

FIRST STEP PRE-SCHOOL LTD

Annual Report

To 31st July 2010

This report covered by pages 1 to 9, along with the attached financial statements, was approved by the Trustees for presentation at the Annual General Meeting of First Step Pre-School Ltd on 6th October 2010.

Signed on behalf of the Trustees by:

Claire Rogers, Chairperson

Date

The chairperson presents this report with the financial statements of the company for the year ended 31 July 2010.

INCORPORATION AND CONSTITUTION

First Step Pre-School Ltd is a registered charity (No 1022996) and is registered in England as a company (No 5885935). The company was incorporated on 25th July 2006 and commenced trading on 1st August 2006.

The Pre-school's current constitution was formally adopted at the Annual General Meeting of 2002

PRINCIPAL ACTIVITY AND OBJECT OF THE CHARITY

The principal activity and object of the company and charity, in the period under review, was to advance the education of children below compulsory school age. The Pre-school owns a building situated on leased land at Christ the King School in Thornbury and rents a second building at Crossways Infant School, also in Thornbury. Sessions run concurrently at both sites where qualified and friendly staff provide stimulating and creative play that enables learning to take place in a fun and secure environment. We look upon pre-school as the first stepping-stone to school and school life.

MISSION STATEMENT

Working together to provide quality care and a foundation for life long learning.

CHAIRPERSON'S REPORT – Claire Rogers

The Committee who were elected at the last AGM were all new to their roles on the Committee and we were lacking the numbers we would have liked!

I would like to thank the Committee for all their hard work arranging trips, helping at Open Days and other events, advertising and promoting the Pre-School's achievements. The Fundraising Team, special thanks to Clara Mason and Lucy Luke, have been extremely busy throughout the year and have raised lots of money which will benefit all the children.

During the past year we lost two members of staff Naomi Millard and our Administrator Deb Roper. Deb has been a great support during my year as Chair and she also ensured a smooth handover to her replacement. I would like to thank Deb for

her years of service to the Pre-School. Claire Gaynor and Tiffany Needham joined the team during the year and have settled in well.

I would like to thank all the staff for their dedication and commitment to the Pre-School and this has resulted in another very successful year ensuring child numbers remain high. Without our excellent staff, First Step Pre-School would not be the success it is today. Special thanks must go to Jenny and Penny for the immense amount of work they have done throughout the year and their continued commitment, often attending meetings out of hours.

I will be standing down as Chair at the AGM. I wish all the staff and Committee good luck for next year and hope that First Step pre-School continues to achieve great results for many years to come.

TREASURER'S REPORT – Justine Stoffel

During the year income exceeded expenditure by £1,197 which was a significant improvement on the original budget which predicted a loss of £11,560. The budget for 2010/2011 showing a surplus of £735 was approved by the Committee at the Committee meeting on 14th July 2010.

LEADERS' REPORTS – Jenny Harris with news from Christ the King site

As always we had a very busy year and we were pleased to welcome Auntie Lisa as SENCO and co-ordinator for PSED:

- We celebrated Harvest by bringing gifts to CTK school
- In November we raised money for Children in Need by dressing in spotty clothes, decorating biscuits and having Teddy Bears picnics
- Performed Nativity for families and had Christmas parties, the morning group getting together with the Crossways children at Turnberries, including a visit from Father Christmas
- We made the most of the snow that fell in December and January!
- Bob from the library brought Treasure boxes for all the morning children and several family pets came to visit us when we were learning more about animals. Zoolab came too with lots of interesting creatures.
- We celebrated Chinese New Year with food, tai chi and dragon dancing
- The morning children came to pre-school in their pyjamas for our Bedtime Stories and really enjoyed the hot chocolate and biscuits
- We were invited to go to Crossways Infant School to see the Reception Class performance of The Gruffalo, which the children enjoyed. They came back and made Gruffalo masks
- We were successful in obtaining a grant from South Gloucestershire Council to improve our outdoor area. The garden was transformed over the Easter holidays and proved to be a big success with the children who particularly liked the climbing equipment, the mound and the water. We have grown lots of vegetables too in the raised bed
- We took the morning children to the Community Garden and also visited the local shops
- All the children had fun on Big Box Day using their imaginations

- In June we had a successful Sports Day and family picnic and the weather was good!
- Lots of families joined us to parade in the Thornbury Carnival, dressing up as a wonderful assortment of mini beasts
- The morning children performed an End of Year Concert for their families, singing a few of their favourite songs and acting out the story “We’re Going on a Bear Hunt.” They also served biscuits they had made and drinks to their parents afterwards
- We dressed up again in the last week for our Pirates and Princesses Days
- End of year parties for the afternoon children were held in pre-school and the morning children got together with the Crossways children again at Turnberries, enjoying fruit and icecream and the fun entertainer

LEADERS’ REPORTS – Penny Smith with news from Crossways site

We welcomed a new member this year, Claire Gaynor and Tracey has handed over the SENCO role to Helen Stolliday.

