

# MADLEY PRE-SCHOOL

England & Wales · Charity number 1026852

## Details

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|             |   |
|-------------|---|
| Other names | MADLEY PLAYGROUP  |
| Status      | Registered  |
| Legal form  | Other   |
| Registered  | 1993-10-25  |
| Register    | <a href="#">View on the Charity Commission register</a> |

## Contact

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|         |  |
|---------|--|
| Address | Madley Pre-School<br>Madley<br>Hereford<br>HR2 9PH                                     |
| Phone   | 01981251460  |
| Email   | <a href="mailto:preschool@madley.hereford.sch.uk">preschool@madley.hereford.sch.uk</a> |
| Website | <a href="http://www.madleyprimaryschool.co.uk">www.madleyprimaryschool.co.uk</a>       |

## Activities

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**Objects:** 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

**Activities:** To educate and develop children under the statutory school age. The Charity has continued to encourage staff to improve and develop their skills and knowledge for the benefit of the children.

## Classification

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

## Geography

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- Herefordshire

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-08-31 | £141,237 | £129,447    | -      | -         |
| 2024-08-31 | £151,109 | £113,642    | -      | -         |
| 2023-08-31 | £111,784 | £114,403    | -      | -         |
| 2022-08-31 | £109,803 | £96,216     | -      | -         |
| 2021-08-31 | £102,775 | £96,216     | -      | -         |
| 2020-08-31 | £106,369 | £90,044     | -      | -         |

## Trustees

| Name           | Role | Appointed  |
|----------------|------|------------|
| Fiona Batstone |      | 2022-09-01 |
| Sally Johnson  |      | 2014-12-18 |

**MADLEY PRE-SCHOOL**

England & Wales - Charity number 1026852

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# Accounts

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## **Madley Pre-School Annual Report 2024-2025**

### **Purpose**

This report is to provide local and national stakeholders, including the Charities Commission and Ofsted, with an overview of the activities undertaken at Madley Pre-School in the period of September 2024 to August 2025.

### **Audience**

This report will be circulated to all committee members and discussed at the next committee meeting. It will be submitted to the Charities Commission alongside the audited accounts and will be made available to Ofsted on request or as part of the documentation supporting an inspection.

### **Setting Overview**

Madley Pre-School is a small, rural setting set in the grounds of Madley Primary School in Herefordshire but is constituted as a separate charitable entity in terms of governance and management. It operates during term time only and is open 09:00 to 15:30 Monday – Friday. It also offers a Breakfast Club in conjunction with Madley Primary School, which operates out of Madley Primary School but is run by Pre-School staff. This opens Monday – Friday 07:45 – 09:00. It also now operates an ‘Early Bird’ session, opening at 8:30am each morning to accommodate parents who may need to drop their children off slightly earlier.

Madley Pre-School can take a maximum of 24 children each day and is staffed by a number of early years practitioners led by the setting Manager, who is supported by two Deputy Managers who share the role. A Management Committee made up of elected volunteers oversees the management of the setting.

**The Management Committee** - is structured as follows:

- Sally Johnson: Chairperson/ Safeguarding officer if Manager/Deputy is unavailable
- Michaela Byrne: Finance Administrator
- Fiona Batstone: Pre-School Manager
- Jane Mansfield: Committee member
- Becca Thomas: Committee member

This full committee has met on a frequent basis, usually once a term. However, a smaller management team including the Chair, Setting Manager and Finance Administrator have met on a more frequent basis; typically, once every half term with additional meetings as required.

### **Madley Pre-School Aims**

Madley Pre-School aims to develop independent and motivated learners who embrace a values-based culture. They provide opportunities for learning through play in a calm and multi-sensory environment both inside and out. Madley Pre-School is fully inclusive and welcomes all children to the setting, regardless of their background or needs.

### **Ethos**

Madley Pre-School shares the same Values-based approach as the Primary School and works in close partnership with the school to ensure the best educational outcomes for all children and, a smooth transition for those children who go on to attend Madley Primary School. Madley Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The setting continues to hold a prestigious ‘Values based setting’ award, certified by Dr. Neil Hawkes.

## **Report on September 2024 – August 2025**

At the start of the Autumn term there were 25 children on role. 15 of these were of 'school leaver' age. By the summer term there were 27 children on role. Numbers overall were slightly lower than previous years due to the larger cohort leaving for school in July 2024.

### **Building and setting environment developments**

With successful grant funding from Madley Charities the decision was made to begin phase one work on our outdoor area and await match funding of a further successful grant before completing phase two. Work took place over the Christmas holidays to completely renovate the old school bike shelter to create a large sandpit and fenced off, grassed guinea pig run. This enhanced the outside area considerably and increased the opportunities for outdoor learning. The children were able to climb in and handle the guinea pigs throughout the day, enabling them to have first hand experience of looking after animals as well as being therapy when they needed a calming space. The sand pit was a fantastic learning resource, with endless opportunities for learning, communication and physical development. A smaller sand pit was also constructed in the 'snug' garden, enhancing that garden too. Alongside the new larger sand pit the children worked with staff to develop their growing space to incorporate some insect and bee friendly plants as well as fruit and vegetables. A local nursery donated many plants which the children planted and cared for throughout the summer term.

### **Teaching and Learning**

Madley Pre-School follows the EYFS curriculum with a strong emphasis on Values education, in line with Madley Primary School. Staff promote independence and resilience with the children and encourage them to 'have a go' at new or different opportunities. Children are assigned a key practitioner to support them and their family throughout their time at Pre-School. Key practitioners begin by talking to parents at Transition Days to ensure they have a good understanding of children's needs, interests, likes and dislikes. They then make careful observations and assessments of the children in order to plan a curriculum of exciting learning opportunities and activities that are appropriate to their age and stage of development. Staff plan children's 'Next Steps' by having daily reflections about the children's play and learning. These are then shared with parents. A loose theme is usually planned for each half term, with stories being at the heart of any theme, supported by creative, open-ended experiences and activities that give children a 'first hand' experience, where possible. Educational visits take place to enhance the children's learning and understanding. Visits are made both locally and, where possible, further afield. The school minibuses are used whenever possible, and 2 members of staff are licensed to drive them. This academic year walks to and from the park and around the village were frequent. Educational visits took place to the local church for Christmas and Easter craft activities, The Courtyard Theatre in Hereford, and Madley Plants to find out about growing vegetables and how to look after plants. Regular walks around the Primary School grounds also take place weekly, these increased throughout the summer term when staff knew which Primary school the children will be attending. These walks and further 'organised' transition visits support a seamless transition into Madley Primary School. Staff also make contact with other local primary schools and arrange for teachers to visit the children in setting, giving them the opportunity to see the children playing in a familiar environment and also an opportunity to talk with their child's key practitioner about their individual development.

Parents are included in the sharing of learning and ideas, through regular Facebook posts, the Pre-School page on the school website and regular newsletters. The decision to end the contract with an online media site called Tapestry was made as it was felt the setting was not getting value for money and parents were no longer engaging with it. Parents are invited to Transition sessions before their child starts at Pre-School and staff work with parents throughout their learning journey to ensure that an overview of their home life is

shared and considered when making the children's next steps. Staff undertake a 'Two-year progress review' with all children who are two years old when they join the setting. As the children progress through their Pre-School journey and prepare for primary school a written report is given to parents and a copy transferred to their chosen primary school.

### **Community Links**

The Pre-School continued to open on two Saturdays a term for its Stay and Play session; "Petit Pois". These are open to existing and new/ past families as well as any members of the community that wish to attend. They have proved to be a lovely way for parents to meet up and talk to staff in an informal way, meet other parents, have a cup of tea whilst their children play and to see what the Pre-School has to offer. Staff kindly volunteer their time on these occasions.

### **Staff Development**

It is essential to create a learning environment for practitioners in the setting as well as the children. The Pre-School is used by local high schools, colleges and Worcester University as a placement for students to develop their knowledge about Early Years Education. No students took part in placements at Pre-School this year. However, a Gap year student continued to volunteer throughout the year to gain experience before embarking on a Speech and Language Therapy degree. The local Health Visiting team and Nursery Nurse visited to establish a connection and share information about the setting's families. The Designated Safeguarding Lead was also available throughout the year to liaise with Children's Services when necessary.

The team of qualified practitioners are constantly developing their knowledge through local and national training courses and seminars, both face to face and online.

Further training throughout the year consisted of:

- Designated Safeguarding Lead in Early Years Settings
- Effective Safeguarding Practice
- Safeguarding and Child Protection
- Prevent Duty
- Child on Child Abuse
- Level 3 Paediatric First Aid
- Level 2 Food safety
- Health and Safety Responsibilities
- Health and Safety Awareness
- Fire Safety Awareness and Warden Duties
- Legionella and Legionnaires' Disease Awareness
- Providing a Healthy Food environment in Early Years setting
- Understanding Autism
- Let's Talk Childhood Immunisations

The Manager and Deputy Manager both successfully completed their NPQ in Early Years Leadership and Management.

**Madley Pre-School**  
**Accounts**  
**for the year ended 31 August 2025**

## **Madley Pre-School**

### **Information**

#### **Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

#### **Business address**

Madley  
Herefordshire  
HR2 9PH

#### **Bankers**

Royal Bank of Scotland

# Madley Pre-School

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| Balance sheet                    | <b>3</b>     |
| Notes to the accounts            | <b>4 - 5</b> |

## **Madley Pre-School**

### **Report to the Proprietor on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2025 as set out on pages 2 to 5 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

17 March 2026

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2025

|                                  | 2025    |           | 2024   |           |
|----------------------------------|---------|-----------|--------|-----------|
|                                  | £       | £         | £      | £         |
| <b>Income</b>                    |         |           |        |           |
| Sales                            |         | 135,051   |        | 147,017   |
| Fees receivable                  |         | 114       |        | 143       |
| Other sales income               |         | 5,581     |        | 3,949     |
| Bank deposit interest            |         | 491       |        | -         |
|                                  |         | 141,237   |        | 151,109   |
| <b>Expenses</b>                  |         |           |        |           |
| Wages and salaries               | 101,564 |           | 90,395 |           |
| Employer's NI contributions      | 1,960   |           | 4,120  |           |
| Staff pension costs              | 1,632   |           | 1,551  |           |
| Staff training                   | 40      |           | 247    |           |
| Rent, Rates, Light and Heat      | 4,000   |           | -      |           |
| Insurance                        | 1,228   |           | 1,163  |           |
| Equipment                        | 1,732   |           | 1,207  |           |
| Purchases                        | 1,521   |           | 1,403  |           |
| Food                             | 801     |           | 1,488  |           |
| Repairs and Maintenance          | 5,712   |           | 938    |           |
| Printing, postage and stationery | 263     |           | 318    |           |
| Computer costs                   | 28      |           | 2,241  |           |
| Legal and professional fees      | 4,943   |           | 4,670  |           |
| Accountancy                      | 2,718   |           | 2,285  |           |
| Bank charges                     | 295     |           | 58     |           |
| Sundry expenses                  | 25      |           | 114    |           |
| Subscriptions                    | 441     |           | 686    |           |
| Depreciation on FF & Equipment   | 148     |           | 168    |           |
| Depreciation on IT Equipment     | 396     |           | 590    |           |
|                                  |         | (129,447) |        | (113,642) |
| <b>Net profit</b>                |         | 11,790    |        | 37,467    |

## Madley Pre-School

### Balance sheet as at 31 August 2025

|  | Notes | 2025          |               | 2024          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  |       | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 2     |               | 1,968         |               | 2,512         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 3     | 71            |               | 4,479         |               |
| Cash at bank and in hand                     |       | 80,555        |               | 64,386        |               |
|  |       | <u>80,626</u> |               | <u>68,865</u> |               |
| <b>Current liabilities (note 4)</b>          |       |               |               |               |               |
| Other creditors                              |       | <u>1,828</u>  |               | <u>2,401</u>  |               |
| <b>Net current assets</b>                    |       |               | <u>78,798</u> |               | <u>66,464</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>80,766</u> |               | <u>68,976</u> |
| <b>Capital account</b>                       |       |               |               |               |               |
| Brought forward at 1 September 2024          |       |               | 68,976        |               | 31,509        |
| Profit for the year                          |       |               | <u>11,790</u> |               | <u>37,467</u> |
|  |       |               | <u>80,766</u> |               | <u>68,976</u> |

