

HANDSWORTH PRE-SCHOOL

England & Wales · Charity number 1023514

Details

Other names	HANDSWORTH AVENUE PLAYGROUP, HANDSWORTH PRE-SCHOOL, Highams Park Pre-school
Status	Registered
Legal form	Other
Registered	1993-07-08
Register	View on the Charity Commission register

Contact

Address	Highams Park Baptist Church Cowling Hall Cavendish Road Highams Park London E4 9NG
Phone	07860655066
Email	info@handsworthpreschool.co.uk
Website	www.handsworthpreschool.co.uk

Activities

Objects: The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Activities: Handsworth Pre-school provides high quality affordable childcare and key stage development for 2 to 5 year olds. Five trained staff build children's confidence through stimulating play and enjoyable learning opportunities, equipping them for the first years at primary school.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Waltham Forest

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£91,149	£110,299	-	-
2024-08-31	£116,259	£129,087	-	-
2023-08-31	£112,584	£102,670	-	-
2022-08-31	£108,504	£103,106	-	-
2021-08-31	£100,473	£96,937	-	-

Trustees

Name	Role	Appointed
Christopher Baker		2025-07-02
Emma Odell		2025-07-02
Nilufah MacDonald		2025-07-02
Siobhan Knifton		2022-10-19

Accounts

Trustees' Annual Report for the period

From 1 September 2024 Period start date To 31 August 2025 Period end date

Charity name: Handsworth Pre-school

Charity registration number: 1023514

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Handsworth Pre-school is founded on a strong partnership with parents and carers, ensuring each child is provided with opportunities to support cognitive, social, and emotional development through purposeful play in a safe and secure environment. We are committed to advancing the development and education of children below statutory school age. We expect parents to actively engage in understanding and supporting their child's needs, and we promote this through structured involvement in community groups.
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	Handsworth Pre-school remains firmly committed to promoting the care, safety, independence, education, health, and wellbeing of all children in our setting. We place strong emphasis on parental involvement and continue to offer support services to children, their families, and carers. Throughout the year, we have provided developmentally appropriate play-based learning opportunities and ensured all children, regardless of gender, disability, ethnicity, culture, religion, or ability, have equal access to these opportunities. We invest in staff through ongoing Continuous Professional Development (CPD) . In line with our community ethos, we continue to assess the needs of children and their families and work to raise awareness and understanding of these needs within the local area.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees confirm that they are fully aware of, and have had due regard to, the guidance issued by the Charity Commission on public benefit. All new Trustees receive an induction pack containing a brief history of the Pre-school, details of the charity's structure and election process, an overview of trustee roles and responsibilities, and other key governance information. Copies of the Pre-school's policies and procedures are also provided and are available to view on the Pre-school website. All Trustees are required to undergo an enhanced Disclosure and Barring Service (DBS) check in line with safeguarding requirements. This ensures that all Trustees are suitable to be involved in the governance of an early years setting. The Trustee Board meets at least six times per year and is usually composed of four elected Trustees, additional unnamed members, and one co-opted member. Elected Trustees are nominated and elected by members of the charity, with appointments confirmed at the Annual General Meeting (AGM), typically held in October or November each year. Policies and procedures are reviewed annually and formally approved by the Chair of the Committee. Updated versions are shared with all staff to ensure they are informed of any changes.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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Policy on grant making	Para 1.38	Where possible, Handsworth Pre-school actively seeks grant funding to enhance children's learning experiences and promote their independence. However, in the current economic climate, securing grants has become increasingly challenging. Funding criteria have grown more complex and restrictive, making it difficult to meet eligibility requirements or qualify for available support.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Volunteers play a vital part in the charity's work – supporting families, carrying out practical tasks. Volunteers within the setting are valued by staff, children and their families as they provide additional support, bringing new ideas and help to ensure the setting is offering suitable placements for those who wish to work within the childcare industry. Unfortunately, the setting did not have any volunteers for this reporting period.
Other		

Achievements and Performance

	SORP reference	
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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	Handsworth Pre-school is supported by a dedicated team of five experienced staff members with the necessary qualifications and training required to work in an early years setting. The Pre-school places a strong emphasis on Continual Professional Development (CPD) to ensure all staff are kept up to date with current legislation, statutory requirements, and best practices in early years education. Staff knowledge is regularly enhanced through participation in training programmes provided by the London Borough of Waltham Forest (LBWF), the Waltham Forest Safeguarding Board (WFSB), and other relevant agencies. This ongoing investment ensures staff are well-equipped to support the learning, wellbeing, and development of all children attending the setting. The Pre-school remains committed to providing a safe, stimulating, and inclusive learning environment. During the reporting period, the Pre-school delivered a total of 190 supervised sessions for children aged two to five years. Each session lasted three hours and was offered to children receiving the Free Early Education Entitlement (FEEE) as well as to fee-paying families. The Pre-school continues to benefit from a strong and collaborative relationship with the local church, which provides the premises for the setting. Notably, Reverend Cherie Rogers has taken an active role by leading weekly singing sessions on Mondays, which have been enthusiastically received by both the children and staff. Her involvement has helped further strengthen ties between the Pre-school and the wider community. Handsworth Pre-school continues to play a vital role in the local community by remaining one of the few affordable early years education providers in the area. The setting is committed to inclusivity and accessibility, welcoming children who are eligible for the Free Early
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		Education Entitlement (FEEE), including those starting at age three or four. Despite the fact that government and local authority funding rates are significantly lower than the Pre-school's standard session fees, we remain dedicated to offering these funded places in order to support local families and promote equal access to early years education.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Pre-school obtains additional funds through the Free Early Education Entitlement (FEEE), which is given to the children who have turned three or for the two-year olds who are entitled to the two-year-old funding. The Pre-school also receives fees from parents whose children are not entitled to the FEEE. The Pre-school is currently unfortunately having to use some reserves; this is due to changes in management during this period and the changes in government funding has affected the profitability of the preschool.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The money held in the reserve account is to ensure continuity of the Pre-school in times of financial difficulty and enables the management committee to meet its financial obligations in relation to staff salaries, rent and other contractual expenses
Amount of reserves held	Para 1.22	£36,689.03
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	The Pre-school is well established in the local area and has a waiting list. The Senior Leadership Team (SLT) are very strong and have many skills around Teaching and Learning. The SLT are constantly looking ahead to improve the setting and to identify any issues that may arise and possibly cause problems for the setting. The Pre-school assistants are dedicated and are more than happy to go above and beyond their job requirements to ensure that the children have a great experience at the Pre-school.

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 for the Pre-school is from the Local Authority through the Free Early Education Entitlement (FEEE) for 2,3- and 4-year-olds. The Pre-school also receives money from families who are not entitled to the FEEE and they therefore pay fees for their child's place at the setting. The trustees fundraise for the Pre-school the amount of funds raised varies from year to year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The principal risks for the charity, would be a reduction in the number of children who are entitled to the FEEE, if fewer FEEE children attended the setting our income from the Local Authority would be reduced. If FEEE children were not taking up places the Pre-school would offer the places to fee paying children and increase the number of children on the register. The current economic climate will have an impact on the setting. Fee paying families are now more inclined to wait until their child is funded before taking a place at the setting. The Pre-school offers 23 hours of childcare, there are many families in the local community who are entitled to 30 hours. The Pre-school will need to address the number of hours of childcare that it delivers to ensure it is meeting the needs of the community.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PSLA Constitution, adopted 23 November 2011
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Pre-school is an 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	The Trustees are the governing body of Handsworth Pre-school. The Trustees meet at least six times per year and is made up of Three Elected Trustees and non-named members and one co-opted member. Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives the Trustees a brief history of the Pre-school; charity structure; election process; Trustee overview and their roles and responsibilities etc. Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Trustees. Staff are also provided with a copy of the updated policy or procedure for their own information

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	Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view.
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The charity's organisational structure and any wider network with which the charity works	Para 1.51	The structure of the pre-school is: Committee member Pre-school Manager Deputy Pre-school Manager Pre-school Assistants
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Handsworth Pre-school
Other name the charity uses	N/A
Registered charity number	1023514
Charity's principal address	Handsworth Pre-school Highams Park Baptist Church Cowling Hall Cavendish Road Highams Park London E4 9NG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nilufah MacDonald	Chair	02 July 2025	Sally Gridley
2	Emma Oddell	Vice-Chair	02 July 2025	Sally Gridley
3	Chris Baker	Treasurer	02 July 2025	Sally Gridley
4	Siobhan Knifton	Secretary	02 July 2025	Sally Gridley
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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	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant		

Name of chief executive or names of senior staff members (Optional information)

Pre-school manager - Sarah Dewberry Deputy Pre-school Manager – Zoey Rolfe-Bransfield.

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

N/A

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)

Nilufah MacDonlad

Position (eg
Secretary, Chair, etc)

Chair

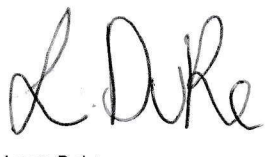
Date

17/10/2025

HANDSWORTH PRE-SCHOOL
Receipts and payments accounts
Y/E 31st Aug 2025

2024	RECEIPTS	2025
19,294	Fees	855
5,200	Fundraising, Donations & Events Income	460
95,461	Grants	89,834
	Bank Account Interest	
<u>119,955</u>		<u>91,149</u>
	PAYMENTS	
110,979	Wages	83,760
12,787	Rent	12,138
2,346	Equipment/Stationery	5,246
277	Training	146
3,396	Subscriptions/Fees/Insurance	960
538	Events & Fundraising expenses	-
1,092	Garden / Building costs	1,140
-	Consultancy	4,659
-	Accountancy	200
1,368	Sunderies (including Milk, Telephone and Advertising)	2,050
<u>132,783</u>		<u>110,299</u>
- 12,829	Surplus/(Deficit) receipts over payments	- 19,150
<u>72,770</u>	Opening Bank Account Balances	<u>60,487</u>
<u>60,487</u>	Closing Bank Account Balances	<u>41,337</u>
	Note (1)	
<u>60,487</u>	Per Account Statements at 31.8.2025	<u>41,337</u>

In accordance with the instructions given to me, I have prepared, without carrying out an audit, the foregoing Receipts and Payments Account from the accounting records of Handsworth Pre-school, and from information and explanations given to me.

