

BURHAM PRE-SCHOOL PLAYGROUP

England & Wales · Charity number 1030397

Details

Status Registered

Legal form Other

Registered 1993-12-15

Register [View on the Charity Commission register](#)

Contact

Address 23 Roman Close
Blue Bell Hill
Chatham
ME5 9DJ

Phone 07710 829954

Email burham.pre-school@hotmail.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: Providing pre-school, early years care and education for children in the local areas

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£183,093	£170,014	-	-
2024-08-31	£173,068	£160,787	-	-
2023-08-31	£146,300	£140,696	-	-
2022-08-31	£135,099	£138,062	-	-
2021-08-31	£156,933	£109,869	-	-

Trustees

Name	Role	Appointed
Jenny Martin	Chair	2023-10-14
Bethany Doyle		2023-10-14
Candice Webster		2023-10-14
Elmaret Brewer		2025-10-17
Eloise Nowell		2025-10-17
Grace COOKE		2024-10-25
Jack Cumming		2025-10-17
Nicholas Krauspe		2022-10-19
Robyn TULLETT		2018-10-09
TRACEY BEECHEY		2007-06-01
Tonia Powman		2020-09-30

BURHAM PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030397

Accounts

2024/25 Committee suitability and Charity commission details:

	Name	DOB	DBS	Address/Email/Phone
Chair	Jenny Martin	01/02/81	001759272175 – 20/11/21 Suitability letter received	14 Brambletee Cottages, Rochester jennymartin1981@yahoo.co.uk 07872905352
Treasurer	Tonia Plowman	06/09/81	001715508688 – 4/11/20 Suitability letter receive	6 Bell Cresent Burham ME1 3SZ tmoore44@hotmail.co.uk 07593575450
Secretary	Tracey Beechey	11/06/71	001745529901 - 6/8/21	23 Roman Close Blue Bell Hill kent ME5 9DJ burham.pre-school@hotmail.co.uk 07920599287
Member	Robyn Tullett	3/7/86	001636255091 – 2/11/18 Suitability letter receive	327 Rochester Rd, Burham Kent ME1 3RN robyn3786@hotmail.co.uk 07584309586
Member	Nicholas Krauspe	31/12/83	001832135821- 25/5/23 Suitability letter received	127 Rochester Roadm Burham Kent ME1 3SG nicholas_krauspe@hotmail.com 07790264267
Member	Candice Webster (P)	22/5/92	001860833301 19/12/23 Suitability letter received	122 High street, Wouldham kent ME1 3UL Candicewebster14@yahoo.com 07794334943
Member	Bethany Doyle (P)	6/9/94	001856442694 16/11/23 Suitability Letter received	436 Rochester Road Burham ME1 3RH bethanyelliott4@hotmail.co.uk 07519622411
Member	Grace Cooke (P)	26/12/89	In progress	17 Corliss vale, Rochester, Kent ME1 3GT gracecooke@hotmail.co.uk 07715589940
Member	Elmaret Brewer (P)	15/11/80	In Progress	8 Keeper Cottage Lane, Wouldham Kent ME1 3WQ elmaret.brewer@gmail.com

				07879814936
Member	Jack Cumming (P)	20/04/94	In Progress	29 Viking Road, Flat 3 Wouldham Kent ME1 3GF Jackcumming@live.co.uk 07966066428
Member	Eloise Nowell (P)	26/9/96	In Progress	Flat 3, 29 Viking Road, Wouldham Kent ME1 3GF eloisegeorgiamae@hotmail.co.uk 07792921448
Member				

BURHAM PRE - SCHOOL PLAYGROUP

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2025**

BURHAM PRE - SCHOOL PLAYGROUP

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2025**

	2025		2024	
	£	£	£	£
<u>Receipts</u>				
Fees		176,764		167,088
Fund raising		6,231		6,001
Interest received		97		(22)
Total Receipts		183,093		173,068
<u>Payments</u>				
Fundraising costs		245		
Food and drink		110		277
Resources		1,780		1,047
Wages		144,475		136,488
Rent		8,057		8,040
Pension		4,349		4,130
Cleaning		29		28
Insurance		1,111		861
Computer / phone		228		457
Equipment		145		193
Postage , stationery and advertising		1,497		1,386
Subscriptions		840		941
Courses / training		5,227		5,668
Entertaining		70		744
Sundry		1,853		527
Total Expenditure		(170,014)		(160,787)
Excess of Receipts over Payments		13,079		12,281
Assets Brought Forward		124,475		112,194
Reserves Carried Forward 31 August 2025		137,554		124,475
 Assets				
NS&I Account		9,803		9,706
Santander Account		127,764		114,571
Petty Cash		(14)		198
		137,554		124,475

I have examined, without carrying out an audit, the books and records of Burham Pre-school Playgroup and confirm that the above Income and Expenditure Account is in accordance therewith.