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

**Mrs S Johnson**

**Date: 17th March 2026**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2025**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| Fixtures, fittings<br>and equipment | - | 10% Reducing Balance |
| IT Equipment                        | - | 33% reducing Balance |

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

|                        | <b>Equipment</b> | <b>IT<br/>Equipment</b> | <b>Total</b> |
|------------------------|------------------|-------------------------|--------------|
|                        | <b>£</b>         | <b>£</b>                | <b>£</b>     |
| <b>Cost</b>            |                  |                         |              |
| At 1 September 2024    | 2,419            | 3,981                   | 6,400        |
| At 31 August 2025      | 2,419            | 3,981                   | 6,400        |
| <b>Depreciation</b>    |                  |                         |              |
| At 1 September 2024    | 1,106            | 2,782                   | 3,888        |
| Charge for the year    | 148              | 396                     | 544          |
| At 31 August 2025      | 1,254            | 3,178                   | 4,432        |
| <b>Net book values</b> |                  |                         |              |
| At 31 August 2025      | 1,165            | 803                     | 1,968        |
| At 31 August 2024      | 1,313            | 1,199                   | 2,512        |

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2025**

|                                   |                   |                   |
|-----------------------------------|-------------------|-------------------|
| <b>3. Debtors</b>                 | <b>2025</b>       | <b>2024</b>       |
|                                   | <b>£</b>          | <b>£</b>          |
| Trade debtors                     | 71                | 4,479             |
|                                   | <u>          </u> | <u>          </u> |
| <br><b>4. Current liabilities</b> | <br><b>2025</b>   | <br><b>2024</b>   |
|                                   | <b>£</b>          | <b>£</b>          |
| Taxes and social security costs   | 1,600             | 1,808             |
| Other creditors                   | 228               | 593               |
|                                   | <u>          </u> | <u>          </u> |
|                                   | <u>1,828</u>      | <u>2,401</u>      |

**Madley Pre-School**  
**Accounts**  
**for the year ended 31 August 2025**

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**for the year ended 31 August 2025**

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**MADLEY PRE-SCHOOL**

England & Wales - Charity number 1026852

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# Accounts

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## **Madley Pre-School Annual Report 2023-2024**

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### **Setting Overview**

Madley Pre-School is a small, rural setting set in the grounds of Madley Primary school in Herefordshire but is constituted as a separate charitable entity in terms of governance and management. It operates during term time only and is open 09:00 to 15:30 Monday – Friday. It also offers a Breakfast Club in conjunction with Madley Primary School, which operates out of Madley primary school but is run by Pre-School staff. This opens Monday – Friday 07:45 – 09:00. It also now operates an ‘Early Bird’ session, opening at 8:30am each morning to accommodate parents who may need to drop their children off slightly earlier.

Madley Pre-School can take a maximum of 24 children each day and is staffed by a number of early years practitioners led by the setting manager, who is supported by two Deputy Managers who share the role. A Management Committee made up of elected volunteers oversees the management of the setting.

**The Management Committee** - is structured as follows:

- Sally Johnson: Chairperson/ Safeguarding officer if Manager/Deputy is unavailable
- Michaela Byrne: Finance Administrator
- Fiona Batstone: Pre-School Manager
- Jane Mansfield: Committee member
- Becca Thomas: Committee member

This full committee has met on a frequent basis, usually once a term. However, a smaller management team including the Chair, setting manager and finance administrator have met on a more frequent basis; typically, once every half term with additional meetings as required.

## **Madley Pre-School Aims**

Madley Pre-School aims to develop independent and motivated learners who embrace a values-based culture. They provide opportunities for learning through play in a calm and multi-sensory environment both inside and out. Madley Pre-School is fully inclusive and welcomes all children to the setting, regardless of their background or needs.

## **Ethos**

Madley Pre-School shares the same Values-based approach as the primary school and works in close partnership with the school to ensure the best educational outcomes for all children and, a smooth transition for those children who go on to attend Madley Primary School. Madley Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The setting continues to hold a prestigious 'Values based setting' award, certified by Dr. Neil Hawkes.

## **Report on September 2023 – August 2024**

There were 33 children on role at the start of the Autumn term, with 23 being of 'school leaver' age, this was unusually high and left only 10 spaces for 2 year-olds. Numbers were therefore quite healthy but would mean that when the 23 children left for school at the end of the year numbers would fall quite low and some targeted marketing needed to take place.

## **Building developments**

No building work took place this academic year, however, plans to develop the outside area further were discussed and drawn up between staff and committee. The plan was to create a large sand pit and new larger guinea pig run that would give the animals more roaming space and make access for the children easier. A second phase to develop the 'side garden' into a "mini forest school" area with some low growing trees and natural ground growth of grass, herbs etc was also drawn up. Quotes were given from various companies, and we began to apply for some grant funding.

## **Teaching and Learning**

Madley Pre-School follows the EYFS curriculum with a strong emphasis on Values education, in line with Madley Primary School. Staff promote independence and resilience with the children and encourage them to 'have a go' at new or different opportunities. Children are assigned a key practitioner to support them and their family throughout their time at Pre-School. Key practitioners begin by talking to parents at Transition days to ensure they have a good understanding of children's needs, interests, likes and dislikes. They then make careful observations and assessments of the children in order to plan a curriculum of exciting learning opportunities and activities that are appropriate to their age and stage of development. Staff plan children's Next steps by having daily reflections about the children's play and learning, these are then shared with parents. A loose theme is usually planned for each half term, with stories being at the heart of any theme, supported by creative, open-ended experiences and activities that give children a 'first hand' experience, where possible. Educational visits take place to enhance the children's learning and understanding. Visits are made both locally and, where possible, further afield. The school mini-buses are used whenever possible, and 2 members of staff own mini-bus licences. This academic year walks to and from the

park and around the village were frequent. Educational visits took place to the local church for Christmas and Easter craft activities, Madley Environmental Study Centre for Christmas walks, minibeast hunts and storytelling and Madley Plants to find out about growing vegetables and how to look after plants. Regular walks around the Primary school grounds also take place weekly, these increase throughout the summer term when staff know which Primary school the children will be attending. These walks and further 'organised' transition visits support a seamless transition into Madley Primary school. Staff also make contact with other local primary schools and arrange for teachers to visit the children in setting, giving them the opportunity to see the children playing in a familiar environment and also an opportunity to talk with their child's key practitioner about their individual development.

Parents are included in the sharing of learning and ideas, through regular Facebook posts, the Pre-School page on the school website and online Tapestry observations as well as regular newsletters. Parents are invited to Transition sessions before their child starts at Pre-School and staff work with parents throughout their learning journey to ensure that an overview of their home life is shared and considered when making the children's next steps. Staff undertake a 'Two year progress review' with all children who are two years old when they join the setting. As the children progress through their Pre-School journey and prepare for Primary school a written report is given to parents and a copy transferred to their chosen Primary school.

### **Community Links**

The Pre-School continued to open on two Saturdays a term for its stay and Play sessions; "Petit Pois". These are open to existing and new/ past families as well as any members of the community that wish to attend. They have proved to be a lovely way for parents to meet up and talk to staff in an informal way, meet other parents, have a cup of tea whilst their children play and to see what the Pre-School has to offer. Staff kindly volunteer their time on these occasions.

*Madley Pre-School was inspected by OFSTED in June 23 and was judged as GOOD in all areas.*

### **Staff Development**

It is essential to create a learning environment for practitioners in the setting as well as the children. The Pre-School is used by local High schools, colleges and Worcester University as a placement for students to develop their knowledge about Early Years Education. No students took part in placements at Pre-School this year, however, a 2<sup>nd</sup> year sixth form student volunteered at the setting to gain work experience before embarking on a Speech and Language therapy degree. The setting was visited by other local nurseries to make connections and share knowledge and ideas. The local Health visiting team and Nursery nurse visited to establish a connection and share information about the setting's families. The Designated Safeguarding lead was also available throughout the year to liaise with Children's services when necessary.

The team of qualified practitioners are constantly developing their knowledge through local and national training courses and seminars.

Further training throughout the year was;

- Designated Safeguarding lead in early years settings
- Effective safeguarding practice
- Safeguarding and child protection
- Safeguarding children awareness
- Prevent Duty
- Child on child abuse
- Health and safety responsibilities
- Health and Safety awareness
- Fire safety awareness and warden duties
- Level 3 Paediatric First Aid
- Level 2 Food safety
- Providing a Healthy Food environment in Early Years setting
- Early years Professional Development programme – building on success
- Mental Health awareness

The manager and deputy manager continued their 18 month NPQ in Early years Leadership and management throughout the year.

**Madley Pre-School**

**Accounts**

**for the year ended 31 August 2024**

## **Madley Pre-School**

### **Information**

#### **Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

#### **Business address**

Madley  
Herefordshire  
HR2 9PH

#### **Bankers**

Royal Bank of Scotland

## **Madley Pre-School**

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**Madley Pre-School**

**Report to the Proprietor  
on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2024 as set out on pages 2 to 5 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

4 December 2024

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2024

|                                  | 2024   |                  | 2023   |                  |
|----------------------------------|--------|------------------|--------|------------------|
|                                  | £      | £                | £      | £                |
| <b>Income</b>                    |        |                  |        |                  |
| Sales                            |        | 147,017          |        | 106,253          |
| Fees receivable                  |        | 143              |        | 307              |
| Other sales income               |        | 3,949            |        | 5,224            |
|                                  |        | <u>151,109</u>   |        | <u>111,784</u>   |
| <b>Expenses</b>                  |        |                  |        |                  |
| Wages and salaries               | 90,395 |                  | 91,162 |                  |
| Employer's NI contributions      | 4,120  |                  | 1,919  |                  |
| Staff pension costs              | 1,551  |                  | 1,314  |                  |
| Staff training                   | 247    |                  | 410    |                  |
| Insurance                        | 1,163  |                  | 951    |                  |
| Equipment                        | 1,207  |                  | 1,899  |                  |
| Purchases                        | 1,403  |                  | 1,584  |                  |
| Food                             | 1,488  |                  | 1,364  |                  |
| Repairs and Maintenance          | 938    |                  | 2,713  |                  |
| Printing, postage and stationery | 318    |                  | 384    |                  |
| Computer costs                   | 2,241  |                  | 2,674  |                  |
| Legal and professional fees      | 4,670  |                  | 3,579  |                  |
| Accountancy                      | 2,285  |                  | 2,414  |                  |
| Bank charges                     | 58     |                  | -      |                  |
| Sundry expenses                  | 114    |                  | 324    |                  |
| Subscriptions                    | 686    |                  | 639    |                  |
| Depreciation on FF & Equipment   | 168    |                  | 193    |                  |
| Depreciation on IT Equipment     | 590    |                  | 880    |                  |
|                                  |        | <u>(113,642)</u> |        | <u>(114,403)</u> |
| <b>Net profit/(loss)</b>         |        | <u>37,467</u>    |        | <u>(2,619)</u>   |

**Madley Pre-School**

**Balance sheet  
as at 31 August 2024**

|  | Notes | 2024          |               | 2023          |                |
|--|-------|---------------|---------------|---------------|----------------|
|  |       | £             | £             | £             | £              |
| <b>Fixed assets</b>                          |       |               |               |               |                |
| Tangible assets                              | 2     |               | 2,512         |               | 3,270          |
| <b>Current assets</b>                        |       |               |               |               |                |
| Debtors                                      | 3     | 4,479         |               | 399           |                |
| Cash at bank and in hand                     |       | <u>64,386</u> |               | <u>35,192</u> |                |
|  |       | <u>68,865</u> |               | <u>35,591</u> |                |
| <b>Current liabilities (note 4)</b>          |       |               |               |               |                |
| Other creditors                              |       | <u>2,401</u>  |               | <u>7,352</u>  |                |
| <b>Net current assets</b>                    |       |               | <u>66,464</u> |               | <u>28,239</u>  |
| <b>Total assets less current liabilities</b> |       |               | <u>68,976</u> |               | <u>31,509</u>  |
| <b>Capital account</b>                       |       |               |               |               |                |
| Brought forward at 1 September 2023          |       |               | 31,509        |               | 34,128         |
| Profit/(loss) for the year                   |       |               | <u>37,467</u> |               | <u>(2,619)</u> |
|  |       |               | <u>68,976</u> |               | <u>31,509</u>  |