 21/10/2025

Laura Duke
 Director of Duke Accountancy Limited



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Handsworth Pre-school

On accounts for the year
ended

31/08/2025

Charity no
(if any)

1023514

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2025**.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

21/10/2025

Name:

Laura Duke

Relevant professional
qualification(s) or body

Association of Accounting Technicians (20295568)

(if any):

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Address:

Tree Tops, 16 Leafy Way

Hornchurch, Essex

CM13 2QW

Section B

Disclosure

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

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

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Accounts

HANDSWORTH PRE-SCHOOL
Receipts and payments accounts
Y/E 31st Aug 2024

2023	RECEIPTS	2024
15,971	Fees	19,294
2,948	Fundraising, Donations & Events Income	1,504
93,499	Grants	95,461
166	Bank Account Interest	
112,584		116,259
	PAYMENTS	
87,054	Wages	107,283
6,999	Rent	12,787
3,013	Equipment/Stationery	2,346
327	Training	277
2,409	Subscriptions/Fees/Insurance	3,396
452	Events & Fundrasing expenses	538
-	Garden / Building costs	1,092
2,416	Sunderies (including Milk, Telephone and Advertising)	1,368
102,670		129,087
9,914	Surplus/(Deficit) receipts over payments	- 12,829
62,856	Opening Bank Account Balances	72,770
72,770	Closing Bank Account Balances	60,487
	Note (1)	
	Per Account Statements at 31.8.2024	60,487

In accordance with the instuctions given to me, I have prepared, without carrying out an audit, the foregoing Receipts and Payments Account from the accounting receords of Handworth Avenue Pre School, and from information and explanations given to me.

 25/06/25

Laura Duke
 Director of Duke Accountanct Limited



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st Sept 2023 Period start date To 31st Aug 2024 Period end date

Charity name: Handsworth Pre-school

Charity registration number: 1023514

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The ethos of Handsworth Pre-school centres around a partnership with parents/carers to ensure Pre-school children are given appropriate opportunities to develop through stimulating play and creativity in a safe and secure environment. The Pre-school looks to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
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	Our activities further the public benefit by supporting the needs of children and their families and promoting the importance of voluntary community involvement in childcare. Handsworth Pre-school promotes care and safety; independence; education; health and wellbeing of children; and the promotion of parental involvement in their education; provision of services to support children, their families, and carers. We offer appropriate play facilities for the children and Continual Professional Development (CPD) for the staff, together with the parents, who take responsibility for, and to become involved in the activities of our Pre-school. We ensure that we offer opportunity for all children whatever their gender; disability; ethnicity; culture; religion; or ability. We encourage the study of the child's needs and their families and promote public interest in and recognition of such needs in the local area.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are fully aware of the guidance issued by the Charity Commission on public benefits. The Trustees meet at least six times per year and is made up of four Elected Trustees and non-named members and one co-opted member. Elected Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives them a brief history of the Pre-school; charity structure; election process; trustee overview and their roles and responsibilities etc. Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Committee. Staff are provided with a copy of the updated policies or procedures for their own information.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Where possible Handsworth Pre-school will apply for grants, in order to enhance the learning and independence of the children. However, under the current economic climate applying for grants are becoming harder let alone win a successful bid. .
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Volunteers play a vital part in the charity's work —supporting families, carrying out practical tasks. Volunteers within the setting are valued by staff, children and their families as they provide additional support, bringing new ideas and help to ensure the setting is offering suitable placements for those who wish to work within the childcare industry. Unfortunately, the setting did not have any volunteers for this reporting period.
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	The Pre-school continues to employ four dedicated and fully experienced staff and they have the necessary qualifications and training to work in the setting. The Preschool ensures that Continual Professional Development (CPD) is a high priority for all staff, to ensure that they are up to date with changes within legislation/statutory requirements and to ensure that they are best placed to work with the children at the setting. Their knowledge is being continually updated through training programmes provided through London Borough of Waltham Forest (LBWF), Waltham Forest Safeguarding Board (WFSB) and other agencies. The ethos of the setting centres on a partnership with parents to ensure the children are given the appropriate opportunities to develop through stimulating play and creativity in a safe and secure environment. We continually assess parent's views, through starters and end of year questionnaires, and careful planning and research is undertaken to provide children with novel and stimulating activities. The setting ran 190 supervised Pre-school sessions for children aged between two and five years old. Three hours per session for children who receive the Free Early Education Entitlement (FEEE) and for fee-paying children. Reaching 28 children and families throughout this reporting period. The preschool offered 14 places to 3- & 4-year-olds during this reporting period. The preschool offers funded two-year old places to children who are entitled to 2-year old funding. We offered places to 8 funded 2-year olds during this reporting period. The Pre-school also offered 6 places to fee paying children. The Pre-school continues to have a good relationship with the church, who are extremely helpful and supportive of its work

		with the children. The members of the church are usually invited to the Christmas Concert, coffee mornings and the Spring Fete. The Committee raised £426.00 during the reporting year by holding coffee mornings, raffles, and the Spring Fete. Monies raised through raffles, coffee mornings and parent donations are used to purchase resources such as art materials, outdoor equipment, and to fund experiences such as the mobile soft play bus, which was enjoyed by all children and staff. The local funeral directors also continue to support the setting. The committee also held sponsored events such as Sponsored colours day.
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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	The Pre-school obtains additional funds through the Free Early Education Entitlement (FEEE), which is given to the children who have turned three or for the two-year olds who are entitled to the two year-old funding. The Pre-school also receives fees from parents whose children are not entitled to the FEEE. The Pre-school is in a financially comfortable position. The Business Manager constantly reviews the annual forecast and advises the Pre-school Leader and Committee of the income and expenditure and if there are areas of concern.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The money held in the reserve account is to ensure continuity of the Pre-school in times of financial difficulty and enables the management committee to meet its financial obligations in relation to staff salaries, rent and other contractual ex expenses
Amount of reserves held	Para 1.22	£40,355
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	The Pre-school is well established in the local area and has a substantial waiting list. The Senior Leadership Team (SLT) are very strong and have many skills around Teaching and Learning; Business matters; Human Resources; and Finances. The SLT are constantly looking ahead to improve the setting and to identify any issues that may arise and possibly cause problems for the setting. The Pre-school assistants are dedicated and are more than happy to go above and beyond their job requirements to ensure that the children have a great experience at the Pre-school. The setting felt the impact of the national staffing crisis for early years settings; however this was largely addressed by the end of the year.

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 for the Preschool is from the Local Authority through the Free Early Education Entitlement (FEEE) for 2,3- and 4-year-olds.
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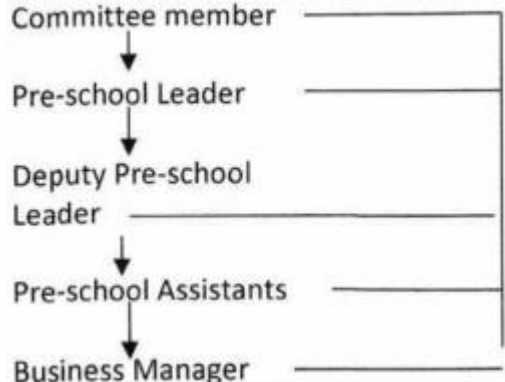
		The Pre-school also receives money from families who are not entitled to the FEEE and they therefore pay fees for their child's place at the setting. The trustees fund raised for the Pre-school the amount of funds raised varies from year to year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The principal risks for the charity, would be a reduction in the number of children who are entitled to the FEEE, if fewer FEEE children attended the setting our income from the Local Authority would be reduced. If FEEE children were not taking up places the Pre-school would offer the places to fee paying children and increase the number of children on the register. The current economic climate will have an impact on the setting. Fee paying families are now more inclined to wait until their child is funded before taking a place at the setting. The Pre-school now offers 23 hours of childcare, there are many families in the local community who are entitled to 30 hours. The Pre-school will need to address the number of hours of childcare that it delivers to ensure it is meeting the needs of the community .
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PSLA Constitution, adopted 23 November 2011
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Pre-school is an 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	The Trustees are the governing body of Handsworth Pre-school. The Trustees meet at least three times per year and is made up of four Elected Trustees and non-named members and one co-opted member. Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives the Trustees a brief history of the Pre-school; charity structure; election process; Trustee overview and their roles and responsibilities etc. Copies of the Pe-school policies and procedures are also given to the new Trustees and are also available on the Preschool website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Trustees. Staff are also provided with a copy of the updated policy or procedure for their own information