 24/02/26

Christopher Watson MAAT ACCA
Thompson Elphick Chartered Certified Accountants

BURHAM PRE - SCHOOL PLAYGROUP

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2025**

BURHAM PRE - SCHOOL PLAYGROUP

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2025

	2025		2024	
	£	£	£	£
<u>Receipts</u>				
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Fund raising		6,231		6,001
Interest received		97		(22)
Total Receipts		<u>183,093</u>		<u>173,068</u>
<u>Payments</u>				
Fundraising costs		245		
Food and drink		110		277
Resources		1,780		1,047
Wages		144,475		136,488
Rent		8,057		8,040
Pension		4,349		4,130
Cleaning		29		28
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		<u><u>137,554</u></u>		<u><u>124,475</u></u>

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 24/02/26

Christopher Watson MAAT ACCA
Thompson Elphick Chartered Certified Accountants

BURHAM PRE - SCHOOL PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2025

	2025	2024	2023	2022	2021	2020	2019	2018	2017
	£	£	£	£	£	£	£	£	£
Receipts									
Fees	176,764	167,088	139,049	131,800	155,630	100,360	112,873	84,329	100,949
Fund raising	6,231	6,001	8,250	3,298	1,364	2,053	5,777	2,607	5,023
Donations									
Interest received	97	(22)	-	1	19			15	15
Insurance claim								1,532	
Total Receipts	183,093	173,068	146,300	135,099	156,933	102,413	118,650	88,483	105,987
Payments									
Fundraising	245	277	47	108	52	239	302	251	415
Food and drink	110	1,047	1,622	2,377	830	448	863	706	1,184
Resources	1,780	136,468	117,615	113,967	88,203	73,128	80,828	82,289	83,323
Wages	144,475	8,040	8,110	7,323	6,274	4,250	7,800	8,433	7,658
Rent	8,057	4,130	3,085	2,409	1,372	1,121	879	436	218
Pension	4,349	28	160	85	157	130	28	41	
Cleaning	29	661	822	788	174	783	774	769	750
Insurance	1,111	457	375	286	275	112	144	170	425
Computer / phone	228	193	762	4,621	3,051	1,941	1,395	2,306	663
Equipment	145	1,386	1,231	1,283	452	587	863	957	201
Postage, stationery and advertising	1,497	941	730	547	802	456	527	722	706
Subscriptions	840	5,668	5,475	2,541	5,721	3,375	370	853	909
Courses / training	5,227	744	400	426	250	459	264	783	300
Sundry	70	527	284	1,082	367	246	315	203	(50)
YMCA/ Nursery	1,853				279				
Total Expenditure	(170,014)	(160,787)	(140,066)	(138,062)	(109,869)	(87,275)	(95,372)	(96,921)	(96,702)
Excess of Receipts over Payments	13,079	12,281	5,904	(2,963)	47,064	15,139	23,278	(10,438)	9,285
Assets Brought Forward	124,475	112,194	106,590	109,553	92,489	47,351	24,073	34,511	25,226
Reserves Carried Forward 31 August 2025	137,554	124,475	112,194	106,590	109,553	62,489	47,351	24,073	34,511
Assets									
NSA Account	9,803	9,706	9,728	9,622	9,622	2,603	2,544	2,564	2,551
Santander Account	127,764	114,571	102,183	96,767	99,529	58,477	44,578	21,309	31,457
Petty Cash	(14)	198	283	200	402	409	229	200	503
	137,554	124,475	112,194	106,590	109,553	62,489	47,351	24,073	34,511

BURHAM PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030397

Accounts

BURHAM PRE - SCHOOL PLAYGROUP

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2024**

BURHAM PRE - SCHOOL PLAYGROUP

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2023**

	2024		2023	
	£	£	£	£
<u>Receipts</u>				
Fees		167,088		138,049
Fund raising		6,001		8,250
Interest received		(22)		-
Total Receipts		<u>173,068</u>		<u>146,300</u>
<u>Payments</u>				
Food and drink		277		47
Resources		1,047		1,622
Wages	136,488		117,615	
Rent		8,040		8,110
Pension		4,130		3,085
Cleaning		28		160
Insurance		861		822
Computer / phone		457		375
Equipment		193		762
Postage , stationery and advertising		1,386		1,231
Subscriptions		941		730
Courses / training		5,668		5,475
Entertaining		744		400
Sundry		527		264
Total Expenditure		(160,787)		(140,696)
Excess of Receipts over Payments		<u>12,281</u>		<u>5,604</u>
Assets Brought Forward		112,194		106,590
Reserves Carried Forward 31 August 2024		<u><u>124,475</u></u>		<u><u>112,194</u></u>
<u>Assets</u>				
NS&I Account		9,706		9,728
Santander Account		114,571		102,183
Petty Cash		198		283
		<u>124,475</u>		<u>112,194</u>

I have examined, without carrying out an audit, the books and records of Burham Pre-school Playgroup and confirm that the above Income and Expenditure Account is in accordance therewith.