During the course of the year the morning children have taken part in a wide range of activities to help prepare them for school, including visiting the reception classes and playing with reception children in their playground. They enjoyed celebrating World Maths Day with Crossways Juniors Yr 6 children. They have also had many visitors and we have had students on work experience or college placements also with us. As Jenny has mentioned Zoolab returned again with their collection of snakes, gerbils, snails and other small creatures. We celebrated safety week by inviting the police who brought their car and the children were able to sit inside it and use the flashing lights. In addition for road safety week we had a visit from a South Gloucestershire traffic warden, who showed the children the correct way to cross the road.

Staff from the library brought treasure chests for the children and in June we walked to the library where we were read a story and had biscuits and squash. We also had a pyjama evening with bedtime stories, torches, hot chocolate and milkshakes. We all enjoyed Sports Day where there were races for younger brothers and sisters as well as parents.

A great deal of excitement and interest was generated by the emergence of our butterflies from their chrysalises – some of which actually happened during session times! We successfully grew tomatoes, beans, strawberries, cucumbers and potatoes which we ate at snack time and if you look in our garden you can see Claude the caterpillar growing.

At Christmas all the children enjoyed the parties and the morning children performed “The First Christmas” play for their families. We also ended the year with a performance to families about our activities through the year.

We have also benefited from the efforts of the fundraising team and have received a new computer, scarecrow, smelly plants, face paints, some story books, DVDs and lots more!

Both leaders would like to thank all volunteers who have done rota duty through the year. It really does make a difference.

FUNDRAISER'S REPORT – Clara Mason

We started off our fundraising year with our annual toy sale, which was held in November at the Methodist Church Hall. We had a fantastic selection of toys donated by parents and the sale itself was really well attended.

The run up to Christmas was, as usual, very busy. The calendars with the children's self portraits were very popular. We also held our Christmas raffle with some fantastic hampers and other prizes donated by local businesses. We also introduced a new fundraiser with our Christmas Post offering a Christmas card delivery service around Thornbury.

After a quiet spell in January and February, we held a sponsored welly wang at each site. This achieved pleasing support through sponsorship and parents coming to watch the wang itself!

We organised an Easter Egg hunt, with prizes donated by local shops. This involved many of the children and they enjoyed their chocolate treats.

This year we had Photonix Photographers in October and in May, taking individual and group photographs. We received many orders and are planning to have two sessions for next year as well.

In April we introduced another new fundraiser with the sale of "Invitations books." This was successful and we plan to run it again next year.

On the 1st July we held our annual Fashion Show and Sale, with a bar and raffle. Although we were a little disappointed with ticket sales, those who attended and showed their support for pre-school had a great night!

On the 3rd July we were involved in the Thornbury Carnival for the first time. This was partly a fundraiser but also excellent publicity for pre-school. A very large number of our families turned up in fancy dress as "Bugs or Butterflies" for the parade and it was great to see so much support for Pre-school. We also ran a stall on Mundy playing fields selling second hand books, a splat the rat game and temporary "tattoos." Parents from both sites donated books and our stall had plenty of visitors throughout the day. We also gave out a number of leaflets to prospective parents.

On 10th July we ran the same stall at the Christ the King Summer Fayre with the addition of some delicious cakes from a kind grandparent of one of our afternoon children. We had had lots of visitors throughout the afternoon and again it was useful publicity for Pre-school.

I would like to say a huge thank you to Lucy Luke for all her help with fundraising this year and to the committee for all their help, especially with the fashion show and the carnival. Many thanks also to everyone who has helped throughout the year by turning up at events, sending in donations and offering help – we really appreciate all your support!

Net profit from our fundraising activities

Event	2010 £	2009 £
Photographs	596	452
Christmas Calendars	373	448
Xmas raffle	165	239
Toy sale	175	218
Easter egg hunt	178	119
Welly Wang	287	506
Invitations books	80	-
Fashion show	400	480
Stalls	133	87
Donations	26	
Other fundraising		338
TOTAL:	2083	2,800

TRUSTEES

Trustees for the Charity are elected each year at the Annual General Meeting and are known as ‘the committee’. Candidates are proposed and seconded by the AGM attendees; election is by a show of hands or a written vote. Trustees for the year 2009/10 were:

All the Trustees became effective following the AGM last year. i.e from 7th October 2009. The Trustees are:

Claire Rogers	Chairman
Justine Stoffel	Treasurer until 14 th July 2010
Gary Adams	Tresurer from 14 th July 2010
Clare Trayler	Secretary

There were also the following committee members:

Clara Mason	Fundraising Co-ordinator
Lucy Luke	Vice Fundraising Co-ordinator
Laura Smithson	IT/Website Co-ordinator
Amie King	Policies Co-ordinator
Clare Rogers	Publicity Secretary
Jenny Ratcliffe	Child Protection Co-ordinator
Vicky Pullin	Building Co-ordinator
Helen Milne	Parents Representative
Jenny Ratcliffe	Parents Representative
Vicky Pullin	Parents Representative
Justine Barnes	Parents Representative
Justine Stoffel	Parents Representative
Ruth Bilbe	Parents Representative