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	Copies of the Pe-school policies and procedures are also given to the new Trustees and are also available on the Preschool website to view.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The structure of the pre-school is:  <pre> graph TD A[Committee member] --> B[Pre-school Leader] B --> C[Deputy Pre-school Leader] C --> D[Pre-school Assistants] D --> E[Business Manager] </pre>
Relationship with any related	Para 1.51	N/A

parties		
Other		N/A

Reference and Administrative details

Charity name	Handsworth Pre-school
Other name the charity uses	N/A
Registered charity number	1023514
Charity's principal address	Handsworth Pre-school Highams Park Baptist Church Cowling Hall Cavendish Road Highams Park London E4 9NG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Johnnie Padilla	Chair		Ruth Mattison
2	Siobhan Knifton	Vice-Chair		Lykke Hansen
3	Lykke Hansen	Treasurer	Until 5 th June 2024	Ruth Mattison
4	Alex Fletcher	Secretary		Lykke Hansen
5	Ruth Mattison	Co-Opted Member	Until 26 th June 2024	Lykke Hansen
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20				

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	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Laura Duke	Tree Tops. 16 Leafy Way, Hornchurch, Essex, CM13 2QW

Name of chief executive or names of senior staff members (Optional information)

Louise Paul —Interim Pre-school Leader, Zoey Rolfe-Bransfield Interim Deputy Pre-school Leader and Ruth Mattison —Business Manager (until 28th June 2024)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

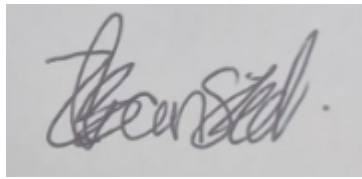
Other optional information

N/A

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)	Zoey Rolfe-Bransfield	
Position (eg Secretary, Chair, etc)	Current – Co Pre-school Manager	
Date	26 th June 2025	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Handsworth Pre-school

On accounts for the year
ended

31/08/2024

Charity no
(if any) **1023514**

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2024**.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

25/06/25

Name:

Laura Duke

Relevant professional
qualification(s) or body

Association of Accounting Technicians (20295568)

(if any):

Address:	Tree Tops. 16 Leafy Way
	Hornchurch, Essex
	CM13 2QW

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

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

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Annual Report: Preschool Academic Year September 2023 – August 2024

Introduction

The business year September 2023 to August 2024 marked a pivotal period for the preschool, characterized by significant challenges, strategic decisions, and forward-looking initiatives. This report outlines the key challenges faced, actions taken to address them, and the strategic direction set for the future, alongside updates for the current 2024-2025 academic year.

Challenges Faced in 2023-2024

The preschool navigated a nationwide staffing crisis, which manifested in significant retention and recruitment difficulties, compounded by an exodus of skilled professionals from the early years sector. The preschool experienced notable staff departures, including:

- The preschool manager at the start of the academic year.
- The interim deputy preschool manager midway through the year.
- The business manager at the year's end.

These losses strained operational continuity and increased reliance on agency staff, adding approximately £4,000 to staffing overheads. Additionally, low numbers on the waiting list were flagged as a potential risk for the upcoming year.

Strategic Responses

To address these challenges, the trustees explored multiple scenarios to enhance staff retention, encourage upskilling, and position the preschool as an attractive workplace. Key actions included:

- **Pay Review and New Pay Structure:** A comprehensive pay review was conducted, resulting in a new pay structure where qualified staff earn the London Living Wage. A transparent, banded pay system was introduced to improve clarity for employees and trustees. The financial impact was absorbed through the current account, preserving reserve funds.
- **Operational Stabilization:** Efforts were made to reduce dependency on agency staff, with plans to further strengthen the current account in the coming year.
- **Strategic Planning:** Trustees set a forward-looking agenda, prioritizing:
 - ◆ Conversion to a Charitable Incorporated Organisation (CIO).
 - ◆ Collaboration with a consultancy to review business operations, job roles, and job descriptions.

Progress in 2024-2025

The current academic year has seen the implementation of these initiatives, with notable developments:

Leadership Transition: Louise Paul has stepped back from management duties, and Zoe Rolfe-Bransfield and Sarah Dewberry have been appointed as co-preschool managers. Their input and leadership, alongside the wider team, has been instrumental in continuing to drive the preschool towards greater success.

Contributions from Louise: Prior to stepping back, Louise played a key role in:

- ◆ Guiding the preschool through a successful Ofsted inspection.
- ◆ Initiating CIO conversion and strategic business reviews with Sally Gridley from DinkyOnes consultancy.

- ◆ Transitioning staff to a pro-rata 12-month pay system for greater financial stability

Premises Relocation: Due to ongoing issues with the current premises—including the inability to provide continuous provision and lack of facilities management support—the preschool will relocate to the nursery building at Handsworth Primary School for the 2025-2026 academic year. This move is expected to unlock new opportunities while addressing operational constraints.

Ongoing Strategic Work: The CIO conversion and business operations review remain key priorities, with consultancy support guiding these efforts.

Looking Ahead

The 2025-2026 academic year will be a transformative period for the preschool. The relocation to new premises, combined with strengthened leadership and strategic initiatives, positions the setting for growth and stability. While challenges such as low waiting list numbers and staffing pressures may persist, the preschool's proactive measures provide an effective opportunity for success.

Personal Note from the Chair

After three years of serving as a trustee, I will be stepping down to focus on my health, career, and supporting my son through his final year before starting reception. It has been an honour to contribute to the preschool's journey, and I remain open to assisting in other capacities. I wish the incoming chair and the entire preschool community every success. Please feel free to contact me in the coming months if there's anything you'd like to discuss.

Conclusion

The 2023-2024 academic year tested the preschool's resilience but also showcased its adaptability and commitment to improvement. With new leadership, a strong strategic direction, and exciting changes on the horizon, the preschool is well positioned to take advantage of new opportunities in the years ahead. Thank you to all staff, trustees, and families for their continued support.

Signed,

Johnnie Padilla

Chair of Trustees
June 24, 2025

Accounts

HANDSWORTH PRE-SCHOOL RECEIPTS AND PAYMENTS ACCOUNT YEAR ENDING 31ST AUGUST 2023

2022	RECEIPTS	2023
10,834	Fees	15,971
3,233	Fundraising, Donations, & Event Income	2,948
94,431	Grants	93,499
6	Bank Account Interest	166
		<u>112,584</u>
82,643	PAYMENTS	
9,024	Wages	87,053.72
4,871	Rent	6,999.14
482	Equipment/Stationery	3,013.13
2,020	Training	327.00
1,365	Sunscriptions/Fees/Insurance	2,408.98
0	Events and Fundraising Expenses	451.90
2,701	Garden/Building Costs	0.00
	Sundries (including Milk, Telephone and Advertising)	2,416.00
		<u>102,670</u>
5,398	Surplus/(Deficit) receipts over payments	9,914
57,458	Opening Bank Balances	62,856
	Closing Bank Balances	<u>72,770</u>
		Note 1
	<u>Note 1</u>	
	Per Bank Account Statemnts at 31.08.2023	<u>72,770</u>

In accordance with the instructions given to me, I have prepared, without carrying out an audit, the foregoing Receipts and Payments Account from the accounting records of Handsworth Pre-school, and from information and explanations given to me.

R Hambrook

Richard Hambrook

31 October 2023

Handsworth Pre-School AGM – 28th November 2023

Treasurers Report

The accounts covering the period September 2022 to August 2023 have been checked by an accountant and his report is available separately. The Pre-school ended the year 22/23 in profit by £9,914.

Financial Position as at 31/08/23:

£

Current account	32,960.00
Deposit account	39,810.00
Total	72,770.00

As part of the pre-school constitution six months running costs are required on deposit. This is currently £39,810.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 September 2022 Period start date To 31 August 2023 Period end date

Charity name: Handsworth Pre-school

Charity registration number: 1023514

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The ethos of Handsworth Pre-school centres around a partnership with parents/carers to ensure Pre-school children are given appropriate opportunities to develop through stimulating play and creativity in a safe and secure environment. The Pre-school looks to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
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	Our activities further the public benefit by supporting the needs of children and their families and promoting the importance of voluntary community involvement in childcare. Handsworth Pre-school promotes care and safety; independence; education; health and wellbeing of children; and the promotion of parental involvement in their education; provision of services to support children, their families, and carers. We offer appropriate play facilities for the children and Continual Professional Development (CPD) for the staff, together with the parents, who take responsibility for, and to become involved in the activities of our Pre-school. We ensure that we offer opportunity for all children whatever their gender; disability; ethnicity; culture; religion; or ability. We encourage the study of the child's needs and their families and promote public interest in and recognition of such needs in the local area.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are fully aware of the guidance issued by the Charity Commission on public benefits. The Trustees meet at least six times per year and is made up of four Elected Trustees and non-named members and one co-opted member. Elected Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives them a brief history of the Pre-school; charity structure; election process; trustee overview and their roles and responsibilities etc. Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Committee. Staff are provided with a copy of the updated policies or procedures for their own information.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Where possible Handsworth Pre-school will apply for grants, in order to enhance the learning and independence of the children. However under the current economic climate applying for grants are becoming harder let alone win a successful bid..
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Volunteers play a vital part in the charity's work – supporting families, carrying out practical tasks. Volunteers within the setting are valued by staff, children and their families as they provide additional support, bringing new ideas and help to ensure the setting is offering suitable placements for those who wish to work within the childcare industry. Unfortunately, the setting did not have any volunteers for this reporting period.
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	The Pre-school continues to employ six dedicated and fully experienced staff and they have the necessary qualifications and training to work in the setting. The Pre-school ensures that Continual Professional Development (CPD) is a high priority for all staff, to ensure that they are up to date with changes within legislation/statutory requirements and to ensure that they are best placed to work with the children at the setting. Their knowledge is being continually updated through training programmes provided through London Borough of Waltham Forest (LBWF), Waltham Forest Safeguarding Board (WFSB) and other agencies. The ethos of the setting centres on a partnership with parents to ensure the children are given the appropriate opportunities to develop through stimulating play and creativity in a safe and secure environment. We continually assess parent's views, through starters and end of year questionnaires, and careful planning and research is undertaken to provide children with novel and stimulating activities. The setting ran 190 supervised Pre-school sessions for children aged between two and five years old. Three hours per session for children who receive the Free Early Education Entitlement (FEEE) and for fee-paying children. Reaching 36 children and families throughout this reporting period. The Pre-school offered 23 places to 3- & 4-year-olds during this reporting period. The Pre-school offers funded two-year-old places to children who are entitled to 2-year-old funding. We offered places to four funded two-year-olds during this reporting period. The Pre-school also offered nice places to fee paying children. The Pre-school continues to have a good relationship with the church, who are