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

**Mrs S Johnson**

**Date: 4th December 2024**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2024**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| Fixtures, fittings<br>and equipment | - | 10% Reducing Balance |
| IT Equipment                        | - | 33% reducing Balance |

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

|                        | <b>Equipment</b> | <b>IT<br/>Equipment</b> | <b>Total</b> |
|------------------------|------------------|-------------------------|--------------|
|                        | <b>£</b>         | <b>£</b>                | <b>£</b>     |
| <b>Cost</b>            |                  |                         |              |
| At 1 September 2023    | 2,419            | 3,981                   | 6,400        |
| At 31 August 2024      | <u>2,419</u>     | <u>3,981</u>            | <u>6,400</u> |
| <b>Depreciation</b>    |                  |                         |              |
| At 1 September 2023    | 938              | 2,192                   | 3,130        |
| Charge for the year    | 168              | 590                     | 758          |
| At 31 August 2024      | <u>1,106</u>     | <u>2,782</u>            | <u>3,888</u> |
| <b>Net book values</b> |                  |                         |              |
| At 31 August 2024      | <u>1,313</u>     | <u>1,199</u>            | <u>2,512</u> |
| At 31 August 2023      | <u>1,481</u>     | <u>1,789</u>            | <u>3,270</u> |

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2024**

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| <b>3. Debtors</b>               | <b>2024</b>       | <b>2023</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Trade debtors                   | 4,479             | 399               |
|                                 | <u>          </u> | <u>          </u> |
| <b>4. Current liabilities</b>   | <b>2024</b>       | <b>2023</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Taxes and social security costs | 1,808             | 7,073             |
| Other creditors                 | 593               | 279               |
|                                 | <u>          </u> | <u>          </u> |
|                                 | <u>2,401</u>      | <u>7,352</u>      |

**MADLEY PRE-SCHOOL**

England & Wales - Charity number 1026852

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# Accounts

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## **Madley Pre-School Annual Report 2022-2023**

### **Purpose**

This report is to provide local and national stakeholders, including the Charities Commission and Ofsted, with an overview of the activities undertaken at Madley Pre-School in the period of September 2022 to August 2023.

### **Audience**

This report will be circulated to all committee members and discussed at the next committee meeting. It will be submitted to the Charities Commission alongside the audited accounts, and will be made available to Ofsted on request or as part of the documentation supporting an inspection.

### **Setting Overview**

Madley Pre-School is a small, rural setting set in the grounds of Madley Primary school in Herefordshire but is constituted as a separate charitable entity in terms of governance and management. It operates during term time only and is open 09:00 to 15:30 Monday – Friday. It also offers a Breakfast Club in conjunction with Madley Primary School, which operates out of Madley primary school but is run by Pre-School staff. This opens Monday – Friday 07:45 – 09:00.

Madley Pre-School can take a maximum of 24 children each day and is staffed by a number of early years practitioners led by the setting manager, who is supported by two Deputy Managers who share the role. A Management Committee made up of elected volunteers oversees the management of the setting.

**The Management Committee** - is structured as follows:

- Sally Johnson: Chairperson/ Safe guarding officer if Manager/Deputy is unavailable
- Michaela Byrne: Finance Administrator
- Fiona Batstone: Manager
- Jane Mansfield: Committee member
- Alison Green: Committee member

This full committee has met on a frequent basis, usually once a term. However, a smaller management team including the Chair, setting manager and finance administrator have met on a more frequent basis; typically once every half term with additional meetings as required.

### **Madley Pre-School Aims**

Madley Pre-School aims to develop independent and motivated learners who embrace a values-based culture. They provide opportunities for learning through play in a calm and multi-sensory environment both inside and out. Madley Pre-School is fully inclusive and welcomes all children to the setting, regardless of their needs.



Madley Pre-School  
Madley,  
Herefordshire  
HR2 9PH



Manager:  
Mrs Fiona Batstone

## Ethos

Madley Pre-School shares the same Values-based approach as the primary school and works in close partnership with the school to ensure the best educational outcomes for all children and, a smooth transition for those children who go on to attend Madley Primary School. Madley Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The setting continues to hold a prestigious 'Values based setting' award, certified by Dr. Neil Hawkes.

## Report on September 2022 – August 2023

There were 32 children on role at the start of the Autumn term. Numbers were therefore healthy and the Pre-School had a good reputation, which encouraged parents to be recommending the setting by word of mouth to their friends and families. This was ensuring sustainability and longevity.

No building work took place during this period. Madley Primary school donated a strip of land adjacent to the outside area to be used to further develop the outside learning. A fence was moved and repurposed to secure the area and provide gated access to the primary school. This created a natural area that could be utilised as a growing space and digging patch, with a patio area for water play and outdoor art activities. The addition of two guinea pigs made it a very welcoming garden where the children could extend their interest in the world around them; caring for the animals, looking for mini beasts, planting and harvesting vegetables for snack/ guinea pigs etc. An old storage shed was also repurposed into an 'Adventure Shed' where artefacts and collections of natural objects, and books about the natural world, wildlife and gardening could be looked at and shared.

## Teaching and Learning

The Early Years Foundation Stage (EYFS) is a key part in planning the children's learning opportunities and learning experiences. The Pre-School curriculum focuses on encouraging independence and resilience. Staff work well with parents and carers to establish a good understanding of the children's needs and interests when they first start. The children's interests are further followed through close observation of the children at play and staff plan for the next steps of the children using the observations alongside daily reflections. The staff use a loose theme and offer books, stories and outdoor play to support the theme.

Educational visits related to the children's interests take place to enhance their learning and understanding. During this period visits were made within the local area eg church and park and to, Madley Environmental centre, Madley church, Madley plants and Wye Valley butterfly Farm. Visitors from Wye Valley Falconary and local nurses also supported the children's learning.

The careful planning of these learning experiences throughout their time at the setting allows the children to have a seamless transition in to school and the completion of the Early Years Foundation stage. Transition visits to Madley Primary school, and other local primary schools, took place in the summer term and visits



were made by Reception class teachers, to ensure that there was as smooth a transition as possible for those children starting school.

Parents are included in the sharing of learning and ideas, through regular Facebook posts, the Pre-School page on the school website and online Tapestry observations as well as regular newsletters. Parents are invited to Transition sessions before their child starts at Pre-School and staff work with parents throughout their learning journey to ensure that an overview of their home life is shared and considered when making the children's next steps. Staff undertake a 'Two year progress review' with all children who are two years old when they join the setting. As the children progress through their Pre-School journey and prepare for Primary school a written report is given to parents and a copy transferred to their chosen Primary school.

Madley Pre-School was inspected by OFSTED in June 23 and was judged as GOOD in all areas.

### **Staff Development**

It is essential to create a learning environment for practitioners in the setting as well as the children. The Pre-School is used by local High schools, colleges and Worcester University as a placement for students to develop their knowledge about Early Years Education. The Setting was visited by other local nurseries to make connections and share knowledge and ideas. The local Health visiting team and Nursery nurse visited to establish a connection and share information about the setting's families. The team of qualified practitioners are constantly developing their knowledge through local and national training courses and seminars. The qualifications and ongoing training are as follows;

Fiona Batstone – Manager – Designated safeguarding lead - B'Ed degree in primary education

Charlotte Peace – joint deputy manager – SENDCO – Ba Hons Integrated working with children and families

Emma Gray – joint deputy manager – deputy designated safeguarding lead – Forest school leader L3 - level 3 NVQ in Early Years children's care and development

Ashleigh Smith – Early years Practitioner – Level 3 NVQ in Early years children's care and development

Helen Lloyd – Apprentice working towards Level 3 NVQ in Early years Educator

Further training throughout the year was;

- Educating Safeguarding lead awareness
- Role of the designated safeguarding lead in education
- Effective safeguarding practice
- Safeguarding and child protection
- Safeguarding children awareness
- Keeping children safe in education
- Prevent Duty
- Child on child abuse



**Madley Pre-School  
Madley,  
Herefordshire  
HR2 9PH**



**Manager:  
Mrs Fiona Batstone**

- Safer recruitment in education
- Health and safety responsibilities
- Health and safety in the early years
- Fire safety awareness and warden duties
- Level 3 Paediatric First Aid
- Level 2 Food safety
- Providing a Healthy Food environment in Early Years setting
- Early years Professional Development programme – building on success
- HR seminar

Fiona and Emma began an 18 month NPQ in Early years Leadership and management in February 23.



**Madley Pre-School**

**Accounts**

**for the year ended 31 August 2023**

## **Madley Pre-School**

### **Information**

**Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

**Business address**

Madley  
Herefordshire  
HR2 9PH

**Bankers**

Royal Bank of Scotland

# Madley Pre-School

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| Notes to the accounts            | <b>4 - 5</b> |

**Madley Pre-School**

**Report to the Proprietor  
on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2023 as set out on pages 2 to 5 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

30 November 2023

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2023

|                                  | 2023   |           | 2022   |           |
|----------------------------------|--------|-----------|--------|-----------|
|                                  | £      | £         | £      | £         |
| <b>Income</b>                    |        |           |        |           |
| Sales                            |        | 106,253   |        | 108,552   |
| Fees receivable                  |        | 307       |        | 132       |
| Other sales income               |        | 5,224     |        | 1,119     |
|                                  |        | 111,784   |        | 109,803   |
| <b>Expenses</b>                  |        |           |        |           |
| Wages and salaries               | 91,162 |           | 82,684 |           |
| Employer's NI contributions      | 1,919  |           | 1,619  |           |
| Staff pension costs              | 1,314  |           | 860    |           |
| Staff training                   | 410    |           | 342    |           |
| Insurance                        | 951    |           | 787    |           |
| Equipment                        | 1,899  |           | 860    |           |
| Purchases                        | 1,584  |           | 1,575  |           |
| Food                             | 1,364  |           | 1,503  |           |
| Repairs and Maintenance          | 2,713  |           | 45,252 |           |
| Printing, postage and stationery | 384    |           | 303    |           |
| Advertising                      | -      |           | 150    |           |
| Telephone                        | -      |           | 338    |           |
| Computer costs                   | 2,674  |           | 1,468  |           |
| Legal and professional fees      | 3,579  |           | 1,616  |           |
| Accountancy                      | 2,414  |           | 2,742  |           |
| Sundry expenses                  | 324    |           | 63     |           |
| Subscriptions                    | 639    |           | 464    |           |
| Depreciation on FF & Equipment   | 193    |           | 158    |           |
| Depreciation on IT Equipment     | 880    |           | 1,312  |           |
|                                  |        | (114,403) |        | (144,096) |
| <b>Net loss</b>                  |        | (2,619)   |        | (34,293)  |

**Madley Pre-School**

**Balance sheet  
as at 31 August 2023**

|  |       | 2023          |               | 2022          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  | Notes | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 2     |               | 3,270         |               | 4,090         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 3     | 399           |               | 10            |               |
| Cash at bank and in hand                     |       | 35,192        |               | 35,381        |               |
|  |       | <u>35,591</u> |               | <u>35,391</u> |               |
| <b>Current liabilities (note 4)</b>          |       |               |               |               |               |
| Other creditors                              |       | <u>7,352</u>  |               | <u>5,353</u>  |               |
| <b>Net current assets</b>                    |       |               | <u>28,239</u> |               | <u>30,038</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>31,509</u> |               | <u>34,128</u> |
| <b>Capital account</b>                       |       |               |               |               |               |
| Brought forward at 1 September 2022          |       |               | 34,128        |               | 68,421        |
| Loss for the year                            |       |               | (2,619)       |               | (34,293)      |
|  |       |               | <u>31,509</u> |               | <u>34,128</u> |

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.



