

# IDE HILL PRE-SCHOOL

England & Wales · Charity number 1031381

## Details

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Other names	IDE HILL PLAYGROUP
Status	Registered
Legal form	Other
Registered	1994-01-26
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Ide Hill Village Hall Ide Hill Sevenoaks TN14 6JG
Phone	07929129567
Email	<a href="mailto:manager@idehillpreschool.org">manager@idehillpreschool.org</a>
Website	<a href="http://idehillpreschool.org/">http://idehillpreschool.org/</a>

## Activities

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**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:** PROVIDE FINANCIAL AND PRACTICAL SUPPORT IN THE EDUCATION AND DEVELOPMENT OF PRE SCHOOL AGE CHILDREN.

## Classification

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

## Geography

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- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£111,947	£126,554	-	-
2023-12-31	£137,841	£126,415	-	-
2022-12-31	£132,283	£128,660	-	-
2021-12-31	£129,280	£123,750	-	-
2020-12-31	£123,566	£116,683	-	-

## Trustees

Name	Role	Appointed
<b>Camilla Foy</b>	Chair	2025-01-01
Abbie Walsh		2025-10-01
Amy Ward		2022-09-05
Catherine Melvin		2023-10-16
Chantelle Dixon		2025-10-01
Kellie Ferguson		2025-09-01
Philippa Mayes		2025-10-01
Sarah Kleine		2025-10-01
Stephanie Freed		2023-10-16

**IDE HILL PRE-SCHOOL**

England & Wales - Charity number 1031381

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2024		Day 31	Month 12	Year 2024

## Section A Reference and administration details

**Charity name** Ide Hill Pre School

**Other names charity is known by**

**Registered charity number (if any)** 1031381

**Charity's principal address**

Ide Hill Village Hall  
 Ide Hill  
 Kent  
 Postcode TN14 6JG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Brenda Bates	Chair	Elected 5 <sup>th</sup> September 22 Left July 2024	
2	Camilla Foy	Chair	Elected September 2024	
3	Elizabeth Money	Manager	Re-elected Oct 2023	
4	Amy Ward		Re-elected Oct 2023	
5	Stephanie Freed		Elected Oct 2023	
6	Cat Melvin		Elected Oct 2023	
7	Sarah Bracewell-Milne		Elected Oct 2023 Left July 2024	
8	Jennifer Fletcher		Elected Oct 2024	
9	Melissa Hequet		Elected Oct 2024	
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
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**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Pre School Manager – Elizabeth Money
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**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Pre School Learning Alliance 2011 Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Unincorporated Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are appointed or reappointed annually at the Annual General Meeting held in October

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Ide Hill Pre School is open to local children aged from 2 years until they go to school at the age of 4 years old.</p> <p>We very much welcome all children, including those who need extra help and support with development milestones.</p> <p>The Manager of the pre school Mrs Money manages the day-to-day running of the preschool which includes managing a team of 5 staff members. Our trustees oversee the running of the pre school.</p> <p>The pre school employees an Administrator, Jennifer Smith, who is approved to look after the banking for the pre school. She oversees that the committee meet its obligations with DBS and Ofsted checks and put together the accounts for the pre school. Jennifer Smith is not a trustee.</p> <p>All trustees are required to abide by our confidentiality policy and are all required to read our safeguarding policy.</p> <p>All trustees give of their time freely and no remuneration is paid.</p>
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## Section C Objectives and activities

**Summary of the objectives of the charity.**

**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)**

### Our objectives for 2024-2025:-

The early years environment is continuously evolving; online CPD has been booked to understand the recent changes regarding the way Ofsted now grade Early Years settings. There is also change from September 2025 regarding recruitment, safeguarding and welfare requirements for young children. We will be continuing CPD, skilful planning and teaching to the highest standard.

### CPD

With Communication & Language one of the prime areas of learning we have identified that a significant number of children have speech delay. We are continuing to work with ICAN to improve articulation/speech sounds and refresher training for SENCo/Staff has been provided in Makaton/ICAN which has been cascaded to the team and these ICAN sessions are now built into the curriculum at the pre-school.

### Improving Gross Motor Skills for 2 year olds

With the introduction of 2 year olds into the pre-school – we have identified that some additional equipment is required. Through regular “Progress trackers” system, this has highlighted that gross motor skills particularly in our 2 year olds is an area of learning that requires some further intervention. The provision of a robust much needed Indoor Wooden Climbing Frame will be purchased (via fundraising/grants) to develop/progress the skills of the pre-school children.

PE apparatus are needed to be accessible for both indoors/outdoors and will enhance the children’s gross motor physical skills; activating muscles, joints, balance simultaneously; creating better body balance - alongside cognitive and social-emotional skills.

All members of staff have now gained their paediatric first aid qualification. The New Manager will attend Designated safeguarding course in Autumn term.

### Overview

Our numbers have improved this academic year, with the introduction of “Working Parents Entitlement WPE” and introducing 30 hours for children from September 2025, resulting in the pre-school opening longer hours to accommodate these changes. September 2025 – we have 27 children, October - we have 29 children and 30 children in January 2026. A waiting list of 4 at present.

### Staff/Leadership

After 18 years as Manager of Ide Hill Preschool and 3 Ofsted Outstanding grades, Liz Money is retiring. A new Manager, Kellie Ferguson, has been appointed and she will take over the role from September 2025. Elaine Tappenden is retiring in

the Summer 20205 and a new member of staff has joined, Amy Young who will join the team in September 2025. We currently have 6 members of staff including the manager.

#### June 2024

In June the children invited their much-loved teddies to a picnic lunch. This is a wonderful fun filled event to host; developing the children's communication and social skills. The children allow the teddies to share food encouraging, sharing and teaching concepts of fairness. The children played games, enjoyed role play; taking responsibility of planning and leadership as they arranged their toys around the picnic table.

#### July 2024

With the summer heat upon us - the entire pre-school community; children, parents' and teaching staff headed to Godstone Farm in the Surrey countryside for a summer's day outing. The farm provides an active learning environment with a dedicated team of staff who ensured our day was the perfect place to finish the pre-school year. The children were able to learn about the animals, experience sights, smells and sounds on the farm. With a picnic area for lunch our group visit was tailored made us.

#### New School Year September – 2024

##### 'Walking in the shoes of Giants'

September began with an 'all new' pre-school chapter 'Being Two' –

The introduction of children at a starting age of two years to the setting.

Staff attended training 'Walking in the shoes of Giants' -

The training equipped the teaching staff and pre-school as a whole to have strong processes in place to maintain our quality outstanding provision for our entering two-year-olds.

#### October/November – 2024

Gymnastics has now become an essential regular weekly part of our physical gross-motor curriculum development. With the coaching/support of our fully qualified gymnastics coach 'Jake Marro'; all children skills have been steadily progressing with fun, focus and engaging gymnastics; building physical fitness, confidence and basic movement co-ordination.

#### December 2024

December ignited the countdown to our nativity 'A Brand-New Star'' again after the absence during the pandemic of our nativity; for the second year we were delighted to begin again rehearsing our traditional musical nativity. The performance brought a huge collaborative effort together from children, teachers and parents' involvement -creatively in stage scenery/props. Christmas Hampers and Refreshments were as always, an opportunity to fund raise.

#### March 2025

World Book Day in March or Book Week as we have often called it at Ide Hill Pre-School; is a celebration of how the children can be encouraged to discover reading on their own terms, together with inspiring reading in partnership with parents, friends and teachers. Throughout the week the children entered pre-school dressed as their favourite book characters, bringing a book to share. A prize was given for the most creative costume. The children engaged in many literacies associated activities, firing their imagination and narrative skills.

#### May 2025

This May marks the 80 anniversaries of VE Day, we will be celebrating this important historic milestone with a VE Snack/Tea Party. The children can learn

through an exciting 1940's style tea-party atmosphere about the diversity of how different families celebrated the end of war-time restrictions with VE Day parties/teas. Teaching staff will be able to focus on share stories of older generations experiences; providing and passing on intergenerational knowledge.

### The Team

I would like to take this opportunity to say a big thank you to all of my staff team, it has been an absolute honour and pleasure to have worked for at Ide Hill Pre-school for the last 18 years. I am looking forward to my retirement and wish you every success for the forthcoming year.

### Committee

Finally, I would like to thank Jennifer Smith, our Finance Administrator, for her enormous contribution to the pre-school. Also, a huge thank you to Camilla our Chairperson, who has worked incredibly hard fundraising for the pre-school and I am so pleased that she will continue to work alongside our new Manager Kellie Ferguson for the next academic year.

