



Trustees' Annual Report for the period

From

Period start date

1 April 2020

To

Period end date

31 March 2021

Section A Reference and administration details

Charity name Silsoe Pre-School

Other names charity is known by

Registered charity number (if any) 1029828

Charity's principal address Silsoe VC Lower School

Chestnut Avenue

Silsoe

Postcode

MK45 4GP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jennifer Alexander	Chair		Silsoe Pre-School Management Committee
2	Eleanor Ryles	Secretary	Appointed March 2020	Silsoe Pre-School Management Committee
3	Liz Harper	Secretary	Stepped down March 2020	Silsoe Pre-School Management Committee
4	Lola Odeymi	Treasurer	Stepped down September 2020	Silsoe Pre-School Management Committee
5	Emma Hogg	Co-opted	Stepped down April 2021	Silsoe Pre-School Management Committee
6	Carlie Patton	Co-opted	Stepped down September 2020	Silsoe Pre-School Management Committee
7	Katie Must	Co-opted	Stepped down September 2020	Silsoe Pre-School Management Committee
8	Alison Lauder	Co-opted	Stepped down September 2020	Silsoe Pre-School Management Committee
9	Soli Indge	Co-opted	Appointed 15 May 2019	Silsoe Pre-School Management Committee
10	Rebecca Kennedy	Co-opted	Appointed 15 May 2019	Silsoe Pre-School Management Committee
11	Rachel Sutcliffe	Co-opted	Appointed 15 May 2019	Silsoe Pre-School Management Committee
12	Jo Hanley	Digital Comms Officer	Appointed 15 May 2019	Silsoe Pre-School Management Committee

13	Kerry Dooley	Co-opted	Appointed 15 May 2019	Silsoe Pre-School Management Committee
14	Ingrid Gummery	Co-opted	Appointed September 2020	Silsoe Pre-School Management Committee
15	Faye Bloxham	Co-opted	Appointed September 2020	Silsoe Pre-School Management Committee
16	Lauren Simmonds	Co-opted	Appointed September 2020	Silsoe Pre-School Management Committee
17	Donna Pitts	Co- Treasurer	Appointed March 2020	Silsoe Pre-School Management Committee
18	Sara Ellingham	Fundraising Officer	Appointed September 2020	Silsoe Pre-School Management Committee

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Pre-School Learning Alliance Model Pre-School Constitution 2011
Trustee selection methods (eg. appointed by, elected by)	Elected by voting at the AGM by existing Committee members and members of Silsoe Pre-School

Section C Objectives and activities

Summary of the objectives of the charity set out in its governing document

The aims of the Pre-School are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- offering appropriate play, education and care facilities together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- instigating and adhering to and furthering the aims on objects of the Pre-School Learning Alliance

The Trustees have considered the public benefit guidance issued by the charity when planning objectives and activities.

A summary of the main objectives and activities in relation to the public benefit are as follows:

1. To engage with parents and carers by harnessing the skills and experiences they have to manage and improve the quality of education and childcare provided in the community. We have done this through the following activities:

- Recruiting a strong committee
- Local advertising
- Holding open days/open evenings
- Regular parent consultations and parent questionnaires

2. To enlist the support of the local community through fundraising to update and improve the learning resources, play equipment and experiences for the children in our setting. Examples of fundraising activities include the Pumpkin Party, Easter Egg Trail, Mothers Day & Fathers Day Shops and virtual Christmas performances.

3. To manage our finances in accordance with Charity Commission regulations through activities such as:

- Reviewing our Fees Policy annually to ensure that the fees (together with local authority funding) cover operating costs only and are non profit making and that there are options to families facing financial hardship
- Monitoring our reserves and reviewing our Reserves Policy annually
- Regular financial reporting to committee

4. To ensure that admissions/membership is based on an Admissions Policy, which offers equal opportunities for all children within the eligible age range.

5. To promote activities and education to improve children's development in the local community. For example by advertising Local Authority parenting classes, drop in sessions etc. and encouraging the engagement of both mothers and fathers in early years education.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Summary of the main achievements of the charity during the year

The beginning of this period was a challenging time for Silsoe Pre-School in the midst of the COVID-19 pandemic. Our setting was closed due to the national lockdown from 23rd March 2020 until we were able to reopen with restrictions on 1st June 2020. Naturally many families were cautious about returning to educational settings and so our occupancy was much lower than we would usually expect for this time of year and our children in setting were predominately children of critical keyworkers.

Our staff worked tirelessly to ensure the setting was safe for both the children and adults to return and for that, we are very grateful. We reopened with limited staff, keeping children and adults in bubbles to limit contact wherever possible. We maintained excellent hygiene routines and followed the guidance issued by the government throughout.

Early Years settings remained open during the national lockdown in January 2021.

OFSTED

During our previous Ofsted inspection in November 2018 we were graded as Outstanding. Our internal action plan highlights our passion for continual improvement and ensures we maintain the quality of teaching and learning.

External relationships

Relationships with our feeder school remained excellent. Regular liaison meetings with the early years teachers and their SENCO ensured that all children had successful transitions to school, despite the fact that there were unable to follow our usual transition processes due to COVID-19 restrictions. Relationships with other external professionals strengthened and we received positive praise that our setting was both proactive and inclusive.

Teaching & learning

Staff worked together to consider the needs and interest of our cohort of children. Together we plan the learning environment, whole class teaching sessions and a selection of adult led activities both inside and outside. We ensure all learning activities are differentiated so that we can tailor the activity to each child's needs.

Staff keep 'Learning Journals' for each child and work together with parents to share the child's achievements and next steps for development.

