

## Kilbarchan Community Nursery SCIO

### **Trustees' Annual Report: 2017 / 2018**

#### **Reference and administrative information**

Name of Charity	Kilbarchan Community Nursery SCIO
Charity No.	SC009757
Charity Address	Kilbarchan Community Nursery SCIO 51 Meadside Avenue Kilbarchan Renfrewshire, PA10 2LA
Charity Trustees	Alison Renfrew (Chair), Lynsey Todd (Vice Chair), Catherine Macklon (Secretary), Laura McCormick (Treasurer), Kate Seaman (Social and Fundraising Co-ordinator) and Hazel Munton (Garden and Maintenance Co-ordinator).
Nursery Manager	Mairi McLean

#### **Report of the trustees for the year ended 31 July 2018**

The trustees present their annual report and financial statements of the charity for the year ended 31 July 2018. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

#### **Structure, Governance and Management**

Kilbarchan Community Nursery is a registered charity, numbered SC009757 and was opened on the 5<sup>th</sup> September 1984, and became a Scottish Charitable Incorporated Organisation on the 28<sup>th</sup> June 2016. It is registered with Social Care and Social Work Improvement Scotland (Registration Number: CS2105337344) and its governing document is the Constitution. The nursery is in partnership with Renfrewshire Council to provide funded early learning and childcare places for children aged 3 years till they start primary school.

The nursery's Trustees are elected at the Annual General Meeting. Additional Trustees can be co-opted on during the year. The Trustees retire each year at the AGM, but will be eligible for re-election.

Management and Parents Meetings are held on a monthly basis.

#### **Objectives and Activities**

The main purpose and aim of the nursery is to provide:-

- A flexible education and childcare service for children aged from three years of age to those not yet attending Primary One;
- A breakfast club service, which can include primary aged children who attend Kilbarchan Primary School.
- After school care for children in primary one to primary three from Kilbarchan Primary School.

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The nursery is funded for 38 weeks of the year from August to June with staff working an additional five in-service days.

The nursery has the capacity to accommodate up to 40 children at any time. This is inclusive of up to 20 school aged children, which was increased from 16 for the current session due to the demand for breakfast club places. All staff are required to have the relevant qualifications and must be a member of the Protection of Vulnerable Groups scheme. All practitioners must also be registered with Scottish Social Services Council or General Teaching Council for Scotland as required. Staff positions are reviewed annually by the management team.

### **A review of our achievements and performance**

Staff continue to engage with regular monitoring procedures and continuous professional development opportunities and are encouraged by the manager to access additional qualifications. One staff member completed her BA in Childhood Practice. Five members of the core staff team attended Early Level Spanish training, allowing the introduction of Spanish language learning to pre-school children. All staff received training on delivering Stages of Early Arithmetical Learning (SEAL), a new programme to support young children with the development and retention of essential numeracy skills. The manager attended a course in leadership as well as self-evaluation training offered by Renfrewshire Council, ensuring continued effective management of the service. Senior staff along with the financial administrator continue to keep up to date with legislative requirements and changes and have attended GDPR and Policy training. An audit of data retained by the service was carried out and our Confidentiality and Data protection policy and procedures was reviewed and updated. All staff and trustees completed a Duty of Candour online module, a new requirement of the Care Inspectorate.

Our improvement priorities included development of the nursery grounds. Grant funding was secured to fund the project. We involved a consultant from Grounds for Learning, who spent a day with us and helped us identify development priorities. A parent enlisted a group of volunteers, through their workplace community pay back scheme, who spent a day working on some of the smaller projects. We were able to replace the soft surface area, which was unused and in poor condition.

We fundraised to purchase resources to produce Maths Bag home-link resources, these are taken home by the children to use with their parents. This encourages parental engagement and supports the development of children's numeracy and maths skills.

Our senior nursery officer used her Psychology of Parenting training to provided one to one personalised support to parents and carers on a range of issues affecting children and their families. This opportunity was taken up by a large number of families with very positive feedback.

### **Monitoring Achievement**

The service was not due for inspection this year. However, we continued to carry out our own monitoring procedures using a range of methods, including Survey Monkey questionnaires. Feedback was extremely positive and as a result of our reputation have had families from outside of our admissions area accessing our service.

