



Bridge of Earn
Nursery

TRUSTEE ANNUAL REPORT

AUGUST 2024 - JULY 2025



Registered Charity:
SC012900

CONTACT DETAILS



Bridge of Earn
Nursery

Bridge of Earn Nursery
Bridge of Earn Institute
Station Road
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www.boenursery.com

[@bridgeofearnnursery](#)

Registered Charity: SC012900

OUR TRUSTEES

Co-Chairpersons: Joanne Latimer & Siobhan Smeaton

Treasurer: Andrew Miller

Secretary: Lorna McGee

General Committee Members: Kellie Gavine, Becca McClune, Nicola Smith, Karen Macdonald-Procter, Lucy Taylor, Kerrie Fortune, Adam Fortune



OBJECTIVES & ACTIVITIES

Bridge of Earn Nursery is a registered charity, established in 1978. The nursery provides Early learning and Childcare to children from age 2 ½ to when they start school. The setting proudly provides children with a range of stimulating play activities, designed to help them develop socially, physically, creatively, emotionally and intellectually, all in a fun and safe environment.

Our dedicated staff team are friendly and helpful and aim to make the children's stay at nursery a happy one.

The Nursery is in partnership with Perth and Kinross Council to deliver funded childcare for children aged 3 and above. Blended funding is also available.

Our opening times are 08:50-14:50 Monday to Friday. A morning session is 08:50-11:50, and an afternoon session is 11:50-14:50.



OUR VISION

Our vision at Bridge of Earn Nursery is to have happy, healthy and confident children who are prepared for the future. We promote:

CONFIDENCE

through opportunities to...

- Try new things.
- Develop a “have a go” attitude.
- Encourage independence.
- Recognise what children are good at, and how to get better.

RESPECT

through opportunities to...

- Listen, think, talk and learn together.
- Learn from and with each other, valuing that we are all different
- Grow with a sense of fairness.

SECURITY

where...

- Children’s needs are recognised and supported in a nurturing way.
- We support families to make good choices for happy, healthy children.
- We develop strong community links and support our children to learn about their community.

WE WILL DO THIS BY:

- Working together with families and other professionals to meet children’s needs.
- Provide well planned, relevant experiences that are stimulating for the children and help to develop their skills for learning, life and work.
- Fostering hope and ambition for our children, through good relationships and the curriculum we provide
- Celebrating children’s achievement both within nursery and out-with to foster a sense of pride.

If children live with encouragement, they learn confidence

If children live with praise, they learn to appreciate

If children live with fairness, they learn justice

If children live with security, they learn faith

If children live with approval, they learn to like themselves

If children live with acceptance & Friendship, they learn to find love in the world.

Dorothy Law Nolte, Copyright 1972



STRUCTURE, GOVERNANCE AND MANAGEMENT

TYPE OF GOVERNING DOCUMENT

Bridge of Earn Nursery is an unincorporated association governed by its constitution.

TRUSTEE RECRUITMENT AND APPOINTMENT

The nursery is currently managed by a committee made up of parents whose children attend the setting. By enrolling their child at Bridge of Earn Nursery, each family automatically becomes a general committee member.

This year we required an Extraordinary General Meeting to recruit parents to take on responsibility of core committee roles (Chair, Treasurer & Secretary). The previous role-holders had completed their maximum two year term as indicated by the constitution. We successfully recruited for these positions which allowed the nursery to continue operations.

No external organisations are allowed to appoint charity trustees.

