



# Dunscore Pre-school Centre

## Trustees' Annual Report

1 April 2021 – 31 March 2022



New experiences



making the most of outdoors



growing herbs

**Dunscore Pre-school Centre,  
The Old School,  
Dunscore,  
Dumfries,  
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*Learning ~ Having Fun ~ Making Friends*



## **Dunscore Pre-school Centre**

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## Charity Trustees

The following parents and members of the community were the trustees for Dunscore Pre-school centre in 2020/21:

1. Flora Milligan Claire Henderson (Chairs)
2. Lena Boukelia (Treasurer)
3. Fiona Carruthers (Secretary)

## Structure, governance and management

### Type of governing document

The Pre-school is governed by its constitution. The Pre-school is contracted by Dumfries & Galloway Council to run Early Learning and Childcare provision for 3 to 5-year olds, is registered with the Care Inspectorate under the Regulation of Care (Scotland) Act 2001 and is a member of the Early Years Scotland.

### Trustee recruitment and appointment

The Trustees are responsible for the management of the Pre-school in conjunction with the manager, playleaders and administrative personnel. Trustees must either be a parent or guardian of a child registered at the Pre-school or elected to the Pre-school Council by parents/guardians. All parents/guardians of children at the Pre-school are automatically members of the Pre-school Council, from which Trustees and the Parent Forum are elected. Other people with an interest in Pre-school education within the community can become Council members and attend meetings. Members of the Parent Forum including trustees are elected from the Council at the Annual General Meeting by the usual process of nomination, seconding and election.

## Objectives and activities

### Charitable purposes

The organisation is a non-profit distributing voluntary organisation, which aims to advance the education and social development of pre-school children and their parents and other appropriate persons, through the provision of early learning and childcare sessions, as well as sessions for parents with their babies and toddlers. It aims to provide a safe, caring environment where children can thrive, help all the children become independent in all aspects of life, play and learning, ensure children know they are important and listened to, inspire a love of learning, equip them with the knowledge and skills for today's society, provide activities which offer appropriate challenges for every child, work with parents and community to provide the best for all the children at the centre. In furtherance of the above aims the group shall seek to: (a) provide safe and satisfying group play and learning (b) to encourage other charitable activities through which parents may support the development of children.

### Summary of the main activities in relation to these objects

Our setting provides Early Learning and childcare for a maximum capacity of 16 children 3-5 years of age during school term times. Session times are 8:45am to 3.10 pm, Monday to Thursday and 8:45am to 1:05pm on a Friday. Lunch is provided during the sessions. We have a strong and very positive relationship with the Primary School which provides many opportunities for joint activities and makes transitions easier for children. An active toddler group operates on a Friday afternoon, currently this is held in the local hall due to Covid19 restrictions. Children attend this with their parents or carers, and it is run by the parent volunteers. This provides an excellent introduction to the centre to both children and families.

Children and parents were asked to come up with their aims for the centre and the following were decided on:

- To develop a shared vision for the future of Dunscore Pre-School
- To help children and families recover from the social isolation and anxiety caused by the covid pandemic by providing a supportive, stable and nurturing environment
- To provide a safe, happy, caring, stimulating and secure environment for our children where everyone feels valued, included and respected
- To engage our children in the highest-quality teaching and learning to maximize success for all
- To foster well-being and respect
- To promote high-quality leadership at all levels

- To promote a culture of ambition and achievement and to value and empower our children and staff by recognizing and celebrating successes and achievements
- To equip our children with skills for learning, life and work, in order that they might follow their dreams in the future.
- To encourage family involvement by creating opportunities to engage and get involved in their learning and the life of the Centre

## Achievements and performance

Although many of the covid restrictions have been progressively downgraded throughout the year, it has been challenging keeping up to date with current regulations and our staff have continued to meet the high standards of care associated with the charity during this challenging time.