Christopher Watson MAAT ACCA
Thompson Elphick Chartered Certified Accountants

Burham Pre-school Committee
Annual General Meeting
17th October 2024

Present	Absent								
Tracey Beechey Robyn Tullett Bethany Doyle Tonia Plowman Candice Webster Jenny Martin	Nicholas Krauspe Treasur Jarvis								
1)	Supervisors Report: T Beechey read through the supervisor's report for 2023/24. Committee members agreed they were happy to support the supervisors recommendations moving forward into 2024.								
2)	Chairpersons Report: J Martin (chair) presented her report to the group.								
3)	Treasurer Report T Beechey read through the annual financial report, submitted by Heidi Wood the financial administrator. Committee members were able to view full annual figures and no issues or concerns were raised by attendees.								
4)	<p>Current Committee resignations and Election of new Committee Members</p> <p>Rachel Baker – resigned as member Stacey Warman – resigned member Megan Thomas – resigned member Rozalyn Krauspe – resigned member Catherine Philpot – resigned member</p> <p>Election of new committee, the following members have agreed to continue to be part of the pre-school committee and to remain trustees of the preschool.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Tonia Plowman</td> <td style="width: 50%;">Robyn Tullett</td> </tr> <tr> <td>Jenny Martin</td> <td>Nicholas Krauspe</td> </tr> <tr> <td>Tracey Beechey</td> <td>Bethany Doyle</td> </tr> <tr> <td>Treasur Jarvis</td> <td>Candice Webster</td> </tr> </table> <p>One new members were elected this year.</p> <p>Grace Cooke</p> <p>The officers of the committee were agreed:</p> <p>Jenny Martin to continue as chair Tracey Beechey to continue as secretary, all agreed. Tonia Plowman to continue as treasurer, all agreed.</p> <p>All members that were unable to attend the meeting have agreed in writing to become a trustee or to continue to be members of the committee and are will attend the next meeting of the new committee on Thursday 14/11/24</p>	Tonia Plowman	Robyn Tullett	Jenny Martin	Nicholas Krauspe	Tracey Beechey	Bethany Doyle	Treasur Jarvis	Candice Webster
Tonia Plowman	Robyn Tullett								
Jenny Martin	Nicholas Krauspe								
Tracey Beechey	Bethany Doyle								
Treasur Jarvis	Candice Webster								

5) New committee

A meeting will be held with our new member so she can discuss the process and requirements of becoming a trustee member and to ensure they have the correct paperwork to complete their enhanced DBS check and to complete an EY2 form on-line for Ofsted.

The role of the committee/Trustee's was explained and the committee responsibilities form was signed by all present agreeing to respect confidentiality at all times and to show all members understanding of the committee's/trustee role in the running of the pre-school.

Pre-school policies were discussed and signed by the chair.

It was agreed that the committee will continue to run under the PLA constitution and TB will inform Ofsted of all necessary changes to the members.

Meeting Closed.

Burham Pre-school AGM – Supervisors Report

I would like to thank this year's committee members, for their continued support, we have done a few fundraising events this year, which has required a lot of commitment from some of our members. The hard work has truly been appreciated and we raised a good amount of money.

Staff

We have had a busy year of recruitment and now have a solid bank of 10 staff with varying levels of experience.

Aunty Sara has successfully completed her 6-month probation, Aunty Esme's probation has been extended to December 2024 to enable her to become a key person covering all aspects of the role before her final probation review.

Aunty Claire completed her NVQ L2 this, Aunty Aline will finish her NVQ L3 by the end of 2024. Aunty Gemma has started her NVQ L3, and our new recruits are also keen to begin training in 2025.

Staff's contracted working hours were also amended this year requiring all staff to be in setting by 8.45am for a morning meeting each day to help with our reflective practice. Regular supervisions continue to take place to make sure our staff's well-being and mental health is monitored continuously.

Children

We have continued to offer up to 28 spaces per session this year and currently have a total of 47 children on roll:

- 28 Funded 3–4 year olds
- 16 Funded 2 year olds
- 3 Non funded 2-3 year olds
- 6 children due to start between now and Easter.

Our current SEN register is for 3 children and there no children on the at risk or in need on our register.

General

As a setting we continue to lead the North Downs collaboration, however another one of our local settings has had to close due to lack of funding. This is sadly the case for a lot of pre-schools due to rising wages, increased running costs and the fact that government funding is inadequate and does not cover these outgoings. The financial administrator and I are very aware of this and will monitor expenditure closely across the year.

We had our Ofsted inspection in July 2024 which went well and we received a lovely positive report with a 'GOOD' grading which means unless there is a complaint's made against the setting we are unlikely to be inspected again for 6 years.

We are now accepting 2 and 3 year working parent government funding, this will have an effect on our total income for the year as our fees are higher than the funding we receive per session therefore without fundraising we may struggle to continue to remain financially viable.