		extremely helpful and supportive of its work with the children. The members of the church are usually invited to the Christmas Concert, coffee mornings and the Spring Fete. The Committee raised £800.00 during the reporting year by holding coffee mornings, raffles, and the Spring Fete. Monies raised through raffles, coffee mornings and parent donations are used to purchase resources such as art materials, outdoor equipment, and to fund experiences such as the mobile soft play bus, which was enjoyed by all children and staff! The local funeral directors also continue to support the setting. The committee also held sponsored events such as Sponsored colours day.
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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	The Pre-school obtains additional funds through the Free Early Education Entitlement (FEEE), which is given to the children who have turned three or for the two-year olds who are entitled to the two-year-old funding. The Pre-school also receives fees from parents whose children are not entitled to the FEEE. The Pre-school is in a financially comfortable position. The Business Manager constantly reviews the annual forecast and advises the Pre-school Leader and Committee of the income and expenditure and if there are areas of concern.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The money held in the reserve account is to ensure continuity of the Pre-school in times of financial difficulty and enables the management committee to meet its financial obligations in relation to staff salaries, rent and other contractual expenses
Amount of reserves held	Para 1.22	£39,810
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	The Pre-school is well established in the local area and has a substantial waiting list. The Senior Leadership Team (SLT) are very strong and have many skills around Teaching and Learning; Business matters; Human Resources; and Finances. The SLT are constantly looking ahead to improve the setting and to identify any issues that may arise and possibly cause problems for the setting. The Pre-school assistants are dedicated and are more than happy to go above and beyond their job requirements to ensure that the children have a great experience at the Pre-school.

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 for the Pre-school is from the Local Authority through the Free Early Education Entitlement (FEEE) for 2,3- and 4-year-olds. The Pre-school also receives money from families who are not entitled to the FEEE and they therefore pay fees for their child's place at the setting.
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		The trustees fund raise for the Pre-school the amount of funds raised varies from year to year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The principal risks for the charity, would be a reduction in the number of children who are entitled to the FEEE, if fewer FEEE children attended the setting our income from the Local Authority would be reduced. If FEEE children were not taking up places the Pre-school would offer the places to fee paying children and increase the number of children on the register. The current economic climate will have an impact on the setting. Fee paying families are now more inclined to wait until their child is funded before taking a place at the setting. The Pre-school now offers 23 hours of childcare, there are many families in the local community who are entitled to 30 hours. The Pre-school will need to address the number of hours of childcare that it delivers to ensure it is meeting the needs of the community.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PSLA Constitution, adopted 23 November 2011
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	The Pre-school is an 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	The Trustees are the governing body of Handsworth Pre-school. The Trustees meet at least six times per year and is made up of four Elected Trustees and non-named members and one co-opted member. Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives the Trustees a brief history of the Pre-school; charity structure; election process; Trustee overview and their roles and responsibilities etc. Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Trustees. Staff are also provided with a copy of the updated policy or procedure for their own information

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	Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The structure of the pre-school is: <pre> graph TD A[Committee member] --> B[Pre-school Leader] B --> C[Deputy Pre-school Leader] C --> D[Pre-school Assistants] D --> E[Business Manager] </pre>
Relationship with any related parties	Para 1.51	N/A
Other		N/A

5

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Johnnie Padilla	Chair	28 November 2023	Ruth Mattison
2	Siobhan Knifton	Vice-Chair	28 November 2023	Lykke Hansen
3	Lykke Hansen	Treasurer	28 November 2023	Ruth Mattison
4	Alex Fletcher	Secretary	28 November 2023	Lykke Hansen
5	Ruth Mattison	Co-Opted Member	28 November 2023	Lykke Hansen
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Richard Hambrook	Sutherland Road, Welling, Kent, Da16 2NQ

Name of chief executive or names of senior staff members (Optional information)

Janet Cushing - Pre-school Leader, Louise Paul – Deputy Pre-school Leader and Ruth Mattison – Business Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

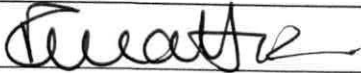
Other optional information

N/A

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)	Ruth Mattison	
Position (eg Secretary, Chair, etc)	Business Manager	
Date	10 April 2024	



Section A

Independent Examiner's Report

Report to the trustees

Handsworth Pre-school

On accounts for the year
ended

01/09/22 to 31/08/2023

Charity no
(if any)

1023514

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 01/09/22 to 31/08/2023.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Richard Hambrook

Date:

31/10/23

Name:

Richard Hambrook

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

AAT Qualified

365 SUTHERLAND AVENUE
WELLING
KENT DA16 2NQ

Disclosure

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

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

Committee - Annual General Meeting Minutes – 28 November 2023

1. Present: Louise Paul, Ruth Mattison, Lykke Hansen, Siobhan Knifton, Alex Fletcher, and Lauren Mankelow

2. Apologies: Johnnie Padilla

3. Chair's Report discussed: See attached document

4. Treasurers Report discussed: See attached document.

Note: The Local Authority paid the 2, 3, 4-year-old FEEE and SENIF payments for September 2023 in August 2023 due to the new financial system they were installing. This means the Pre-school received an additional £8,480 in August and therefore our profit for the academic year 2022/2023 is showing £9,914. Without this payment the Pre-school's profit for the year would have been £1,434.

The accounts for 2023/2024 may show a deficit due to September's FEEE and SENIF being paid in August.

5. Pre-School Leader's report discussed: See attached document

6. Business Manager's Report discussed: See attached document

7. Items for discussion

The Business Manager suggested if the Committee would like to organise a spring/summer fete it would be a good idea to set a date as early as possible as the halls at the Church are booked well in advance and the Pre-school may be unable to secure a date that works for the Committee.

WhatsApp Group: Siobhan talked about the Committee WhatsApp Group and is keen to get the word out that it exists - it is a good way to promote social events and fundraising opportunities. Ruth to ask Johnny Cooper (previous Chair) to give Siobhan Admin access along with Lykke. Louise to forward to all families the QR code to access the WhatsApp Group.

9. Resignation of current Committee and Election of New Committee

The Chair, Vice Chair, Treasurer, Secretary and Co-Opted member resigned, and new committee elected:

Chair: - Johnnie Padilla – nominated by Ruth and seconded by Lauren.

Vice Chair – Siobhan Knifton – nominated by Lykke and seconded by Alex.

Treasurer – Lykke Hansen – nominated by Ruth and seconded by Siobhan.

Secretary – Alex Fletcher – nominated by Lykke and seconded by Siobhan.

Co-Opted member – Ruth Mattison – nominated by Lykke and seconded by Siobhan.

Ruth forward paperwork to enrol new committee members and complete all necessary checks.

10. Date of next meeting: Tuesday 6 February 2024 - 8pm via Zoom

Handsworth Pre-school Annual General Meeting, Tuesday 28th November 2023

Chair's Report

The last 12 months at Handsworth have been characterised by some significant changes, which have only run smoothly due to the continued dedication of the Pre-School's staff.

As parents will know, the Pre-School has moved to an extended-hours timetable. This placed a considerable workload on the setting's leadership team, who worked hard to find an offering that would appeal to families and also maintain the Pre-School's unique, community environment. It has also required all staff to adapt to a new working timetable - I'm told their efforts to make it work smoothly have been admirable.

The Pre-School's leadership team has also undergone change, with Janet departing and Louise stepping into her shoes on a temporary basis while a new Pre-School Leader is sought. I'd like to place on record my thanks to Louise for helping to guide the setting during this period; and to Ruth for ensuring that the business runs as usual.

I'd also like to place on record my thanks to the Parent Committee, who helped with fundraising over the past year.

As I've now left Highams Park, it's time for someone else to assume the role of Chairman. I wish whoever that person is all the best with the role - please feel free to drop me a line in the coming weeks or months if there's anything you'd like to go over.

Handsworth Pre-school Annual General Meeting, Tuesday 28th November 2023

Interim Pre-school Leader's Report

Staffing and staff training:

There were several changes to the staff team during the academic year of 22-23. Mundele Dombombi Pedro left in September 22 and sadly the permanent member of staff who replaced her decided to leave in May 23 which led to the Pre-School using agency staff for the first time. We were joined by Lilli Hawes as a Learning Support Assistant in June 23. At the end of the summer term the Pre-School Manager Janet Cushing informed staff of her decision to leave the Pre-School. Lilli was employed on a new contract as a Pre-School Assistant and we also employed Yasmin Ishaq on a temporary contract as the Pre-School began its search for a new manager, with Louise Paul taking on the manager role on an interim basis. Zoey Rolfe Bransfield and Gemma Ransome stepped up to be deputies, again on an interim basis until a new manager is appointed. It is clear the ongoing problems of retention of practitioners in early years play a significant part in the pressures of managing the Pre-School. This resulting in the Pre-School having to close for a day in May due to staff sickness and a lack of available cover staff.

