

**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	<p>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.</p> <p>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.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>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.</p> <p>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.</p> <p>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.</p> <p>We ensure that we offer opportunity for all children whatever their gender; disability; ethnicity; culture; religion; or ability.</p> <p>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.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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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	<p>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.</p> <p>Unfortunately, the setting did not have any volunteers for this reporting period. This was due to Covid 19.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The Pre-school also offers place to fee paying children.</p> <p>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</p>

		<p>reasonable high, with some 15 children continuing to come in regularly.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The local funeral directors sponsored our Parent Handbook.</p> <p>The committee also held sponsored events such as:</p> <p>Sponsored colours day.</p>
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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	<p>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.</p> <p>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.</p>
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	<p>The Pre-school is well established in the local area and has a large waiting list.</p> <p>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.</p> <p>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.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>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.</p> <p>The Pre-school also receives money from families who are not entitled to the FEEE</p>
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		<p>and they therefore pay fees for their child's place at the setting.</p> <p>The trustees fund raise for the Pre-school the amount of funds raised varies from year to year.</p>
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	<p>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.</p> <p>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.</p>
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	<p>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 Pre-school policies and procedures are also given to the new Trustees and are also available on the Pre-school website to view.</p> <p>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.</p>

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	<p>The structure of the pre-school is:</p> <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

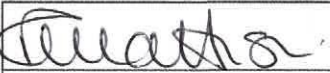
Other optional information

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):

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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.