



## Trustees' Annual Report for the period

**From** Period start date 1 April 2022 **To** Period end date 31 March 2023

### 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)
Eleanor Ryles	Secretary	Appointed March 2020	Silsoe Pre-School Management Committee
Hannah Debock	Co –Opted	Appointed September 2020	Silsoe Pre-School Management Committee
Hannah Debock	Chair	Appointed September 2021	Silsoe Pre-School Management Committee
Sarah Kehoe	Co- opted	Appointed May 2021	Silsoe Pre-School Management Committee
Emma Wiley	Co- opted	Appointed May 2021	Silsoe Pre-School Management Committee
Ann-Marie McQuarrie	Co- opted	Appointed May 2021 – stepped down Jan 2023	Silsoe Pre-School Management Committee
Abi Rowley	Co-opted	Appointed May 2021	Silsoe Pre-School Management Committee
Glenn Mckenna	Treasurer	Appointed September 2021 – stepped down April 2022	Silsoe Pre-School Management Committee
Natasha Hide	Co-opted	Appointed April 2022 – Stepped down March 2023	Silsoe Pre-School Management Committee
Gemma Clark	Treasurer	Appointed Nov 22	Silsoe Pre-School Management Committee
Faye Bloxham	Co-opted	Appointed September 2020	Silsoe Pre-School Management Committee

Sara Ellingham	Fundraising Officer	Stepped down March 2023	Silsoe Pre-School Management Committee
Lucy Sahota-Gunner	Secretary	Appointed Jan 2023	Silsoe Pre-School Management Committee

## 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 our shops; Christmas, Fathers Day and Mothers Day, supporting community events such as Silsoe Stride and the local Family Fun Day and colouring competitions.

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

This has been an exciting period of change for the Pre-School with our new Manager, who joined in January 2022, implementing many positive changes including EYFS Open sessions, grandparents afternoons, a whole setting summer trip and moving our setting on to online journals to make instant access to their child's Pre-School day easier for our families.

We have also introduced home projects which are sent termly to our families with fun activities the children can complete at home with the help of their parents such as flower pressing in the summer and autumn treasure collecting in the Autumn.

The team continue to 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 remain excellent. Regular liaison meetings with the early years teachers and their SENCO ensured that all children had successful transitions to Lower School.

Relationships with other external professionals continued to build in strength and we received positive praise that our setting was both proactive and inclusive.

#### Teaching & learning

We have further cemented the high quality teaching that we offer at Silsoe Pre-School ensuring our Manager and staff attend regular training, both internally and externally with Central Beds / Ofsted. Our staff work together to implement effective teaching strategies and remain committed to understanding the needs and interests of each child to ensure their teaching is tailored to each individual child and 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 and through our continuous provision maximise the learning opportunities available to them.

Staff keep learning journals online via Evidence Me sharing learning observations regularly with parents / carers 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 2022 was at 82%. There were 69 children on roll with 37 of these children leaving us to join Lower School.

Occupancy for the start of the Autumn term was at 72% with 57 children on roll and had risen to 82% by the Spring 2022 term with 66 children on roll.

We have remained well connected to families and have maintained excellent communication with our families through our Pre-School App, Evidence Me and our open events where parents / carers / grandparents are invited in to setting. Families can also share information on achievements and activities their children have enjoyed with us via our online journal package.

### **Staffing**

The setting began the period with 14 members of staff which reduced to 11 team members by the year end. One member of staff decided not to return after maternity leave and two left us to pursue other career opportunities. Career progression has been key for us this year under our new management with two of our team members promoted to Room Leaders and our Business Support Assistant being promoted to Business Manager. All staff are hardworking, thriving and bring enthusiasm, passion and empathy to their roles.

Our team of qualified professionals goes from strength to strength through CPD both internally and using external training avenues. Two members of our team are currently completing a Level 3 in Early Years Education and one of our practitioners completed their Level 4 qualification to become our PANCO.