Curriculum/Setting:

During the academic year staff began planning for the Pre-School to open for longer hours from September 2023. After lots of consultations it was agreed that the Pre-School would open from 9am – 1.45, with various options of hours offered. The decision behind the hours being that it meant that staff did not need to be legally offered a break and it settled some debate over staff hours impeding on various benefits they receive.

Tapestry continued to be a success among staff and parents. This academic year all reports were initially uploaded onto Tapestry before the Parent Consultations allowing Parents time to read and review the reports before meeting with their child's keyperson.

Parental Involvement:

The Pre-School held several stay and play sessions for the Parents throughout the term which were well attended and provided an insight into a morning at Pre-School. Staff also used the stay and plays for an opportunity to check in with Parents and to allow for any concerns/queries to be discussed. Pre-School also hosted a successful Christmas Concert and a summer celebration where we said a sad goodbye to some of our children.

The Committee worked hard to help engage new parents as well as promoting the Pre-School by holding an open coffee morning, as well as several inform mornings throughout the year. The fete again was successful and well attended with old and new families popping by.

Handsworth Pre-school Annual General Meeting, Tuesday 28th November 2023

Business Manager's Report

Two-Year-old Funded Children:

We continued to offer funded two-year-old places during the academic year. We had four funded two-year olds during the academic year.

Three-Year-Old Headcount Figures

We provided 23 funded three and four places during the academic year.

Fee paying children

Throughout the academic year we provided 9 places to fee paying children

We had 31 families on or register during the academic year.

FEEE

We continue to receive the Free Early Education Entitlement form the Local Authority for the 2,3, and 4-year-old children who are eligible for the funding.

Waiting List

There are currently 39 names on the waiting list. Which is fairly healthy. Most families hear about the Pre-school through word of mouth.

Website

The website continues to be a good way of communicating with prospective parents as well as with current parents. It is felt that is a good website providing families with the necessary information to help them make an informed decision about our pre-school.

Spring Fete

The spring fete was well attended, and the committee raised £420 before expenses. I would like to thank all the committee and parents for their hard work and involvement.

Donations

We received £125 from Hawes Funeral Directors which was used to pay for the A Frame Advertising Board which is displayed at the church entrance.

£380 was raised during the year by the committee via coffee mornings and raffles.

I would like to thank the committee for raising such an amazing amount of money during the year, whilst Covid put a stop to a lot of the committees usual fund-raising events, they rose to the challenge that Covid presented itself. So, thank you.

Accounts

**HANDSWORTH AVENUE PRE SCHOOL
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDING 31ST AUGUST 2022**

2021	<u>RECEIPTS</u>	2022
10,594	Fees	10,834
2,495	Fundraising, Donations & Event Income	3,233
87,375	Grants	94,431
9	Bank Account Interest	6
<u>100,473</u>		<u>108,504</u>
	<u>PAYMENTS</u>	
76,448	Wages	82,643
7,315	Rent	9,024
7,974	Equipment/Stationery	4,871
24	Training	482
1,981	Subscriptions/Fees/Insurance	2,020
959	Events & Fundraising expenses	1,365
0	Garden / Building costs	
2,236	Sundries (inc Milk, Telephone, Advertising)	2,701
<u>96,937</u>		<u>103,106</u>
3,536	Surplus/(Deficit) receipts over payments	5,398
<u>53,922</u>	Opening Bank Account Balances	<u>57,458</u>
<u>57,458</u>	Closing Bank Account Balances	<u>62,856 (1)</u>
	Note (1)	
	Per Bank Account statements at 31.8.22	62,856
	Deduct outstanding cheques	<u>62,856</u>

In accordance with the instructions given to me, I have prepared, without carrying out an audit, the foregoing Receipts and Payments Account from the accounting records of Handsworth Avenue Pre School, and from information and explanations given to me.



Norman Lee

14th October 2022

Handsworth Pre-School AGM – 19th October 2022

Treasurers Report

The accounts covering the period September 2021 to August 2022 have been checked by an accountant and his report is available separately. The Pre-school ended the year 21/22 in profit by £5,398.00.

Financial Position as at 31/08/22:

£

Current account	23,200.03
Deposit account	39,655.97
Total	62,856.00

As part of the pre-school constitution six months running costs are required on deposit. This is currently £39,000.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 September 2021 Period start date To 31 August 2022 Period end date

Charity name: Handsworth Pre-school

Charity registration number: 1023514

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The ethos of Handsworth Pre-school centres around a partnership with parents/carers to ensure Pre-school children are given appropriate opportunities to develop through stimulating play and creativity in a safe and secure environment. The Pre-school looks to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
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	Our activities further the public benefit by supporting the needs of children and their families and promoting the importance of voluntary community involvement in childcare. Handsworth Pre-school promotes care and safety; independence; education; health and wellbeing of children; and the promotion of parental involvement in their education; provision of services to support children, their families, and carers. We offer appropriate play facilities for the children and Continual Professional Development (CPD) for the staff, together with the parents, who take responsibility for, and to become involved in the activities of our Pre-school. We ensure that we offer opportunity for all children whatever their gender; disability; ethnicity; culture; religion; or ability. We encourage the study of the child's needs and their families and promote public interest in and recognition of such needs in the local area.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are fully aware of the guidance issued by the Charity Commission on public benefits. The Trustees meet at least six times per year and is made up of three Elected Trustees and non-named members and one co-opted member. Elected Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives them a brief history of the Pre-school; charity structure; election process; trustee overview and their roles and responsibilities etc. Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Committee. Staff are provided with a copy of the updated policies or procedures for their own information.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Where possible Handsworth Pre-school will apply for grants, in order to enhance the learning and independence of the children. However under the current economic climate applying for grants are becoming harder let alone win a successful bid..
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Volunteers play a vital part in the charity's work – supporting families, carrying out practical tasks. Volunteers within the setting are valued by staff, children and their families as they provide additional support, bringing new ideas and help to ensure the setting is offering suitable placements for those who wish to work within the childcare industry. Unfortunately, the setting did not have any volunteers for this reporting period.
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	The Pre-school continues to employ six dedicated and fully experienced staff and they have the necessary qualifications and training to work in the setting. The Pre-school ensures that Continual Professional Development (CPD) is a high priority for all staff, to ensure that they are up to date with changes within legislation/statutory requirements and to ensure that they are best placed to work with the children at the setting. Their knowledge is being continually updated through training programmes provided through London Borough of Waltham Forest (LBWF), Waltham Forest Safeguarding Board (WFSB) and other agencies. The ethos of the setting centres on a partnership with parents to ensure the children are given the appropriate opportunities to develop through stimulating play and creativity in a safe and secure environment. We continually assess parent's views, through starters and end of year questionnaires, and careful planning and research is undertaken to provide children with novel and stimulating activities. The setting ran 190 supervised Pre-school sessions for children aged between two and five years old. Three hours per session for children who receive the Free Early Education Entitlement (FEEE) and for fee-paying children. Reaching 37 children and 37 families throughout this reporting period. The Pre-school offered 28 places to 3- & 4-year-olds during this reporting period. The Pre-school offers funded two-year-old places to children who are entitled to 2-year-old funding. We offered places to six funded two-year-olds during this reporting period. The Pre-school also offered five places to fee paying children. The Pre-school continues to have a good relationship with the church, who are extremely helpful and supportive of its work

		with the children. The members of the church are usually invited to the Christmas Concert, coffee mornings and the Spring Fete. The Committee raised a staggering £1800.00 during the reporting year by holding coffee mornings, raffles, and the Spring Fete. Monies raised through raffles, coffee mornings and parent donations are used to purchase resources such as art materials, outdoor equipment, and to fund experiences such as the mobile soft play bus, which was enjoyed by all children and staff! The local funeral directors also continue to sport the setting. The committee also held sponsored events such as Sponsored colours day.
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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	The Pre-school obtains additional funds through the Free Early Education Entitlement (FEEE), which is given to the children who have turned three or for the two-year olds who are entitled to the two-year-old funding. The Pre-school also receives fees from parents whose children are not entitled to the FEEE. The Pre-school is in a financially comfortable position. The Business Manager constantly reviews the annual forecast and advises the Pre-school Leader and Committee of the income and expenditure and if there are areas of concern.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The money held in the reserve account is to ensure continuity of the Pre-school in times of financial difficulty and enables the management committee to meet its financial obligations in relation to staff salaries, rent and other contractual expenses
Amount of reserves held	Para 1.22	£39,655.97
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	The Pre-school is well established in the local area and has a substantial waiting list. The Senior Leadership Team (SLT) are very strong and have many skills around Teaching and Learning; Business matters; Human Resources; and Finances. The SLT are constantly looking ahead to improve the setting and to identify any issues that may arise and possibly cause problems for the setting. The Pre-school assistants are dedicated and are more than happy to go above and beyond their job requirements to ensure that the children have a great experience at the Pre-school.

