



Mortimer Hall Pre-School

Annual Report for Financial Year 2015/16

Following a run of 27 years, Mortimer Hall Pre-School closed as an unincorporated charity (registered charity no. 1022797) on 31 March this year and re-opened on 01 April as a charitable incorporated organisation (registered charity no. 1161534). The main outcome of this change is that anyone wanting to join our committee could do so without facing any financial liability in the unlikely event that the pre-school were to fold. Many do not realise that this did not used to be the case.

Despite our change in charitable status, the aims of the pre-school remain the same and are as follows:-

Aims of the pre-school are to:-

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

Mortimer Hall Pre-school is a parent managed pre-school. Members are elected to the committee by the parents of the children who attend at the Annual General Meeting each October.

The committee is responsible for:-

- managing the setting's finances; raising funds;
- employing and managing the staff;
- making sure that the pre-school has - and works to - policies that help it to provide a high quality service;
- making sure that the pre-school works in partnership with the children's parents;
- ensuring the pre-school complies with its safeguarding and welfare requirements (as defined in the Early Years Statutory Framework) and its Ofsted responsibilities;
- working to a charity constitution and reporting annually to the Charity Commission.

The Trustees and Committee Members for 2015 to 2016

Myfanwy Brown	Chair, resigned February 2016
Amy Poole	Trustee
Eva Dorogi	Trustee, resigned May 2016
Holly Crane	Treasurer
Janet Crane	Staff member
Sarah Phillips	General member
Andrea Jones	General member



We began this year with a total of seven committee members but after two member resignations due to personal reasons we find ourselves with just five members at the end of this year. Three members of the committee had a child at the pre-school at the time of election. Two were affiliated members and Janet a staff member. Alison Edwards, the pre-school Administrator, also attended committee meetings in her work capacity.

A lot of work happens behind the scenes to ensure full compliance with all aspects of Ofsted and the EYFS curriculum, Health and Safety and Employment legislation and our duties to the Charities Commission as trustees of Mortimer Hall Pre-school and we are very grateful to our committee for their help and support during the year and especially to those that are standing for re-election for another year.

Fundraising

We have held some successful fundraising events, of note were our Valentine's Day coffee morning and the summer sing-along; and social events, in particular the children's Christmas party and the summer barbecue which were both very well attended. Financial detail is covered in the Treasurer's Report.

Website

The pre-school website www.mortimerhallpreschool.com is maintained by our administrator and is updated with the children's planned activities each week plus termly pre-school news and events. The pre-school also has two Facebook pages: "open" and "closed". The closed page only allows people approved by the committee to have access. Our thanks to Amy Poole for running and updating these pages.

Finances: Funding and Staffing

For full details on pre-school's income and expenditure over the past year, please refer to the Treasurer's report and accounts summary. In brief, our income exceeds our expenditure and the pre-school is in a healthy position financially at the present time.

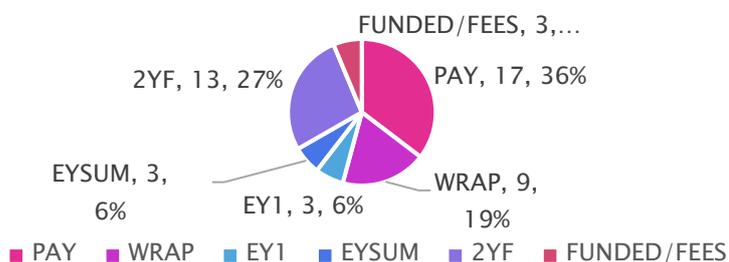
The year 2015-16 started with an average of 21 children attending each session in the autumn term. For the remainder of the year this figure rose to an average of 24 attending each session which meant sessions were full.

The pre-school receives Nursery Funding of £3.98 per hour for all children in the term after their third birthday and Two Year Old Funding at a rate of £5.15 per hour. This is the only funding we automatically receive. A small amount of extra funding is available for children who fulfill the criteria for the Early Years Pupil Premium (EYPP) or have Special Educational Needs (SEN). Parents can pay for sessions outside of funding and fees are charged at £4.17 per hour. These funding streams comprise the principal form of income and pay for the day to day running of the pre-school.