**Mrs S Johnson**

**Date: 30th November 2023**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2023**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| Fixtures, fittings<br>and equipment | - | 10% Reducing Balance |
| IT Equipment                        | - | 33% reducing Balance |

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

|                        | Equipment | IT<br>Equipment | Total |
|------------------------|-----------|-----------------|-------|
|                        | £         | £               | £     |
| <b>Cost</b>            |           |                 |       |
| At 1 September 2022    | 2,166     | 3,981           | 6,147 |
| Additions              | 253       | -               | 253   |
| At 31 August 2023      | 2,419     | 3,981           | 6,400 |
| <b>Depreciation</b>    |           |                 |       |
| At 1 September 2022    | 745       | 1,312           | 2,057 |
| Charge for the year    | 193       | 880             | 1,073 |
| At 31 August 2023      | 938       | 2,192           | 3,130 |
| <b>Net book values</b> |           |                 |       |
| At 31 August 2023      | 1,481     | 1,789           | 3,270 |
| At 31 August 2022      | 1,421     | 2,669           | 4,090 |

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2023**

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| <b>3. Debtors</b>               | <b>2023</b>       | <b>2022</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Trade debtors                   | 399               | 10                |
|                                 | <u>          </u> | <u>          </u> |
| <br>                            |                   |                   |
| <b>4. Current liabilities</b>   | <b>2023</b>       | <b>2022</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Taxes and social security costs | 7,073             | 5,196             |
| Other creditors                 | 279               | 157               |
|                                 | <u>          </u> | <u>          </u> |
|                                 | <u>7,352</u>      | <u>5,353</u>      |

**Madley Pre-School**

**Accounts**

**for the year ended 31 August 2023**

## **Madley Pre-School**

### **Information**

**Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

**Business address**

Madley  
Herefordshire  
HR2 9PH

**Bankers**

Royal Bank of Scotland

# Madley Pre-School

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**Madley Pre-School**

**Report to the Proprietor  
on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2023 as set out on pages 2 to 5 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

30 November 2023

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2023

|                                  | 2023   |                       | 2022   |                        |
|----------------------------------|--------|-----------------------|--------|------------------------|
|                                  | £      | £                     | £      | £                      |
| <b>Income</b>                    |        |                       |        |                        |
| Sales                            |        | 106,253               |        | 108,552                |
| Fees receivable                  |        | 307                   |        | 132                    |
| Other sales income               |        | 5,224                 |        | 1,119                  |
|                                  |        | <u>111,784</u>        |        | <u>109,803</u>         |
| <b>Expenses</b>                  |        |                       |        |                        |
| Wages and salaries               | 91,162 |                       | 82,684 |                        |
| Employer's NI contributions      | 1,919  |                       | 1,619  |                        |
| Staff pension costs              | 1,314  |                       | 860    |                        |
| Staff training                   | 410    |                       | 342    |                        |
| Insurance                        | 951    |                       | 787    |                        |
| Equipment                        | 1,899  |                       | 860    |                        |
| Purchases                        | 1,584  |                       | 1,575  |                        |
| Food                             | 1,364  |                       | 1,503  |                        |
| Repairs and Maintenance          | 2,713  |                       | 45,252 |                        |
| Printing, postage and stationery | 384    |                       | 303    |                        |
| Advertising                      | -      |                       | 150    |                        |
| Telephone                        | -      |                       | 338    |                        |
| Computer costs                   | 2,674  |                       | 1,468  |                        |
| Legal and professional fees      | 3,579  |                       | 1,616  |                        |
| Accountancy                      | 2,414  |                       | 2,742  |                        |
| Sundry expenses                  | 324    |                       | 63     |                        |
| Subscriptions                    | 639    |                       | 464    |                        |
| Depreciation on FF & Equipment   | 193    |                       | 158    |                        |
| Depreciation on IT Equipment     | 880    |                       | 1,312  |                        |
|                                  |        | <u>(114,403)</u>      |        | <u>(144,096)</u>       |
| <b>Net loss</b>                  |        | <u><u>(2,619)</u></u> |        | <u><u>(34,293)</u></u> |

**Madley Pre-School**

**Balance sheet  
as at 31 August 2023**

|  |       | 2023          |               | 2022          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  | Notes | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 2     |               | 3,270         |               | 4,090         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 3     | 399           |               | 10            |               |
| Cash at bank and in hand                     |       | 35,192        |               | 35,381        |               |
|  |       | <u>35,591</u> |               | <u>35,391</u> |               |
| <b>Current liabilities (note 4)</b>          |       |               |               |               |               |
| Other creditors                              |       | <u>7,352</u>  |               | <u>5,353</u>  |               |
| <b>Net current assets</b>                    |       |               | <u>28,239</u> |               | <u>30,038</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>31,509</u> |               | <u>34,128</u> |
| <b>Capital account</b>                       |       |               |               |               |               |
| Brought forward at 1 September 2022          |       |               | 34,128        |               | 68,421        |
| Loss for the year                            |       |               | (2,619)       |               | (34,293)      |
|  |       |               | <u>31,509</u> |               | <u>34,128</u> |

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.



**Mrs S Johnson**

**Date: 30th November 2023**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2023**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| Fixtures, fittings<br>and equipment | - | 10% Reducing Balance |
| IT Equipment                        | - | 33% reducing Balance |

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

|                        | Equipment | IT<br>Equipment | Total |
|------------------------|-----------|-----------------|-------|
|                        | £         | £               | £     |
| <b>Cost</b>            |           |                 |       |
| At 1 September 2022    | 2,166     | 3,981           | 6,147 |
| Additions              | 253       | -               | 253   |
| At 31 August 2023      | 2,419     | 3,981           | 6,400 |
| <b>Depreciation</b>    |           |                 |       |
| At 1 September 2022    | 745       | 1,312           | 2,057 |
| Charge for the year    | 193       | 880             | 1,073 |
| At 31 August 2023      | 938       | 2,192           | 3,130 |
| <b>Net book values</b> |           |                 |       |
| At 31 August 2023      | 1,481     | 1,789           | 3,270 |
| At 31 August 2022      | 1,421     | 2,669           | 4,090 |

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2023**

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| <b>3. Debtors</b>               | <b>2023</b>       | <b>2022</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Trade debtors                   | 399               | 10                |
|                                 | <u>          </u> | <u>          </u> |
| <br>                            |                   |                   |
| <b>4. Current liabilities</b>   | <b>2023</b>       | <b>2022</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Taxes and social security costs | 7,073             | 5,196             |
| Other creditors                 | 279               | 157               |
|                                 | <u>          </u> | <u>          </u> |
|                                 | <u>7,352</u>      | <u>5,353</u>      |

**MADLEY PRE-SCHOOL**

England & Wales - Charity number 1026852

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# Accounts

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## **Madley Pre-School Annual Report 2021- 2022**

### **Purpose**

The purpose of this report is to provide local and national stakeholders (including the Charities Commission and Ofsted) with an overview of the activities undertaken at Madley Pre-School in the period September 2021 to August 2022 – the period of the current Management Committee.

### **Audience**

This report will be -discussed at our next Committee meeting and will be submitted to the Charities Commission alongside the audited accounts, and will be available to Ofsted on request or as part of the documentation supporting an inspection.

### **Setting Overview**

Madley Pre-School is a small, rural setting offering a stimulating Early Years curriculum during the school day (09:00 to 15:30) and a breakfast club in conjunction with Madley Primary School (07:45-08:45) The Pre-School is located within the grounds of Madley Primary School, but is constituted as a separate charitable entity in terms of governance and management. The Pre-School opens Monday to Friday, term time only.

The setting can take a maximum of 24 children each day, and is staffed by a number of Early Years Practitioners led by the Pre-School Setting Manager. Whilst not part of the Primary School, the Pre-School shares the same values-based approach and works in close partnership with the school to ensure the best educational outcomes for children and a smooth transition for those children who go on to attend Madley Primary School.

The setting continues to hold a prestigious 'Values based setting' award certified by Dr. Neil Hawkes.

The setting is managed on a day-to-day basis by the Manager, supported by two Deputy Managers who share the role. The leadership/management oversight is provided by a Management Committee made up of elected volunteers.

### **Report on September 2021- August 2022**

The Management Committee is structured as follows:

- Sally Johnson: Chairperson/Safeguarding officer for setting if Manager/Deputies are away
- Michaela Byrne: Finance Administrator
- Fiona Batstone: Manager
- Jane Mansfield: Staff Liaison
- Alison Green: Committee Member

Sadly, Gary Johnson (Finance lead) passed away in December 2021.

This full Committee has met on a frequent basis, usually once a term. However, a smaller management team including the Chair, Setting Manager and Finance administrator have met on a frequent basis; typically, once every half-term with additional meetings as required.

There were 26 children on role at the start of the Autumn term which increased to 32 by the start of the Summer Term. Numbers were therefore healthy and the Pre-School had a good reputation which encouraged parents to be recommending the setting by word of mouth. This was ensuring sustainability and longevity.

The increasing numbers gave some financial stability and following building developments the year before, resources to furnish and enhance the newly created 'Snug' and terrace were purchased. This new space was proving to be an asset for taking smaller groups to play. It was also a great space for any new, younger children; giving them a quieter, cosier environment in which to build their initial attachments with staff and their peers, and allowing them to freely access the outdoor terrace as and when they wanted to. This 'freeflow' inside and out gives younger children safety and security and allows them to play in an area where they feel most comfortable, vital for their well-being and emotional development. The space was also being used for meetings with other professionals as and when needed.

With Covid-19 restrictions lifting Madley Pre-School were once again able to open their doors to parents and the wider community with their 'pop-up' Stay and Play "Petit Pois" sessions. These resumed half-termly on a Saturday morning and proved to be popular with existing families and also new families that were looking out for child care places in the not too distant future.

The weekly visits to The Residential home for the elderly were still on hold due to their safe guarding measures surrounding Covid, but these hoped to be resuming as soon as possible.

Visits to the Primary School were also able to resume and the Pre-School children were able to make greater use of the school grounds and small wooded forest school area.

### **Teaching and Learning**

The Pre-school is an OFSTED registered Early Years setting that provides 24 spaces for children aged two to four years of age. We aim to develop independent and motivational learners who embrace a values based culture. We provide opportunities for learning through play in a calm and multi-sensory environment both inside and outside.

Children who attend our setting range from having special educational needs, children who are looked after by the local authority to children who need to access the National Educational Funding. We regularly work alongside other professionals such as; Social Workers, Speech Therapists, Physiotherapists and Health Visitors to deliver specialised individual education or care plans for specific children when required.

The Early Years Foundation Stage (EYFS) is a key part in planning the children's learning opportunities and Learning experiences. The Pre-School curriculum focuses on encouraging independence and resilience. Staff work well with parents to establish a good understanding of the children's needs and interests when they first start. The children's interests are further followed through close observation of the children at play and staff plan for the next steps of the children using the observations alongside daily reflections. The staff use a loose theme and offer books, stories and outdoor play to support the

theme. Parents are included in the sharing of learning and ideas, through regular Facebook posts and Tapestry observations as well as regular Newsletters.

The careful planning of these learning experiences throughout their time at the setting allows the children to have a seamless transition in to school and the completion of the Early Years Foundation Stage. Transition visits to Madley Primary School and other local schools were made in the summer term to aid the children's transition. We also worked closely with the reception class teacher and teaching assistants, who all made visits to the Pre-School to ensure that there was as smooth a transition as possible for those children starting school.

Staff undertake a 'Two year progress review' with all children who are aged two years when they join the setting. Staff work with parents to ensure that an overview of home/ Pre-School life is shared and work together to create 'Next steps' for the children.

As the children move through their Pre-School journey and prepare for Primary School a written report is given to parents and a copy is transferred to their chosen Primary School.

A shared learning journey, Pre-School page on the school website, Facebook closed group, Twitter and newsletters are also used celebrate children's learning & development.