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 for the Pre-school is from the Local Authority through the Free Early Education Entitlement (FEEE) for 2,3- and 4-year-olds. The Pre-school also receives money from families who are not entitled to the FEEE and they therefore pay fees for their child's place at the setting.
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		The trustees fund raise for the Pre-school the amount of funds raised varies from year to year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The principal risks for the charity, would be a reduction in the number of children who are entitled to the FEEE, If fewer FEEE children attended the setting our income from the Local Authority would be reduced. If FEEE children were not taking up places the Pre-school would offer the places to fee paying children and increase the number of children on the register. The current economic climate will have an impact on the setting. Fee paying families are now more inclined to wait until their child is funded before taking a place at the setting. The Pre-school offers 15 hours of childcare, there are many families in the local community who are entitled to 30 hours. The Pre-school will need to address the number of hours of childcare that it delivers to ensure it is meeting the needs of the community.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PSLA Constitution, adopted 23 November 2011
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	The Pre-school is an 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	The Trustees are the governing body of Handsworth Pre-school. The Trustees meet at least six times per year and is made up of four Elected Trustees and non-named members and one co-opted member. Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives the Trustees a brief history of the Pre-school; charity structure; election process; Trustee overview and their roles and responsibilities etc. Copies of the Pe-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Trustees. Staff are also provided with a copy of the updated policy or procedure for their own information

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	Copies of the Pe-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The structure of the pre-school is: <pre> graph TD A[Committee member] --> B[Pre-school Leader] B --> C[Deputy Pre-school Leader] C --> D[Pre-school Assistants] D --> E[Business Manager] </pre>
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Handsworth Pre-school
Other name the charity uses	N/A
Registered charity number	1023514
Charity's principal address	Handsworth Pre-school Highams Park Baptist Church Cowling Hall Cavendish Road Highams Park London E4 9NG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Johnny Cooper	Chair	19 October 2022	Amy Livingston
2	Siobhan Knifton	Vice-Chair	19 October 2022	Johnny Cooper
3	Lykke Hansen	Treasurer	19 October 2022	Johnny Cooper
4	Johnnie Padilla	Secretary	19 October 2022	Holly Ling
5	Ruth Mattison	Co-Opted Member	19 October 2022	Lykke Hansen
6				
7				
8				
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15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Norman Lee	433 Hale End Road, Highams Park, London, E4 9RT

Name of chief executive or names of senior staff members (Optional information)

Janet Cushing - Pre-school Leader, Louise Paul – Deputy Pre-school Leader and Ruth Mattison – Business Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

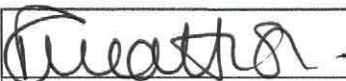
Other optional information

N/A

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)	Ruth Mattison	
Position (eg Secretary, Chair, etc)	Business Manager	
Date	1 February 2023	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Handsworth Pre-school

On accounts for the year
ended

01/09/21 to 31/08/2022

Charity no
(if any)

1023514

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

18/10/22

Name:

N A Lee

Relevant professional
qualification(s) or body

ACMA (retired)

(if any):

Address:

433 Hale End Road

Highams Park

London, E4 9PT

Section B

Disclosure

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

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

Committee - Annual General Meeting Minutes - 19/10/22

1. Present: Janet Cushing, Jonny Cooper, Holly Ling, Amy Livingston, Lykke Hansen, Siobhan Knifton, Helen

2. Apologies: Ruth Mattison, Matt Franks

3. Minutes of the last committee meeting: Agreed.

4. Chair's Report discussed.

5. Business Manager's Report discussed:

The Committee discussed cost of heating (currently included in rent). Janet to confirm the increase. A rent increase is expected in January - the right is reserved to increase it elsewhere. The statutory amount is currently held in reserve (3 months running costs) - so this will also be increased in line with the national economic situation (£35k - £40k). There are two accounts - current account (rolling spend) and reserve account. The latter is reasonably healthy. The plan to extend school hours will bring about an element of change - to have extra in reserve would not be a bad thing.

6. Pre-School Leader's report discussed: A special mention for the photobooth during the summer fair. Thanks extended to the Committee for embracing fundraising and community opportunities.

7. Christmas: Inset day next half-term for detailed planning. A Christmas raffle is planned, with cakes and drinks, to be held after the Christmas concert. Preschool staff will most likely continue with last year's approach - a filmed performance/nativity, then Christmas songs to be performed for parents.

8. Fundraising: The committee aims to hold the next cake sale during the first week back after half-term as an opportunity for the parent community to come together. Preschool staff are planning a stay and play in November - Friday 11th. The cake sale could coincide. One day feels more sensible than two days (there was low attendance last year when it was split across two dates). Staff to consider a possible dress-up day (pyjamas, wear something red, etc) nearer Christmas.

9. Whatsapp Group: Jonny is keen to get the word out that it exists - it is a good way to promote social events and fundraising opportunities. Preschool staff to put notes in book bags, newsletters, facebook, email. Committee to reflect on ways to ensure parents don't fall through cracks - some parents were not aware of the summer fete last year.

10. AOB:

New committee members were confirmed as: Siobhan Knifton (Vice Chair - Fundraising) and Lykke Hansen (Treasurer). Jonny Cooper to continue as Chair.

Thanks to Holly Ling and Matt Franks. Amy Livingston also to step down as secretary, but continue in post until a new secretary is nominated.

Ruth to be in touch with paperwork in due course to enrol new committee members and complete all necessary checks.

11. Date of next meeting: Wednesday 23rd November 2022 - 8pm

Handsworth Pre-School Annual General Meeting, 19th October 2022

Committee Chair Report



The 21/22 school year represented another successful year for Handsworth Preschool. Our setting ran smoothly and efficiently, which is reflected in our finances, as conveyed within the Administrator's report.

It's easy to forget that the school year started with Covid looming heavy over education settings, so I would like to put on record once again the Committee's thanks to the leadership team for steering the Pre-School through the tail end of the pandemic. We can also celebrate - with crossed fingers - the idea that this can be the last time a Chair's report ever need mention the word Covid again.

In terms of Committee activity over the past 12 months, I'm happy to report that we saw an engaged parent community, with regular fundraising taking place around the year. We ran a lively WhatsApp group, for parents to share questions and updates; we held cake sales every half term, to bring parents together in person; and we hosted a spring fair that was extremely well attended by the wider Highams Park Community. The fair brought in over £1,000, capping a record breaking year of fundraising. My thanks to all those who were involved in every event over the course of the past 12 months.

With the new school year now in full swing, and with some significant decisions facing the pre-school over the coming 12 months, it's time to recalibrate the Committee. Three members have left, with their children heading to school, so we are in need of a new team to help behind the scenes. As Chair, I will be handing over fundraising responsibilities to these newly elected members of the committee, so I can concentrate on helping the leadership team steer the pre-school's business functions.

Handsworth Pre-School Annual General Meeting, 19th October 2022

Pre-School Leader Report - Overview: 2021/22 Academic Year



COVID: The last academic year continued to be marked by COVID, with one closure in the Spring Term due to staff absences. The Government withdrew their tranche of COVID guidance in April 2022 which has relieved some of the pressures on staffing, PPE, processes and procedures etc. The Pre-School has retained some practices established through the pandemic – in particular, encouraging hygiene and hand-washing routines for the children; our continued efforts to move towards online or ‘paperless’ working practices; and the additional resources and activities we provide for parents over the school holidays (the ‘virtual Pre-School’).

Parental Involvement: We have been delighted to invite parents back into the setting for stay and plays and special events. The Jubilee Garden Party stands out as a very special day; as does the Sport’s Day; the Christmas Concert and the end of year celebrations.

I acknowledge the contribution of the Committee in supporting the Pre-School through the challenges of COVID; and in embracing the fundraising and community opportunities of the last academic year. As and when possible, the Committee ran coffee mornings and the hugely successful annual fete. In particular, the fete in May 2022 felt very special. It was the first for two years and attracted parents past, present and future – and raised a huge amount of money.

Curriculum: Staff have worked hard to implement changes to the early years curriculum brought in at the beginning of September 2021. We have refined our planning and review procedures, and continue to reflect on our practice.

Feedback from the summer parent questionnaire suggested that the team have been successful in supporting children’s development across all areas of the curriculum – with parents commenting that the Pre-School has supported their children either “well” or “very well”.

This year, the summer questionnaire was delivered online through Google Forms. This helped us increase response rates and presented the information back to staff in a quick, clear and easy to read format. We will therefore continue to use Google Forms for feedback forms and questionnaires.

We managed the full introduction of Tapestry over 21/22. Tapestry was rolled out cautiously in the Autumn Term 2021, with full access enabled from the October half term. Parents and staff have fed-back that they like using Tapestry and as a consequence we have rolled-out access much more quickly in the new academic year.

All funds raised by parents supported new resources and activities for the children. In the summer term, we invested around £2000 in new resources and special activities. Little Legs Playbus – our summer ‘treat’ – was particularly successful and, if funding is available, we would like to book them again for July 2023.

Staffing and Staff Training: there were no changes to the permanent staff team in 21/22. We welcomed back one team member from Maternity Leave in May; and retained until the end of the academic year the staff member who was providing maternity cover. This meant that we temporarily went up to seven members of staff. Last year, we also employed a total of two Learning Support Assistants; one of whom left mid-year as the child she supported moved to another setting.

Training opportunities have continued to be disrupted by COVID. However, the Deputy Leader completed the DfE sponsored Early Years Educator course. One other team member attended Borough-led training from Magic Behaviour Management; and is taking part in “Foundations For the Future”, which is delivered across NE London. Staff also attended the online, Borough-delivered ‘Festival of Early Years’ which provided some short insights into ways to develop our practice.

I acknowledge the contribution of the staff team over the year. They have remained committed and have worked hard to deliver high quality experiences for children and families through sometimes difficult and challenging circumstances.