Management and staff have continued to work closely with Dumfries and Galloway council and Scottish Social Services Council, and have attended covid update meetings with Education Scotland and Public Health to keep families informed of guidance and the latest developments during the ongoing pandemic. We appreciate that at times, such as the nativity play, it has been difficult for parents when we were instructed to restrict access, however staff tried to mitigate against this by sharing the performance online.

A focus of our setting improvement plan was self-evaluation and improvement. We implemented a big wall improvement planning area where all staff could leave feedback throughout the year, in addition to the planned regular monthly self-evaluation staff meetings. We also included the new Care Inspectorate Quality Framework and the principles of the National Standard in our self-evaluation and improvement. Our second focus was meeting the needs of children with additional support needs. It has been challenging during the pandemic to access support from educational and health agencies, and this has continued to be the case, although we have been able to access some in person visits. We have met with Educational visitors online via Teams, and have been able to put personal support plans in place. Outside agencies have commented on the progress children have made as a result of the support we offer with limited support from external agencies.



Management attended 'assessing number knowledge' and 'planning, tracking and monitoring' training to help track and monitor children's progress and boost numeracy attainment. This was made available to all staff via Teams. Management also worked with the team from Learning Journals to add 'achievement of a level' outcomes to the tracking system, which has helped staff track children's health and wellbeing, literacy and numeracy and put systems in place to help them progress.

Staff have continued to access online training during this period and have attended regional and national forums. Joe has completed a BA in childcare through the University of the West of Scotland, and Caroline has completed the first year of her BA in childhood practice online through UHI. Laura has completed the requisite modules in childcare and has successfully completed autism awareness training.

As a result of the pandemic, contact with other groups and with the Primary has been limited until fairly recently, although we have been fortunate to be able to arrange a number of visits to the Primary to aid transition. Earlier in the year we welcomed a group of cyclists who were heading to Glasgow for COP 26 and we made our own pledges together with families to become superheroes for our world.



We were fortunate to be invited to visit the local mosque and enjoyed a trip to the library, park and café.



We have enjoyed being able to welcome parents into the setting for the first time in a long while and benefitted from learning about eco systems and minibeasts with Lena, the role of a nurse and caring for patients with Claire, and music on the violin and piano with Flora. Faye and Lucy also brought some pet lambs and everyone had the opportunity to experience bottle feeding them. We are looking forward to our upcoming trips to the Cocoa bean and Rockcliffe



The pandemic has continued to have an impact on fundraising as the community has been restricted in meeting together, however we have played our part in supporting our community and the wider world. We supported the playground project team to plant bulbs and trees, supported the people of Ukraine through an afternoon tea party and donated lots of food for the foodbank. We also raised some funds by selling Christmas cards designed by the children.