2024-2025 – Moving forward

Although we have now been inspected the Supervisor is very keen to make sure that staff do not let our standards slip, she is therefore going to be working hard across the coming year at supporting staff's well-being and personal development.

We will need to be vigilant in monitoring budgets again this year, it is becoming hard to keep committed staff and pay suitable wages. There will again be a minimum wage increase in April 2025 which will put even more pressure on smaller settings like ours. This again needs to be taken into consideration with SEND children as we may not be able to accommodate children that need 1:1 support moving forward as funding does not cover these costs.

Moving forward into the next academic year I am also very conscious of the number of staff, we will have, undertaking training and although this is subsidised by the government we still have to pay some of the costs and for the staff's additional time out of ratio which again puts pressure on our sustainability.

Finally, I would like to thank everyone that has supported the pre-school over the last year, I am pleased we have remained sustainable however I do feel this is purely down to the people who have helped and organised fundraising events across the year, without this we would, like many other pre-schools sadly be starting to face financial difficulty. I believe we continue to have a good reputation for the quality of our care and learning within our area and I am therefore hopeful that our numbers will remain high. I am sure the following year will present its own challenges but I look forward to working with the committee to tackle them in a positive manner.

T Beechey
Supervisor
6th October 2024

Burham Preschool Chair Report 2024

Chair Person – Jenny Martin

The first terms of the academic year saw an amazing start to fundraising. A combined effort from Race Night, a Pumpkin Competition within Preschool and a Psychic Fair raised a total of £780, some of which was used to cover the expenses of the Christmas festivities for the children.

Our funds were boosted with a further £300 grant from KCC which Tracey successfully applied for and an additional generous parent donation was received. Decembers fund raising ended with 'bags to school', Christmas Fair, raffle and photos saw a healthy amount of money being raised.

January fundraising efforts continued with great momentum with a much loved night of bingo which saw nearly £500 being raised. A donation from our Heidi's employer was also gratefully received.

Moving into spring, a Book Day dress up, quiz night and a some fantastic creations in the bake off competition all contributed to the year's efforts, which covered the cost of Easter Egg treats!

Throughout the year a great deal of planning and preparation for Preschools Family Fun Day was being carried out, in tandem to a second 'bags to school' being organised and a Frosts charity collection box saw an extra £200 contributed.

The Preschool Fun Day in July was an all-round success. A huge hit with the local community and with the support from parents, stall holders and local council. Preschool managed to raise approximately £1700 after expenses. Which concluded a very successful year in fundraising all of which could not happen without all the committee members.

At the start of the year a possible holiday club was discussed to assist funds and allow the team an opportunity for more hours if required, after thought and research, this was decided against for a number of reasons.

Future plans for a change in opening hours / government funding plans was discussed with staff and future changes were implemented to come in effect from September 2024. A competitive increase in session fees and lunch club will also start at the beginning of the next academic year.

There were some staff changes unfortunately. Auntie Sara decided to leave the setting in November. The existing team covered shortages where necessary and the vacancy was advertised. The recruitment process saw Sara Jones join the team. A further member of staff, Esme Jones, who was initially offered a bank staff position was appointed in February.

Finally and by no means least, this year Preschool had an inspection from Ofsted and were awarded a GOOD rating in all areas. A testament to all the hard work and dedication so, congratulations to Tracey and her team for this great achievement in the final weeks of the year.

Personally looking forward to new plans and events in the coming year. Thank you to all committee members and a special mention to Catherine, who has decided to step down after 17years, all your assistance is gratefully appreciated.

BURHAM PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030397

Accounts

BURHAM PRE - SCHOOL PLAYGROUP

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2023**

BURHAM PRE - SCHOOL PLAYGROUP

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2023**

	2023		2022	
	£	£	£	£
<u>Receipts</u>				
Fees		138,049		131,800
Fund raising		8,250		3,298
Interest received				1
Total Receipts		146,300		135,099
<u>Payments</u>				
Food and drink	47		108	
Resources	1,622		2,577	
Wages	117,615		113,967	
Rent	8,110		7,323	
Pension	3,085		2,409	
Cleaning	160		85	
Insurance	822		798	
Computer / phone	375		286	
Equipment	762		4,621	
Postage , stationery and advertising	1,231		1,283	
Subscriptions	730		547	
Courses / training	5,475		2,541	
Entertaining	400		426	
Sundry	264		1,092	
Total Expenditure		(140,696)		(138,062)
Excess of Receipts over Payments		5,604		(2,963)
Assets Brought Forward		106,590		109,553
Reserves Carried Forward 31 August 2021		112,194		106,590
 Assets				
NS&I Account		9,728		9,622
Santander Account		102,183		96,767
Petty Cash		283		200
		112,194		106,590

I have examined, without carrying out an audit, the books and records of Burham Pre-school Playgroup and confirm that the above Income and Expenditure Account is in accordance therewith.