OUR STAFF



HAYLEIGH ROBERTSON

Nursery Manager: BA Childhood Practice



SHEENA ANNANDALE

Senior Early Years Practitioner: HNC



SOPHIE BLAIR

Early Years Practitioner: SVQ Level 3



MANDY ANDERSON

Early Years Play Assistant



VICKI ROBB

Early Years Practitioner: SVQ level 3



ASHLEY SINCLAIR

Administration Assistant & Relief Early Years Practitioner: HNC



EMILY CAINE

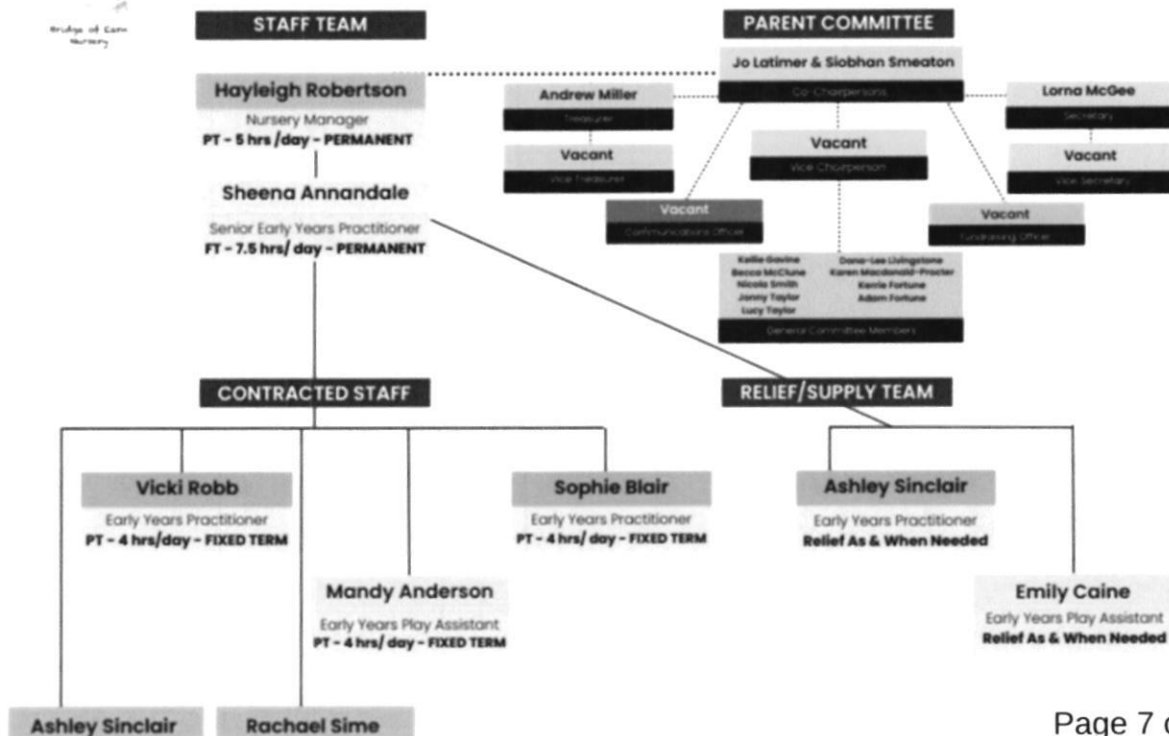
Relief Early Years Play Assistant



RACHAEL SIME

Cook/Kitchen Assistant

NURSERY STRUCTURE 2024/25



ACHIEVEMENTS & PERFORMANCE

CURRICULUM FOR EXCELLENCE

Our dedicated and highly skilled team of staff supported the children as they lead their own learning by requesting topics including: space, people who help us, under the sea and at the farm. They enjoyed visits from the Fire Brigade, Mountain Rescue and Police, as well as a local nurse, dentist and lollipop Lady. Team members also took on new topics such as IT to encourage learning about programming and a new mathematics programme which focused on data collection, graphs and charts. A visit from Perth & Kinross Council and Education Scotland resulted in high praise for the maths activities in particular.

EXTRACURRICULAR ACTIVITIES & RESOURCES

As with every year, we strive to provide the nursery children with extracurricular activities and updated resources where funding allows. This year we were able to provide:

- New resources in maths, robotics and household items for imaginative play
- Experiences including Zoo Lab, Saints in the Community, a trip to Deep Sea World and a visit to Ashley's Farm.
- The team have also taken the children out for trips locally to support their learning (Coop, Tesco, Victory Park).