STAFF

Staff employed by the Charity during the past year are detailed below, along with their curriculum responsibilities:

Jenny Harris	- Leader, Christ the King and Knowledge & Understanding of the World
Penny Smith	- Leader, Crossways and Problem Solving, Reasoning and Numeracy
Crossways Site- Suzanne Golledge	- Personal, Social and Emotional Development
Tracy Stringer	- Creative Development
Naomi Millard	- Resigned March 2010
Claire Gaynor	- Appointed March 2010 Knowledge & Understanding of the World
Helen Stolliday	- Special Educational Needs Co-ordinator (SENCO) and Language, Literacy and Communication
Carol Ling	- Physical Development
Christ the King Site- Karen Watola	- Creative Development, Problem Solving, Reasoning and Numeracy
Amanda Starr	- Language, Literacy and Communication
Lisa French	- Special Educational Needs Co-ordinator (SENCO) and Personal, Social and Emotional Development
Vicky Filer	- Physical Development
Deb Roper	- Resigned April 2010
Both Sites- Tiffany Needham	- Appointed April 2010 Book-keeper and Administrator

ACHIEVEMENTS FOR 2009 – 2010

Successful fundraising events – Fashion show, toy sale, photos also introduced invitation books

South Gloucestershire grant for CTK garden

Operated within budget

Involved in Thornbury Carnival for the first time

Raised money for charities Children in Need and Heart Circle

Linked with Christ the King School for the Harvest Festival Gifts and Crossways School for World Maths Day and their performance of the Gruffalo

ACKNOWLEDGEMENTS

I would also like to thank Clara Mason and her fundraising team for their fantastic efforts in raising so much money in so many different ways. The events have been enjoyed by many people and help to promote the Pre School in a positive way.

I also thank all those on the committee who in their various ways have contributed to the maintenance of both sites and have given their time to attend meetings and events throughout the year.

I would like to thank the Policies Committee for their work throughout the year, it is an important task that sometimes goes unnoticed.

IMPROVEMENTS/ BUSINESS PLAN FOR 2010/11

1. Ensure financial stability for the Pre-School
2. Improve Pre-School facilities and resources we provide for the children, their families and the community.
3. To build on relationships with parents and their involvement in their children's learning and development.
4. Improve the sharing of information with other settings/carers.
5. Look at the needs of the community to establish whether we need to extend our care.

UNAUDITED FINANCIAL STATEMENTS

The unaudited financial statements for the year ended 31st July 2010 form part of this report and are attached to the end of it. The Reserves Policy of the Pre-school is outlined on the following page.

RESERVES POLICY

The funds held by First Step Pre-School Ltd fall into three categories:

Unrestricted Funds

Unrestricted Funds are needed to cover staff costs and those of administration and support without which the Pre-School could not operate.

Income levels vary during the year, but expenditure levels remain relatively constant throughout. Income is at its lowest during the Autumn term rising during the Spring to it's highest level in the Summer term – this is due to the availability of voucher funding.

The Trustees consider it prudent that unrestricted funds should be sufficient to cover one month's administration and support costs. This level will ensure we have adequate resources to cover our outgoings whilst income is at its lowest level during the Autumn term. Without this level of funding we would not have sufficient funds to ensure our continued operation to the end of January.

The Trustees will monitor and review this unrestricted fund reserve level with reference to income forecasts and changes in funding on an annual basis to ensure that it continues to meet the needs of the Pre-School.

Restricted Funds

Restricted funds normally arise from donations or grants which have been received to meet the costs of specific items of expenditure. Occasionally, there is a time lag between the receipt of these funds and the related expenditure, thereby resulting in Pre-school holding the funds until payment is made.

Designated Funds

Designated funds are amounts specifically excluded from being used to meet day-to-day running costs of the Pre-school. Sums raised through fundraising activities fall into this category. Such funds may be spent at the discretion of the Trustees to provide additional resources or to pay for special events outside the normal running costs of the Pre-school. In addition funds have been set aside to cover specific items of expenditure. The Trustees have identified four designated items:

1. A fund has been established for repairs and maintenance to the building we own, which is sited at Christ the King School. It is acknowledged that buildings such as ours do not have a "long" life and that it is prudent to set aside monies for its repair or even replacement.
2. A fund to cover the cost of renegotiating the lease for Christ the King site.
3. A fund to meet any costs associated with negotiating any rent reviews at Crossways site.
4. A fund to meet the costs of acquiring a larger building to replace that currently used at the Crossways site or to acquire the lease on the existing building.

The Trustees will review this reserve level on an annual basis to ensure that it continues to meet the needs of the Pre-School.