### **Children's activities in setting**

The children have had a very busy year. Children's learning was targeted according to their age and stage of development and includes a mix of adult-led and child-led activities. Other activities included:

- A sports coach visiting weekly teaching a variety of physical skills
- A Pre-School summer trip to a farm
- Breakfast with Santa Christmas event
- Celebrations surrounding the Queen's jubilee
- A teddy bear sleepover
- Activities surrounding children's mental health week

The children took part supporting other national charity events too including Macmillan coffee morning, World Book Day, Children in Need with a shop in setting to raise funds, Comic Relief and Christmas Jumper Day.

### **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

We continued to support the Family Fun Day, a community event organised by volunteers in the village. We had two stalls – lucky dip and lucky lollies. 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.

Bonfire celebrations

We ran a bonfire colouring competition for the children of Pre-School with a whizz, bang, pop firework picture to decorate. The children thoroughly enjoyed using their creativity for this activity using all types of craft resources.

Father's Day, Mother's Day and Christmas Shops

We held our annual shops in setting three this year where the children have the opportunity to choose and purchase a gift for their loved ones.

Christmas cards

The children enjoyed decorating festive pictures to be printed on to Christmas cards, tags, mugs and other merchandise which made wonderful gifts for family members.

**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. They also offer their support in setting at a variety of Pre-School events from EYFS Open sessions to our successful Morning with Santa event.

**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
- Our week in photos – weekly update through our App
- Parental Questionnaire
- Pre-School website
- Tucasi for invoicing and mass email communications
- Regular updates on the children from home in our 'All about me' forms
- Whiteboard showing daily activities
- Termly parent consultations

**The future**

With our strong committee, leadership and staff team, together, we will continue to support 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.


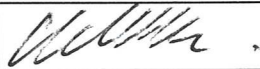
**Details of any funds materially in deficit**

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)	Gemma Clark	Hannah Debock
Position (eg Secretary, Chair, etc)	Treasurer	Chair

Date 29/1/2024



**Silsoe Pre-School****Income and Expenditure Account for year ended 31 March 2023****INCOME**

	<b>31-Mar-23</b>	<b>31-Mar-22</b>
	<b>£</b>	<b>£</b>
Non-funded income	75,714	73,252
Funded income	114,015	127,201
Net fundraising income (Income - costs)	1,340	1,951
Other income	2,494	1,387
Interest income	92	1
<b>Total income</b>	<b>193,655</b>	<b>203,792</b>

**EXPENDITURE**

Payroll costs	158,884	147,616
Rent	9,295	10,945
Groceries	1,142	420
Consumables	4,744	4,133
Insurance	1,060	1,167
Training & Development	2,949	650
Staff Uniform	389	621
Equipment	2,666	483
Professional Fees & Subscriptions	1,469	1,718
Miscellaneous Expenditure	6,128	4,563
Depreciation Charge	237	-
<b>Total Expenditure</b>	<b>188,961</b>	<b>172,317</b>

<b>Income Surplus</b>	<b>4,693</b>	<b>31,475</b>
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**Silsoe Pre-School**  
**Balance Sheet for year ended 31 March 2023**

	31-Mar-23	31-Mar-22
<b>Fixed Assets</b>		
Computers	449	
Equipment	525	
<b>Total Fixed Assets</b>	<b>974</b>	<b>-</b>
<b>Current Assets</b>		
Bank	212,860	209,140
<b>Total Current Assets</b>	<b>212,860</b>	<b>209,140</b>
<b>Total Assets</b>	<b>213,834</b>	<b>209,140</b>
<b>Liabilities</b>		
Creditors		
<b>Total liabilities</b>	<b>-</b>	<b>-</b>
<b>Net Assets</b>	<b>213,834</b>	<b>209,140</b>
<b>Represented By:</b>		
Surplus for the period	4,693	31,475
Bank Balance brought forward	209,141	177,665
<b>Total carried forward</b>	<b>213,834</b>	<b>209,140</b>

**Independent Examiner's Report**

I have examined the books and records of Silsoe Pre-School for the year ended 31 March 2023 and confirm that the accounts above are in accordance therewith.

Name: Helen Shane ACA

Signature:



Date: 10/01/2024