## **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### Camilla Foy – Chair (September 2024 to Present)

I took over from Brenda Bates, who had been a dedicated and much-valued Chair of Ide Hill Pre-School. Stepping into the role in September 2024, I was excited to take on the responsibilities and opportunities that come with supporting such a special setting. I knew I was in safe hands working closely alongside our wonderful Manager, Liz Money, and the fantastic staff team.

My aim each term was to host a coffee morning and an evening social event for parents, as well as a committee meeting to ensure open communication and collaboration within our community.

#### Term 1 & 2

We had a lovely start to the Autumn term with a welcome coffee morning for parents. A great way to connect new and returning families. From there, we quickly embraced the festive season, preparing for our much-loved Nativity show. Alongside the performance, we ran a number of fundraising activities including a toy tombola, a festive hamper raffle, 'guess the weight of the Christmas cake', and served refreshments. We ended the term with a cheerful Christmas party for the children.

Thanks to the generosity of our parents and families, we raised an incredible £580, which goes directly towards enriching the children's experience at pre-school.

Term 2 was a little quieter after the busy Christmas break. It was lovely to get everyone settled back in and re-establish routines for the new year.

#### Term 3 & 4

We ran a successful coffee morning and a well-attended evening social for parents. These events are a key part of our aim to keep communication open and our sense of community strong.

This term also saw our lovely Easter show, where the children delighted us with their songs and smiles. We accompanied the event with a hamper raffle and refreshments, helping to raise an impressive £480 thanks to the generosity of the families.

## Term 5 & 6

Summer kept us very busy with a fantastic line-up of fundraising events and celebrations to end the year.

We kicked things off with the Ide Hill Village Fair, where we helped run three inflatables which were hugely popular with children on the day! We were absolutely thrilled to receive £600 from the event proceeds, which was a brilliant boost for the pre-school.

We then held another successful Family Fun Day, complete with water activities (on what turned out to be a very hot day!), a bouncy castle, cake sale, lucky dip, toy tombola, and plenty of refreshments. It was a joyful afternoon enjoyed by all, raising £260 in support of the pre-school. Next came our much-loved Coin Trail, where we asked families to donate spare change to help us create the longest coin line possible. The children loved taking part, and together we raised £86.

One of the highlights of the term was our wonderful school trip to Godstone Farm. The children had a brilliant day exploring the farm, enjoying animal encounters, and sharing a big group picnic with their friends, families, and teachers. A truly memorable outing for all.

We also hosted a coffee morning and finished the term with a cheerful Sports Day, where the children took part in fun races and games, cheered on by parents and family. Alongside the event, we ran a summer hamper raffle and served refreshments, raising **£321.50**.

All of our fundraising successes this year wouldn't have been possible without the incredible support of the committee, the families, and the dedicated staff of the pre-school. I look forward to welcoming new committee members in the coming year and continuing to grow this amazing community together.

Following Sports Day, we held our School Leavers' Presentation, a chance to celebrate our amazing children as they prepare to move on to the next chapter. It was a lovely occasion filled with smiles (and a few tears), as we looked back on all the memories they've made during their time with us.

Keeping up with tradition, the children gave a leaving present to the pre-school. This year, we were delighted to purchase a large set of magnetic tiles for all the children to enjoy. The children (and staff!) were absolutely ecstatic, a gift that will be played with for years to come.

We also said heartfelt goodbyes to two much-loved members of our team, Mrs Money and Mrs Tappenden. Both have made a lasting impact on our pre-school community through their dedication, kindness, and care. They leave behind many happy memories and grateful families, and we wish them all the best.

Looking ahead, I'm looking forward to working closely with Mrs Ferguson, who will be stepping into the role of Manager from September. We've already been catching up and sharing ideas, and we're both excited about the year to come and continuing to build on the strong foundations of Ide Hill Pre-School.

**Summary of the main achievements of the charity during the year****Verve Training/Interaction Course**

Following the detrimental impact of the Covid 19 Pandemic on young children's speech and language development mainly attributed to children having much fewer opportunities to develop these skills at home together with wide closure of educational provision.

The setting has now in turn seen a sharp increase in the need for practitioners to take responsibility to provide additional targeted support for the children.

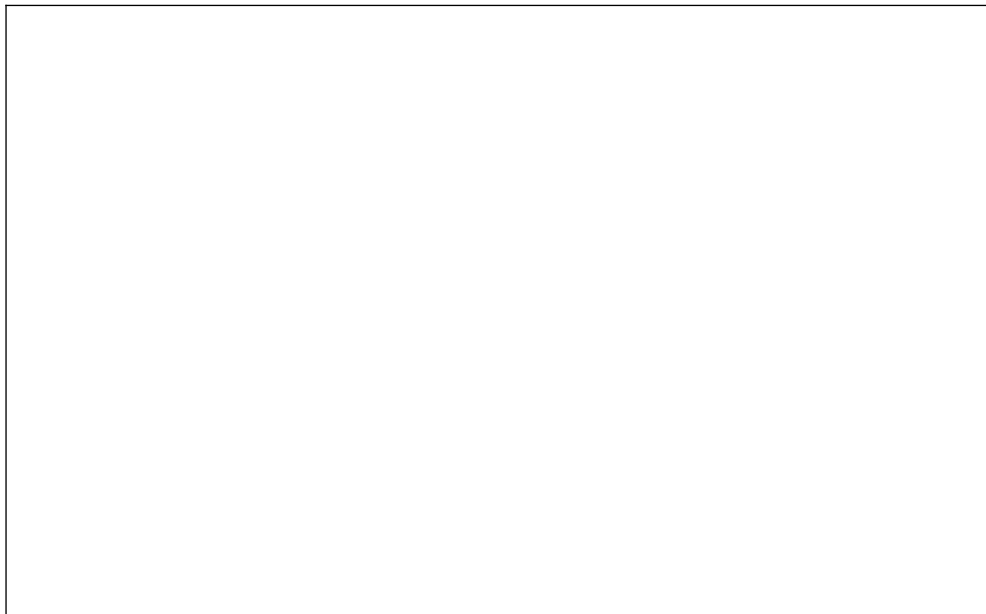
We have in respect addressed this ongoing concern over 2024 by providing 'Verve' Child Interaction Training initially to our Senco/Senior Pre-School teacher.

Over a course of one hour sessions for a 6 week period - delivered by a previous parent, children's author/illustrator Kate Yeo and trained Speech and Language therapist - then in parts cascaded to all staff members.

The Verve Child Interaction training uses videos to place professional self-reflection and collaboration at the centre of learning process, whilst providing clear visual evidence of each child's developing skills.

The focus has been on underpinning the adult in observing/facilitating the emerging skills of the individual child. We have been able to evidence how important responding and being consistent is to helping each child resource and use their own skills throughout play/learning. The practitioners described this training as 'transformational'.

The launch of our visual tour via our website in 2023, provided another excellent marketing tool that allowed parents to see the structure/visual layout and ethos/learning environment that our 'Outstanding' pre-school offers.



## Section E Financial review

### Brief statement of the charity's policy on reserves

From 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024 we made an unfortunate loss of £14,606.86. This is due to the very low numbers we had from September 2023 to July 2024 along with rising costs of rent, pay increases for staff to meet minimum wage increases and increased costs of materials and consumables. The preschool was in a very vulnerable position in early 2024 so as a result staff took on reduced hours. However, numbers did start to pick up in April 2024 and again in September 2024.

As of the 31/12/2024 we had £7,168.55 cash in our operating account in unrestricted funds. We also keep a reserve account which had a balance of £46,994.09 as of 31/12/2024 which we luckily did not have to touch. This money is kept aside to cover unexpected operational costs for a few months in the event of loss of income, any redundancy costs should the situation arise or any other unforeseen expenditure.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main sources of income are from the fees we charge for our services as well as the nursery government funding which has thrown many changes over the last 12 months.

We raised a total of £1,967.84 through our fundraising efforts for the pre-school.

In the summer of 2023, the village hall updated their electricity from a coin meter to charging us an increased rent which incorporates the electricity costs. This change was seen through the winter of 2023/2024 as rather than needing petty cash to top up, the preschool received an increase in rental costs.

As a result, we no longer need petty cash as this was only used to for adding coins to the meter. Any snack purchases are claimed back by teachers on expenses.

Empty rectangular box for optional information.

