

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	<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 four 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	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.</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 36 children and families throughout this reporting period.</p> <p>The Pre-school offered 23 places to 3- & 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 four funded two-year-olds during this reporting period.</p> <p>The Pre-school also offered nice places to fee paying children.</p> <p>The Pre-school continues to have a good relationship with the church, who are</p>

		<p>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.</p> <p>The Committee raised £800.00 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 support 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	£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	<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 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.</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 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

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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

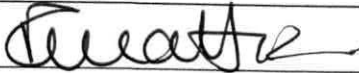
Other optional information

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.