### **Staff Development**

Staffing changes took place at the end of the summer term 2021 and the Manager, Rebecca Preece left to take up a new role in a different field of work. In September 2021 Rebecca was replaced by Fiona Batstone, who stepped up to become Manager. A new member of staff, Ashleigh Jenkins, was also employed as an Early Years Practitioner and Breakfast Club assistant. A further member of staff, Helen Lloyd, was employed to take on the role of 1:1 practitioner with a child with SEND. Towards the end of Helen's first year it seemed appropriate for her to begin some early Years training and she was enrolled on an Early Years Level 3 Apprenticeship.

It is essential to create a learning environment for the practitioners in the setting as well as the children. The Pre-School is used by local high schools, colleges, Worcester Universities as a placement for students to develop their knowledge about Early Years education. For the year 2020-2021 there were no students from these establishments. The team of qualified practitioners are constantly developing their knowledge through local authority training courses and seminars. The qualifications and ongoing training are as follows;

- Fiona Batstone – Manager – B'ED Degree in Primary Education – Designated Safeguarding Lead
- Charlotte Peace – Joint Deputy manager – Foundation Degree Arts in Early Years/ Level 3, NVQ in Early Years Children's Care, Learning and Development - SENCO
- Emma Gray – Joint Deputy Manager – Level 3, NVQ in Early Years Children's Care and Development - Forest School Leader L3 – Deputy Designated safeguarding Lead
- Hannah Crowther – Degree in horticulture – PGCE - Early Years Practitioner
- Ashleigh Jenkins – Early Year Practitioner – Level 3, NVQ in Early Years Children's Care and Development
- Helen Lloyd - unqualified practitioner

In June 2021 Helen Lloyd began a level 3 Apprenticeship in Early Years Educator.

In July 2021 Hannah Crowther left Madley Pre-School to continue her studies and pursue a career in Occupational Therapy.

Furthermore, setting training and individual CPD attended was as follows;

- Working Together to Safeguard Children
  - Designated Safeguarding Lead in Early Years Settings
  - Signs of Safety Training for Multi-Agency Professionals
- Effective Safeguarding
- Preventing Radicalisation & Extremism Guidance
- The Prevent Duty in an Early Years Environment
- Peer-on-Peer Abuse
- Early Years Professional Development Programme – Building on Success
- Paediatric First Aid
- Level 2 Food Safety & Hygiene
- Supporting Children with SEND in Early Years
- Understanding Children with Autism
- Sign Along

**Madley Pre-School**  
**Accounts**  
**for the year ended 31 August 2022**

## **Madley Pre-School**

### **Information**

|                         |   |
|-------------------------|---|
| <b>Accountants</b>      | Apple Accountants<br>7 Harrow Road<br>Hereford<br>HR4 0EH |
| <b>Business address</b> | Madley<br>Herefordshire<br>HR2 9PH                        |
| <b>Bankers</b>          | Royal Bank of Scotland                                    |

# Madley Pre-School

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| Notes to the accounts            | <b>4 - 5</b> |

## **Madley Pre-School**

### **Report to the Proprietor on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2022 as set out on pages 2 to 5 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

21 April 2023

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2022

|                                  | 2022   |           | 2021   |          |
|----------------------------------|--------|-----------|--------|----------|
|                                  | £      | £         | £      | £        |
| <b>Income</b>                    |        |           |        |          |
| Sales                            |        | 108,552   |        | 92,455   |
| Fees receivable                  |        | 132       |        | 211      |
| Other sales income               |        | 1,119     |        | 800      |
| Government grants                |        | -         |        | 9,309    |
|                                  |        | 109,803   |        | 102,775  |
| <b>Expenses</b>                  |        |           |        |          |
| Wages and salaries               | 82,684 |           | 71,548 |          |
| Employer's NI contributions      | 1,619  |           | 1,081  |          |
| Staff pension costs              | 860    |           | 754    |          |
| Staff training                   | 342    |           | (20)   |          |
| Rent, Rates, Light and Heat      | -      |           | 1,953  |          |
| Insurance                        | 787    |           | 686    |          |
| Equipment                        | 860    |           | 2,596  |          |
| Purchases                        | 1,575  |           | 1,694  |          |
| Food                             | 1,503  |           | 1,077  |          |
| Repairs and Maintenance          | 45,252 |           | 7,335  |          |
| Printing, postage and stationery | 303    |           | 821    |          |
| Advertising                      | 150    |           | -      |          |
| Telephone                        | 338    |           | 614    |          |
| Cleaning                         | -      |           | 120    |          |
| Computer costs                   | 1,468  |           | 659    |          |
| Legal and professional fees      | 1,616  |           | 2,179  |          |
| Accountancy                      | 2,742  |           | 1,914  |          |
| Sundry expenses                  | 63     |           | 334    |          |
| Subscriptions                    | 464    |           | 696    |          |
| Depreciation on FF & Equipment   | 158    |           | 175    |          |
| Depreciation on IT Equipment     | 1,312  |           | -      |          |
|                                  |        | (144,096) |        | (96,216) |
| <b>Net (loss)/profit</b>         |        | (34,293)  |        | 6,559    |

## Madley Pre-School

### Balance sheet as at 31 August 2022

|  | Notes | 2022          |               | 2021          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  |       | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 2     |               | 4,090         |               | 1,579         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 3     | 10            |               | -             |               |
| Cash at bank and in hand                     |       | 35,381        |               | 76,753        |               |
|  |       | <u>35,391</u> |               | <u>76,753</u> |               |
| <b>Current liabilities (note 4)</b>          |       |               |               |               |               |
| Other creditors                              |       | 5,353         |               | 9,911         |               |
| <b>Net current assets</b>                    |       |               | <u>30,038</u> |               | <u>66,842</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>34,128</u> |               | <u>68,421</u> |
| <b>Capital account</b>                       |       |               |               |               |               |
| Brought forward at 1 September 2021          |       |               | 68,421        |               | 61,862        |
| (Loss)/profit for the year                   |       |               | (34,293)      |               | 6,559         |
|  |       |               | <u>34,128</u> |               | <u>68,421</u> |

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

**Mrs S Johnson**

**Date: 21st April 2023**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2022**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| Fixtures, fittings<br>and equipment | - | 10% Reducing Balance |
| IT Equipment                        | - | 33% reducing Balance |

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

|                        | <b>Equipment</b> | <b>IT<br/>Equipment</b> | <b>Total</b> |
|------------------------|------------------|-------------------------|--------------|
|                        | <b>£</b>         | <b>£</b>                | <b>£</b>     |
| <b>Cost</b>            |                  |                         |              |
| At 1 September 2021    | 2,166            | -                       | 2,166        |
| Additions              | -                | 3,981                   | 3,981        |
| At 31 August 2022      | <u>2,166</u>     | <u>3,981</u>            | <u>6,147</u> |
| <b>Depreciation</b>    |                  |                         |              |
| At 1 September 2021    | 587              | -                       | 587          |
| Charge for the year    | 158              | 1,312                   | 1,470        |
| At 31 August 2022      | <u>745</u>       | <u>1,312</u>            | <u>2,057</u> |
| <b>Net book values</b> |                  |                         |              |
| At 31 August 2022      | <u>1,421</u>     | <u>2,669</u>            | <u>4,090</u> |
| At 31 August 2021      | <u>1,579</u>     | <u>-</u>                | <u>1,579</u> |

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2022**

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| <b>3. Debtors</b>               | <b>2022</b>       | <b>2021</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Trade debtors                   | 10                | -                 |
|                                 | <u>          </u> | <u>          </u> |
| <br>                            |                   |                   |
| <b>4. Current liabilities</b>   | <b>2022</b>       | <b>2021</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Taxes and social security costs | 5,196             | 9,787             |
| Other creditors                 | 157               | 124               |
|                                 | <u>          </u> | <u>          </u> |
|                                 | <u>5,353</u>      | <u>9,911</u>      |

**Madley Pre-School**  
**Accounts**  
**for the year ended 31 August 2022**

## **Madley Pre-School**

### **Information**

#### **Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

#### **Business address**

Madley  
Herefordshire  
HR2 9PH

#### **Bankers**

Royal Bank of Scotland

# Madley Pre-School

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## **Madley Pre-School**

### **Report to the Proprietor on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2022 as set out on pages 2 to 5 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

21 April 2023

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2022

|                                  | 2022   |           | 2021   |          |
|----------------------------------|--------|-----------|--------|----------|
|                                  | £      | £         | £      | £        |
| <b>Income</b>                    |        |           |        |          |
| Sales                            |        | 108,552   |        | 92,455   |
| Fees receivable                  |        | 132       |        | 211      |
| Other sales income               |        | 1,119     |        | 800      |
| Government grants                |        | -         |        | 9,309    |
|                                  |        | 109,803   |        | 102,775  |
| <b>Expenses</b>                  |        |           |        |          |
| Wages and salaries               | 82,684 |           | 71,548 |          |
| Employer's NI contributions      | 1,619  |           | 1,081  |          |
| Staff pension costs              | 860    |           | 754    |          |
| Staff training                   | 342    |           | (20)   |          |
| Rent, Rates, Light and Heat      | -      |           | 1,953  |          |
| Insurance                        | 787    |           | 686    |          |
| Equipment                        | 860    |           | 2,596  |          |
| Purchases                        | 1,575  |           | 1,694  |          |
| Food                             | 1,503  |           | 1,077  |          |
| Repairs and Maintenance          | 45,252 |           | 7,335  |          |
| Printing, postage and stationery | 303    |           | 821    |          |
| Advertising                      | 150    |           | -      |          |
| Telephone                        | 338    |           | 614    |          |
| Cleaning                         | -      |           | 120    |          |
| Computer costs                   | 1,468  |           | 659    |          |
| Legal and professional fees      | 1,616  |           | 2,179  |          |
| Accountancy                      | 2,742  |           | 1,914  |          |
| Sundry expenses                  | 63     |           | 334    |          |
| Subscriptions                    | 464    |           | 696    |          |
| Depreciation on FF & Equipment   | 158    |           | 175    |          |
| Depreciation on IT Equipment     | 1,312  |           | -      |          |
|                                  |        | (144,096) |        | (96,216) |
| <b>Net (loss)/profit</b>         |        | (34,293)  |        | 6,559    |

## Madley Pre-School

### Balance sheet as at 31 August 2022

|  | Notes | 2022          |               | 2021          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  |       | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 2     |               | 4,090         |               | 1,579         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 3     | 10            |               | -             |               |
| Cash at bank and in hand                     |       | 35,381        |               | 76,753        |               |
|  |       | <u>35,391</u> |               | <u>76,753</u> |               |
| <b>Current liabilities (note 4)</b>          |       |               |               |               |               |
| Other creditors                              |       | 5,353         |               | 9,911         |               |
| <b>Net current assets</b>                    |       |               | <u>30,038</u> |               | <u>66,842</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>34,128</u> |               | <u>68,421</u> |
| <b>Capital account</b>                       |       |               |               |               |               |
| Brought forward at 1 September 2021          |       |               | 68,421        |               | 61,862        |
| (Loss)/profit for the year                   |       |               | (34,293)      |               | 6,559         |
|  |       |               | <u>34,128</u> |               | <u>68,421</u> |

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

**Mrs S Johnson**

**Date: 21st April 2023**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2022**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| Fixtures, fittings<br>and equipment | - | 10% Reducing Balance |
| IT Equipment                        | - | 33% reducing Balance |

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

|                        | <b>Equipment</b> | <b>IT<br/>Equipment</b> | <b>Total</b> |
|------------------------|------------------|-------------------------|--------------|
|                        | <b>£</b>         | <b>£</b>                | <b>£</b>     |
| <b>Cost</b>            |                  |                         |              |
| At 1 September 2021    | 2,166            | -                       | 2,166        |
| Additions              | -                | 3,981                   | 3,981        |
| At 31 August 2022      | <u>2,166</u>     | <u>3,981</u>            | <u>6,147</u> |
| <b>Depreciation</b>    |                  |                         |              |
| At 1 September 2021    | 587              | -                       | 587          |
| Charge for the year    | 158              | 1,312                   | 1,470        |
| At 31 August 2022      | <u>745</u>       | <u>1,312</u>            | <u>2,057</u> |
| <b>Net book values</b> |                  |                         |              |
| At 31 August 2022      | <u>1,421</u>     | <u>2,669</u>            | <u>4,090</u> |
| At 31 August 2021      | <u>1,579</u>     | <u>-</u>                | <u>1,579</u> |

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2022**

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| <b>3. Debtors</b>               | <b>2022</b>       | <b>2021</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Trade debtors                   | 10                | -                 |
|                                 | <u>          </u> | <u>          </u> |
| <br>                            |                   |                   |
| <b>4. Current liabilities</b>   | <b>2022</b>       | <b>2021</b>       |
|                                 | <b>£</b>          | <b>£</b>          |
| Taxes and social security costs | 5,196             | 9,787             |
| Other creditors                 | 157               | 124               |
|                                 | <u>          </u> | <u>          </u> |
|                                 | <u>5,353</u>      | <u>9,911</u>      |

**MADLEY PRE-SCHOOL**

England & Wales - Charity number 1026852

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# Accounts

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# **Madley Pre-School Annual Report 2020-2021**

## **Purpose**

The purpose of this report is to provide local and national stakeholders (including the Charities Commission and Ofsted) with an overview of the activities undertaken at Madley Pre-School in the period September 2020 to August 2021– the period of the current Management Committee.