IDE HILL PRE SCHOOL

Charity Number: 1031381

Annual Accounts Year Ended

Dec-24

Receipts and Payments Accounts

	2024	2023
	£	£
<b>RECEIPTS</b>		
Fees	55,910.40	66,334.36
Nursery Education Grant	52,736.63	53,903.87
Fundraising	1,967.84	1,450.28
Donations	150.00	437.00
Bank Interest	1,182.50	15,715.38
<b>TOTAL</b>	<b><u>111,947.37</u></b>	<b><u>137,840.89</u></b>
<b>EXPENDITURE</b>		
Staff Costs	(107,995.77)	(107,713.04)
Professional Fees	(793.17)	(590.00)
Bank Charges	(60.00)	(60.00)
Premises	(7,978.00)	(6,324.04)
Marketing	0.00	0.00
Equipment	(2,281.72)	(1,044.43)
Materials	(388.80)	(3,679.98)
Food	(630.00)	(690.00)
Insurance	(678.90)	(648.29)
Heating	0.00	(903.00)
Miscellaneous	(5,747.87)	(3,761.95)
<b>TOTAL</b>	<b><u>(126,554.23)</u></b>	<b><u>(125,414.73)</u></b>
<b>TOTAL PROFIT / (LOSS)</b>	<b><u>(14,606.86)</u></b>	<b><u>12,426.16</u></b>

Balance Sheet

	2024	2023
Actual Bank Balance @ 31 December	54,162.64	69,006.30
Petty Cash Balance @ 31 December	0.00	0.00
<b>Net Assests</b>	54,162.64	69,006.30
Total Income	111,947.37	137,840.89
Total Expenditure	(126,554.23)	(125,414.73)
Profit / Loss for year	(14,606.86)	12,426.16
Profit Reserve b/fwd	<b>£45,853.48</b>	59,155.46
Profit Reserve c/fwd	31,246.62	71,581.62

I can confirm that the above accounts give a true and fair view of the pre school's financial position for the year ended 31 December 2024



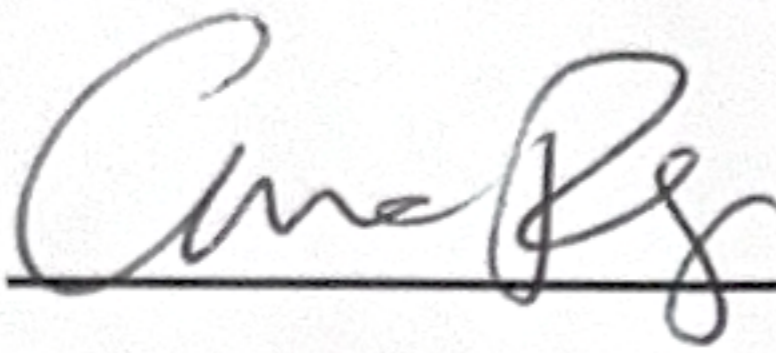
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Richard Jepson FCCA

**IDE HILL PRE SCHOOL**

**Charity Number: 1031381**

Annual Accounts Year Ended 31st December 2024



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Camilla Foy  
Chairperson Ide Hill Pre School  
Signed on behalf of all Trustees



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ide Hill Pre School

On accounts for the year  
ended

31 December 2024

Charity no  
(if any)

1031381

Set out on pages

N/A

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2024**

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

28 September 2025

Name:

Richard Jepson

Relevant professional  
qualification(s) or body

FCCA / ACCA

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**IDE HILL PRE-SCHOOL**

England & Wales - Charity number 1031381

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# Accounts

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<b>Trustees' Annual Report for the period</b>									
		Period start date			Period end date				
<b>From</b>	Day	Month	Year		Day	Month	Year	<b>To</b>	
	01	01	2023		31	12	2023		

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Ide Hill Village Hall
Ide Hill
Kent
<b>Postcode</b> <span style="float: right;">TN14 6JG</span>

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Brenda Bates	Chair	Elected 5 <sup>th</sup> September 22 Re-elected as chair July 23	
2	Jennifer Smith	Treasurer	1 <sup>st</sup> January – re-elected Oct 23	
3	Elizabeth Money	Manager		
4	Annabel Cordon-Bates	Secretary	Elected Oct 2023	
5	Stephanie Freed		Elected Oct 2023	
6	Cat Melvin		Elected Oct 2023	
7	Sarah Bracewell-Milne		Elected Oct 2023	
8	Rachael Sedgwick		Elected Oct 2023	
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
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**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Pre School Manager – Elizabeth Money

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Pre School Learning Alliance 2011 Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Ide Hill Pre School is open to local children aged from 2 years until they go to school at the age of 4 years old.</p> <p>We very much welcome all children, including those who need extra help and support with development milestones.</p> <p>The Manager of the pre school Mrs Money manages the day-to-day running of the preschool which includes managing a team of 5 staff members. Our trustees oversee the running of the pre school.</p> <p>The pre school employees an Administrator, Jennifer Smith, who is approved to look after the banking for the pre school since January 2024. She oversees that the committee meet its obligations with DBS and Ofsted checks and put together the accounts for the pre school. Jennifer is not a trustee.</p> <p>All trustees are required to abide by our confidentiality policy and are all required to read our safeguarding policy.</p> <p>All trustees give of their time freely and no remuneration is paid.</p>
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**Summary of the objectives of the charity.****Our objectives for 2023-2024:-**

The early years environment is continuously evolving, here at Ide Hill Pre-school we aim to continue our Outstanding status throughout this year - with continued CPD, skilful planning and teaching to the highest standard.

**CPD**

We have SEN children who have a diagnosis of selective mutism and verbal apraxia. Targeted training for SENCo/Staff has been provided which has included understanding what Selective Mutism and Verbal apraxia mean for a child and understanding the principles of intervention.

**Walking in the Shoes of Giants**

With the introduction of 2 year olds into the pre-school from September 2024 - we have attended some CPD during the Autumn term specifically designed for 2 year olds. This training has given us an in depth understanding of both the physical and psychological environment which is needed for younger children to thrive/learn.

Two-year-olds develop at an astonishing rate, however there is a significant differential in the range of developmental milestones between 2/3 and 3/4 year-olds. Provision of enabling environments with age appropriate/interests/resources/suitable materials needs to be accessible to them both indoors/outdoors learning/play areas which has been incorporated into the pre-school environment.

All members of staff have now gained their paediatric first aid qualification. Manager will attend Designated safeguarding course in Autumn term.

**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)**

**Overview**

Our numbers have improved this academic year, with the introduction of 2 year olds into the setting. September 2024 – we have 27 children, October - we have 29 children and 30 children in January 2025. A waiting list of 4 at present.

**Staff/Leadership**

The staff team remains stable with 6 members of staff including the manager.

**May 2023**

We celebrated not just the Coronation of our King and Queen, but the diversity of our pre-school community and all the commonwealth countries our children come from within - Making Royal food/snacks, ancient castles made out re-cycling boxes and a wonderful array of crowns were on display.

**July 2023**

We finished the Summer Term with a visit from Animalia Encounters who provided a wonderful engaging interactive workshop for the children. We learnt about differences and similarities, needs such as food, shelter, water and space and kindness and compassion. Teaching children kindness and compassion to all living things is a valuable life lesson. Children were naturally drawn to the animals. Everyone was so excited throughout, boosting their self esteem by overcoming fears of the little creatures. We had so much fun through such a unique discovery experience.

**New School Year September – 2023**

As we came back together for the Autumn term, our new starters were quick to settle into pre-school life.

**November 2023**

In November the staff and children joined in the ‘BBC Children in Need Appeal’; this was a great opportunity for the children to have fun but also to think about those children in the UK who may be less fortunate than themselves. Using the face of Pudsey Bear/Teddy Bears- the children joined in the spirit of charity fund raising by having a sensory tea party/creating their own tea flavours using citrus fruits. We raised £63 from parents/carers.

**December 2023**

December 2023 saw the production of “the Sleepy Shepherd” for our Christmas Nativity. The month of December days were filled with singing/performance practice. The entire pre-school community literally rejoiced in the return of our Nativity; with the village hall full to maximum capacity with parents/carers. Funds were raised for the pre-school through Christmas Raffle Hampers and beverages.

**June – Teddy Bears Picnic 2024**

Once again we held a ‘Teddy Bears Picnic’ in the pre-school. The children had the opportunity to bring in their favourite bears and we ate our lunch outside and finished off with some singing and dancing with our favourite bears.

**July**

The reception teacher, Mrs Daniels, came into pre-school during June, to read a story to the children who were moving onto Ide Hill School in September.

### Sports Day – July

We were very lucky with the weather once again and we held our sports day in the pre-school car park. The playground was a hive of energetic Yellow, Green, Red and Blue teams. Each child was presented with a certificate and named coloured pencils and a pencil case.

### The Team

I would like to take this opportunity to say a big thank you to all of my staff team, who work so incredibly hard and always go that "extra mile". I am looking forward to continuing and maintaining our "Outstanding" status throughout the coming year.

