


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

<b>2023</b>	<b>RECEIPTS</b>	<b>2024</b>
15,971	Fees	19,294
2,948	Fundraising, Donations & Events Income	1,504
93,499	Grants	95,461
166	Bank Account Interest	
<u>112,584</u>		<u>116,259</u>
	<b>PAYMENTS</b>	
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
<u>102,670</u>		<u>129,087</u>
9,914	Surplus/(Deficit) receipts over payments	- 12,829
62,856	Opening Bank Account Balances	<u>72,770</u>
<u>72,770</u>	Closing Bank Account Balances	<u>60,487</u>
	Note (1)	
	Per Account Statements at 31.8.2024	<u>60,487</u>

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 1<sup>st</sup> Sept 2023 Period start date To 31<sup>st</sup> 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	<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	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	<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 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.</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 28 children and families throughout this reporting period.</p> <p>The preschool offered 14 places to 3- &amp; 4-year-olds during this reporting period.</p> <p>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.</p> <p>The Pre-school also offered 6 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 £426.00 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 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	<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> <p>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.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal source of funds 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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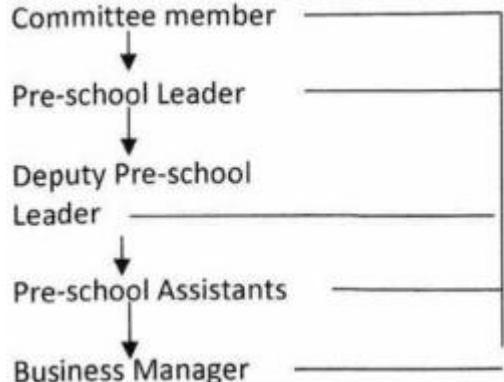
		<p>The Pre-school also receives money from families who are not entitled to the FEEE and they therefore pay fees for their child's place at the setting. The trustees fund raised for the Pre-school the amount of funds raised varies from year to year.</p>
Investment policy and objectives including any 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> <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 three 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 Preschool 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 Preschool 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	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 <sup>th</sup> June 2024	Ruth Mattison
4	Alex Fletcher	Secretary		Lykke Hansen
5	Ruth Mattison	Co-Opted Member	Until 26 <sup>th</sup> June 2024	Lykke Hansen
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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	
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 28<sup>th</sup> June 2024)

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

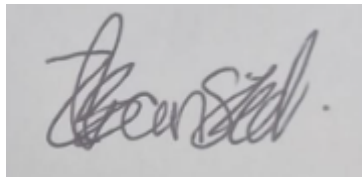
## Other optional information

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 <sup>th</sup> 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