Safeguarding

Keeping children safe remained a high priority during the year with all employees attending training including safeguarding KCSIE 2020, Prevent and food handling courses.

Membership

Our occupancy for the Summer term was expected to be 83%. On reopening after lockdown, it was 25%. We were not able to welcome any new starters as we usually would during our April admissions. There were 76 children on roll with 43 of these leaving us in July 20 to join Lower School.

Occupancy for the start of the Autumn term was at 59% with 54 children on roll and had risen to 80% by the Spring 2021 term with 65 children on roll.

Due to COVID, we were not able to host our annual Open Day during this period but have remained well connected to new families and have continued to advertise the Pre-School through social media and local publications.

Staffing

The team continued throughout the year with 12 members of staff plus 1 ad-hoc team members we can call upon when needed. We have a culture of continued professional development and staff attended regular internal and external training courses throughout the year. Staff meetings and half-termly 1:1 supervisory meetings ensured that communication and staff morale remained high throughout the year.

Children's activities & Fundraising

Fundraising during the pandemic was difficult and our events had to change format to ensure they were COVID-19 compliant. Whilst large events were not possible, we did manage to raise funds via some wonderful remote and individual events such as:

- Pumpkin trail where families decorated pumpkins to leave outside their homes and a map was provided so that participants could walk around the village, look at the displays and tick them off their list
- Valentines windows, where families decorated their windows and a trail could be followed by participants, similar to the pumpkin trail
- A Christmas movie in setting as opposed to a Christmas party requiring an external visitor. The staff created a cinema feel to setting and children were given a ticket and some popcorn. It was a very positive experience for the children and well supported by our families
- We were able to carry out our annual Santa shop, mother's day shop and father's day shop. The presents were quarantined and staff ran the event in setting, so no external visitors were required.
- The local Rotary run a Santa float around the villages each year, with organisations supporting the float by way of volunteers and in return receive a share of the funds raised for their own organisation. We supported this float and it raised a wonderful amount for our setting.

Our Committee

Every year we are extremely fortunate that parents and carers volunteer to join the Committee. This year was no exception with active members regularly attending our monthly meetings and supporting across a range of activities. The committee provide valuable opinions and input to the running of the pre-school and contribute as both parents and trustees.

Communication with our members

Communication with families/staff and members continues to be strong with the following all proving successful:

- Open door policy although via telephone or virtually depending on restrictions
- MySchoolApp & website

- Tucasi for invoicing
- Whiteboard showing daily activities
- Facebook group managed by the committee
- Termly parent consultations

The future

With our strong committee and staff we together plan on supporting each other to provide outstanding care and provision for all the children. We will do this by working in unity together and creating opportunities to raise funds to support this.

Section E**Financial review****Brief statement of the charity's policy on reserves**

It is the charity's policy to hold sufficient reserves to enable the Pre-School to continue operating in the event of unprecedented change. Reserves are maintained at a level of three month's operating costs, together with statutory redundancy payments for staff members.

Details of any funds materially in deficit

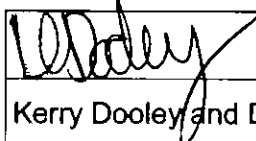
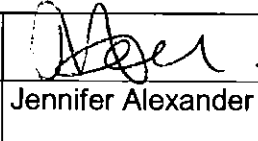
None.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)**Full name(s)****Position (eg Secretary, Chair, etc)**

	
Kerry Dooley and Donna Pitts	Jennifer Alexander

Treasurer

Chair

Date24th January 2022

Silsoe Pre-School

Income and Expenditure Account for year ended 31 March 2021

	Y/e 31/03/2021	Y/e 31/03/2020
	£	£
INCOME		
Non-funded income	40,929	55,234
Funded income	125,324	135,848
Other income	21,102	0
Net fundraising income	1,862	2,429
Interest income	11	16
Total income	189,228	193,527
EXPENDITURE		
Payroll costs	145,233	161,833
Rent	9,072	9,650
Groceries	115	1,126
Artwork & advertising	40	73
Consumables	2,863	2,914
Insurance	0	2,064
Training & development	1,215	492
Staff uniform	398	99
Equipment	916	2,126
Professional fees & subscriptions	1,648	3,331
Miscellaneous expenses	1,954	2,513
Total expenditure	163,453	186,221
Income surplus	25,775	7,306

Silsoe Pre-School
Balance sheet as at 31 March 2021

	31-Mar-21 £	31-Mar-20 £
Assets		
Bank	177,665	151,890
Total	177,665	151,890
Liabilities		
Creditors		
Total		
Net assets	177,665	151,890

Represented by:

Surplus for the period	25,775	7,308
Bank balance brought forward	151,890	144,582
Total carried forward	177,665	151,890

Independent Review Report

I have examined the accounts of Silsoe Pre-School for the year ended 31 March 2021 and I am satisfied that the accounts are true and fair.

Name: [Signature]

Signature

for



Section A

Independent Examiner's Report

Report to the trustees/
members of

Silsoe Pre-School

On accounts for the year
ended

31/03/2021

Charity no
(if any)

1029828

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

16/12/2021

Name:

Helen Shane

Relevant professional
qualification(s) or body
(if any):

ACA (ICAEW)

Address:

32 Aspen Way,

Silsoe

Beds MK45 4GF

Silsoe Pre-School**Income and Expenditure Account for year ended 31 March 2021**

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Total carried forward	177,665	151,890

Independent Examiner's Report

I have examined the books and records of Silsoe Pre-School for the year ended 31 March 2021 and confirm that the accounts above are in accordance therewith.

Name: Helen Shane ACA

Signature:



Date: 16/12/2021