### Committee

Finally, I would like to thank Jennifer Smith, our Finance Administrator, for her enormous contribution to the pre-school since taking over from Laura Piper in 2024. Also, a huge thank you to Brenda our ex Chairperson, who has worked incredibly hard fundraising for the pre-school. I am looking forward to working with our new Chairperson Camilla Foy in the forthcoming months.

## **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### Brenda Bates

#### Chairperson from April 2023- July 2024

I took over from Claire Scott at the start of the Summer Term 2023. During my time as chair, our focus as a committee was to provide as many opportunities as we could for families of Ide Hill Pre School, to come together to socialise and rebuild the strong school community the school once had before the covid years. As well as, to raise as much as we could for our amazing school.

#### Summer Term 2023

During the summer term we had a coffee morning for parent to get together and we introduced a new fundraising event: The Family Fun Day. This was a great success, and it was a wonderful time for all of us families to get together to enjoy a picnic at school, as well as provide an opportunity to raise some funds for the school.

We also raised funds by having a stall at the Ide Hill Village Fair, this year we had a toy lucky dip, and we sold sweetie cones. Our sports day was another good fundraising event, as we sold refreshments and ice creams. To top off the terms fundraising the school was given a generous leaving gift from the parents of the children leaving for big school in September. In total we raised £924.90, which went towards buying some new indoor gym equipment.

### **Autumn Term 2023**

The Autumn term was another successful term in having social events and raising funds for the school. We held coffee mornings and organised a Christmas get together for the parents at a local pub.

The first fundraising event we held was a Christmas wreath making workshop. Not only was this a fun event to attend, but it also helped the Pre School make links with Ide Hill Junior School, as we ran the event together. This was well attended across two evenings and was a lovely social occasion for parents.

We also had the annual Christmas Hamper raffle and sold refreshments at the Christmas Nativity. After the nativity, the children and parents enjoyed having a Christmas party and Father Christmas even came to visit!

Another fundraising idea we did, was for the children to take part in a making a wonderful Christmas picture that was then turned into cards and other gifts the parents could buy from a company called Xmas4Schools.

In total this term we raised £980, which was used to buy new toys and resources for the children to use at school.

### **Spring Term 2024**

Spring term was a quieter one on the fundraising front, we raised £438 by having an Easter Basket Raffle and by selling refreshments at the Easter Songs Concert.

We also had another coffee morning for parents to attend.

### **Summer Term 2024**

This Summer Term we held all the same events as last year. We had a stall at the Ide Hill Fair, ran our family day again and sold refreshments at our sports day.

The children had fun taking part in a new event: The coin trail. They used all the spare change that they collect over the term to make a coin trail around the playground. They even had enough coins to spell the letters Ide Hill.

In total this term, with another generous leaving gift from the parents, we raised an amazing £1052.39! This money was used by the teachers to revamp the reading corner.

Over the year we have had committee meetings and through the different coffee mornings have managed to recruit some new parents onto the school committee. The school now has a lovely group of parents on the committee going forward into the new academic year, and I wish them all the success in raising as much as they can for our wonderful Pre School.

**Summary of the main achievements of the charity during the year**

**Verve Training/Interaction Course**

Following the detrimental impact of the Covid 19 Pandemic on young children's speech and language development mainly attributed to children having much fewer opportunities to develop these skills at home together with wide closure of educational provision.

The setting has now in turn seen a sharp increase in the need for practitioners to take responsibility to provide additional targeted support for the children.

We have in respect addressed this ongoing concern over 2024 by providing 'Verve' Child Interaction Training initially to our Senco/Senior Pre-School teacher.

Over a course of one hour sessions for a 6 week period - delivered by a previous parent, children's author/illustrator Kate Yeo and trained Speech and Language therapist - then in parts cascaded to all staff members.

The Verve Child Interaction training uses videos to place professional self-reflection and collaboration at the centre of learning process, whilst providing clear visual evidence of each child's developing skills.

The focus has been on underpinning the adult in observing/facilitating the emerging skills of the individual child. We have been able to evidence how important responding and being consistent is to helping each child resource and use their own skills throughout play/learning. The practitioners described this training as 'transformational'.

The launch of our visual tour via our website in 2023, provided another excellent marketing tool that allowed parents to see the structure/visual layout and ethos/learning environment that our 'Outstanding' pre-school offers.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

From 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023 we made a profit of £11,426.16 which is higher than the profit made in 2022, which included rising costs of rent, pay increases for staff and increased costs of materials and consumables. As of the 31/12/2023 we had £23,152.82 cash in our operating account in unrestricted funds. We also keep a reserve account which had a balance of £45,853.48 as of 31/12/2023. This includes a transfer of £15,000 from our operating account to our reserve account in October 2023. This money is kept aside to cover unexpected operational costs for a few months in the event of loss of income, any redundancy costs should the situation arise or any other unforeseen expenditure.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main sources of income are from the fees we charge for our services as well as the nursery government funding which we can only claim for children over 3 years old.

We raised a total of £1,450.28 through our fundraising efforts for the pre-school and received £437.00 in donations.

In the summer of 2023, the village hall updated their electricity from a coin meter to charging us an increased rent which incorporates the electricity costs. As a result, we no longer need petty cash as this was only used to for adding coins to the meter. Any snack purchases are claimed back by teachers on expenses.



## 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>	Brenda Bates	Sarah Bracewell-Milnes
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Trustee
<b>Date</b>	16/10/2024	

**IDE HILL PRE SCHOOL**  
**Charity Number: 1031381**  
Annual Accounts Year Ended 31st December 2023

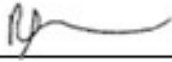
**Receipts and Payments Accounts**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
Fees	66,334.36	67,743.65
Nursery Education Grant	53,903.87	62,603.04
Fundraising	1,450.28	576.88
Donations	437.00	1,207.00
Bank Interest	15,715.38	153.10
<b>TOTAL</b>	<b><u>137,840.89</u></b>	<b><u>132,283.67</u></b>
<b>EXPENDITURE</b>		
Staff Costs	(108,713.04)	(108,309.50)
Professional Fees	(590.00)	(510.00)
Bank Charges	(60.00)	(81.00)
Premises	(6,324.04)	(7,284.37)
Marketing	0.00	(153.60)
Equipment	(1,044.43)	(1,815.08)
Materials	(3,679.98)	(7,903.82)
Food	(690.00)	(843.87)
Insurance	(648.29)	(629.81)
Heating	(903.00)	(874.00)
Miscellaneous	(3,761.95)	(255.00)
<b>TOTAL</b>	<b><u>(126,414.73)</u></b>	<b><u>(128,660.05)</u></b>
<b>TOTAL PROFIT / (LOSS)</b>	<b><u>11,426.16</u></b>	<b><u>3,623.62</u></b>

**Balance Sheet**

	<b>2023</b>	<b>2022</b>
Actual Bank Balance @ 31 December	69,006.30	72,577.14
Petty Cash Balance @ 31 December	0.11	3.11
<b>Net Assests</b>	<b>69,006.41</b>	<b>72,580.25</b>
Total Income	137,840.89	132,283.67
Total Expenditure	(126,414.73)	(128,660.05)
Profit / Loss for year	11,426.16	3,623.62
Profit Reserve b/fwd	62,779.08	59,155.46
Profit Reserve c/fwd	74,205.24	62,779.08

I can confirm that the above accounts give a true and fair view of the pre school's financial position for the year ended 31 December 2023



4 Oct 2024

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Richard Jepson FCCA

**IDE HILL PRE SCHOOL**

**Charity Number: 1031381**

Annual Accounts Year Ended 31st December 2023



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Brenda Bates

Chairperson Ide Hill Pre School

Signed on behalf of all Trustees



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ide Hill Pre School

On accounts for the year  
ended

31 December 2023	Charity no (if any)	1031381
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Set out on pages

N/A  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2023**

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

04 October 2024

Name:

Richard Jepson

Relevant professional  
qualification(s) or body

FCCA / ACCA

(if any):

**Address:**

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**IDE HILL PRE-SCHOOL**

England & Wales - Charity number 1031381

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# Accounts

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<b>Trustees' Annual Report for the period</b>							
<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2022		Day 31	Month 12	Year 2022

## Section A Reference and administration details

<b>Charity name</b>	Ide Hill Pre School	
<b>Other names charity is known by</b>		
<b>Registered charity number (if any)</b>	1031381	
<b>Charity's principal address</b>	Ide Hill Village Hall	
	Ide Hill	
	Kent	
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Postcode</b></td> <td style="border: 1px solid black; padding: 2px;">TN14 6JG</td> </tr> </table>	<b>Postcode</b>
<b>Postcode</b>	TN14 6JG	