NURSERY BUILDING EXTENSION

The addition of the new extension has been a massive success. We now have a dedicated office space and an exclusive entrance and cloakroom area for the children. The more convenient access to the garden in the better weather has also enabled more time outdoors.



WAGES & POLICIES

Through our roles as Trustees, we recognise the importance of ensuring that the nursery is a welcoming and supportive place to work. With this in mind, the following actions took place:

- Cost of Living increases were given (keeping everyone at the Real Living Wage or higher) and we also adjusted according to qualifications for the current team.
- Proposal for staff wage banding and are working with the Manager to implement this after summer.
- Successfully implemented the Maternity Leave Policy which the previous committee had prepared.
- Researched, developed and implemented a new Compassionate Leave Policy to better support our dedicated nursery team.



FINANCIAL REVIEW

INCOME

The majority of income came from Perth and Kinross Council as part of the government funding of 30 hours a week for children aged three and over. There were 25 children enrolled and one of them pays fees for one day a week (£30 a day). Payments from P&K council funded lunches and snacks.

FUNDRAISING

We had three different fundraising income streams:

- a sponsored cycle which raised £882
- our most successful Christmas Fayre to-date which raised £1944.64
- the Aviva Charity Program which brought in £3050.

The money raised was used on resources and experiences for the nursery children, including a new playhouse for the garden.

EXPENSES

The main expenses for the nursery were:

- staff wages
- the monthly rent for the facility
- shopping for food and consumable resources etc
- the final payments for the nursery extension



In addition, this year has led to many changes within the nursery team which meant we incurred further expenses including:

- promoting Sheena Annandale to Senior Early Years Practitioner
- recruiting an Administration Assistant
- offering the team additional hours over their contracted hours to help cover any spaces on the floor to cover for our manager taking maternity leave.
- two wage increases rising with the minimum wage and the real living wage.

We also had to make a repair to our fence after Storm Eowyn.

DETAILS OF ANY DEFICIT

The charity has no deficit.



FORWARD PLANNING

A full house next year (and a waitlist) means we are able to re-offer all the Fixed Term contracts for the next academic year.

This leaves our team as follows:

- **Permanent Contracts** - Nursery Manager (PT), Senior Early Years Practitioner (FT) & Early Years Practitioner (PT)
- **Fixed Term Contracts** - Early Years Play Assistant (PT), Early Years Practitioner (PT), Administration Assistant (PT) & Kitchen Assistant (PT)
- **Relief Contracts** - Early Years Practitioner & Early Years Play Assistant

In 2025-26 the expenses we are anticipating are the cost of a new storage shed for nursery equipment and the increase in our rent which is increasing by £1 per hour.

We continue to receive the majority of our funding from our partnership with Perth & Kinross Council who have agreed to raise the support per child to help us cover the additional costs incurred by Cost of Living and National Insurance increases.

The nursery has a healthy bank account which has impacted greatly on the experiences the children have enjoyed. We continue to work with the staff to ensure these activities can continue and that all costs and fees are covered by the nursery.

To ensure long-term sustainability of the nursery, we recommend work being done in the following areas:

- Staff Wages being moved to a banding system with appropriate accountabilities and clear progression outlined
- A lease agreement put in place with Bridge of Earn Institute
- Budgeting for different aspects of the nursery so future trustees can predict potential issues before they occur
- Recruiting external Trustee members and not solely nursery parents to help with the increasing demands of the roles in both time and skill set.

COMPILED BY:

Andrew Miller (Treasurer), Joanne Latimer (Co-Chairperson) & Siobhan Smeaton (Co-Chairperson)

DECLARATION

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

SIGNED ON BEHALF OF THE CHARITY'S TRUSTEES

(OSCR will accept digital or typed signatures)

SIGNATURE(S):

Andrew Miller, Joanne Latimer & Siobhan Smeaton

FULL NAME(S):

Andrew Miller, Joanne Latimer & Siobhan Smeaton

POSITION (E.G. CHAIR):

Treasurer, Co-chair & Co- Chair

DATE:

31st July 2025