Christopher Watson MAAT ACCA
Thompson Elphick Chartered Certified Accountants

Burham Pre-school

AGM meeting October 2023

Chair person – Carly Prentice

Firstly, I would like to thank all of our committee members for their ongoing support. This year has been a very successful one in terms of committee fundraising.

We started the year with some really positive fundraising events such as the Quiz Night raising £237, Burham Christmas Fayre and the usual Christmas events (raffle, Christmas photos & Christmas Nativity) all generating a healthy profit of £697 to kick start the year.

Moving into the new year the bags 2 schools collection was a great success as always, and the postponed Psychic Night which brought in a fantastic £980 profit.

We then moved into the spring with a fruitful bingo night making a nice £496 profit and the annual easter hunt, held through the holidays which is always a success with preschool families and raised £90 to pay for the children's Coronation medals. We then had the crown competition for the Kings coronation which the children enjoyed and it brought in a few extra pennies for the pot.

We moved into summer we had a second bags to schools collection which was again a success, and rounded off the year with our final (and biggest) event, the Danceathon. This took a LOT of planning and input from committee members, staff and donations from local community groups etc but I think we can all agree it was a fantastic event and fundraising opportunity, bringing in a massive £2450 after all expenses and justgiving fees. I understand the funds from this will be going towards sensory equipment to create a calm space outside of the main hall for those children who find the larger space, overwhelming.

We trialled an afterschool club within preschool, for the final term of the year which didn't really take off but we were concerned about trialling it so late in the school year as most families would have child care sorted by then so there was discussion about re-starting it this year but this was up for discussion.

With regards to recruitment, majority of the staff remain in place which was comforting. We did unfortunately lose Aunty Nicola due to requiring full time work since her home situation changed, however we have managed to cover her hours internally without the need for recruitment at this stage.

We have increased session fees for this coming year and have a few exciting events in the diary already for the upcoming year which we hope to be a success to continue to improve on last years fundraising efforts.

I would like to take this opportunity to personally thank every single member of staff for their fantastic work with, and commitment to each & every child within our setting, particularly in such challenging times. I'd also like to pass my thanks on to the committee for their time and commitment during my time as chair. I've truly enjoyed throwing myself into fundraising with you and wish you all, and the preschool all the very best for the future.

Carly

Burham Pre-school
AGM – Supervisors Report

I would like to thank this year's committee members, for their continued support, we have had a really active fundraising year, which has required a lot of commitment from some of our members. The hard work has truly been appreciated and a large amount of money was raised.

Staff

Unfortunately, Auntie Nicola left in July due to family circumstances, however a few of the staff were happy to take up her hours, meaning we did not need to recruit. Additionally, we have capped the number of children we offer spaces to within each session to make sure we can staff sessions adequately taking into account the needs of the children on the role and how difficult it currently is to recruit staff.

Aunty Claire will complete her NVQ L2 by Christmas 2022.

Aunty Aline – has started her NVQ L3 and although we have had a few issues with tutors initially, she is now on schedule and should finish her course by December 2024.

Auntie Gemma will start her NVQ L3 this October and is due to finish by January 2026.

All other staff are currently happy in their role and regular supervisions continue to take place to make sure our staff's well-being and mental health is monitored throughout the year.

Children

We now offer only 27 child places per session for 10 sessions per week. This year we have a large number of rising 5's (funded children), which has an impact on our income as we receive less funding from the government per session that we charge for fee paying children (3-year funding is £12.12 per session, whereas fees are £14.50 per session). This said we have filled all our spaces for this academic year and we have a waiting list of children wanting spaces as soon as possible.

We currently now have in the setting:

- 29 Funded 3–4 year olds
- 7 Funded 2 year olds
- 15 Non funded 2-3 year olds
- 7 children due to start between now and Easter.

We currently have five children needing a lot of additional support in the setting, 2 in the EHC process, 3 in the LIFT referral process we do receive some additional SENIF funding for 2 out of these 5 children.

There no children on the at risk or in need on our register.

General

As a setting we continue to lead the North Downs collaboration, however one of our local settings has had to close due to lack of funding. This is sadly the case for a lot of pre-schools due to rising wages and costs and government funding being inadequate. The financial administrator and I are very aware of this and will monitor expenditure closely across the year.

We were last inspected by Ofsted in 2018 and are therefore expecting an inspection across this academic year.

We are now able to offer extended funding but we are only open 25hours per week, parents have been made aware of this offer and four children have currently been able to benefit from these extended hours.

2023-2024 – Moving forward

The supervisor will be working with the staff on individual self-reflection across the year to make sure we are continuing to offer our high standard of care.

Moving forward we have changed our parent feedback schedule for the year to lessen the pressure on staff, to produce lots of written reports at one time and to try and make feedback much more face to face and personal moving forward.

We continue to have a high number of children needing additional support which does make the SENCO's role much more demanding in relation to increased amounts of paperwork out of hours, and meetings that need to be attended. Unfortunately, any additional SEN funding we do receive is not allowed to be used to cover this additional paperwork time which (as with most pre-schools) does start to affect how much settings can offer and will ultimately start to impact the quality-of-care settings can provide all children. This is something I need to monitor closely as a supervisor.

