



### Trustees' Annual Report for the period

Period start date			Period end date		
1	April	2023	31	March	2024
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)
Eleanor Ryles	Secretary	Stepped down May 2023	Silsoe Pre-School Management Committee
Hannah Debock	Chair	Appointed September 2020	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
Abi Rowley	Co-opted	Stepped down Apr 2023	Silsoe Pre-School Management Committee
Gemma Clark	Treasurer	Stepped down July 2024	Silsoe Pre-School Management Committee
Faye Bloxham	Co-opted	Stepped down July 2024	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:

- a) 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;
- b) 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;
- c) 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 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 achievements of the charity during the year

This year Silsoe Pre-School has continued to go from strength to strength continuing developing our already strong relationships with our families, within the local community and with other professionals – all with a common goal of offering the children the best start to their educational journey.

We have continued to provide plenty of opportunity for visits to our setting from EYFS open afternoons for parents / carers where they will learn more about the curriculum and how we teach the children to grandparents planting afternoons creating special moments and memories between these generations.

We celebrated the coronation of King Charles with an afternoon tea party and held an art display for Father's Day. We opened our outdoor library providing parents / carers the opportunity to borrow a toy or books to continue learning at home.

The children experienced our local community with visits to a nursing home, walking to the Church to celebrate Easter with the vicar and a summer trip. We also created our own fun weeks for the children to extend their learning following their interests hosting weeks such as Disney Week and National Storytelling Week.

The team continue to ensure that every child's interests are followed, their developmental needs are met 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 receive positive praise that our setting is 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 2023 was at 88%. There were 70 children on roll with 40 of these children leaving us to join Lower School.

Occupancy for the start of the Autumn term was at 66% with 55 children on roll and had risen to 80% by the Spring 2024 term with 66 children on roll.

We have remained well connected to families and have maintained excellent communication with our families through our weekly planning email showcasing the activities throughout the week and how they link to the EYFS, 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**

There were 11 members of staff employed by the setting over the period and 1 regular volunteer.

Generally staffing remained consisted with one member of staff joining us as a one-to-one support for a child in setting. One member of staff went on maternity leave.

Career progression and personal fulfilment is very important at Silsoe Pre-School. Two members of staff have nearly completed their Level 3 in Early Years Education. 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.

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

The children continue to thrive. 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
- Breakfast with Santa Christmas event
- Celebrations surrounding the King's Coronation
- A Pre-School Graduation ceremony



- Christmas concert
- Macmillan Coffee Morning
- World Book Day
- National Storytelling Week
- Shops for Mother's Day, Father's Day and Christmas
- Sports Day

We also support other national initiatives such as Comic Relief, Children In Need and Christmas Jumper Day for Save the Children.

### **Fundraising**

Our small but hardworking committee continue to host fundraising activities for the children to enjoy and to benefit the setting. It has been a pleasure to bring our families together at Pre-School events and other local events to support the wider community.

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.

### Pumpkin Party

We hosted a Pumpkin Party to celebrate Halloween for the children with a disco, fun games and a snack for all the children.

### 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.

### Easter Trail

Silsoe Pre-School hosted our annual Easter trail and fete for the local community. This was a very successful event that was widely supported by families of the Pre-School, local school and wider community.

### **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
- Our week in photos – weekly update
- 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.


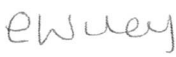
**Details of any funds materially in deficit**

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

<b>Signature(s)</b>		
	<b>Full name(s)</b> Lucy Sahota-Gunner	Emma Wiley
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Co-Opted member
<b>Date</b> 30/01/2025		



**Silsoe Pre-School**  
**Income and Expenditure Account for Year Ended 31 March 2024**

**INCOME**

	31-Mar-24	31-Mar-24	31-Mar-23	31-Mar-23
	£	£	£	£
Non-funded income	64,593		75,714	
Funded income	130,500		114,015	
Net fundraising income (specific income - specific costs)	839		1,340	
Other income	7,707		2,494	
Interest income	773		92	
<b>Total income</b>		<b>204,413</b>		<b>193,655</b>

**EXPENDITURE**

Payroll costs	157,330		158,884	
Rent	15,619		9,295	
Groceries	1,372		1,142	
Artwork & advertising	0		0	
Consumables	3,099		4,744	
Insurance	1,091		1,060	
Training & development	484		2,949	
Staff uniform	101		389	
Equipment	2,842		2,666	
Professional fees & subscriptions	1,471		1,469	
Miscellaneous expenditure	4,896		6,128	
Depreciation charge	668		237	
<b>Total expenditure</b>		<b>(188,972)</b>		<b>(188,961)</b>
<b>Income surplus/(loss)</b>		<b>15,441</b>		<b>4,693</b>

**Silsoe Pre-School**  
**Balance Sheet for Year Ended 31 March 2024**

	31-Mar-24	31-Mar-24	31-Mar-23	31-Mar-23
<b>Fixed Assets</b>				
Computers	449		599	
Equipment	525		612	
Touch screen	2,154		0	
Less Accumulated Depreciation	(668)		(237)	
<b>Total Fixed Assets</b>		<b>2,460</b>		<b>974</b>
<b>Current Assets</b>				
Bank	226,815		212,860	
<b>Total Current Assets</b>		<b>226,815</b>		<b>212,860</b>
<b>Total Assets</b>		<b>229,275</b>		<b>213,834</b>
<b>Liabilities</b>				
Creditors	0		0	
<b>Total liabilities</b>		<b>0</b>		<b>0</b>
<b>Net Assets</b>		<b>229,275</b>		<b>213,834</b>
<b>Represented By:</b>				
Surplus for the period		15,441		4,693
Total reserves brought forward		213,834		209,141
<b>Total carried forward</b>		<b>229,275</b>		<b>213,834</b>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**SILSOE PRE-SCHOOL (REGISTERED CHARITY 1029828)**

**Independent examiner's report to the trustees of Silsoe Pre-School ('the School')**

I report to the charity trustees on my examination of the accounts of the School for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity's trustees of the School, you are responsible for the preparation of the accounts.

Having satisfied myself that the accounts of the School are not required to be audited and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the School; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

*MDG Business Associates*

Michael Grange  
BA (Hons) FCA  
MDG Business Associates Limited  
Room 73  
Wrest House  
Wrest Park  
Silsoe  
Bedfordshire  
MK45 4HR

*M Grange FCA*

Date: .....22/01/2025.....

 **MDG  
BUSINESS  
ASSOCIATES  
LIMITED**

Room 73 The Mansion House  
Wrest Park  
Silsoe  
MK45 4HR



**Silsoe Pre-School**

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*M. H. range FCA*  
*MDG Business*  
*Associates*  
*22/01/2025*



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 Silsoe  
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**Silsoe Pre-School**  
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*M. Grange FCA*  
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*22/01/2025*



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