

Cuckfield Preschool Playgroup *Registered as a Charitable Incorporated Organisation (CIO), number 1178733*

Principal address: c/o The Village Hall, London Lane, Cuckfield, West Sussex, RH17 5BD

NOTICE

**The Annual General Meeting**

of the members of the above charity will be

**Held**

at 7.30 for 8pm on Thursday 24 October 2019

at Upper Hall, Cuckfield Baptist Church, Polestub Lane, Cuckfield RH17 5GP

to:

i. receive the annual statement of accounts;

ii. receive the trustees’ annual report; and

iii elect trustees as required under the charity’s constitution:

 the trustee retiring by rotation is Mrs Sarah Moss, who, being eligible, offers herself for re-election.

NB: The members may at any time appoint a new trustee. To encourage parental involvement, at least two thirds of our trustees should normally be Family members, but if that cannot be achieved the CIO may elect Affiliate members to make up the balance. No trustee may take office until Ofsted have decided that they are suitable.

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Trustees’ Annual Report

The trustees have pleasure in submitting their report for the period ended on 31 August 2019.

**Objectives**

Cuckfield Preschool Playgroup works for the public benefit having as our objective the development and education of children and young people, in particular by promoting their care, safety, education, health and wellbeing, promoting parental involvement, and providing services to support them, their families, and carers.

**Activities**

We are a charity operated preschool who aim to provide children with a stimulating, happy, caring and safe environment to help them develop their full potential in all areas through playing and learning together. We deliver the Early Years Foundation Stage curriculum.

**Public Benefit**

In carrying out our activities the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

As a charitable preschool our values are openness and inclusion for all, we have been offering 27 hours Funded attendance without restriction Unlike some other settings we don’t restrict Funded children to certain days of the week or times of the day.

We offer a high-quality early years’ education regardless of additional or specialist needs from the age of two and a half years upwards. We also take children from the age of two where specific qualification criteria are met.

**Achievements and Performance**

This year we’ve provided three packed terms of high quality, carefully planned and well-resourced play-based learning. The children have benefited from themed sessions each week, small group work, outings to the museum, local playgrounds and special activities including sports day at the neighbouring school and our annual nativity performance. We’ve joined in the life of the community through taking part in the village show, mayor’s procession, cuckoo fair and other events.

Behind the scenes of what our children experience and parents see at pick up and collection, our ffirst year of operation as a CIO has presented some challenges to which we’ve risen! We were sad to lose our manager Sarah Paterson but wish her well in the next stage of her career and are grateful to Bridget Todd for progressing from deputy to manager. We’ve recruited new members of staff over the year for regular work, short term cover and book-keeping and administrative expertise. Our existing staff have welcomed our new starters, sharing knowledge and developing the overall strength of the team to the benefit of the children. We have built up to three trustees who have taken on the strategic and business elements of what used to be supported by the “parent-chair”.

No less importantly, preschool has benefited from an active committee of parents who have run social and fund-raising events that provided a way for parents to get to know each other and build their support network, and supported preschool through raising near £5,000 over the year - without this we would not be the place we are – thank you all. The trustees wish to go on record in expressing their thanks to everyone involved.

**Financial Review**

Financial Position at the end of the period.

The CIO was in a stable financial position at the end of the period. However, we incurred a deficit in the year of £5,414. In this year, our income was not sufficient to cover wages and hall hire which increase each year. So looking forward to the next financial year, we have taken the difficult decision to increase income where we can, and we’ll keep our outgoings under close review.

Fundraising has always been important to preschool and will continue to be so. The underfunding of nearly all education stages in the UK is often in the news and Early Years is no exception. Fortunately the ongoing generosity of many in our preschool and wider community helps us to stay true to our values.

We’ve continued to build positive relations with the parish council (landlord) where the new councillors have shown their interest in preschool’s ongoing use of the building. Whilst there will inevitably be future cost increases to be met, we welcome their interest and engagement.

Reserves Policy

The trustees have decided upon a reserves policy which recognises the risks we may face and the amounts that are considered necessary are set out in the accounts. The Available funds at year end of £7,272 represent working capital required for the preschool day to day running.

**Structure Governance and Management**

The charity’s governing document is a Pre-school Learning Alliance Model CIO Constitution for Childcare Providers 2013, dated 6 June 2018 and registered with the Charity Commission on 11 June 2018.

The affairs of the CIO are managed by the trustees.

Trustees are appointed at the a.g.m. to serve for 2 successive years and the trustees may appoint additional trustees.

**Names of the charity trustees who manage the charity:**

**Name of Trustee Office Date of Appointment Date of Retirement**

Atkins Claire 11/06/2018 31/08/2018

Wade, Angela Chair 11/06/2018 31/08/2018

Atkins, Gavin 11/06/2018 31/08/2018

Moss, Sarah Anne Chair *(note a)* - -

Paterson, Sarah 21/08/2018 24/3/2019

Lynch, Jane 19/11/2018 -

Crouch, Mary 17/03/2019 -

*Note a – appointed upon retirement of Angela Wade.*

**Declarations**

The trustees declare that they have approved the trustees’ report above.

 Signed on behalf of the charity’s trustees

Signature(s) ……………………………………………………………………………………………………….

 Full name(s) ……………………………………………………………………………………………………….

Position ………………………………………………………………………………………………………………

 Date ……………………………………………………………………..