



Trustees' Annual Report for the period

Period start date			Period end date		
1	April	2021	31	March	2022

From

To

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	Co-opted	Appointed September 2018	Silsoe Pre-School Management Committee
2	Eleanor Ryles	Secretary	Appointed March 2020	Silsoe Pre-School Management Committee
3	Hannah Debock	Co –Opted	Appointed September 2020	Silsoe Pre-School Management Committee
4	Hannah Debock	Chair	Appointed September 2021	Silsoe Pre-School Management Committee
5	Emma Hogg	Co-opted	Stepped down April 2021	Silsoe Pre-School Management Committee
6	Sarah Kehoe	Co- opted	Appointed May 2021	Silsoe Pre-School Management Committee
7	Emma Whiley	Co- opted	Appointed May 2021	Silsoe Pre-School Management Committee
8	Anne Marie Mcquarrie	Co- opted	Appointed May 2021	Silsoe Pre-School Management Committee
9	Soli Indge	Co-opted	Stepped down September 2021	Silsoe Pre-School Management Committee
10	Abi Rowley	Co-opted	Appointed May 2021	Silsoe Pre-School Management Committee
11	Rachel Sutcliffe	Co-opted	Stepped down September 2021	Silsoe Pre-School Management Committee
12	Glenn Mckenna	Treasurer	Appointed September 2021	Silsoe Pre-School Management Committee

13	Kerry Dooley	Co- Treasurer	Stepped down August 2021	Silsoe Pre-School Management Committee
14	Ingrid Gummery	Co-opted	Stepped down September 2021	Silsoe Pre-School Management Committee
15	Faye Bloxham	Co-opted	Appointed September 2020	Silsoe Pre-School Management Committee
16	Lauren Simmonds	Co-opted	Stepped down September 2021	Silsoe Pre-School Management Committee
17	Donna Pitts	Co- Treasurer	Stepped down September 2021	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

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)

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 achievements of the charity during the year

This has been an exciting period of change for Silsoe Pre-School with a new Manager joining us in January 2022. We were very sad to see our previous Manager move on but Tahmina Haque, has arrived with an abundance of enthusiasm and a fresh vision for our, already outstanding, Pre-School.

The early part of this period was a challenging time due to the Covid-19 restrictions but as the year has progressed we have embraced 'returning to normal' when we have been advised it is safe to do so. Silsoe Pre-School did encounter a period of enforced closure due to an outbreak of Covid-19 in May 2021 due to isolation guidelines at that time.

Our staff have worked tirelessly throughout the year to close the gap that has been left by the Covid-19 lockdowns and to ensure that the children have settled well in to our Pre-School routines. Our team of qualified professionals ensure that every child's interests are followed and that all the children enjoy their learning journey with us.

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 Lower School. Our staff took part in training with the head of early years at Silsoe Lower to learn how we could support them with our teaching in setting to ease the transition to Reception class.

Relationships with other external professionals strengthened and we received positive praise that our setting was both proactive and inclusive.

Teaching & learning

Through a period of change for our setting as a new Manager joined us, this transition was handled with care to cause minimum disruption to the children and the setting. Staff and management work together to consider the needs of each individual child and to follow the child's interests to make their learning journey personalised, fun and effective.

The learning environment is planned using a variety of either whole class teaching sessions, adult-led activities and self-exploration and play. We encourage the children to learn both inside and outside to maximise the learning opportunities available to them.

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 up to date with safeguarding training. Management ensure staff knowledge is current through regular training, staff meetings and discussions and liaison with the local authority. Safeguarding is

everyone's responsibility and as a team, we continue to work together to ensure all the children in our care are safe and protected and that staff know what to do if they feel they have any concerns about a child or a family.

Membership

Our occupancy for the Summer term 2021 was at 84%. There were 63 children on roll with 37 of these children leaving us to join Lower School.

Occupancy for the start of the Autumn term was at 68% with 57 children on roll and had risen to 77% by the Spring 2022 term with 65 children on roll.

We have remained well connected to families and have increased our communication by making more use of our Pre-School App to share details of the activities the children have been enjoying during their sessions and welcoming parents in to setting to visit us for open afternoon sessions. We also introduced our parents to our new online journal package which we intend to use from April 2022 to enable us to more readily share their child's learning journey and to give parents the opportunity to share things their child has experience outside of Pre-School with us.