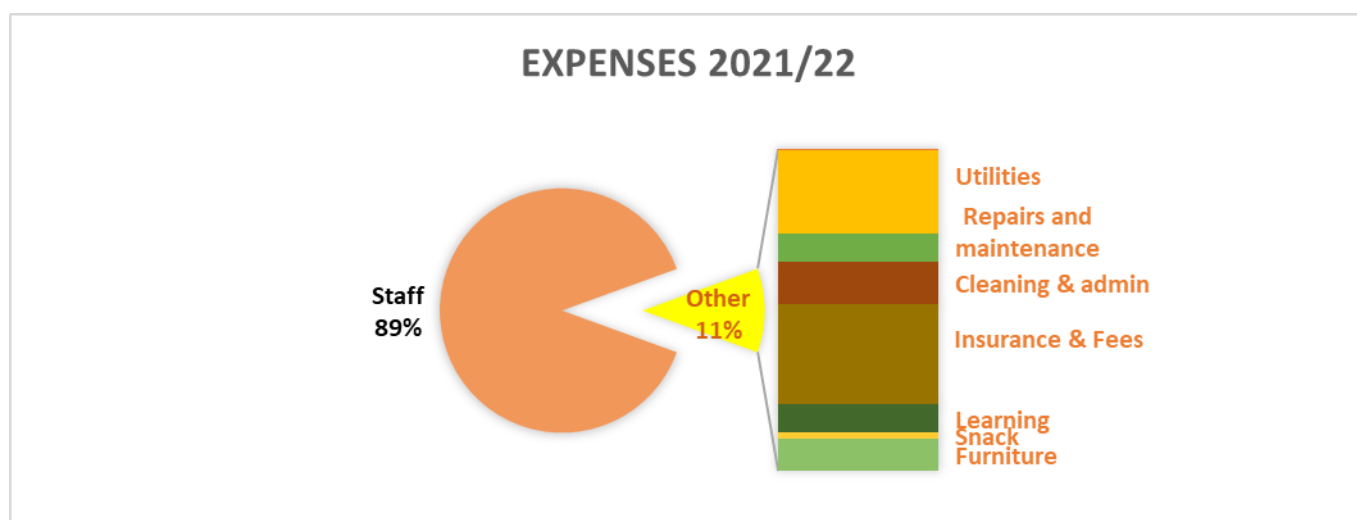
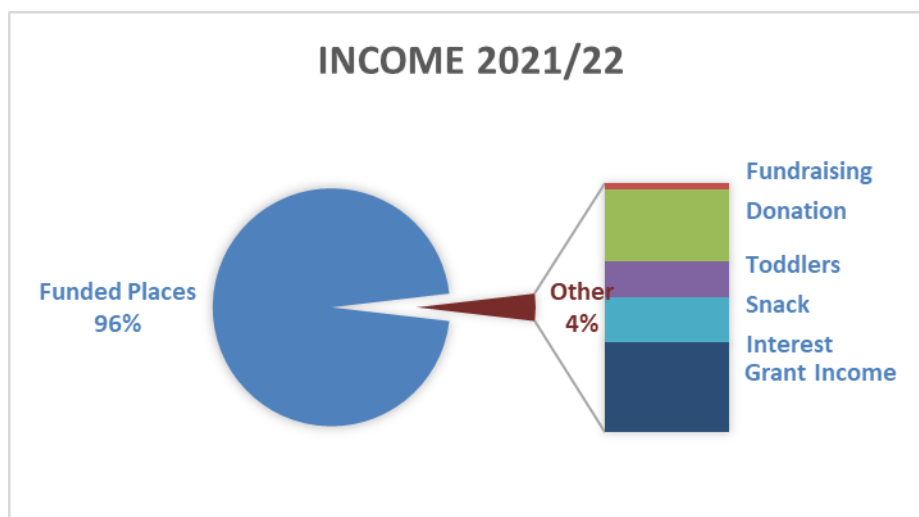


In the third term, the manager decided that the time was right to leave Dunscore Preschool due to ongoing health reasons, and Joe also decided the time was right to explore new horizons. Management have worked closely with the administrator and trustees to update staff remits and worked successfully with Dumfries and Galloway Council to advertise and arrange interviews for new staff members. The manager and Joe would like to thank parents for their good wishes, and in particular, the trustees for their hard work in arranging this.

The Trustees would like to thank the Manager and all staff for their support and hard work during the last year. It is through their hard work and dedication that our children progress at such a fast rate and are well prepared for the next step of their education in attending primary school.



## Financial review



Our accounts for the financial year ending 31 March 2022 show an income of restricted and unrestricted funds of £94,812 (£78,518 in the previous financial year). Expenditure this year was £63,961 (£51,625 in the previous budget year). A comparison with previous years is not of benefit as this year we fully implemented the increased hours to 30hrs per week. We also were at near capacity for much of the year, often having to juggle days to ensure every child was able to obtain a place. COVID19 restrictions restricted the fundraising opportunities. A balance of £82,358 (compared to £51,507 last year) includes a reserve of £41,997.