## **Audience**

This report will be discussed at our next Committee meeting and will be submitted to the Charities Commission alongside the audited accounts, and will be available to Ofsted on request or as part of the documentation supporting an inspection.

## **Setting Overview**

Madley Pre-School is a small, rural setting offering a stimulating Early Years curriculum during the normal school day (09:00 to 15:30) and a breakfast club in conjunction with Madley Primary School (07:45-08:45) The Pre-School is located within the grounds of Madley Primary School, but is constituted as a separate charitable entity in terms of governance and management.

The setting can take a maximum of 24 children each day, and is staffed by a number of Early Years practitioners led by the Pre-School Setting manager. Whilst not part of the Primary School, the Pre-School shares the same values-based approach and works in close partnership with the school to ensure the best educational outcomes for children and a smooth transition for those children who go on to attend Madley Primary School.

The setting continues to hold a prestigious 'Values based setting' award certified by Dr. Neil Hawkes.

The setting is managed on a day-to-day basis by the Manager, supported by a Deputy Manager. The leadership/management oversight is provided by a Management Committee made up of elected volunteers.

## **Report on 2020-2021**

The Management Committee is structured as follows:

- Sally Johnson: Chairperson/Safe Guarding officer for the setting when Manager /Deputy are away
- Rebecca Preece: Setting Manager
- Michaela Byrne: Finance administrator
- Fiona Batstone: Deputy manager
- Gary Johnson: Finance lead
- Jane Mansfield: Staff liaison
- Alison Green: Committee member

In August 2021 Rebecca Preece resigned from her position as Manager and the role was taken on by the Deputy manager, Fiona Batstone.

This full Committee has met on a frequent basis, usually once a term. However, a smaller management team including the Chair, Setting Manager, Finance Lead and Staff Liaison has met on a frequent basis; typically, once every half-term with additional meetings as required. Committee and staff Zoom meetings were held during the period of National Lockdowns between January and March 2021.

There were 35 children on role during this period, with several on a waiting list to attend at a later date. Numbers were therefore increasing healthily and the Pre-School had a good reputation which encouraged parents to be recommending the setting by word of mouth. This was ensuring sustainability and longevity.

The increasing numbers gave more financial stability and favourable financial reserves allowed for further investment in the Pre-School building and environment. The decision was made to repair and replace the old doors and wooden outdoor steps and enhance the setting's indoor environment to create a more 'flexible' space by moving the office into a large cupboard to make way for a small room that was separated by French doors into the main room. This could be used as a quiet space for the growing number of younger children that are registered, as well as a room that could be used for other groups of children or for meetings with professionals/ parents. Whilst creating this room the builders also replaced the wooden outdoor access steps that were beginning to rot. The decision was made to make the top of the steps wider to create a large decked area immediately outside the new room, accessed by new glass French doors. These improvements allowed for children to have free flow access to both the indoor and outdoor areas at all times. This is a vital part of how young children learn and has been extremely well utilised, providing the opportunity for stimulating curriculum experiences that are reflected indoors and out. The environment has had a lot of positive feedback and will continue to attract new parents to the setting, ensuring that numbers are secure for the following years.

The setting had to cut back on its links with the local community due to the pandemic. The weekly visit to the Residential home for the elderly was put on hold, as was the community 'Pop-up café, Petit Pois' that was held on Saturday mornings. Visits to the Primary School were also scaled back as children were encouraged to be kept in 'bubbles'.

The committee made the decision to remain closed in January 2021, in line with the government's decision to close all schools until 8<sup>th</sup> March 2021. During this time staff were furloughed. They continued to be in contact with children and families by sending videos of them reading stories or suggesting learning activities on-line. The manager remained in contact with more vulnerable families by making telephone calls.

### **Teaching and Learning**

The Pre-school is an OFSTED registered Early Years setting that provides 24 spaces for children aged two to four years of age. We aim to develop independent and motivational learners who embrace a values based culture. We provide opportunities for learning through play in a calm and multi-sensory environment both inside and outside.

Children who attend our setting range from having special educational needs, children who are looked after by the local authority to children who need to access the National Educational Funding. We regularly work alongside other professionals such as; Social Workers, Speech Therapists, Physiotherapists and Health Visitors to deliver specialised individual education or care plans for specific children when required.

The Early Years Foundation Stage (EYFS, 2012), is a key part in planning the children's learning opportunities and Learning experiences. The children's interests are followed through observations and staff plan for the next steps of the children using the observations alongside daily reflections. The staff use a loose theme and offer books and stories to support the theme. Parents are included in the sharing of learning and ideas, through regular facebook posts and Tapestry observations as well as regular Newsletters. These have been very helpful during lockdown when ideas, challenges and stories read by staff were shared with parents and children.

The careful planning of these learning experiences throughout their time at the setting allows the children to have a seamless transition in to school and the completion of the Early Years Foundation Stage. Transition visits to other Primary Schools were difficult to undertake this year due to schools Covid restrictions. We worked closely with the reception teacher of Madley Primary School, who made several visits to see the children in our setting (mainly outdoors) to ensure that there was as smooth a transition as possible for those children starting school.

Every child has a formal written reflection on their development each term and their next steps are devised by the child's key worker alongside manager and these are then shared with parents and carers. A shared learning journey, Pre-School page on the school website, Facebook closed group, Twitter and newsletters are also used celebrate children's learning & development.

### **Staff Development**

We believe it is essential to create learning environment for the practitioners in our setting as well as the children. Our Pre-School is used by local high schools, colleges, Worcester Universities as a placement for students to develop their knowledge about Early Years education.

Our team of qualified practitioners are constantly developing their knowledge through local authority training courses and seminars. The qualifications and ongoing training are as follows;

- Rebecca Preece - Manager – Honours degree/ NNEB/Forest School L3/DSL
- Fiona Batstone – Deputy Manager – Early Years Teacher and Honours Degree/DSL
- Charlotte Peace – Early Years Practitioner (SENCO) - Level 3, NVQ in Early Years Childcare and Development, SENCO
- Hannah Crowther – Early Years Practitioner Teacher and Honours Degree, Forest School L3
- Emma Gray – Early Years Practitioner – Level 3, NVQ in Early Years Childcare and Development, Forest School Leader L3.

Furthermore, setting training and individual CPD attended was as follows;

- Two members of staff had successfully completed Elklan Level 3 Speech and Language course, this was then delivered to all staff members at staff meetings and the setting was awarded as an Elklan "Communication Friendly Setting" in January 2021.

- Adverse Childhood Experiences and Early Trauma
- Covid-19 awareness
- Preventing Radicalisation
- All about Two Year Olds
- Keeping Children safe in Education
- Online safety
- Prevent Covid-19 Safe guarding and Child Protection-The essentials
- Anti-Bullying assessment
- Safer recruitment
- Understanding the Curiosity Approach
- Level 2 Food hygiene and safety
- Effective Safe guarding
- Prevent Duty in an early Years environment

**Madley Pre-School**  
**Accounts**  
**for the year ended 31 August 2021**

# **Madley Pre-School**

## **Information**

### **Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

### **Business address**

Madley  
Herefordshire  
HR2 9PH

### **Bankers**

Royal Bank of Scotland

# Madley Pre-School

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| Notes to the accounts            | <b>4 - 5</b> |

## **Madley Pre-School**

### **Report to the Proprietor on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2021 as set out on pages 2 to 5 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

26 April 2022

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2021

|                                  | 2021   |          | 2020   |          |
|----------------------------------|--------|----------|--------|----------|
|                                  | £      | £        | £      | £        |
| <b>Income</b>                    |        |          |        |          |
| Sales                            |        | 92,455   |        | 91,960   |
| Fees receivable                  |        | 211      |        | 220      |
| Other sales income               |        | 800      |        | 869      |
| Government grants                |        | 9,309    |        | 13,320   |
|                                  |        | 102,775  |        | 106,369  |
| <b>Expenses</b>                  |        |          |        |          |
| Wages and salaries               | 71,548 |          | 64,777 |          |
| Employer's NI contributions      | 1,081  |          | -      |          |
| Staff pension costs              | 754    |          | 604    |          |
| Staff training                   | (20)   |          | 808    |          |
| Rent, Rates, Light and Heat      | 1,953  |          | 884    |          |
| Insurance                        | 686    |          | 653    |          |
| Equipment                        | 2,596  |          | 2,653  |          |
| Purchases                        | 1,694  |          | 1,772  |          |
| Food                             | 1,077  |          | 1,502  |          |
| Repairs and Maintenance          | 7,335  |          | 6,617  |          |
| Printing, postage and stationery | 821    |          | 1,038  |          |
| Telephone                        | 614    |          | 605    |          |
| Excursions                       | -      |          | 200    |          |
| Cleaning                         | 120    |          | 1,632  |          |
| Computer costs                   | 659    |          | 110    |          |
| Travelling and subsistence       | -      |          | 108    |          |
| Legal and professional fees      | 2,179  |          | 2,174  |          |
| Accountancy                      | 1,914  |          | 2,154  |          |
| Sundry expenses                  | 334    |          | 942    |          |
| Subscriptions                    | 696    |          | 616    |          |
| Depreciation on FF & Equipment   | 175    |          | 195    |          |
|                                  |        | (96,216) |        | (90,044) |
| <b>Net profit</b>                |        | 6,559    |        | 16,325   |

## Madley Pre-School

### Balance sheet as at 31 August 2021

|  | Notes | 2021          |               | 2020          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  |       | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 2     |               | 1,579         |               | 1,754         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 3     | -             |               | 2,899         |               |
| Cash at bank and in hand                     |       | 76,753        |               | 64,123        |               |
|  |       | <u>76,753</u> |               | <u>67,022</u> |               |
| <b>Current liabilities (note 4)</b>          |       |               |               |               |               |
| Trade creditors                              |       | -             |               | 213           |               |
| Other creditors                              |       | 9,911         |               | 6,701         |               |
|  |       | <u>9,911</u>  |               | <u>6,914</u>  |               |
| <b>Net current assets</b>                    |       |               | <u>66,842</u> |               | <u>60,108</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>68,421</u> |               | <u>61,862</u> |
| <b>Capital account</b>                       |       |               |               |               |               |
| Brought forward at 1 September 2020          |       |               | 61,862        |               | 45,537        |
| Profit for the year                          |       |               | 6,559         |               | 16,325        |
|  |       |               | <u>68,421</u> |               | <u>61,862</u> |

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

**Mrs S Johnson**

**Date: 26th April 2022**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2021**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings  
and equipment - 10% Reducing Balance