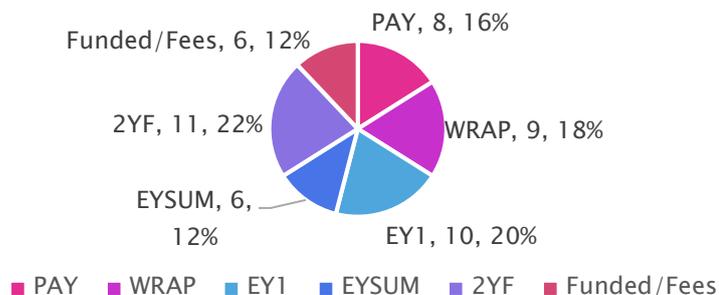
As the year progresses we will typically see a decrease in the number of two year old funded children and paying parents as children turn three and become eligible for government funding. The distribution of children according to funding type for the three terms of 2015/16 is shown below.



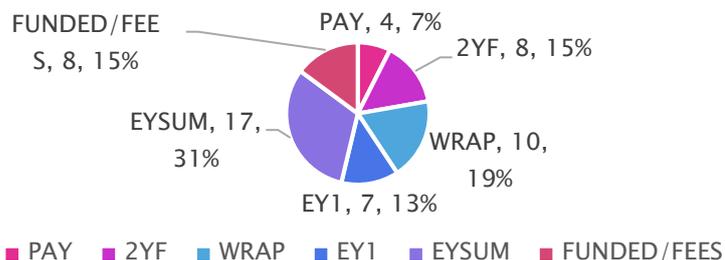
Funding Type of Children On-Roll in Autumn 2015/16



Funding Type of Children On-Roll in Spring Term 2016



Funding Type of Children On-Roll in Summer 2016



Our principal expenditure is staff wages. We are legally required to have staffing ratios of 1 staff member to 8 children for 3-4 year olds and 1 member of staff to 4 for 2 year olds. The pre-school committee considers it best practice to have an extra member of staff at most sessions in addition to these statutory ratios. Therefore, our wages bill is comparatively high. Furthermore, expenditure on wages will increase further in this coming year as firstly, all staff have received a pay rise in line with the national minimum wage and secondly, our pension responsibility comes into effect. More detail on pensions is included below.



Staff

We are very lucky to have experienced, qualified and dedicated staff, who between them have decades of experience working at this pre-school. For full details on staffing for 2015/16 please see the staff report.

Statistical overview of Staff

staff on payroll	length of service	Qualification
1	26	NVQ Level 3
2	28	NVQ Level 3
3	16	NVQ Level 3
4	14	NVQ Level 3
5	3	NVQ Level 3
6	6	NVQ Level 3
7	4	NVQ Level 1
8	2	NVQ Level 3**
9	1	NVQ Level 2
10	1	NVQ Level 1

** administrative staff member

Pensions

Mortimer Hall Pre-school as an employer must now meet the new requirement under the Pensions Act 2008 to provide statutory pension provision for all qualifying employees. Our staging date for setting up a pension scheme for our employees was postponed from February 2016 as a result of our change in charitable status and was re-set for 01 September 2016. Committee members and the administrator have attended relevant training, and are working with our payroll provider to ensure we comply with pension regulations.

Ofsted

Despite our successful inspection in January 2015, our change to CIO is likely to generate an Ofsted another inspection in the near future. Thanks to dedicated hard work from the staff and committee we feel that we are efficiently carrying out our duties and welcome the inspection when it comes.

Mortimer Hall

Lastly but by no means least, the pre-school committee would like to thank the Mortimer Hall committee for their continuing support with subsidised rent, and ensuring that heating services, electrical testing and fire extinguishers are all maintained and up to date in line with current legislation. The pre-school have always had a representative on the hall committee and this role is filled by Alison Edwards.

Challenges for the Coming Year

The main challenge we face as we go into 2017 will be the provision of 30 hours of free childcare to qualifying working parents of 3 and 4 year olds in line with proposed government legislation. The committee is considering various possibilities including partnership working with local schools and a possible satellite pre-school provision in the Children's Centre space in Northway, OX3. A business plan has been submitted to Oxford City Council but we understand that there is considerable interest in this site. We expect to find out whether we been successful in the near future.

Prepared by Alison Edwards, Pre-School Administrator
October 2016