We are grateful to Dunscore Community Council for once again supporting us through their windfarm funds. The Toddlers' group in the centre has also been supported through funding distributed through Early Years Scotland.

The Pre-school is funded on a per capita basis by Dumfries & Galloway Council.

We would also like to thank all those who have supported our fundraising, given donations and provided contributions. In particular the significant contribution from the Carruthers family.

We appreciate Dunscore Pre-school relies on the good will and expertise of many people and organisations in order to carry out the work we do.

Full details are available in the attached receipts and payments accounts.

### Statement of the charity's policy on reserves

The policy is to keep a reserve to cover closure costs (including statutory wage payments) or emergency building repairs. The amount held had decreased over time. This was reviewed in this year and the sum held was increased by £11,929 to £41,997. This will need a further review / increase next year in to take cognisance of increased staff hours and wages along with building costs.

### Details of any deficit

There were no deficits on any of the funds this year.

### Donated facilities and services

As we own our own premises, we are not reliant on donated facilities. Parents and members of the community generously donate their time to help with a range of activities.

### Future plans

Moving forward, the setting is reviewing our overall capacity for improvement. This judgement is a forward-looking assessment, but it also takes account of contextual factors which might influence our capacity to improve the quality of the setting in future. Such factors might include staff changes, flexibility in staffing, or significant changes in funding. We aim to ensure the setting is financially sustainable and viable in the future. We continue to review arrangements for meal provision, ensuring a nurturing and supportive environment is maintained.

Following consultation with parents regarding possible areas for improvement, we have agreed to review planning, tracking and monitoring in order that individual Personal Learning Portfolios observations clearly demonstrate progress in health

and wellbeing, literacy and numeracy, as well as the wider curriculum. Together with checklists they should contribute to the assessment of learning, identifying next steps and securing progress. They should also highlight individual achievements and their time at setting, as well as records of their learning and experiences. We also recognise that the setting will undergo a period of transition with a new manager and practitioner. To that end the outgoing manager has arranged a transition period to highlight documentation and key tasks, and has transferred resources to Teams so that all staff have access. The outgoing manager has also arranged transition days for the new practitioner in order that they engage and are involved meeting children and parents so they all feel comfortable and have prior knowledge of setting and curriculum

Appendix 1: Dunscore Pre-school Centre - Accounting Year 2021/22 – profit & loss

	Debit	Credit
<b>Turnover</b>		<b>93558</b>
Funded Places		91311
Fundraising		98
Donation		1013
Toddlers		500
Snack		636
<b>Other Income</b>		<b>1254</b>
Interest Received		4
Grant Income		1250
<b>Expenses (Unrestricted)</b>	<b>6105</b>	
Learning & Play resources	426	
Cleaning, toilets & PPE supplies	203	
Electricity	1440	
Repairs & maintenance	600	
Trips	192	
Water charges	46	
Office Costs	282	
Office Equipment	210	
Internet & Telephone	357	
Licenses and Permits	67	
Miscellaneous	20	
Snack and Meals	132	
Legal and Professional Fees	17	
Insurance	2113	
<b>Staff Costs</b>	<b>56872</b>	
Staff Training	210	
Employee Benefits	225	
Pension/Retirement Plan	1812	
Net Salary Expense	52939	
Payroll Taxes Expense	1627	

Charitable Donations	59	
<b>Restricted Expenses</b>	<b>984</b>	
Computer Software (Restricted)	260	
Snacks and Meals (Restricted)	11	
Furniture (Restricted)	713	
Operating Profit		30851
Retained Profit this period:		30851
Retained Profit brought forward:		51507
		<b>£</b>
Retained Profit carried forward:		<b>82,358.00</b>

## Appendix 2: Full OSCR Profit & Loss Accounts



OSCR accounts 2021\_22.pdf

Link to accounts on website: [https://bit.ly/OSCR21\\_22](https://bit.ly/OSCR21_22)

