



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From: 01/09/2019 (Period start date) To: 31/08/2020 (Period end date)**

**Charity name: Barkway Preschool**

**Charity registration number: 1004083**

### Objectives and Activities

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <p>The charity's aims are to advance the development and education of children under statutory school age by;</p> <ul style="list-style-type: none"><li>• offering appropriate play, education and care facilities, allowing for parental involvement and responsibility;</li><li>• offering opportunities for all children whatever their race, culture, religion, means or ability;</li><li>• encouraging other charitable activities through which parents may help the children.</li></ul> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>The charity's main activity is to run Barkway Preschool which provides high quality education and childcare for children aged between 2 and 5.</p> <p>In normal times, the charity also runs a weekly mother and toddler group in the village hall, providing a structured play session for 0-4 year olds with their parents/carers.</p> <p>The trustees carry out various local fundraising activities to supplement income from the charity's core activities.</p>                        |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | <p>In planning our activities we have kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.</p>  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      | n/a  |
| Policy on social investment including program related investment | Para 1.38      | n/a  |
| Contribution made by volunteers                                  | Para 1.38      | <p>All trustees gave their time voluntarily and received no remuneration or other benefits. The trustees have an annual program of fundraising activities, which they undertake with the help of volunteers from the local community. These include selling drink and hot food at the village bonfire night and the yearly market, selling refreshments at the local pop-up cinema and organising a summer children's festival, 'B in the Park'.</p> <p>These activities were curtailed from March 2020 due to COVID-19.</p> |
| Other  |                |  |

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>The preschool is staffed by an experienced and well-qualified team. We operate with good staff:child ratios to focus on individual child development within the EYFS framework.</p> <p>We offer a safe, fun and stimulating environment in which children can learn through play. Children have opportunities to grow emotionally as well as physically, to develop their communication and language skills, and to increase their self-confidence and self-awareness.</p> <p>Due to COVID-19 the preschool was closed from late March 2020, with only a limited reopening possible for a few weeks in June and July. Before the first lockdown we continued to develop a strong emphasis on outdoor play and on improving outcomes for children with SEND needs. We implemented Tapestry software in September 2019 to improve communication and interaction with parents about their children's activities and progress.</p> <p>The weekly mother and toddler group continued to see increased attendance until the first lockdown in March 2020. However, due to COVID-19 rules on mixing indoors, we were not able to run this group again until April 2021.</p> <p>Our main annual fundraising event had to be cancelled due to the pandemic, however funds raised from the November 2019 bonfire night were a record for this event.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |



## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <p>The financial position of the charity at the year end was very strong. With increased demand locally for childcare, the preschool's revenues in recent years have exceeded costs and it has not been reliant on fundraising events to cover a shortfall.</p> <p>Income from childcare for the year was a little lower at £67,034 (2018/19: £68,597). We continued to receive government funding for free childcare hours during lockdown, but all private fees ceased.</p>   |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | The trustees aim to hold a minimum of £15,000 in reserves. Reserves are held to meet unforeseen expenditure, losses due to unexpected closures, to cover sudden reductions in fee income due to changing childcare requirements and to cover terminal obligations if the preschool were to close permanently.   |
| Amount of reserves held  | Para 1.22 | Together, reserves and operating cash amounted to £53,422 at the year end. Of this, £38,108 was held in notice accounts of less than one year.  |
| Reasons for holding zero reserves  | Para 1.22 | n/a   |
| Details of fund materially in deficit  | Para 1.24 | n/a   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <p>With its own resources and the support of government schemes, the preschool was able to retain all staff on full wages and meet its other obligations for the year to 31 August 2020, despite the pandemic.</p> <p>Since then, cleaning and staffing costs have increased to comply with safety guidance and continuing uncertainty has caused operating difficulties, but these impacts have been successfully managed. Provided the the situation continues to improve, or government financial support is available again if it does not, there is no reason that the charity cannot continue as a going concern.</p> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | The principal source of funds is from providing childcare, paid for either by parents or local authority funded early education schemes.  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | Surplus funds not required for immediate running costs are placed in interest-bearing savings accounts with notice periods of one year or less.   |
| A description of the principal risks facing the charity                         | Para 1.46 | <p>The charity's main activity is operating Barkway Preschool. The principal associated risks are:</p> <ul style="list-style-type: none"><li>• Loss of the current premises at Barkway VA First School, since there are no suitable alternatives nearby for permanent occupation.</li><li>• If the preschool were to lose its 'good' rating from Ofsted, it would no longer have access to the free childcare schemes, causing a significant and sudden loss of revenue.</li><li>• Large increases in staff costs due to increases in the National Living Wage, not matched by increases in childcare funding and fees.</li><li>• Loss of income due to fewer children attending; preschool has a limited catchment area but relies on younger children continually replacing those leaving for school.</li><li>• A sudden and lengthy closure of preschool, due to damage to premises, health and safety issues, a pandemic, or other factors.</li></ul> |
| Other   |           |   |

## Structure, Governance and Management

| Description of charity's trusts:  |           |   |
|---|-----------|---|
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution  |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | Unincorporated association  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are selected from members of the association. They are appointed by members at the AGM and form a committee. The committee appoints the Officers (who oversee the operational management of the preschool) and has powers to co-opt up to 3 new trustees between general meetings. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The charity is a member of the Early Years Alliance, which provides information, advice and training to childcare providers and campaigns to influence early years policy and practice.  |
| Relationship with any related parties   | Para 1.51 | The preschool operates closely with Barley and Barkway (VA) Church of England First Schools Federation. The preschool setting shares a building with Barkway First School and many children make a very successful transition to the school's nursery or reception classes, benefiting from our joint transition program.. |
| Other   |           |  |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Barkway Preschool  |
| Other name the charity uses | The charity changed its name from Barkway Playgroup to Barkway Preschool on 25/11/2019 |
| Registered charity number   | 1004083  |
| Charity's principal address | 84 High Street<br>Barkway<br>Hertfordshire<br>SG8 8EF                                  |