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sarah McGlasson	Chair	1 <sup>st</sup> January – 6 <sup>th</sup> January 22	
2	Jennifer Smith	Secretary		
3	Elizabeth Money			
4	Elizabeth Mitchell	Treasurer	1 <sup>st</sup> January – 7 <sup>th</sup> November 22	
5	Claire Scott	Chair		
6	Alice Mitchell		1 <sup>st</sup> January – 7 <sup>th</sup> November 22	
7	Julia Minton		1 <sup>st</sup> January – 5 <sup>th</sup> September 22	
8	Brenda Bates		Elected 5 <sup>th</sup> September 22	
9	Amy Ward		Elected 5 <sup>th</sup> September 22	
10	Antonina Ferguson		Elected 5 <sup>th</sup> September 22	
11	Grace Gregory		Elected 5 <sup>th</sup> September 22	
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Pre School Manager – Elizabeth Money

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Pre School Learning Alliance 2011 Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Ide Hill Pre School is open to local children aged from 2.5 years until they go to school at the age of 4 years old.</p> <p>We very much welcome all children, including those who need extra help and support with development milestones.</p> <p>The Manager of the pre school Mrs Money manages the day-to-day running of the preschool which includes managing a team of 5 staff members. Our trustees oversee the running of the pre school.</p> <p>The pre school employees an Administrator, Laura Piper, who is approved to look after the banking for the pre school. She oversees that the committee meet its obligations with DBS and Ofsted checks and put together the accounts for the pre school. Laura is not a trustee.</p> <p>All trustees are required to abide by our confidentiality policy and are all required to read our safeguarding policy.</p> <p>All trustees give of their time freely and no remuneration is paid.</p>
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**Summary of the objectives of the charity.**

**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)**

**Our objectives for 2022-2023:-**

The early years environment is a continuously evolving one for improving teaching skills – with critical planned Continuous Professional Development /Training.

**Verve “Video, Endorse, Respect, Vitalise, Eye “Training for SENCO**

Speech, language and communication needs (SLCN) is the most common primary type of need for pupils on SEN support, at 23%. VERVE is a form of video interaction therapy focusing on developing and integrating communication and learning abilities, with an emphasis on self-regulation and face watching.

This training is imperative as we have children who have no speech/speech dyspraxia and as a team we need to help/assist them to achieve their goals as much as possible.

**Ongoing Forest school training –**

Training during the Summer/Autumn holiday for all staff has provided staff with the confidence to teach the children activities from using tools/building campfires / dens, together with team building exercises –this training has strengthened team morale/wellbeing and promoted pre-existing and growing social relationships amongst the children and practitioners.

All members of staff have now gained their paediatric first aid qualification.

**Overview**

Our numbers are low for this academic year, due to a few factors, low birth rate and financial hardship. October 2022 - we have 23 children and 25 children in January 2024. A waiting list of 5 at present.

**Staff/Leadership**

The staff team remains stable with 6 members of staff including the manager – unfortunately, staff have had to reduce their hours/days due to the lack of children in the setting.

**June**

Once again we held a ‘Pyjama and Onesie Day’, for Crackerjacks Children’s Trust. This charity provides much deserved and needed respite holiday home care for disabled children particularly at seaside locations.

The children had the opportunity to come to pre-school dressed in their favourite PJ’s or onesies, bringing in a small donation towards this worthy cause. We raised £55.00. Thank you to everyone who supported this worthwhile charity.

**July**

The reception teacher, Mrs Daniels, came into pre-school during June, to read a story to the children who were moving onto Ide Hill School in September.

**Sports Day – July**

We were very lucky with the weather once again and we held our sports day in the pre-school car park. The playground was a hive of energetic Yellow, Green, Red and Blue teams hurdle jumping, hobby horse galloping and egg spoon racing. Afterwards we said a fond farewell to our leavers. Each child was presented with a certificate and named coloured pencils and a pencil case.

### New School Year September – 2021

As we came back together for the Autumn term, our new starters were quick to settle into pre-school life.

### January 2022 – Staff – Volunteer / Tracey Carter

In January 2022 we afforded a placement for a Volunteer Student the opportunity to complete a Level 2 qualification in Child Care Learning and Development. On completion of an Induction Training Course, Tracey Carter works on a once-a-week basis (currently voluntarily) – on occasions as bank staff covering staff sickness. A member of staff was designated a mentor on an ongoing basis to support Tracey's entry into the pre-school environment at Ide Hill Pre-School.

### June 2022

Joining the whole nation in June 2022 we celebrated her Majesty's incredible 70 years of service – Platinum Jubilee; in recognition of this momentous occasion. Continuing to celebrate the diversity of our pre-school community; we talked about different colours of flags relating to family heritage of children attending; made penny jam tarts, craft crowns, including a Royal Treasure Hunt – sadly to acknowledge the Queens passing in the autumn of September 2022. The children gained life-time memories from these historical/community occasions.

### October 2022

We welcome Phil from Zoo Lab who definitely amazed and inspired the children and teachers alike through a wonderful engaging wild encounter.

Phil drew the children into such an animated and interactive workshop. We met Slinky the Corn Snake, Rosie the Tarantula, Twinkle toes the centipede and Turbo the African Snail. Phil told us so many interesting facts and the children experienced the textures of the mini beasts. Everyone was so excited throughout, boosting their self esteem by overcoming fears of the little creatures. "How slimy was slinky? Do snakes have bones, is he being rude when he sticks out his tongue" were just a few question. We had so much fun becoming Zoo lab wild explorers through such a unique discovery experience.

### November 2022

On the 18<sup>th</sup> November the staff and children joined in the 'BBC Children in Need Appeal'; this was a great opportunity for the children to have fun but also to think about those children in the UK who may be less fortunate than themselves. Using the face of Pudsey Bear/Teddy Bears- the children joined in the spirit of charity fund raising by having a sensory tea party/creating their own tea flavours using citrus fruits. We raised £50 from parents/carers.

### December 2022

December 2022 saw the return of our Christmas Nativity after a two-year absence due to the Pandemic. The month of December days were filled with singing/performance practice. The entire pre-school community literally rejoiced in the return of our Nativity; with the village hall full to maximum capacity with parents/carers. Funds were raised for the pre-school through Christmas Raffle Hampers and beverages.

### The Team

I would like to take this opportunity to say a big thank you to all of my staff team, who work so incredibly hard and always go that "extra mile". I am looking forward to continuing and maintaining our "Outstanding" status throughout the coming year.

### Committee

Finally, I would like to thank Laura Piper, our Finance Administrator, for her enormous contribution to the pre-school over the past four years and her unwavering support and dedication. Also, a huge thank you to Claire our ex Chairperson, who has worked hard fundraising for the pre-school. I am looking forward to working with our new Chairperson Brenda in the forthcoming months.

## **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### Claire Scott

Chairperson, Claire Scott during 2022/2023. On the committee's activities for this year:

We did a photoshoot with the teachers and used those pics to launch our social media platform. This was done to advertise the school and to keep our numbers up. It was a good way to communicate with the public about what fun activities we were doing with the children each week, as well as share the schools' values and fundraising events. We currently have around 500 followers (Facebook, Instagram and Twitter) which is fantastic.

My son, Liam Scott went to Ide Hill Pre-school and during his time there the teachers helped with pointing out symptoms which led to a cancer diagnosis with a slim chance of survival. I praised the teachers for all that they did to save Liam's life. We were in two publications – Kent Live News and The Express. The money that I was paid I donated to the pre-school.

We had a coffee morning on the 9<sup>th</sup> June 2022 which involved a cake sale.

On the 16<sup>th</sup> June 2022 we had a Committee Meeting where we gained more members for our committee.

On a very hot 19<sup>th</sup> June 2022 we had Sports Day which was a great success. We had a tea/coffee and cake sale as well as a Summer Hamper raffle. The

Summer Hamper included a manicure and make-up voucher, family photoshoot voucher, balloon voucher, bags and much more. We also had a jumble sale where the children donated their old toys and clothes.

On the 29<sup>th</sup> August 2022 we had the Ide-Hill Village Fair where the children made bracelets as well as King and Queen crowns.

On the 1<sup>st</sup> November 2022 we had our AGM on Teams.

The children made hand print Christmas tea towels as well as doing a couple of Christmas Hampers (gym passes, great food etc.) for fundraising.

**Summary of the main achievements of the charity during the year**

**Covid 19 End of Project Report**

Funding of the Covid -19 Grant – The impact of funding was to intensify the nurturing of the true ethos of Ide Pre-School that each child is a unique member of the pre-school community; we have endeavoured to do this through Forest School/Outdoor environments.

During March 2022 using the closure of the pre-school due to local elections all staff attended further additional Forest School training.

Providing training which ensures that staff are passionate that the health, physical, mental wellbeing; especially for any groups of children who are more vulnerable or disadvantage attending pre-school will be boosted at Forest School.

