

**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 – 19<sup>th</sup> 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
<b>Total</b>	<b>62,856.00</b>

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	<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	<p>Where possible Handsworth Pre-school will apply for grants, in order to enhance the learning and independence of the children.</p> <p>However under the current economic climate applying for grants are becoming harder let alone win a successful bid..</p>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
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.</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 37 children and 37 families throughout this reporting period.</p> <p>The Pre-school offered 28 places to 3- &amp; 4-year-olds during 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 six funded two-year-olds during this reporting period.</p> <p>The Pre-school also offered five places to fee paying children.</p> <p>The Pre-school continues to have a good relationship with the church, who are extremely helpful and supportive of its work</p>

		<p>with the children. The members of the church are usually invited to the Christmas Concert, coffee mornings and the Spring Fete.</p> <p>The Committee raised a staggering £1800.00 during the reporting year by holding coffee mornings, raffles, and the Spring Fete.</p> <p>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!</p> <p>The local funeral directors also continue to sport the setting.</p> <p>The committee also held sponsored events such as 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	<b>£39,655.97</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
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 substantial 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 and they therefore pay fees for their child's place at the setting.</p>
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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	<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> <p>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.</p> <p>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.</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.</p> <p>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.</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 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	<p>The structure of the pre-school is:</p> <pre> graph TD     A[Committee member] --&gt; B[Pre-school Leader]     B --&gt; C[Deputy Pre-school Leader]     C --&gt; D[Pre-school Assistants]     D --&gt; 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
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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	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

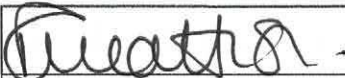
N/A



## 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, 19<sup>th</sup> 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.





## 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