Children on Register: the Pre-School remained full last year (in terms of the number of children on the register). This includes offering an inclusive, welcoming and supportive environment for (over the year) 3 children with special educational needs.

Finances: the audited accounts identify that the Pre-School was in good financial health last year. In terms of income, both our fee and funded incomes were higher than 2021. However, pressures continue in terms of wages and rent. We made significant savings by increasingly moving to 'paperless' working. Our bank accounts remain healthy, with our reserve account holding above the statutory requirements.

We expect pressures will increase significantly, particularly in the light of the current energy crisis and other national (or global) economic changes. Staffing issues and a number of child vacancies suggest that our finances may be less buoyant in the 22/23 academic year.

Forward Look – Priorities for 22/23

- Staffing: recruiting to existing vacancies and retaining high quality, qualified staff
- Child numbers: increasing to full capacity once staffing/ratios allow
- Advertising the Pre-School: raising the profile of the Pre-School to ensure a healthy waiting list and recruitment for September 2023
- Managing the budget, particularly in the light of reduced child numbers in the Autumn Term and expected further pressures due to the national economic situation
- Looking at options to extend the Pre-School's hours, reflecting the needs of working families

Accounts

**HANDSWORTH AVENUE PRE SCHOOL
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDING 31ST AUGUST 2021**

2020	RECEIPTS	2021
11,334	Fees	10,594
1,656	Fundraising, Donations & Event Income	2,495
72,044	Grants	87,375
46	Bank Account Interest	9
<u>85,080</u>		<u>100,473</u>
 PAYMENTS		
68,987	Wages	76,448
7,196	Rent	7,315
3,569	Equipment/Stationery	7,974
324	Training	24
1,841	Subscriptions/Fees/Insurance	1,981
50	Events & Fundraising expenses	959
0	Garden / Building costs	0
1,923	Sundries (inc Milk, Telephone, Advertising)	2,236
<u>83,890</u>		<u>96,937</u>
1,190	Surplus/(Deficit) receipts over payments	3,536
52,732	Opening Bank Account Balances	53,922
<u>53,922</u>	Closing Bank Account Balances	<u>57,458 (1)</u>
 Note (1)		
	Per Bank Account statements at 31.8.21	57,458
	Deduct outstanding cheques	<u>57,458</u>

In accordance with the instructions given to me, I have prepared, without carrying out an audit, the foregoing Receipts and Payments Account from the accounting records of Handsworth Avenue Pre School, and from information and explanations given to me.

Norman Lee

24th September 2021

Handsworth Pre-School AGM – 20th October 2021

Treasurers Report

The accounts covering the period September 2020 to August 2021 have been checked by an accountant and his report is available separately. The pre-school ended the year 20/21 in profit by £3,536.00.

Financial Position as at 31/08/21:

£

Current account	17,820.94
Deposit account	39,637.79
Total	57,458.73

As part of the pre-school constitution six months running costs are required on deposit. This is currently £36,000.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 September 2020 Period start date To: 31 August 2021 Period end date

Charity name: Handsworth Pre-school

Charity registration number: 1023514

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The ethos of Handsworth Pre-school centres around a partnership with parents/carers to ensure Pre-school children are given appropriate opportunities to develop through stimulating play and creativity in a safe and secure environment. The Pre-school looks to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
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	Our activities further the public benefit by supporting the needs of children and their families and promoting the importance of voluntary community involvement in childcare. Handsworth Pre-school promotes care and safety; independence; education; health and wellbeing of children; and the promotion of parental involvement in their education; provision of services to support children, their families, and carers. We offer appropriate play facilities for the children and Continual Professional Development (CPD) for the staff, together with the parents, who take responsibility for, and to become involved in the activities of our Pre-school. We ensure that we offer opportunity for all children whatever their gender; disability; ethnicity; culture; religion; or ability. We encourage the study of the child's needs and their families and promote public interest in and recognition of such needs in the local area.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are fully aware of the guidance issued by the Charity Commission on public benefits. The Trustees meet at least six times per year and is made up of three Elected Trustees and non-named members and one co-opted member. Elected Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives them a brief history of the Pre-school; charity structure; election process; trustee overview and their roles and responsibilities etc. Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Committee. Staff are provided with a copy of the updated policies or procedures for their own information.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Where possible Handsworth Pre-school will apply for grants, in order to enhance the learning and independence of the children
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Volunteers play a vital part in the charity's work – supporting families, carrying out practical tasks. Volunteers within the setting are valued by staff, children and their families as they provide additional support, bringing new ideas and help to ensure the setting is offering suitable placements for those who wish to work within the childcare industry. Unfortunately, the setting did not have any volunteers for this reporting period. This was due to Covid 19.
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	The Pre-school continues to employ six dedicated and fully experienced staff and they have the necessary qualifications and training to work in the setting. The Pre-school ensures that Continual Professional Development (CPD) is a high priority for all staff, to ensure that they are up to date with changes within legislation/statutory requirements and to ensure that they are best placed to work with the children at the setting. Their knowledge is being continually updated through training programmes provided through London Borough of Waltham Forest (LBWF), Waltham Forest Safeguarding Board (WFSB) and other agencies. The ethos of the setting centres on a partnership with parents to ensure the children are given the appropriate opportunities to develop through stimulating play and creativity in a safe and secure environment. We continually assess parent's views, through starters and end of year questionnaires, and careful planning and research is undertaken to provide children with novel and stimulating activities. The setting ran 190 supervised Pre-school sessions for children aged between two and five years old. Three hours per session for children who receive the Free Early Education Entitlement (FEEE) and for fee-paying children. Reaching 35 children and 35 families throughout this reporting period. The Pre-school offers funded two-year-old places to children who are entitled to 2-year-old funding. We offered places to eight funded two-year-olds during this reporting period. The Pre-school also offers place to fee paying children. Due to the Pandemic the Pre-school closed twice due to positive cases. The Pre-school remained open during the national lockdown from January -March 2021. Attendance during that time was

		reasonable high, with some 15 children continuing to come in regularly. The Pre-school continues to have a good relationship with the church, who are extremely helpful and supportive of its work with the children. The members of the church are usually invited to the Nativity, coffee mornings and the Spring Fete. However, due to Covid restrictions the Spring Fete was unable to take place again this year and coffee mornings were limited. The Committee managed to raise £624 during the reporting year by holding two coffee mornings and two raffles, one at Christmas and the other at the end of the summer term. Monies raised through raffles, coffee mornings and parent donations are used to purchase resources such as art materials, and outdoor equipment, and to fund experiences such as Zoos4You to visit the setting with various animals. The local funeral directors sponsored our Parent Handbook. The committee also held sponsored events such as: Sponsored colours day.
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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	The Pre-school obtains additional funds through the Free Early Education Entitlement (FEEE), which is given to the children who have turned three or for the two-year olds who are entitled to the two-year-old funding. The Pre-school also receives fees from parents whose children are not entitled to the FEEE. The Pre-school is in a financially comfortable position. The Business Manager constantly reviews the annual forecast and advises the Pre-school Leader and Committee of the income and expenditure and if there are areas of concern.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The money held in the reserve account is to ensure continuity of the Pre-school in times of financial difficulty and enables the management committee to meet its financial obligations in relation to staff salaries, rent and other contractual expenses
Amount of reserves held	Para 1.22	£39,639.77
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	The Pre-school is well established in the local area and has a large waiting list. The Senior Leadership Team (SLT) are very strong and have many skills around Teaching and Learning; Business matters; Human Resources; and Finances. The SLT are constantly looking ahead to improve the setting and to identify any issues that may arise and possibly cause problems for the setting. The Pre-school assistants are dedicated and are more than happy to go above and beyond their job requirements to ensure that the children have a great experience at the Pre-school.

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 for the Pre-school is from the Local Authority through the Free Early Education Entitlement (FEEE) for 2,3- and 4-year olds. The Pre-school also receives money from families who are not entitled to the FEEE
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		and they therefore pay fees for their child's place at the setting. The trustees fund raise for the Pre-school the amount of funds raised varies from year to year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The principal risks for the charity, would be a reduction in the number of children who are entitled to the FEEE, If fewer FEEE children attended the setting our income from the Local Authority would be reduced. If FEEE children were not taking up places the Pre-school would offer the places to fee paying children and increase the number of children on the register.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PSLA Constitution, adopted 23 November 2011
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Pre-school is an 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	The Trustees are the governing body of Handsworth Pre-school. The Trustees meet at least six times per year and is made up of four Elected Trustees and non-named members and one co-opted member. Elected Trustees are elected by the members and their names presented at the Annual General Meeting (AGM) of the charity, which normally takes place in October of each year. New Trustees are given an up-to-date induction pack, which gives the Trustees a brief history of the Pre-school; charity structure; election process; Trustee overview and their roles and responsibilities etc. Copies of the Pe-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view. Policies and procedures are reviewed annually and signed off by the Chair of the Trustees. Staff are also provided with a copy of the updated policy or procedure for their own information.

