coming in and out of the garden.

A stairgate is used to prevent access to the kitchen.

A stair gate is at the entrance to ensure children can't access the doors as they have a push bar opening mechanism.

An allergy list is displayed by the snack area which is checked on a daily basis and updated with any changes.

PAT testing is carried out by Thatcham town council.

Alarms were added to the fire doors to the car park in October 22 for added security.

Fire safety

Fire alarms are checked weekly by Thatcham Town Council

We carry out termly fire drills and keeping logs recording these drills any delays, issues or actions that need to be taken.

Fire extinguishers are situated

Reception area

- Carbon dioxide – electrical and flammable-by fire exit to car park tested 04/34 due 04/24

Thatcham Pre-School is committed to safeguarding and promoting the welfare of children.

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Mobile ☎: 07831 611145



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Kitchen

- Fire blanket tested 04/23
- Small carbon dioxide extinguisher by door above fridge 04/23 due 04/24

Main Hall

- Foam extinguisher by fire doors to garden 04/23 due 04/24
- Foam extinguisher by fire doors to car park 04/23 due 04/24

Staffing and visitors

Staffing levels are kept in line with child adult ratio and where possible an extra member of staff. In line with new safer recruitment and new legislation, references and DBS checks will be completed before the new member of staff is employed.

All existing staff have DBS certificates and references on file.

Volunteers, parents, and non staff on the premises are never left unsupervised. Only staff may enter the toilet area. Parents wishing to take their child to the toilet in between sessions are asked to use the disabled toilet.

Committee

New Committee to be appointed and roles to be clarified and regular meetings to be held.

New Chairperson was appointed Katy Powell and announced at the AGM March 2023.

Clair McCartney continued to provide regular updates regarding bank balances, incomings and outgoings.

The reserves account to maintain enough money to allow for redundancies and debts in the event of the Preschool closing.

Unpaid invoices are being followed up promptly to prevent parents becoming behind with their bill. If invoices remain unpaid the child's place is revoked. If funded, their hours will be reduced to their funded hours to prevent parents running up a bill they are unable to pay and prevent a financial strain on the preschool. It is not viable for Pre-school to effectively provide free childcare.

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Managers Report

April 2022 – April 23

Including Minutes from

AGM held 20th December

Manager thanked everyone for coming and updated all present with a run through of the year so far.

Things have been getting back to normal since Covid however the new drop off at the door worked well so this has remained in place.

In May we welcomed Carly Jackman now Jefferies back and she has been a fabulous addition to the team.

The Summer term ended with our leavers party which was a great day enjoyed by staff and the children. Its always a lovely send off for those leaving us to go to big school.

Over the Summer holidays we were able to use some of our funds to replace our old shed which was very much past its best. We now have a new larger shed which enables us to lock away more of our garden toys as these have been stolen and broken over the previous year.

I am pleased to say Jodie completed her DFE Early years Professional Development Programme, so a big congratulations to her.

Katy Powell was introduced as our new Chairperson and we are to appoint Stephanie Tollman as Secretary and Lucinda Moore as Treasurer. Clair McCartney our Administrator will be supporting the committee in these roles. The manager took this time to thank them for volunteering for these positions. The manager expressed hope for a couple more volunteers to be general committee members to support and help with fund raising. A number of parents had expressed some interest in this on the Facebook page.

The manager thanked Becki who sent her apologies as was unable to attend due to work commitments, for remaining in her role until an alternative candidate could be found.

Safeguarding remains a priority and all staff are up to date with safe guarding practices and knowledge is reviewed and refreshed termly at our regular staff meetings.

The manager opened the floor up to questions but there were no questions asked or issues or concerns raised and they wished everyone a very happy Christmas and we will see you next term.

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Preschool re-opened in January with no issues. Teacher strikes were announced but due to last minute confirmation by local schools Preschool had to close for the first strike day on the 1st February 2023. More notice and the ability to better prepare meant Preschool was able to remain open for the future strike days.

During National Story telling week parents came into Preschool to share and read stories from home.

On 3rd February Emily Mills handed in her notice to take on a new role outside of childcare, her last day being the 17th March 2023.

Sara Whitford also announced after 14 years with the Preschool she would be leaving at the end of the Summer term to seek new opportunities due to changes of personal circumstances and the need to work a non term time position.

Preschool ended the term with an Easter Party with the children on the 30th March.

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Jo McAllister MAAT AATQB
Bookkeeping & Accountancy
4 Danvers Close, Thattham, Berkshire, RG19 3XT
07879 626645 jo@bookkeepingjo.co.uk

Thattham Preschool

Accounts to year end 31 March 2023

I have checked the accounts and associated transactions and all appear to be transparent and accountable.

Signed



Jo McAllister

16th January 2024

Thatcham Pre School
Income & Expenditure Account Year End 31 March 2023

		2023	2022
Income			
Funding	£	93,081	£ 90,027
Fees	£	10,455	£ 7,949
Fund Raising	£	-	£ -
Other income - Uniform	£	119	£ 82
Other income - HMRC SSP	£	-	£ 829
Other income - WBDC EYS Grant	£	-	£ 3,000.00
Interest - NBS	£	585	£ 116
	£	<u>104,239</u>	<u>£ 102,001</u>
Expenditure			
Net Wages	£	88,649	£ 78,745
PAYE & NIC	£	2,329	£ 2,619
Pension - NEST	£	3,369	£ 2,565
	£	<u>94,347</u>	<u>£ 83,929</u>
Rent	£	12,303	£ 11,671
Commercial card (food/kitchen)	£	3,725	£ 4,564
Training	£	2,170	£ 180
Preschool clothing	£	84	£ 643
Accountancy & Payroll	£	630	£ 675
Telephone & internet/website	£	175	£ 354
PHS/OCS/rentokil Group	£	239	£ 239
Early Years Alliance Insurance	£	1,169	£ 1,166
Parking/Mileage	£	287	£ 179
Bank Charges	£	60	£ 15
Ofstead/subscriptions	£	35	£ 35
Storage	£	816	£ 791
Activities/Equipment	£	1,350	£ 57
Computer/Software	£	710	£ 694
	£	<u>118,100</u>	<u>£ 105,190</u>
EXCESS OF INCOME OVER EXPENDITURE		(13,861)	(3,189)
Bank Balances Carried Forward	£	57,249	
Comprising			
Current Account A - 31st March 2023	£	34,905	
Newbury Building Society	£	22,275	
Cash in hand	£	70	
Total Banks	£	<u>57,249</u>	