We were able to celebrate the financial investment of this ‘transformative gift’ evidenced in our Progress Tracking Data – Clearly identifying the fostering of confidence/developing self-esteem amongst all children.

Following our esteemed ‘Outstanding’ grading of October 2021 we welcomed in April 2022 Alex Gamby – Head of Early Years for the whole of the Kent region for both Early Year/Primary Education (to the end of the Early Years Foundation Stage.) This was a true honour within the Early Years sector. Liz Money, the Pre-School Manager, demonstrated outstanding management/leadership skill by taking Alex Gamby on a ‘deep dive’ walk throughout the pre-school – which reflected all areas of the curriculum/planning of which the children access during a day at pre-school.

The launch of our social media platform in 2022. This provides excellent marketing and reassurance to the public that our pre-school is an excellent school.

**Brief statement of the charity's policy on reserves**

From 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022 we made a small profit of £3,623.62 which is lower than the profit made in 2021, although with rising costs it was expected that our profit would be lower. As of the 31/12/2022 we had £42,359.70 cash in our operating account in unrestricted funds. We also keep a reserve account which had a balance of £30,217.44 as of 31/12/2022. This money is kept aside to cover unexpected operational costs for a few months in the event of loss of income, any redundancy costs should the situation arise or any other unforeseen expenditure.

**Details of any funds materially in deficit**

Not applicable

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main sources of income are from the fees we charge for our services as well as the nursery government funding which we can only claim for children over 3 years old. Due to the rising costs of electricity, food and goods in June 2022 we reviewed our fees, we learned that our fees were on the lower side in comparison to our competitors, so it was agreed by the committee to increase all our fees from September 2022.

We raised a total of £576.88 through our fundraising efforts for the pre school and received £1207.00 in donations.

Teachers received a 5% pay rise in September 2022 in recognition of their hard work and commitment.


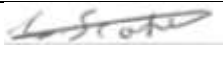
**Section F Other optional information**

[Empty box for 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)	Jennifer Smith	Claire Scott
Position (eg Secretary, Chair, etc)	Secretary	Chair

**Date** 16/10/2023

**IDE HILL PRE SCHOOL**  
**Charity Number: 1031381**  
Annual Accounts Year Ended 31st December 2022

**Receipts and Payments Accounts**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
Fees	67,743.65	59,283.30
Nursery Education Grant	62,603.04	65,498.58
Fundraising	576.88	487.87
Donations	1,207.00	4,007.15
Bank Interest	153.10	3.01
<b>TOTAL</b>	<b><u>132,283.67</u></b>	<b><u>129,279.91</u></b>
<b>EXPENDITURE</b>		
Staff Costs	(108,309.50)	(106,347.99)
Professional Fees	(510.00)	(85.00)
Bank Charges	(81.00)	(96.00)
Premises	(7,284.37)	(5,769.63)
Marketing	(153.60)	(614.33)
Equipment	(1,815.08)	(3,683.26)
Materials	(7,903.82)	(3,652.22)
Food	(843.87)	(600.00)
Insurance	(629.81)	(617.11)
Heating	(874.00)	(908.00)
Miscellaneous	(255.00)	(1,376.00)
<b>TOTAL</b>	<b><u>(128,660.05)</u></b>	<b><u>(123,749.54)</u></b>
<b>TOTAL PROFIT / (LOSS)</b>	<b><u>3,623.62</u></b>	<b><u>5,530.37</u></b>

**Balance Sheet**

	<b>2022</b>	<b>2021</b>
Actual Bank Balance @ 31 December	72,577.14	69,326.90
Petty Cash Balance @ 31 December	3.11	77.11
<b>Net Assests</b>	<b>72,580.25</b>	<b>69,404.01</b>
Total Income	132,283.67	129,279.91
Total Expenditure	(128,660.05)	(123,749.54)
Profit / Loss for year	3,623.62	5,530.37
Profit Reserve b/fwd	59,155.46	53,625.09
Profit Reserve c/fwd	62,779.08	59,155.46

I can confirm that the above accounts give a true and fair view of the pre school's financial position for the year ended 31 December 2022



25 Oct 2023

Richard Jepson FCCA

**IDE HILL PRE SCHOOL**

**Charity Number: 1031381**

Annual Accounts Year Ended 31st December 2022

A handwritten signature in black ink, appearing to read 'Bates', is written above a horizontal line.

Brenda Bates

Chairperson Ide Hill Pre School

Signed on behalf of all Trustees



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ide Hill Pre School

On accounts for the year  
ended

31 December 2022

Charity no  
(if any)

1031381

Set out on pages

N/A

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2022**

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

\* *Please delete the words in the brackets if they do not apply.*

Signed:

Date:

25 October 2023

Name:

Richard Jepson

Relevant professional  
qualification(s) or body

FCCA / ACCA

(if any):

**Address:**

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**IDE HILL PRE-SCHOOL**

England & Wales - Charity number 1031381

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# Accounts

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<b>Trustees' Annual Report for the period</b>									
		Period start date			Period end date				
<b>From</b>	Day	Month	Year		Day	Month	Year	<b>To</b>	
	01	01	2021		31	12	2021		

## Section A Reference and administration details

<b>Charity name</b>	Ide Hill Pre School
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1031381
<b>Charity's principal address</b>	Ide Hill Village Hall
	Ide Hill
	Kent
	Postcode TN14 6JG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sarah McGlasson	Chair		
2	Jennifer Smith	Secretary		
3	Catherine Ridgeway	Treasurer		
4	Elizabeth Money			
5	Hazel Hillman		1 <sup>st</sup> January- September 21	
6	Elizabeth Mitchell		Elected on 26 <sup>th</sup> March 21	
7	Claire Scott		Elected on 18 <sup>th</sup> October 21	
8	Alice Mitchell		Elected on 18 <sup>th</sup> October 21	
9	Julia Minton		Elected on 18 <sup>th</sup> October 21	
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17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Pre School Manager – Elizabeth Money

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Pre School Learning Alliance 2011 Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Ide Hill Pre School is open to local children aged from 2.5 years until they go to school at the age of 4 years old.</p> <p>We very much welcome all children, including those who need a little extra help and support with development milestones.</p> <p>The manager of the pre school Mrs Money manages the day to day running of the preschool which includes managing a team of 5 staff members. Our trustees oversee the running of the pre school.</p> <p>The pre school employees an Administrator, Laura Piper, who is approved to look after the banking for the pre school. She oversees that the committee meet its obligations with DBS and Ofsted checks and put together the accounts for the pre school. Laura is not a trustee.</p> <p>All trustees are required to abide by our confidentiality policy and are all required to read our safeguarding policy.</p> <p>All trustees give of their time freely and no remuneration is paid.</p>
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**Summary of the objectives of the charity.**

**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)**

Our specific objectives for 2021-2022:-

The early years environment is a continuously evolving one for improving teaching skills – with critical planned Continuous Professional Development /Training.

**Makaton training for Manager/SENCO**

Communication is an important skill in everyday life for all children, particularly children who are unable to speak, or make their feelings known. Makaton is a tool where they can learn to communicate. This training is imperative as we have children who have no speech/speech dyspraxia and as a team we need to help/assist them to achieve their goals as much as possible.

**Forest school training –**

Training during the Summer/Autumn holiday for all staff has provided staff with the confidence to teach the children activities from using tools/building campfires / dens, together with team building exercises –this training has strengthened team morale/wellbeing and promoted pre-existing and growing social relationships amongst the children and practitioners.

All members of staff have now gained their paediatric first aid qualification.

**Overview**

Our numbers remain positive, and enquiries continue; At present we have 34 children and 42 children in January 2023. We have a waiting list of 7 children for September 2023.

**Staff/Leadership**

The staff team remains stable with 6 members of staff including the manager – we are considering hiring another member of staff to start in January 2023 as numbers have increased.

**Charities – June**

Once again we held a ‘Pyjama and Onesie Day’, for Crackerjacks Children’s Trust. This charity provides much deserved and needed respite holiday home care for disabled children particularly at seaside locations.

The children had the opportunity to come to pre-school dressed in their favourite PJ’s or onesies, bringing in a small donation towards this worthy cause. We raised £47.00. Thank you to everyone who supported this worthwhile charity.

**July**

The reception teacher, Mrs Daniels, came into pre-school during June, to read a story to the children who were moving onto Ide Hill School in September.

**Sports Day – July**

We were very lucky with the weather once again and we held our sports day in the pre-school car park. The playground was a hive of energetic Yellow, Green, Red and Blue teams hurdle jumping, hobby horse galloping and egg spoon racing. Afterwards we said a fond farewell to our leavers. Each child was presented with a certificate and named coloured pencils and a pencil case.

