



## Trustees' Annual Report for the period

From

Period start date  
1 April 2024

To

Period end date  
31 March 2025

### 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)
Hannah Debock	Chair	Stepped down June 2024	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
Lucy Sahota-Gunner	Chair	Appointed June 2024	Silsoe Pre-School Management Committee
Harriet Shah	Secretary	Appointed January 2025	Silsoe Pre-School Management Committee
Faye Bloxham	Co-opted	Stepped down September 2024	Silsoe Pre-School Management Committee
Gemma Clark	Treasurer	Stepped down September 2024	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)	Early Years 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 objectives of the Pre-School are to provide high quality early years education and care for children aged 2 years and 6 months to 4 years old by:

- a) offering play, education and care facilities in a stimulating and inclusive learning environment regardless of race, culture, SEND, religion, means or ability.
- b) working in partnership with families to ensure the individual needs and preferences of each child are met and respected
- c) Adhering to, and excelling, in our commitment to statutory frameworks i.e. Early Years Foundation Stage (EYFS) curriculum, safeguarding and the Early Years 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.

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.

## Section D

## Achievements and performance



### 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.

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 to Gulliver's Land.

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

We were delighted to welcome Ofsted back for our routine inspection in September 2024 where we were awarded 'Outstanding' for the second time. Ofsted's recognised the high-quality teaching, friendly and welcoming atmosphere and stimulating environment that we provide for our Pre-School children and families.

#### External relationships

Relationships with Silsoe Lower School remain strong. Regular liaison meetings with early years teachers ensured that all children had successful transitions to Lower School. We also supported children who moved to different Lower Schools outside of Silsoe.

Relationships with other external professionals continued to build in strength and we receive positive praise that our setting is both proactive and inclusive. We work closely with the Early Years SEND TEAM for further training, have welcomed inclusion visit and have continued to welcome support and advice from our Childcare Development Officer.

#### 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 and the Early Years Alliance. 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.

We have continued to promote the health and well-being of the children who attend our setting through a comprehensive PANCO programme ensuring that as well as providing educational opportunities, we are also supporting children with their overall wellbeing. We have received training from a qualified nutritionist on the importance of healthy eating and the appropriate language to use around foods and nutrition to build positive relationships.

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 following the children's interests.

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.

We share an overview of the week with families every Friday via email which showcases all the learning the children have experienced across the setting throughout the week and how this links in to the curriculum.

### **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 2024 was at 85%. There were 66 children on roll with 40 of these children leaving us to join Lower School.

Occupancy for the start of the Autumn term was at 53% with 43 children on roll and had risen to 74% by the Spring 2024 term with 55 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. Of these, 8 were permanent staff with two on maternity leave.

Our Assistant Manager was appointed as Manager to cover maternity and a temporary administrator was employed to support the setting. A fixed term one to one SEN practitioner also joined our team.

Overall, staffing remained consistent throughout the year. Career progression and personal fulfilment is very important at Silsoe Pre-School. One of our team became a qualified SENCO benefiting families and children with her knowledge and support. 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 to Gullivers Land
- Water safety
- Afternoon tea with Santa Christmas event
- Ofsted Outstanding Celebration party
- A Pre-School Graduation ceremony
- Christmas concert of The Grinch
- 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.

We have strengthened links with the local community through visits to an elderly day centre and a home for the elderly and a trip to the Church to learn about Easter. We enjoy celebrations from across the world and different cultures with the children learning about religious celebrations such as Ramadan, Chinese New Year.

### **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 Silsoe Stride, a community running event where we host the refreshments stall.

### 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
- Journal observations on individual child development through Evidence Me
- 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.

<b>Section E</b>	<b>Financial review</b>
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<b>Brief statement of the charity's policy on reserves</b>	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.
<b>Details of any funds materially in deficit</b>	None.


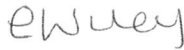
<b>Section F</b>	<b>Other optional information</b>
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<b>Section G</b>	<b>Declaration</b>
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The trustees declare that they have approved the trustees' report above.

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>	29/01/2026	



**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 2025.

**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  
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Silsoe  
Bedfordshire  
MK45 4HR

*M Grange*  
*FCA*



Date: .....14/11/2025.....

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**Silsoe Preschool****Income and Expenditure accounts for year ending 31st March 2025**

	31-Mar-25	31-Mar-25	31-Mar-24	31-Mar-24
<b>Income</b>				
Non funded income	51,503		64,593	
Funded income	130,429		130,500	
Net fundraising income (specific income)	2,636		839	
Other income	3,643		7,707	
Interest income	945		773	
<b>Total income</b>		<b>189,156</b>		<b>204,412</b>
<b>Expenditure</b>				
Payroll costs	148,269		157,330	
Rent	19,400		15,619	
Groceries	1,590		1,372	
Artwork & advertising	30		0	
Consumerables	5,069		3,099	
Insurance	1,144		1,091	
Training and development	494		484	
Staff uniform	422		101	
Equipment	738		2,842	
Professional fees & subscriptions	1,381		1,471	
Miscellaneous expenditure	3,096		4,894	
Fundraising Expenses	1,654		0	
EYPP	1,773		0	
Depreciation charge	782		668	
<b>Total expenditure</b>		<b>(185,841)</b>		<b>(188,971)</b>
<b>Income surplus/loss</b>		<b>3,315</b>		<b>15,441</b>

 **MDG  
BUSINESS  
ASSOCIATES  
LIMITED**

*M. Lange FCA*  
*14/11/25*

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Wrest Park  
Silsoe  
MK45 4HR

**Silsoe Pre-School****Balance sheet for Year ended 31st March 2025**

	31-Mar-25	31-Mar-25	31-Mar-24	31-Mar-24
<b>Fixed Assets</b>				
Computers	449		449	
Equipment	525		525	
Touch screen	2,154		2,154	
Less Accumulated Depreciation	(1,450)		(668)	
<b>Total Fixed Assets</b>		<b>1,678</b>		<b>2,460</b>
<b>Current Assets</b>				
Bank	230,912		226,815	
<b>Total Current Assets</b>		<b>230,912</b>		<b>226,815</b>
<b>Total Assets</b>		<b>232,590</b>		<b>229,275</b>
<b>Liabilities</b>				
Creditors	0			
<b>Total Liabilities</b>		<b>0</b>		<b>0</b>
<b>Net Assets</b>		<b>232,590</b>		<b>229,275</b>
<b>Represented by:</b>				
Surplus for the period		3,315		15,441
<b>Total Reserves brought forward</b>		<b>229,275</b>		<b>213,834</b>
		<b>232,590</b>		<b>229,275</b>

 **MDG  
BUSINESS  
ASSOCIATES  
LIMITED**

*M. Strange FCA*  
*14/11/25*

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