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

|                        | <b>Equipment</b> | <b>Total</b> |
|------------------------|------------------|--------------|
|                        | <b>£</b>         | <b>£</b>     |
| <b>Cost</b>            |                  |              |
| At 1 September 2020    | 2,166            | 2,166        |
| At 31 August 2021      | <u>2,166</u>     | <u>2,166</u> |
| <b>Depreciation</b>    |                  |              |
| At 1 September 2020    | 412              | 412          |
| Charge for the year    | 175              | 175          |
| At 31 August 2021      | <u>587</u>       | <u>587</u>   |
| <b>Net book values</b> |                  |              |
| At 31 August 2021      | <u>1,579</u>     | <u>1,579</u> |
| At 31 August 2020      | <u>1,754</u>     | <u>1,754</u> |

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2021**

|                                 |              |              |
|---------------------------------|--------------|--------------|
| <b>3. Debtors</b>               | <b>2021</b>  | <b>2020</b>  |
|                                 | <b>£</b>     | <b>£</b>     |
| Trade debtors                   | -            | 313          |
| Other debtors                   | -            | 2,586        |
|                                 | <u>-</u>     | <u>2,899</u> |
|                                 | <u>-</u>     | <u>2,899</u> |
| <br>                            |              |              |
| <b>4. Current liabilities</b>   | <b>2021</b>  | <b>2020</b>  |
|                                 | <b>£</b>     | <b>£</b>     |
| Trade creditors                 | -            | 213          |
| Taxes and social security costs | 9,787        | 6,553        |
| Other creditors                 | 124          | 148          |
|                                 | <u>9,911</u> | <u>6,914</u> |
|                                 | <u>9,911</u> | <u>6,914</u> |

**Madley Pre-School**  
**Accounts**  
**for the year ended 31 August 2021**

## **Madley Pre-School**

### **Information**

#### **Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

#### **Business address**

Madley  
Herefordshire  
HR2 9PH

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Royal Bank of Scotland

# Madley Pre-School

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## **Madley Pre-School**

### **Report to the Proprietor on the Unaudited Accounts of Madley Pre-School**

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Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

26 April 2022

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2021

|                                  | 2021   |          | 2020   |          |
|----------------------------------|--------|----------|--------|----------|
|                                  | £      | £        | £      | £        |
| <b>Income</b>                    |        |          |        |          |
| Sales                            |        | 92,455   |        | 91,960   |
| Fees receivable                  |        | 211      |        | 220      |
| Other sales income               |        | 800      |        | 869      |
| Government grants                |        | 9,309    |        | 13,320   |
|                                  |        | 102,775  |        | 106,369  |
| <b>Expenses</b>                  |        |          |        |          |
| Wages and salaries               | 71,548 |          | 64,777 |          |
| Employer's NI contributions      | 1,081  |          | -      |          |
| Staff pension costs              | 754    |          | 604    |          |
| Staff training                   | (20)   |          | 808    |          |
| Rent, Rates, Light and Heat      | 1,953  |          | 884    |          |
| Insurance                        | 686    |          | 653    |          |
| Equipment                        | 2,596  |          | 2,653  |          |
| Purchases                        | 1,694  |          | 1,772  |          |
| Food                             | 1,077  |          | 1,502  |          |
| Repairs and Maintenance          | 7,335  |          | 6,617  |          |
| Printing, postage and stationery | 821    |          | 1,038  |          |
| Telephone                        | 614    |          | 605    |          |
| Excursions                       | -      |          | 200    |          |
| Cleaning                         | 120    |          | 1,632  |          |
| Computer costs                   | 659    |          | 110    |          |
| Travelling and subsistence       | -      |          | 108    |          |
| Legal and professional fees      | 2,179  |          | 2,174  |          |
| Accountancy                      | 1,914  |          | 2,154  |          |
| Sundry expenses                  | 334    |          | 942    |          |
| Subscriptions                    | 696    |          | 616    |          |
| Depreciation on FF & Equipment   | 175    |          | 195    |          |
|                                  |        | (96,216) |        | (90,044) |
| <b>Net profit</b>                |        | 6,559    |        | 16,325   |

## Madley Pre-School

### Balance sheet as at 31 August 2021

|  | Notes | 2021          |               | 2020          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  |       | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 2     |               | 1,579         |               | 1,754         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 3     | -             |               | 2,899         |               |
| Cash at bank and in hand                     |       | 76,753        |               | 64,123        |               |
|  |       | <u>76,753</u> |               | <u>67,022</u> |               |
| <b>Current liabilities (note 4)</b>          |       |               |               |               |               |
| Trade creditors                              |       | -             |               | 213           |               |
| Other creditors                              |       | 9,911         |               | 6,701         |               |
|  |       | <u>9,911</u>  |               | <u>6,914</u>  |               |
| <b>Net current assets</b>                    |       |               | <u>66,842</u> |               | <u>60,108</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>68,421</u> |               | <u>61,862</u> |
| <b>Capital account</b>                       |       |               |               |               |               |
| Brought forward at 1 September 2020          |       |               | 61,862        |               | 45,537        |
| Profit for the year                          |       |               | 6,559         |               | 16,325        |
|  |       |               | <u>68,421</u> |               | <u>61,862</u> |

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

Mrs S Johnson

Date: 26th April 2022

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2021**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings  
and equipment - 10% Reducing Balance

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

|                        | <b>Equipment</b> | <b>Total</b> |
|------------------------|------------------|--------------|
|                        | <b>£</b>         | <b>£</b>     |
| <b>Cost</b>            |                  |              |
| At 1 September 2020    | 2,166            | 2,166        |
| At 31 August 2021      | <u>2,166</u>     | <u>2,166</u> |
| <b>Depreciation</b>    |                  |              |
| At 1 September 2020    | 412              | 412          |
| Charge for the year    | 175              | 175          |
| At 31 August 2021      | <u>587</u>       | <u>587</u>   |
| <b>Net book values</b> |                  |              |
| At 31 August 2021      | <u>1,579</u>     | <u>1,579</u> |
| At 31 August 2020      | <u>1,754</u>     | <u>1,754</u> |

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2021**

|                                   |                     |                     |
|-----------------------------------|---------------------|---------------------|
| <b>3. Debtors</b>                 | <b>2021</b>         | <b>2020</b>         |
|                                   | <b>£</b>            | <b>£</b>            |
| Trade debtors                     | -                   | 313                 |
| Other debtors                     | -                   | 2,586               |
|                                   | <u>-</u>            | <u>2,899</u>        |
|                                   | <u><u>-</u></u>     | <u><u>2,899</u></u> |
| <br><b>4. Current liabilities</b> | <br><b>2021</b>     | <br><b>2020</b>     |
|                                   | <b>£</b>            | <b>£</b>            |
| Trade creditors                   | -                   | 213                 |
| Taxes and social security costs   | 9,787               | 6,553               |
| Other creditors                   | 124                 | 148                 |
|                                   | <u>9,911</u>        | <u>6,914</u>        |
|                                   | <u><u>9,911</u></u> | <u><u>6,914</u></u> |

**MADLEY PRE-SCHOOL**

England & Wales - Charity number 1026852

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# Accounts

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- Jane Mansfield

Staff liaison

The Committee has met on a frequent basis, usually once a term. However, a small management team including the Chair, Setting Manager, Finance Lead and Staff Liaison has met on a frequent basis; typically, once each half-term with additional meetings as required. Zoom meetings were held during the period of closure between March-July 2020

As with many small rural settings, long-term sustainability was identified as an issue. Rebecca Preece was appointed setting manager role in September 2018. She has driven the business forward increasing numbers of children attending and the Pre-School is going from strength to strength ensuring longevity and good on-going investment. There are currently 32 children on role. Although previously, options for marketing were explored, we now do not rely on marketing alone, word of mouth within the community is helpful and positive. The setting is busy within the local community supporting local groups, visiting local businesses and has started a weekly well-being visit to Charnwood residential home for the Elderly. With 3 Forest School trained staff and use of the School grounds, children attend weekly Forest School sessions outside, learning more about their outdoor environment, forest school rules and enjoy searching for bugs .

Rebecca and the team have recently re-started a 'community pop up cafe' called Petit Pois operating once a month, this runs from within the Pre-School on a Saturday morning, open to all parents who attend the Pre-School as well as members of the local community and perspective parents. It has been a huge success creating time for parents and carers to meet in a safe environment, for children to play while adults enjoy a coffee and cake. There is no charge, however, any donations received go towards the purchase of new toys and equipment.

Improvements have been made to the outside play areas with a new bark and natural play area designed and created. Money spent in this area has provided many more opportunities for outdoor play during all weathers and supported a range of outdoor learning opportunities. Following the requirements and guidelines of Covid-19 the new area has supported the safe one system put in place for entrance and exit for parents.

There is a shared understanding within the team of how good practice, happy children and parents can secure numbers for the following year. This team effort is lovely to see and numbers going forward speak for themselves.

### **Teaching and Learning**

Our Pre-school is an OFSTED registered early years setting that provides 24 spaces for children aged two to four years of age. Our aim is to develop independent and motivational learners who embrace a values based culture. We provide opportunities for learning through play in a calm and multi-sensory environment both inside and outside. We explore the wider community taking short walks around the village, under take visits to local elderly care homes. Visit larger retail store to shop and find out how food is transported and inviting visitors into the setting.

Children who attend our setting range from having special educational needs, children who are looked after by the local authority to children who need to access the National Educational Funding. We regularly work alongside other professionals such as; Social Workers, Speech Therapists,

Physiotherapists, Community Nursery Nurses and Health Visitors to deliver individual education or care plans for specific children when required.

The Early Years Foundation Stage (EYFS, 2012), is a key part in planning the children's learning opportunities and allows the children to have a seamless transition in to school and the completion of the Early Years Foundation Stage. We have worked closely with the reception teachers of our feeder schools this year ensuring a smooth transition for those children starting school.

The children's interests are followed through observations and staff plan for the next day using the observations alongside daily reflections. The staff use a loose theme and offer books and stories to support the theme. Parents are included in the sharing of learning and ideas, these have been very helpful during lockdown when ideas, challenges and stories read by staff were shared with parents and children.

Every child has a formal written reflection on their development each term and their next steps are devised by the child's key worker alongside manager and these are then shared with parents and carers. A shared learning journey, Pre-School page on the school website, Facebook closed group, Twitter and newsletters are also used celebrate children's learning & development.

### **Staff Development**

We believe it is essential to create learning environment for the practitioners in our setting as well as the children. Our Pre-School is used by local high schools, colleges, Worcester Universities as a placement for students to develop their knowledge about early years education.

Our team of qualified practitioners are constantly developing their knowledge through local authority training courses and seminars. The qualifications and ongoing training are as follows;

- Rebecca Preece - Manager – Honours degree/ NNEB/Forest School L3/DSL
- Fiona Batstone – Deputy Manager – Early Years Teacher and Honours Degree/DSL
- Charlotte Peace – Early Years Practitioner (SENCO) - Level 3, NVQ in Early Years Childcare and Development, SENCO
- Hannah Crowther – Early Years Practitioner Teacher and Honours Degree, Forset School L3
- Emma Gray – Early Years Practitioner – Level 3, NVQ in Early Years Childcare and Development, Forest School Leader L3.

Furthermore, setting training and individual CPD attended was as follows.