### **New School Year September – 2021**

As we came back together for the Autumn term, our new starters were quick to settle into pre-school life.

### **Ofsted – October 2021**

On Tuesday 19 October 2021, Ide Hill Pre-school was inspected by Ofsted. The Ofsted inspector complimented our pre-school with the ultimate recognition in childcare by awarding "Outstanding" in all areas.

I was enormously proud of my talented and dedicated team, their skilful practice and passion for excellent childcare is evident to me every day I work with them and it is wonderful that this has now been formally recognised by Ofsted for the third time running, with the 'Outstanding' in all areas judgement.

### **Christmas 2021**

The children learnt some new Christmas songs and actions which we added onto Tapestry. An array of Christmas activities/crafts were in abundance for the children to self explore and engage in.

### **Christmas 2021 at Kippington – Christmas Hamper**

Christmas 2021 marked an opportunity to reach out across the generations to support Kippington Nursing Home for the elderly Christmas Card Appeal for their residents.

We decided it would be a wonderful additional gesture to make up a hamper for the nursing home. The children excitedly created some fabulous snowmen/Santa cards with 'glitter galore' in abundance. The hamper was full to the brim with biscuits, mince pies, chocolates - together with some activity resources; paper pens, jigsaws requested by the Activity Manager at the nursing home. The Christmas cards/hamper was promptly delivered to the homes delighted residents ready for the festive celebrations.

### **The Team**

I would like to take this opportunity to say a big thank you to all of my staff team, who work so incredibly hard and always go that "extra mile". I am looking forward to continuing and maintaining our "Outstanding" status throughout the coming year.

### **Committee**

Finally, I would like to thank Laura Piper, our Finance Administrator, for her enormous contribution to the pre-school over the past three years and her unwavering support and dedication. Also, a huge thank you to Sarah our ex Chairperson, who has worked hard fundraising for the pre-school. I am looking forward to working with our new Chairperson Claire in the forthcoming months.

## Additional details of objectives and activities (Optional information)

A statement from Sarah McGlasson, Chairperson during 2021. On the committees activities for this year:

In April 21 the children participated in a sponsored walk to raise funds for the preschool. One particular achievement to note from this event was little Archie who walked 16.7km over the month and raised £150! A big well done.

In July 21, it was an exciting time as the end of year sports day event took place. It was so lovely to see all the children participating and having fun in the sports events. The committee were present selling teas/coffees and well-deserved ice lollies and raised £190.

September 2021 started very positively and we welcomed many new children into the preschool. After a couple of unusual years, it was lovely to run a face-to-face coffee morning at the beginning of term for returning parents and also to welcome new parents. This was a lovely opportunity for preschool staff to also attend and speak to parents.

We held last year's AGM meeting on 18th October and this was very well attended and a positive meeting.

A huge success to note last year was the Ofsted visit. This was an opportunity for staff, children and parents to showcase the beautiful and nurturing preschool that is Ide Hill Preschool. The visit was a big success and shortly after the preschool was awarded another 'Outstanding' rating. This is a significant achievement and one that the staff should be very proud of.

Looking forward to Christmas, the committee started thinking about fundraising ideas and a Wreath Making Event was scheduled. Unfortunately, due to rising COVID cases in the area this event had to be cancelled. Parents were very generous in making donations for the Christmas hampers to raise money from the sale of raffle tickets.

In January 22, I stepped down from the role due to my own personal and work commitments and handed over to Claire Scott.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

By far our biggest achievement in 2021 was receiving an Outstanding rating in all areas from Ofsted. Detailed below are some of the comments which the Ofsted inspector made in her report:

- Children flourish as they play and learn, expertly supported by the highly motivated staff team.
- Throughout the setting, children busily explore, experiment, laugh or talk. Whether constructing walls, washing baby dolls or sitting with friends in dens to read books, they play extremely cooperatively. They work together to solve problems in very mature ways.
- The leadership and management of the setting are inspirational. The close working relationships between the manager and staff team result in a highly efficient service that fully meets the needs of children and their families.
- Parents and carers are extremely positive in their feedback, particularly in their praise for staff. They provide numerous examples of the ways in which the manager and staff have gone beyond the expectations of their role to support children and their families.

These are just a few of the comments in the report, we are very proud of this achievement and shows what an amazing team we have at Ide Hill Pre School.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

From 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021 we made a small profit of £5,530.37 As of the 31/12/2021 we had £39,224.55 cash in our operating account in unrestricted funds. We also keep a reserve account which had a balance of £30,102.35 as of 31/12/2021. This money is kept aside to cover operational costs for a few months in the event of loss of income, any redundancy costs should the situation arise or any other unforeseen expenditure.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main sources of income are from the fees we charge for our services as well as the nursery government funding which we can only claim for children over 3 years old.

One of our biggest expenditures during this year was the improvements which we made to our outdoor shelter. We spent £2,880.00 on renovating our outdoor shelter, the roof needed replacing as it leaked and new guttering was put in all around the shelter. This shelter is such a valuable space for the preschool as it provides an outdoor space which can be utilised in all weathers now that it has been renovated. Having such a valuable space like this supports our objective in giving the children who attend our setting, rich and varied spaces inside and out for them to explore, play and learn.

We earned a total of £487.87 through our fundraising efforts for the pre school. The Christmas hampers which we raffled to parents raised £337.87 and also the children took part in a sponsored walk which raised another £150.00.

As expected for 2021 our outgoings have remained as expected. Our largest cost being our staffing costs – which includes salaries, tax , national insurance, pensions and staff training.

## Section F



## Other optional information

In January 2021 the country was still feeling the affects of the Covid-19 pandemic, we were more fortunate that on this occasion we were not required to close our setting were able to remain open during this time.

# 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>	Jennifer Smith	Claire Scott
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	Chair
<b>Date</b>	20/10/2022	

**IDE HILL PRE SCHOOL**  
**Charity Number: 1031381**  
Annual Accounts Year Ended 31st December 2021

**Receipts and Payments Accounts**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
Fees	59,283.30	53,061.00
Nursery Education Grant	65,498.58	61,315.39
Government Grants	0.00	7,426.22
Fundraising	487.87	250.00
Donations	4,007.15	1,489.36
Bank Interest	3.01	24.14
<b>TOTAL</b>	<b><u>129,279.91</u></b>	<b><u>123,566.11</u></b>

<b>EXPENDITURE</b>		
Staff Costs	(106,347.99)	(102,109.67)
Professional Fees	(85.00)	(685.00)
Bank Charges	(96.00)	(60.00)
Premises	(5,769.63)	(3,285.00)
Marketing	(614.33)	(210.00)
Equipment	(3,683.26)	(3,472.84)
Materials	(3,652.22)	(3,352.56)
Food	(600.00)	(665.32)
Insurance	(617.11)	(615.86)
Heating	(908.00)	(790.00)
Miscellaneous	(1,376.00)	(1,436.66)
<b>TOTAL</b>	<b><u>(123,749.54)</u></b>	<b><u>(116,682.91)</u></b>

<b>TOTAL PROFIT / (LOSS)</b>	<b><u>5,530.37</u></b>	<b><u>6,883.20</u></b>
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**Balance Sheet**

	<b>2021</b>	<b>2020</b>
Actual Bank Balance @ 31 December	69,326.90	64,063.00
Petty Cash Balance @ 31 December	77.11	59.23
<b>Net Assests</b>	<b>69,404.01</b>	<b>64,122.23</b>
Total Income	129,279.91	123,566.11
Total Expenditure	(123,749.54)	(116,682.91)
Profit / Loss for year	5,530.37	6,883.20
Profit Reserve b/fwd	53,625.09	46,741.89
Profit Reserve c/fwd	59,155.46	53,625.09

I can confirm that the above accounts give a true and fair view of the pre school's financial position for the year ended 31 December 2021

 21 Oct 2022

Richard Jepson FCCA

**IDE HILL PRE SCHOOL**

**Charity Number: 1031381**

Annual Accounts Year Ended 31st December 2021



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Claire Scott  
Chairperson Ide Hill Pre School  
Signed on behalf of all Trustees



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ide Hill Pre School

On accounts for the year  
ended

31 December 2021

Charity no  
(if any)

1031381

Set out on pages

N/A

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2021**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date:

21 October 2022

Name:

Richard Jepson

Relevant professional  
qualification(s) or body  
(if any):

FCCA / ACCA

Address:

54 Queens Drive

Sevenoaks

Kent TN14 5DD

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**IDE HILL PRE-SCHOOL**

England & Wales - Charity number 1031381

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2020		Day 31	Month 12	Year 2020