Due to up-and-coming government early years 'improvements!'. Moving forward to September 2024, we will need to consider changing our core hours to be able to offer parents the full 30 hours extended entitlement, this may have a big impact on staff and our sustainability.

Finally, I would to thank everyone that has supported the pre-school over the last year, I am pleased we have remained sustainable however I do feel this is purely down to the people who have helped and organised fundraising events across the year, as without this we would, like many other pre-schools sadly be starting to face financial difficulty. I believe we continue to have a good reputation for the quality of our care and learning within are area and I am therefore hopefully that our numbers will remain high. I am sure the following year will present its own challenges with everyone facing economic hardship but I look forward to working with the committee to tackle them in a positive manner.

T Beechey
Supervisor

7/10/23

BURHAM PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030397

Accounts

BURHAM PRE - SCHOOL PLAYGROUP

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2022**

BURHAM PRE - SCHOOL PLAYGROUP

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2022**

	2022		2021	
	£	£	£	£
<u>Receipts</u>				
Fees		131,800		155,530
Fund raising		3,298		1,384
Interest received		1		19
Total Receipts		<u>135,099</u>		<u>156,933</u>
<u>Payments</u>				
Food and drink	108		52	
Resources	2,577		830	
Wages	113,967		89,203	
Rent	7,323		6,274	
Pension	2,409		1,372	
Cleaning	85		157	
Insurance	798		784	
Computer / phone	286		275	
Equipment	4,621		3,051	
Postage , stationery and advertising	1,283		452	
Subscriptions	547		802	
Courses / training	2,541		5,721	
Entertaining	426		250	
Sundry	1,092		367	
YMCW Nursey			279	
Total Expenditure		(138,062)		(109,869)
Excess of Receipts over Payments		<u>(2,963)</u>		<u>47,064</u>
Assets Brought Forward		109,553		62,489
Reserves Carried Forward 31 August 2021		<u><u>106,590</u></u>		<u><u>109,553</u></u>
Assets				
NS&I Account		9,622		9,622
Santander Account		96,767		99,529
Petty Cash		200		402
		<u><u>106,590</u></u>		<u><u>109,553</u></u>

I have examined, without carrying out an audit, the books and records of Burham Pre-school Playgroup and confirm that the above Income and Expenditure Account is in accordance therewith.



Christopher Watson MAAT ACCA
Thompson Elphick Chartered Certified Accountants

Burham Pre-school

AGM meeting October 2022

Chair person – Carly Prentice

Firstly, I would like to thank all of our committee members for their ongoing support. This year has been slightly more settled with the relaxing of rules surrounding COVID-19 pandemic allowing more fundraising to take place.

We started the year with some really positive fund raising events such as the Quiz Night, Teddy Tombola at the church Christmas Fayre, the Nearly New Sale, Christmas Raffle, Christmas photos & Christmas Nativity all generating a good profit to kick start the year.

Moving into the new year the bags 2 schools collection was a great success as always, and the profit from this went towards some new outdoor games and equipment for the children to enjoy. We also held an easter hat competition, and a family Easter hunt which proved to be a fun event for all who took part, and the proceeds were put towards jubilee medals for all children within the setting.

We ended the year with a bingo night in May and a jubilee competition with how many items can fit into a bag which raised a nice fund for the leavers event and some additional resources. We also increased the fees this year by £1 per session for non-funded children.

We were lucky to receive a grant from Kent County Council (KCC) of over £3000 in October as well which Tracey put towards a number of great resources including a preschool laptop, language and communication resources and also put towards the purchase of an outdoor shed which was significantly delayed due to supply issues.

With regards to recruitment, following the departure of Aunty Mandy as bank staff, Myself, Tracey & Tanya recruited Aunty Gemma initially as bank staff, and we have since offered her a permanent contract as she has settled in perfectly. The remainder of the staff remain in place which was comforting following a turbulent previous year.

I would like to take this opportunity to personally thank every single member of staff for their fantastic work with, and commitment to each & every child within our setting, particularly in such challenging times.

With all COVID rules now completely relaxed, we have the opportunity for a fruitful year in terms of fundraising, we welcome any ideas anybody may have and look forward to a successful year ahead. We already have a few events planned including the Psychic Night on 11th November, Quiz night on 25th November and a few Christmas events to be announced in due course, including the Church Christmas Fayre (if anyone is able to volunteer to man the stall) and the Christmas Nativity.

Burham Pre-school
AGM – Supervisors Report

Firstly, I would like to thank this year's committee members, for their continued support, although we have only done a few fundraising events all have been very well supported and profitable.

Staff

All staff except the supervisor and deputy received a pay rise in line with the increased minimum wage from 1/4/22. This will also be the case in 2023, which may impact start to impact our sustainability.