### **Financial Review**

The Nursery has continued to provide flexible nursery places through the Scottish Government via the Local Authority funding of 15 hours and 50 minutes per week for up to 38 weeks of the year for each child attending the nursery. The provision is in line with The Children and Young People (Scotland) Act 2014.

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A planned deficit arose during the year of £12,327 (2016: deficit £4,975). Extended day fees were approximately £4,500 higher than in 2017 and funded fees were lower by approximately £1,500. Salary costs during the year amounted to £175,208 (2017: £161,413). This increase primarily relates to salary increases following the pay review carried out in October 2018.

Fundraising within the Nursery and by the Social and Fundraising Committee generated £7,590 (2017: £7,173). The money was raised through events such as the Social Evening, Christmas Fayre, Family Party Night, Quiz Night and Summer Garden Party, organised by the Social and Fundraising Committee, and also through Nursery activities such as sponsorship, sales of tea towels, sweatshirts, photographs, books and Rag Bag Scheme.

Donation income received during the year amounted to £3,847 (2017: £3,848). We will also claim Gift Aid of around £2,448 for donations received over the last 2 years.

We received two grants from Renfrewshire Council, £400.00 towards resources for school children and £7,500.00 for the refurbishment of the outdoor area. We also received £500 from the Clydesdale Bank through a parent who is an employee of the bank, which we used to purchase an additional Ipad for staff to use when recording children's learning and development.

Once again, the Board of Trustees were able to increase staff salaries. A substantial increase in partnership funding from Renfrewshire council for 2018/19 along with another increase due for 2019/20 has allowed the trustees, in conjunction with the accountant, to revise all staff salary scales bringing the top of our scales to the centre point of Renfrewshire Council salary scales.

### **Reserves policy**

The accountant advised that reserves remained unnecessarily high and, in light of the increase in partnership funding, advised the trustees to carry out the salary review detailed above.

The nursery maintain a Designated Reserve Fund, to meet contingency costs in the event of unforeseen emergencies or disruption to services. In 2018, £6,266 was transferred from this fund to the general fund to contribute to special project costs. (2017: £2,068 was transferred to this fund). No further transfers from unrestricted funds to the Designated Reserve Fund are anticipated in 2018/19 as the trustees now consider the reserves to be adequate to meet contingency costs in the event of any disruption to services.

£311 was transferred from the general fund to the restricted fund representing the balance of the grant funding still to be spent at 31 July 2018.

### **Plans for the future**

The nursery aims to continue to offer a quality, flexible early learning and child care service, which meets the needs of local families. Senior staff and trustees have continued discussions with representatives from Renfrewshire Council to look ahead to how the nursery will provide the increased provision, of 1140 hours per child by 2020. We have recently been advised that Renfrewshire Council intend to extend our building to allow an increase in our capacity from 40 to 56 children at any time. Specific plans and timescales have yet to be advised.

Our main improvement priority over the next year is to continue to upgrade the garden area to provide a high quality outdoor learning space, which offers children a range of different environments and learning experiences from across the curriculum. The focus for the year ahead will be in relation to learning zones and resources.

Staff monitoring procedures are also being developed to introduce more inclusive approaches, including peer assessment and partnership working.

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### **Key management personnel remuneration**

As indicated above, the pay of the nursery manager and staff is reviewed annually, and normally increases in accordance with average earnings. However, a substantial increase in partnership funding has allowed a significant pay review to take place, bringing staff salaries much closer to that of equivalent roles within Renfrewshire Council. This allows the nursery to remain competitive and recruit and retain quality staff in a climate where the demand for early learning and childcare practitioners is particularly high, due to the increased early learning and childcare provision taking effect from 2020.

Staff conditions have also improved through the introduction of a workplace pension. Eligible staff are now enrolled with NEST, the government pension scheme, which will increase contributions from individuals and employers again this coming year. Paid holidays have also been increased by one week in an attempt at further closing the gap between our conditions and those for Renfrewshire Council term time employees.

### **Trustees' responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), and the provision of the Trust Deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included in the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustees on 02/11/18 and signed on their behalf by:

Name: Alison Renfrew

Signature:

Designation: Chair of Trustees