- Elklan: Communication Friendly Status Accreditation achieved Level 4
- Role of the Designated Safeguarding Lead.
- Multiculturalism & Diversity online
- Paediatric Infant & Child First Aid Level 3
- Effective Safeguarding Practice Level 2 online
- Infection Prevention and Control in an Early Years Setting Level 2 online
- Characteristics of Effective Leaders Level 2
- Preventing Radicalisation.
- Safeguarding and Child Protection: the essentials 2020/21
- An Introduction to Infection Prevention and Control online
- Safer Food Handler Award level 2

- Safer Recruitment in Education online
- SEND Code of Practice Level 2 (EYA)
- Solihull Approach online
- Fire Safety in Education Level 2

**Madley Pre-School**  
**Report and Unaudited Accounts**  
**for the year ended 31 August 2020**  
**Draft Accounts Version 1.0**

## **Madley Pre-School**

### **Information**

|                         |   |
|-------------------------|---|
| <b>Accountants</b>      | Apple Accountants<br>7 Harrow Road<br>Hereford<br>HR4 0EH |
| <b>Business address</b> | Madley<br>Herefordshire<br>HR2 9PH                        |
| <b>Bankers</b>          | Royal Bank of Scotland                                    |

# Madley Pre-School

## Contents

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| Accountants' report              | <b>1</b>     |
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## **Madley Pre-School**

### **Report to the Proprietor on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2020 as set out on pages 2 to 6 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

## Madley Pre-School

### Income and Expenditure account for the year ended 31 August 2020

|                                       | 2020   |                      | 2019   |                      |
|---------------------------------------|--------|----------------------|--------|----------------------|
|                                       | £      | £                    | £      | £                    |
| <b>Income</b>                         |        |                      |        |                      |
| Sales                                 |        | 91,960               |        | 99,263               |
| Clothing                              |        | 220                  |        | 226                  |
| Fundraising and Donations             |        | 869                  |        | 2,817                |
| Government grants                     |        | 13,320               |        | -                    |
|                                       |        | <u>106,369</u>       |        | <u>102,306</u>       |
| <b>Expenses</b>                       |        |                      |        |                      |
| Wages and salaries                    | 64,777 |                      | 66,519 |                      |
| Staff pension costs                   | 604    |                      | 297    |                      |
| Staff training                        | 808    |                      | 150    |                      |
| Rent, Rates, Light and Heat           | 884    |                      | 1,783  |                      |
| Insurance                             | 653    |                      | 621    |                      |
| Equipment                             | 2,653  |                      | 1,948  |                      |
| Purchases                             | 1,772  |                      | 1,304  |                      |
| Food                                  | 1,502  |                      | 1,453  |                      |
| Repairs and Maintenance               | 6,617  |                      | 2,902  |                      |
| Printing, postage and stationery      | 1,038  |                      | 1,173  |                      |
| Advertising                           | -      |                      | 120    |                      |
| Telephone                             | 605    |                      | 592    |                      |
| Excursions                            | 200    |                      | 186    |                      |
| Cleaning                              | 1,632  |                      | 3,289  |                      |
| Computer costs                        | 110    |                      | 547    |                      |
| Travelling and subsistence            | 108    |                      | -      |                      |
| Legal and professional fees           | 2,174  |                      | 1,467  |                      |
| Accountancy                           | 2,154  |                      | 2,544  |                      |
| Sundry expenses                       | 942    |                      | 553    |                      |
| Subscriptions                         | 616    |                      | 715    |                      |
| Depreciation on FF & Equipment        | 195    |                      | 217    |                      |
|                                       |        | <u>(90,044)</u>      |        | <u>(88,380)</u>      |
| <b>Surplus (Deficit) for the Year</b> |        | <u><u>16,325</u></u> |        | <u><u>13,926</u></u> |

## Madley Pre-School

### Balance sheet as at 31 August 2020

|  | Notes | 2020          |               | 2019          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  |       | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 3     |               | 1,754         |               | 1,949         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 4     | 2,899         |               | 292           |               |
| Cash at bank and in hand                     |       | 64,123        |               | 49,769        |               |
|  |       | <u>67,022</u> |               | <u>50,061</u> |               |
| <b>Current liabilities (note 5)</b>          |       |               |               |               |               |
| Trade creditors                              |       | 213           |               | 712           |               |
| Other creditors                              |       | 6,701         |               | 5,761         |               |
|  |       | <u>6,914</u>  |               | <u>6,473</u>  |               |
| <b>Net current assets</b>                    |       |               | <u>60,108</u> |               | <u>43,588</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>61,862</u> |               | <u>45,537</u> |
| <b>Funds - All Unrestricted</b>              |       |               |               |               |               |
| Brought forward at 1 September 2019          |       |               | 45,537        |               | 31,611        |
| Surplus (Deficit) for the Year               |       |               | 16,325        |               | 13,926        |
|  |       |               | <u>61,862</u> |               | <u>45,537</u> |

Signed on behalf of the Council of Management.

**Mrs S Johnson**

**Date:**

**Madley Pre-School**

Approved by the Council of Management.

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2020**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities.

**1.2. Taxation**

No provision is made for taxation because of the charitable nature and objects of the company.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| Fixtures, fittings<br>and equipment | - | 10% Reducing Balance |
|-------------------------------------|---|----------------------|

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Interests of the Council of Management**

None of the members of the Council of Management had any material interest in any contract undertaken by the company during the year.

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2020**

**3. Tangible assets**

|                        | <b>Equipment</b> | <b>Total</b> |
|------------------------|------------------|--------------|
|                        | <b>£</b>         | <b>£</b>     |
| <b>Cost</b>            |                  |              |
| At 1 September 2019    | 2,166            | 2,166        |
| At 31 August 2020      | <u>2,166</u>     | <u>2,166</u> |
| <b>Depreciation</b>    |                  |              |
| At 1 September 2019    | 217              | 217          |
| Charge for the year    | 195              | 195          |
| At 31 August 2020      | <u>412</u>       | <u>412</u>   |
| <b>Net book values</b> |                  |              |
| At 31 August 2020      | <u>1,754</u>     | <u>1,754</u> |
| At 31 August 2019      | <u>1,949</u>     | <u>1,949</u> |

**4. Debtors**

|               | <b>2020</b>  | <b>2019</b> |
|---------------|--------------|-------------|
|               | <b>£</b>     | <b>£</b>    |
| Trade debtors | 313          | 292         |
| Other debtors | 2,586        | -           |
|               | <u>2,899</u> | <u>292</u>  |

**5. Current liabilities**

|                                 | <b>2020</b>  | <b>2019</b>  |
|---------------------------------|--------------|--------------|
|                                 | <b>£</b>     | <b>£</b>     |
| Trade creditors                 | 213          | 712          |
| Taxes and social security costs | 6,553        | 5,541        |
| Other creditors                 | 148          | 220          |
|                                 | <u>6,914</u> | <u>6,473</u> |

**Madley Pre-School**  
**Report and Unaudited Accounts**  
**for the year ended 31 August 2020**  
**Draft Accounts Version 1.0**

## **Madley Pre-School**

### **Information**

#### **Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

#### **Business address**

Madley  
Herefordshire  
HR2 9PH

#### **Bankers**

Royal Bank of Scotland

# Madley Pre-School

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## **Madley Pre-School**

### **Report to the Proprietor on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2020 as set out on pages 2 to 6 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

## Madley Pre-School

### Income and Expenditure account for the year ended 31 August 2020

|                                       | 2020   |          | 2019   |          |
|---------------------------------------|--------|----------|--------|----------|
|                                       | £      | £        | £      | £        |
| <b>Income</b>                         |        |          |        |          |
| Sales                                 |        | 91,960   |        | 99,263   |
| Clothing                              |        | 220      |        | 226      |
| Fundraising and Donations             |        | 869      |        | 2,817    |
| Government grants                     |        | 13,320   |        | -        |
|                                       |        | 106,369  |        | 102,306  |
| <b>Expenses</b>                       |        |          |        |          |
| Wages and salaries                    | 64,777 |          | 66,519 |          |
| Staff pension costs                   | 604    |          | 297    |          |
| Staff training                        | 808    |          | 150    |          |
| Rent, Rates, Light and Heat           | 884    |          | 1,783  |          |
| Insurance                             | 653    |          | 621    |          |
| Equipment                             | 2,653  |          | 1,948  |          |
| Purchases                             | 1,772  |          | 1,304  |          |
| Food                                  | 1,502  |          | 1,453  |          |
| Repairs and Maintenance               | 6,617  |          | 2,902  |          |
| Printing, postage and stationery      | 1,038  |          | 1,173  |          |
| Advertising                           | -      |          | 120    |          |
| Telephone                             | 605    |          | 592    |          |
| Excursions                            | 200    |          | 186    |          |
| Cleaning                              | 1,632  |          | 3,289  |          |
| Computer costs                        | 110    |          | 547    |          |
| Travelling and subsistence            | 108    |          | -      |          |
| Legal and professional fees           | 2,174  |          | 1,467  |          |
| Accountancy                           | 2,154  |          | 2,544  |          |
| Sundry expenses                       | 942    |          | 553    |          |
| Subscriptions                         | 616    |          | 715    |          |
| Depreciation on FF & Equipment        | 195    |          | 217    |          |
|                                       |        | (90,044) |        | (88,380) |
| <b>Surplus (Deficit) for the Year</b> |        | 16,325   |        | 13,926   |

## Madley Pre-School

### Balance sheet as at 31 August 2020

|  | Notes | 2020          |               | 2019          |               |
|--|-------|---------------|---------------|---------------|---------------|
|  |       | £             | £             | £             | £             |
| <b>Fixed assets</b>                          |       |               |               |               |               |
| Tangible assets                              | 3     |               | 1,754         |               | 1,949         |
| <b>Current assets</b>                        |       |               |               |               |               |
| Debtors                                      | 4     | 2,899         |               | 292           |               |
| Cash at bank and in hand                     |       | 64,123        |               | 49,769        |               |
|  |       | <u>67,022</u> |               | <u>50,061</u> |               |
| <b>Current liabilities (note 5)</b>          |       |               |               |               |               |
| Trade creditors                              |       | 213           |               | 712           |               |
| Other creditors                              |       | 6,701         |               | 5,761         |               |
|  |       | <u>6,914</u>  |               | <u>6,473</u>  |               |
| <b>Net current assets</b>                    |       |               | <u>60,108</u> |               | <u>43,588</u> |
| <b>Total assets less current liabilities</b> |       |               | <u>61,862</u> |               | <u>45,537</u> |
| <b>Funds - All Unrestricted</b>              |       |               |               |               |               |
| Brought forward at 1 September 2019          |       |               | 45,537        |               | 31,611        |
| Surplus (Deficit) for the Year               |       |               | 16,325        |               | 13,926        |
|  |       |               | <u>61,862</u> |               | <u>45,537</u> |

Signed on behalf of the Council of Management.

**Mrs S Johnson**

**Date:**

**Madley Pre-School**

Approved by the Council of Management.

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2020**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities.

**1.2. Taxation**

No provision is made for taxation because of the charitable nature and objects of the company.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| Fixtures, fittings<br>and equipment | - | 10% Reducing Balance |
|-------------------------------------|---|----------------------|

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Interests of the Council of Management**

None of the members of the Council of Management had any material interest in any contract undertaken by the company during the year.

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2020**

**3. Tangible assets**

|                        | <b>Equipment</b> | <b>Total</b> |
|------------------------|------------------|--------------|
|                        | <b>£</b>         | <b>£</b>     |
| <b>Cost</b>            |                  |              |
| At 1 September 2019    | 2,166            | 2,166        |
| At 31 August 2020      | <u>2,166</u>     | <u>2,166</u> |
| <b>Depreciation</b>    |                  |              |
| At 1 September 2019    | 217              | 217          |
| Charge for the year    | 195              | 195          |
| At 31 August 2020      | <u>412</u>       | <u>412</u>   |
| <b>Net book values</b> |                  |              |
| At 31 August 2020      | <u>1,754</u>     | <u>1,754</u> |
| At 31 August 2019      | <u>1,949</u>     | <u>1,949</u> |

**4. Debtors**

|               | <b>2020</b>  | <b>2019</b> |
|---------------|--------------|-------------|
|               | <b>£</b>     | <b>£</b>    |
| Trade debtors | 313          | 292         |
| Other debtors | 2,586        | -           |
|               | <u>2,899</u> | <u>292</u>  |

**5. Current liabilities**

|                                 | <b>2020</b>  | <b>2019</b>  |
|---------------------------------|--------------|--------------|
|                                 | <b>£</b>     | <b>£</b>     |
| Trade creditors                 | 213          | 712          |
| Taxes and social security costs | 6,553        | 5,541        |
| Other creditors                 | 148          | 220          |
|                                 | <u>6,914</u> | <u>6,473</u> |