We welcomed Gemma to the team this year, she was a bank staff member from April to July and proved invaluable we therefore agreed to make her a permanent member of staff from September 2022, the chair of the committee was involved in this process. Gemma is looking forward to becoming a key person and has expressed an interest in starting her Early Years qualification within this academic year.

Aunty Claire is working towards her NVQ L2 and this should be completed within this academic year.

Aunty Sara should complete her NVQ L3 by the end of 2022.

Aunty Aline - although she is already a QTA meaning she is qualified to work within ratio, we both felt that she needed more experience within Early Years and therefore she started her NVQ L3.

All other staff have full early years qualifications, and safeguarding and first aid training are up to date or refresher courses booked as required.

Children

We had a very large rising 5's group leave in July 2022 and a smaller number of new children start in September. This said spaces are filled for the remainder of the year and due to the age range of the children starting I do not feel it is appropriate to offer more spaces at this current time.

We currently now have in the setting:

- 21 Funded 3–4 year olds
- 5 Funded 2 year olds
- 19 Non funded 2-3 year olds
- 11 children due to start between now and Easter although this is changing all the time

Our number of funded children much lower than our previous year so we will need to monitor expenditure over the coming year.

We currently have four children needing additional support in the setting and no children on the at risk or in need register.

General

As a setting we continue to lead the North Downs collaboration and this year we also set up a SEND collaboration group which Tracey also chairs.

We have struggled to get the government support for employing apprentices, Heidi and myself have been working on this for quite a long time and we will continue to do so over the coming months.

2022-2023 – Moving forward

The supervisor will be working with the staff on developing their observation, reflection and reporting skills in line with the new 3 I's way of working and getting staff to fully embed the skills they have learnt as part of their early years training.

We will be starting parent consultations to enable parents to have more face-to-face feedback and interactions with key persons.

We have found that the lower age range of the children starting has meant we have had to review some of our routines and practices to suit this year's group of children. We will need to continue to monitor this across the year.

Finally, I would to thank everyone that has supported the pre-school over the last year, I please we have remained sustainable in these uncertain times with so many pre-schools and nurseries within the area having to close and I am proud we continue with our good reputation for the quality of our care and learning. I am sure the following year will present its own challenges with everyone facing economic hardship but I look forward to working with the committee to tackle them in a positive manner.

T Beechey
Supervisor

15/10/22

Burham Pre-school Committee
Annual General Meeting
19th October 2021

Present	Absent																		
Tracey Beechey Robyn Tullett Carly Prentice Stacy Warman Bethany Cowen Rozalynn Krauspe Nicholas Krauspe Rachel Baker	Megan Thomas Tonia Plowman Catherine Philpott Jenny Martin Ellie Turner																		
1)	Supervisors Report: T Beechey read through the supervisor's report for 2021/22. No issues or concerns raised by attendees, please see attached for full report.																		
2)	Chairpersons Report: C Prentice read through her Chair persons report for 2021/22. No issues raised or concerns raised by attendees, please see attached for full report.																		
3)	Treasurer Report T Beechey read through the annual financial report which had been submitted by Heidi Wood the financial administrator. No issues or concerns were raised by attendees, please see attached for full report.																		
4)	<p>Current Committee resignations and Election of new Committee Members</p> <p>Emily Vaicekauskas – resigned as member Paul Dodson – retired member</p> <p>Election of new committee, the following members have agreed to continue to be part of the pre-school committee and to remain trustees of the preschool.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Carly Prentice</td> <td style="width: 33%;">Tonia Plowman</td> <td style="width: 33%;">Robyn Tullett</td> </tr> <tr> <td>Catherine Philpott</td> <td>Jenny Martin</td> <td>Megan Thomas</td> </tr> <tr> <td>Tracey Beechey</td> <td></td> <td></td> </tr> </table> <p>The following new members were elected:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Stacey Warman</td> <td style="width: 33%;">Nicholas Krauspe/Rozalynn Krauspe</td> <td></td> </tr> <tr> <td>Bethany Cowan</td> <td>Rachel Baker</td> <td></td> </tr> <tr> <td>Ellie Turner</td> <td></td> <td></td> </tr> </table> <p>The officers of the committee were agreed:</p> <p>Carly Prentice to continue as chair, all agreed. Tracey Beechey to continue as secretary, all agreed. Tonia Plowman to continue as treasurer, all agreed.</p> <p>NK/RK – are both members/trustees however in line with the constitution will only hold one family vote on committee matters.</p> <p>All members that were unable to attend the meeting have agreed in writing to continue to be members of the committee and will attend the first meeting of the new committee on 3/11/22.</p>	Carly Prentice	Tonia Plowman	Robyn Tullett	Catherine Philpott	Jenny Martin	Megan Thomas	Tracey Beechey			Stacey Warman	Nicholas Krauspe/Rozalynn Krauspe		Bethany Cowan	Rachel Baker		Ellie Turner		
Carly Prentice	Tonia Plowman	Robyn Tullett																	
Catherine Philpott	Jenny Martin	Megan Thomas																	
Tracey Beechey																			
Stacey Warman	Nicholas Krauspe/Rozalynn Krauspe																		
Bethany Cowan	Rachel Baker																		
Ellie Turner																			

5) New committee

All new members were informed that to become a trustee they will need an enhanced DBS check and to complete an EY2 form on-line for Ofsted, TB issued details of the online Ofsted site to enable all to complete the necessary forms.