Staffing

The team continued throughout the year with 12 members of staff plus 2 ad-hoc team members we can call upon when needed. One staff member decided to leave the team to pursue other opportunities and we welcomed another back from maternity leave.

We successfully recruited a new Pre-School Manager who joined us in January 2022. 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 in setting

The children have had a very busy year. We took part in a national research project; Maths Champions to assess the effectiveness of maths learning within early years. The project is still ongoing.

The children took part in World Book Day and supported other great causes such as Children in Need with a shop in setting to raise funds, Comic Relief and Christmas Jumper Day.

We introduced several intervention groups to support the children's learning giving all the children the opportunity to take part in Forest School, Lego Therapy, Cookery Club, Lego Therapy and physical activities.

We had an external sports coach visit us weekly to teach the children a variety of sports including football, tennis and cricket.

Fundraising

It has been a pleasure to be able to host some of our fundraising activities again and to bring our families together at Pre-School events and other local events to support the wider community.

Family Fun Day

This was our first year having a stall at the family fun day, a community event organised by volunteers in the village. Our stall was lucky envelopes, where every envelope contained a prize. The prizes were donated by parents of the Pre-school.

Leavers Tea Towels

The children due to move up to their Lower School drew self-portraits which were printed on to tea towels. These were then available to purchase as a beautiful keepsake.

Silsoe Stride

The Silsoe Stride is an annual village event open to everyone. The committee was responsible for the cake and drink stall and asked the community for cake donations.

Pumpkin Party

Our pumpkin party, which we try to do on an annual basis, returned for the first time since COVID-19. It is a ticketed event, open to the children of Pre-school as well as siblings. The children enjoyed a disco, spooky decorations, a book sale, glitter tattoos and a snack. We also had a stall for hot drinks and cakes which had been baked by the committee or members of the village.

We also ran a pumpkin colouring competition where the images were displayed at the party and a winner chosen.

All of these activities were a huge success and widely supported by the Pre-School families to raise much needed funds to support the children's learning and development.

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 – parents are welcome to visit us in setting
- MySchoolApp
- Parental Questionnaire
- Pre-School website
- Tucasi for invoicing and mass email communications
- Whiteboard showing daily activities
- Facebook group managed by the committee
- Termly parent consultations

The future

With our strong committee, new leadership and staff, together, we 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.

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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.

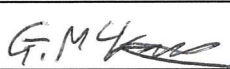

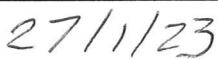
Details of any funds materially in deficit

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)	Glenn McKenna	Hannah Debock
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date		

Silsoe Pre-School**Income and Expenditure Account for year ended 31 March 2022**

INCOME	31-Mar-22	31-Mar-21
	£	£
Non-funded income	73,252	40,929
Funded income	127,201	125,324
Net fundraising income	1,951	1,862
Other income	1,387	21,102
Interest income	1	11
Total income	203,792	189,228
 EXPENDITURE		
Payroll costs	147,616	145,233
Rent	10,945	9,072
Groceries	420	115
Artwork & Advertising	-	40
Consumables	4,133	2,863
Insurance	1,167	-
Training & Development	650	1,215
Staff Uniform	621	398
Equipment	483	916
Professional Fees & Subscriptions	1,718	1,648
Miscellaneous Expenditure	4,563	1,954
Total Expenditure	172,317	163,453
 Income Surplus	31,475	25,775

Silsoe Pre-School
Balance Sheet for year ended 31 March 2022

	31-Mar-22	31-Mar-21
	£	£
Assets		
Bank	209,140	177,665
Total	209,140	177,665
Liabilities		
Creditors	-	-
Total	-	-
Net Assets	209,140	177,665
Represented by:		
Surplus for the period	31,475	25,775
Bank balance brought forward	177,665	151,890
Total carried forward	209,141	177,665

Independent Examiner's Report

I have examined the books and records of Silsoe Pre-School for the year ended 31 March 2022 and confirm that the accounts above are in accordance therewith.

Name: Helen Shane ACA

Signature:



Date: 26/01/2023