## Names of the charity trustees who manage the charity

|    | Trustee name      | Office (if any) | Dates acted if not for whole year | Name of person /body entitled to appoint trustee (if any) |
|----|-------------------|-----------------|-----------------------------------|---|
| 1  | Juliet Turner     | Chair           |                                   |   |
| 2  | Andrew Lee        | Treasurer       |                                   |   |
| 3  | Sarah Wylie       | Secretary       |                                   |   |
| 4  | Louise Hood       | Deputy Chair    | Until 18/03/2020                  |   |
| 5  | Miranda Hughes    |                 | From 14/10/2019                   |   |
| 6  | Georgina Northern |                 | Until 14/10/2019                  |   |
| 7  | Gemma Wise        |                 | Until 14/10/2019                  |   |
| 8  | Rebecca Thomas    |                 | Until 25/11/2019                  |   |
| 9  | Shoshana Whybrow  |                 |                                   |   |
| 10 | Jade Speed        |                 | Until 25/11/2019                  |   |
| 11 | Sarah Tufton      |                 |                                   |   |
| 12 | Sharon Smedley    |                 | From 18/03/2020                   |   |
| 13 |                   |                 |                                   |   |
| 14 |                   |                 |                                   |   |
| 15 |                   |                 |                                   |   |

## Corporate trustees – names of the directors at the date the report was approved

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name    | Dates acted if not for whole year | Details of Property                           |
|-----------------|-----------------------------------|---|
| Alison Gower    |                                   | Lease for premises at Barkway VA First School |
| Jenni McPherson |                                   |   |
| Tracey Wood     |                                   |   |
| Jackie Connolly |                                   |   |

## Funds held as custodian trustees on behalf of others

|   |      |
|---|------|
| Description of the assets held in this capacity   | None |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A  |

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|



## Other optional information

|  |
|--|
|  |
|--|

## 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) | Miranda Barbara Crossley Hughes   | Andrew Julian Lee  |
| Position     | Chair   | Treasurer  |
| Date         | 24/06/2021  |  |



**BARKWAY PRESCHOOL - Charity no: 1004083****ACCOUNTS FOR YEAR END 31 AUGUST 2020**

| <b>Summary of income and expenses</b> | <b>Total</b>    |
|---------------------------------------|-----------------|
| <b>Income:</b>                        |                 |
| Paid childcare                        | £ 20,452        |
| Funded childcare                      | £ 46,582        |
| Snack charges                         | £ -             |
| Toddler group charges                 | £ 1,002         |
| Uniform sales                         | £ 208           |
| Fundraising                           | £ 1,474         |
| Other Income                          | £ 9,888         |
| Interest                              | £ 146           |
| <b>Total Income</b>                   | <b>£ 79,753</b> |
| <b>Expenditure:</b>                   |                 |
| Staff wages                           | £ 57,787        |
| Advertising                           | £ -             |
| Bookkeeping                           | £ 1,385         |
| Cleaning                              | £ -             |
| DBS checks                            | £ 110           |
| Fundraising expenses                  | £ 544           |
| Insurance                             | £ 800           |
| Milk & Snacks                         | £ 306           |
| Print/Post/Stationery                 | £ 6             |
| Subscriptions                         | £ 134           |
| Recruitment                           | £ -             |
| Rent & Service Charge - school        | £ 2,834         |
| Rent - village hall                   | £ 533           |
| Supplies & Equipment                  | £ 1,102         |
| Telephone                             | £ 38            |
| Toddler Group expenses                | £ 178           |
| Training                              | £ 1,205         |
| Uniforms                              | £ 253           |
| Miscellaneous                         | £ 16            |
| <b>Total Expenses</b>                 | <b>£ 67,230</b> |
|                                       |                 |
| <b>Surplus</b>                        | <b>£ 12,523</b> |

**Movement on cash:**

|                                      |                 |
|--------------------------------------|-----------------|
| Cash balances brought forward        | £ 34,899        |
| Surplus                              | £ 12,523        |
| Transfer to term deposits            | -£ 32,108       |
| <b>Cash balances carried forward</b> | <b>£ 15,314</b> |

**Statement of assets held:**

|                                     |                 |
|-------------------------------------|-----------------|
| Cash at bank and on hand            | £ 15,314        |
| Term deposits of less than one year | £ 38,108        |
|                                     | <b>£ 53,422</b> |

**CHARITY COMMISSION  
FOR ENGLAND AND WALES****Independent examiner's  
report on the accounts****Report to the trustees/  
members of**

Barkway Preschool

**On accounts for the year  
ended**

31 August 2020

**Charity no  
(if any)**

1004063

**Set out on pages***(Indicate the page numbers of additional sheets)***Responsibilities and basis  
of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2021**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's  
statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:****Date:** 14/06/21**Name:**

Jeremy Smith

**Relevant professional  
qualification(s) or body (if  
any):****Address:**

3, The Old School House  
High Street, Chishall  
Essex. SG8 8RP

**Give here brief details of  
any items that the  
examiner wishes to  
disclose.**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

No matters to highlight.