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	Copies of the Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The structure of the pre-school is: <pre> graph TD A[Committee member] --> B[Pre-school Leader] B --> C[Deputy Pre-school Leader] C --> D[Pre-school Assistants] D --> E[Business Manager] </pre>
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Handsworth Pre-school
Other name the charity uses	N/A
Registered charity number	1023514
Charity's principal address	Handsworth Pre-school Highams Park Baptist Church Cowling Hall Cavendish Road Highams Park London, E4 9NG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jonny Cooper	Chair	20 October 2021	Pascal Wyse
2	Helen Ling	Vice Chair	20 October 2021	Ruth Mattison
3	Lykee Hansen	Treasurer	20 October 2021	Pascal Wyse
4	Amy Livingston	Secretary	20 October 2021	Jonny Cooper
5	Ruth Mattison	Co-Opted Member	20 October 2021	Jonny Cooper
6	Matthew Franks	Co-Opted Member	20 October 2021	Pascal Wyse
7				

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	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Norman Lee	433 Hale End Road, Highams Park, London, E4 9RT

Name of chief executive or names of senior staff members (Optional information)

Janet Cushing, Pre-school Leader, Louise Paul, Deputy Pre-school Leader and Ruth Mattison, Business Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

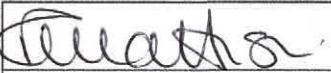
Other optional information

N/A

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)	Ruth Mattison	
Position (eg Secretary, Chair, etc)	Business Manager	

Date 20 April 2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

Handsworth Pre-school

On accounts for the year
ended

01/09/2020 to 31/08/2021

Charity no
(if any)

1023514

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. *Delete [] if not applicable.*

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

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report 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:

1st April 2022

Name:

N A Lee

Relevant professional
qualification(s) or body

ACMA (RETS)

(if any):

--

Address:

433 Hale End Road

Highams Park

London, E4 9PT

Section B

Disclosure

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

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

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AGM Agenda

Venue: Handsworth Pre-school Zoom Meeting
Day/Time: Wednesday 20 October 2021, 8.00 pm

AGM Agenda

Agenda Item No.	Agenda Items
1.	Welcome and Introduction (Chair)
2.	Apologies -Jade Franks
3.	Chair's report – Read as required
4.	Treasurer's report (presentation of accounts) – Read as required
5.	Pre-school Leader's report – Read as required
6.	Business Manager's report – read as required
7.	Items for discussion/proposals -The waiting list is healthy, at 48 names. Parents have just been invited to use Tapestry, and stay-and-plays have recommenced. Wide note of thanks from attending parents, re the smooth start to the school year.
8.	Any questions -NA
9.	Resignation of current committee - Completed
10.	Ask for nominations – read those already received. – read those already received.
11.	Election of new committee Jonny Cooper – nominated as Chair by Pascal Wyse, seconded by Lauren Hay. Pascal Wyse – nominated as Vice Chair by Jonny Cooper, seconded by Alex Meade. Lykke Hansen – nominated as Treasurer by Pascal Wyse, seconded by Jonny Cooper

	Amy Livingston – nominated as Secretary by Jonny Cooper, seconded by Pascal Wyse
	Ruth Mattison – nominated as Co-Opted Member by Jonny Cooper and seconded by Pascal Wyse
12.	Date and time agreed for the first meeting of the new committee Wednesday 17 th November 2021
13.	Thanks, from Chair – to all those attending

Handsworth Pre-School Annual General Meeting, 20th October 2021

Chair's Report

Handsworth Pre-School has had another challenging but ultimately successful year. The pandemic created persistent upheaval, but the setting managed to keep its doors open for the majority of the school year, providing the local community with a hugely valuable service.

As Chair, I would like to put on record, once again, a note of thanks to all the staff for managing such a difficult time so diligently. Financially speaking, as the accounts will show, the Pre-School appears to be in a secure position. This marks an improvement from the situation two years ago, although we need to recognise the financial anomalies that Covid has created. The accounts will require continuing attention, but the trend does seem to be positive.

More broadly, there are two challenges in the coming months. These are:

1. To refresh the Committee, with new named members who can help with fundraising events
2. For the pre-school to recommence the Stay and Plays and maintain them for as long as possible, to allow new parents to get to know the setting

Handsworth Pre-School Annual General Meeting, 20th October 2021

Pre-School Leader's Report - Overview: 2020/21 Academic Year

The last academic year was another to be disrupted by COVID. The Pre-School closed twice due to positive cases. The Pre-School remained open during the national lockdown from January – March 2021. Attendance during this time was reasonably high, with some 15 children continuing to come in regularly. Attendance increased gradually after the February half term, and we were pleased to welcome back all children after the Easter break.

COVID presented – and continues to present – the Pre-School staff team with challenges. Whilst many of the restrictions have currently been lifted, we are expected to maintain our risk assessment; additional safety procedures in line with guidance; and to be ready to 'step up' our procedures as required. Over the last year, the Pre-School has regularly reviewed the COVID risk assessment and has regularly published information for staff and parents. Most recently, towards the end of the summer term 2021, this published information became the COVID Management Plan.

The supply of PPE and cleaning equipment/materials have not presented such a challenge as previously, however, it does continue to place a small but significant financial burden on the Pre-School. Regular asymptomatic testing was introduced after the Spring term last year. Staff continue to test regularly, and tests are supplied by the Department for Education.

Parental Involvement: COVID impacted significantly on the ability last year to invite parents to come into the setting and to celebrate special events together. We are grateful to our parent community, past and present, for their continued support for the Pre-School and especially during the pandemic. The Committee have been particularly supportive of the staff and the Pre-School during this time, and we are grateful.

Staff established a closed Facebook Group for parents last year and this worked well, helping to keep everyone in touch. Feedback from the questionnaires suggested parents also valued this facility. The Facebook Group, and email, also allowed staff to keep in touch with, and suggest activities for, children who were at home during the winter lockdown.

Curriculum: Despite the challenges of COVID, the staff team have continued to plan and deliver a rich and varied curriculum of activities for the children. Feedback from the parent questionnaires at the end of the year suggested that parents consider their children have made good progress across all the areas of the curriculum.

From January 2021 the staff team commenced a full curriculum audit and review in preparation for the introduction of the new Early Years Foundation Stage this September. The review led to changes in practice and procedures for staff, particularly around the planning and evaluation of the curriculum. This was a significant piece of work for the staff team, and has, I believe, led us to being well prepared for the new curriculum arrangements this September.

Partly as a result of the curriculum review, it was decided that we would move to recording children's progress via **Tapestry**, the online learning journal. Again, this presented a change in procedures and practice for staff and over the summer term staff undertook preparation for, and in-house training in, the new program.

Staffing and Staff Training: there were no changes to the permanent staff team last year. We maintain a staff team of six. One member of staff is commenced maternity leave from the end

Handsworth Pre-School Annual General Meeting, 20th October 2021

Business Manger's Report - Overview: 2020/21 Academic Year

1. Two Year old Funded Children

We continued to offer funded two-year-old places during the last academic year. We had eight funded two-year olds through the year.

2. Three-Year-Old Headcount Figures

At the start of September 2020, there were seven funded three-year-olds and one funded 2-year-old who returned to the setting. The academic year started of with 15 funded 3- & 4-year-olds, this number increased in the Spring term to 22 and by the end of the summer term we had 24 funded three- and four-year-olds in the setting

3 Fee paying children

At the start of the academic year (autumn term) we had seven fee paying children. During the spring term this reduced to five children and by the summer term there were two funded two-year-olds.

We had 35 families on or register during the academic year.

4 FEEE

We continue to receive the Free Early Education Entitlement form the Local Authority for the 2,3, and 4-year-old children who are eligible for the funding.

5 Waiting List

There are currently 48 names on the waiting list. This has increased considerably from the same time last year.

6 Website

The website continues to be a good way of communicating with prospective parents as well as with current parents. It is felt that is a good website providing families with the necessary information to help them make an informed decision about our pre-school.

7 Spring Fete

Unfortunately, due to Covid-19 the Spring/Summer Fete did not take place this year.

8 Donations

We received £98.72 from Hawes Funeral Directors which was used to pay for the Parents 'Booklet that we produce each year and hand to parents at the start of the new academic year.

£624 was raised during the year by the committee. A couple of coffee mornings were held (Covid Permitted) and there were two raffles one at Christmas and the other at the end of summer term 2021.

I would like to thank the committee for raising such an amazing amount of money during the year, whilst Covid put a stop to a lot of the committees usual fund-raising events, they rose to the challenge that Covid presented itself. So, thank you.

of the summer term. Last year, we also employed a total of three Learning Support Assistants; one of whom left mid-year as the child she supported moved to another setting.

Training opportunities were significantly disrupted by COVID but staff continued to represent the Pre-School and the sector in Borough-led forums and to access online training as it was offered. One member of staff also completed the extended course aimed at supporting two-year olds in the setting.

I acknowledge the contribution of the staff team over this last year. They have remained committed and have worked hard to deliver high quality experiences for children and families.

Children on Register: The Pre-School remained full last year (in terms of the number of children on the register) and supported 35 children. This includes offering an inclusive, welcoming and supportive environment for (over the year) 5 children with special educational needs.

Finances: The Business Manager's report gives more detail on the budget over the last year. We expect pressures will not ease significantly over the forthcoming year, particularly in the light of the current energy crisis and other national (or global) economic changes.

Forward Look – Priorities for 21/22

- Continuing to respond to the challenges presented by COVID
- Embedding and developing practice within the framework of the new EYFS
- Managing Tapestry, including the roll-out of parental accounts
- Supporting the staff team through training and development
- Managing the budget, particularly in the light of expected further increases in pressures due to the national economic situation

9 Covid 19

Once again Covid had a huge impact on the setting. However, as in the previous academic year 2019-2020 all the staff rose to its challenges. I would like to thank Janet for once again ensuring the setting met its statutory obligations along with the Government guidelines (and there were many of these)! I would like to also thank Louise for her support to both me and Janet through the difficult times, and not forgetting all the staff who without them the Pre-school would not be the place that it is.