The role of the committee/Trustee's was explained to all new members of the group and the committee responsibilities form was signed by all present agreeing to respect confidentiality at all times and to show all members understanding of the committee's/trustee role in the running of the pre-school.

Pre-school policies were discussed and signed by the chair.

It was agreed that the committee will continue to run under the PLA constitution and TB will inform Ofsted of all necessary changes to the members.

Meeting Closed.

BURHAM PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1030397

Accounts

BURHAM PRE - SCHOOL PLAYGROUP

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

BURHAM PRE - SCHOOL PLAYGROUP

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2021**

	2021		2020	
	£	£	£	£
<u>Receipts</u>				
Fees		155,530		100,360
Fund raising		1,384		2,053
Interest received		19		-
Total Receipts		<u>156,933</u>		<u>102,413</u>
<u>Payments</u>				
Food and drink	52		239	
Resources	830		448	
Wages	89,203		73,128	
Rent	6,274		4,250	
Pension	1,372		1,121	
Cleaning	157		130	
Insurance	784		783	
Computer / phone	275		112	
Equipment	3,051		1,941	
Postage , stationery and advertising	452		587	
Subscriptions	802		456	
Courses / training	5,721		3,375	
Entertaining	250		459	
Sundry	367		246	
YMCW Nursey	279		-	
Total Expenditure		(109,869)		(87,275)
Excess of Receipts over Payments		<u>47,064</u>		<u>15,138</u>
Assets Brought Forward		62,489		47,351
Reserves Carried Forward 31 August 2021		<u><u>109,553</u></u>		<u><u>62,489</u></u>
Assets				
NS&I Account		9,622		2,603
Santander Account		99,529		59,477
Petty Cash		402		409
		<u>109,553</u>		<u>62,489</u>

I have examined, without carrying out an audit, the books and records of Burham Pre-school Playgroup and confirm that the above Income and Expenditure Account is in accordance therewith.

MS [Signature]

Michael Thompson FCCA
Thompson Elphick Chartered Certified Accountants

12/3/2022

Burham Pre-school Committee
Annual General Meeting
13th October 2021

Present	Absent										
Tracey Beechey Emily Vaicekauskas Robyn Tullett Tonia Plowman Carly Prentice Catherine Philpott Lauren Burgess Jenny Martin	Paul Dodson (paperwork signed & agreed 14/10) Megan Thomas (paperwork signed & agreed 14/10)										
1)	Supervisors Report: T Beechey read through the supervisor's report for 2020/21. No issues or concerns raised. Please see attached.										
2)	Chairpersons Report: C Prentice read through her Chairpersons report for 2020/21. No Issues raised. Please see attached.										
3)	Treasurer Report T Beechey read through the annual financial report which had been submitted by Heidi Wood the financial administrator. Please see attached.										
4)	Current Committee resignations and Election of new Committee Members Sharon Lowrey – resigned as member Election of new committee: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Carly Prentice</td> <td style="width: 50%;">Tonia Plowman</td> </tr> <tr> <td>Paul Dodson</td> <td>Catherine Philpott</td> </tr> <tr> <td>Tracey Beechey</td> <td>Emily Vaicekauskas</td> </tr> <tr> <td>Lauren Burgess</td> <td>Jenny Martin</td> </tr> <tr> <td>Robyn Tullett</td> <td>Megan Thomas</td> </tr> </table> The following people were nominated to be officers of the committee: Carly Prentice to continue as chair, all agreed. Tracey Beechey to continue as secretary, all agreed. Tonia Plowman to continue as treasurer, all agreed.	Carly Prentice	Tonia Plowman	Paul Dodson	Catherine Philpott	Tracey Beechey	Emily Vaicekauskas	Lauren Burgess	Jenny Martin	Robyn Tullett	Megan Thomas
Carly Prentice	Tonia Plowman										
Paul Dodson	Catherine Philpott										
Tracey Beechey	Emily Vaicekauskas										
Lauren Burgess	Jenny Martin										
Robyn Tullett	Megan Thomas										
5)	New committee All new members were informed they will need an enhanced DBS check and to complete an EY2 form on-line for Ofsted, TB issued details of the online Ofsted site to complete the form. The role of the committee was explained to all new members and the committee responsibilities sheet was signed by all present agreeing to respect confidentiality at all times and showing an understanding of the committee's/trustee role in the running of the pre-school. Pre-school policies were discussed and signed by the chair. It was agreed that the committee will continue to run under the PLA constitution. Meeting Closed.										