## Section A Reference and administration details

**Charity name**

Ide Hill Pre School

**Other names charity is known by**

**Registered charity number (if any)**

1031381

**Charity's principal address**

Ide Hill Village Hall  
 Ide Hill  
 Kent  
 Postcode TN14 6JG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alex Ingham	Chair	1 <sup>st</sup> January to 16 <sup>th</sup> October	
2	Sarah McGlasson	Chair	16 <sup>th</sup> October	
3	Catherine Ridgeway	Treasurer		
4	Jennifer Smith	Secretary		
5	Hazel Hillman			
6	Elizabeth Money			
7	Nichola Moss		1 <sup>st</sup> January to 16 <sup>th</sup> October	
8	Georgina Probert		1 <sup>st</sup> January to 16 <sup>th</sup> October	
9	Ryan Turner		1 <sup>st</sup> January to 16 <sup>th</sup> October	
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Pre School Manager – Elizabeth Money

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Pre School Learning Alliance 2011 Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Ide Hill Pre School is open to local children aged from 2.5 years until they go to school at the age of 4 years old.</p> <p>We very much welcome all children, including those who need a little extra help and support with development milestones.</p> <p>The manager of the pre school Mrs Money manages the day to day running of the preschool which includes managing a team of 5 staff members. Our trustees oversee the running of the pre school.</p> <p>All trustees are required to abide by our confidentiality policy and are all required to read our safeguarding policy.</p>
--	---

**Summary of the objects of the charity set out in its governing document**

Our objectives for 2020-2021:-

The early years environment is a continuously evolving one for improving teaching skills – with critical planned Continuous Professional Development /Training.

Specialist training for a practitioner to become qualified to NVQ Forest School Level 1 standard.

Forest school training – has provided an ‘inclusive’ wonderment /for our pre-school by wide arrays of fun games, activities from using tools/building campfires or dens, observing bugs, climbing trees and myriad team building exercises – fostering confidence and develop self-esteem, helping us to strengthen/promote pre-existing and growing social relationships amongst the children and practitioners.

Three members of staff have now gained their paediatric first aid qualification.

**Overview**

The Corona Virus had a huge impact on staff levels of morale and well-being - with pressure on staff to quickly rebuild previously strong key-person relationships with the children and their families. Our numbers remained positive, and enquiries continued; a virtual tour was added to the website which enabled parents/children to view the pre-school, as we were unable to have prospective parents visiting, this proved extremely popular. At present we have 33 Children and 35 children in January 2022. We have a waiting list of 8 children for September 2023.

**Challenges/Return to setting (June 2020)**

As mentioned above the return to the setting has been an extremely challenging time; making it so important to reflect on challenges we might have to face and what we have learnt from this time.

**Staff/Leadership**

We had a higher than average take up in Kent of the number of children returning to Ide Hill, which heightened the risk of infection. Whilst the wider community adapted to social distancing, staff were unavoidably required to have physical contact with the children.

The circumstances ultimately put the staff under increasing levels of stress, anxiety and fear for themselves and their families. Several staff had to face anxious worries/fears relating to their own health conditions, plus the very real risk of infecting their loved ones who were vulnerable and living with health conditions.

Through strong present management and supportive leadership, the staff felt they could share their worries/concerns constructively, receiving support and guidance when needed.

Other challenges also arose for staff - due to various external specialist staff not being able to visit for example specialist teachers and speech & language therapists visits stopped - adding further challenges/pressures for staff beyond designated responsibilities.

The team however adapted on individual levels to continue supporting the children with an outstanding stable and caring environment – crucially needed during very difficult times.

**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)**

### **Bubbles**

Following government guidance 3 small group 'bubbles' were created, the layout of the building fortunately allowed the operational logistics to implement this easily – allowing free flow & plenty outside play and learning as guidance recommended, effectively running the pre-school as 3 separate pre-schools.

The forming of the 'bubbles' created much additional thought, planning and work; ensuring learning areas were still creative/following children's interest but ensuring resources/areas could be easily cleaned (cleaning took place continually throughout the day) carried out by a designated staff rota. Additional planning of individual resources was added to the provision – allowing each child to have their own pens, scissors, play dough.

**Communication** – Communication became critical between both staff and families. Reassurance was a key factor ensuring parents/families felt their children were safe – tapestry helped our families to see what the pre-school environment looked like and the activities taking place.

Staff were separated from one another as a working team; causing once again staff well-being to be a concern. On a practical basis walkie talkies were purchased, for practical/comfort break – checking in on each bubble.

Initially at the outset of the implementation of the bubbles we thought the children would be upset by the changes and restrictions, but the children were amazing throughout – adapting, accepting and forming new friendships, everyone learnt much from the experience.

### **Charities – June**

We held a 'Pyjama and Onesie Day', our chosen charity was Crackerjacks Children's Trust. This charity provides much deserved and needed respite holiday home care for disabled children particularly at seaside locations.

The children had the opportunity to come to pre-school dressed in their favourite PJ's or onesies, bringing in a small donation towards this worthy cause. We raised £52.00. Thank you to everyone who supported this worthwhile charity.

### **July**

The reception teacher, Mrs Daniels, came into pre-school during June, to read a story to the children who were moving onto Ide Hill School in September.

### **Sports Day – July**

We were very lucky with the weather this year and we held our sports day in the pre-school car park. The playground was a hive of energetic Yellow, Green, Red and Blue teams hurdle jumping, hobby horse galloping and egg spoon racing. Afterwards we said a fond farewell to our leavers. Each child was presented with a certificate and named coloured pencils and a pencil case.

### **New School Year September – 2020**

As we came back together for the Autumn term and began to rebuild, we were aware that pre-school looked and felt very different. We were so grateful to all our families, for their fantastic support, kindness and encouragement. Our new starters are a delight, and we are extremely pleased with the way in which they are settling into pre-school life.

### **Christmas 2020**

Unfortunately, because of COVID restrictions we were unable to have a pre-school Nativity. However, the children learnt some new Christmas songs and

actions which we added onto Tapestry.

### **Christmas 2020 at Kippington – Christmas Hamper**

Christmas 2020 marked an opportunity to reach out across the generations to support Kippington Nursing Home for the elderly Christmas Card Appeal for their residents.

We decided it would be a wonderful additional gesture to make up a hamper for the nursing home. The children excitedly created some fabulous snowmen/Santa cards with 'glitter galore' in abundance. The hamper was full to the brim with biscuits, mince pies, chocolates - together with some activity resources; paper pens, jigsaws requested by the Activity Manager at the nursing home. The Christmas cards/hamper was promptly delivered to the homes delighted residents ready for the festive celebrations.

### **The Team**

I would like to take this opportunity to say a big thank you to all of my staff team, who work so incredibly hard and always go that "extra mile". I am looking forward to continuing and maintaining our "Outstanding" status throughout the coming year.

### **Committee**

Finally, I would like to thank Laura Piper, our Finance Administrator, for her enormous contribution to the pre-school over the past two years and her unwavering support and dedication. Also, a huge thank you to Sarah our Chairperson, who has worked hard fundraising for the pre-school.

## **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

During this difficult year we have been especially grateful to our staff members who have continued to work under difficult circumstances, we were particularly pleased that we could continue to pay them 100% of their salary during the time they were on furlough.

When we were closed during the whole of term 5 a few parents made donations to the pre school as we lost our private income for that term.

As always our committee showed such great support to the pre school this year, and particularly during the time in which we were closed , although we could not meet we were able to discuss and vote of matters affecting the day to day running of pre school.

**Summary of the main achievements of the charity during the year**

As we emerge from very unusual times and step into a new normal, I think it is important to reflect on where we have come from. I am going to be specifically looking back between January 2020 and December 2020. During this period, the preschool was faced with many challenges – mainly being close for the entirety of Term 5 due to government COVID restrictions. During this period, the preschool offered to stay open for our key worker children, however at this point, no one took up this offer so our doors were closed. With continued restrictions, it was agreed that after Easter, staff would be furloughed so that a small proportion of staff wages could be claimed through the Government Furlough scheme.

Thankfully the preschool was able to reopen to all children on 1<sup>st</sup> June 2020, we put in place many new stringent procedures in order to keep our children, staff and families safe from catching the virus. To start with many families were nervous about returning so a small amount returned on 1<sup>st</sup> June with a second wave of children returning a little later on 22<sup>nd</sup> June.

With our children and staff all split up into bubbles sadly we were unable to hold our normal sports day and leavers celebration. We did manage to hold a small socially distanced celebration to enable us to say goodbye to our special class of 2020. Our leavers had a collection in which they raised over £400. They kindly bought us a new fantastic climbing frame which is a great addition to our outdoor area.

In September 2020, we welcomed many new children into our preschool and they all settled in really well. At this point the preschool was still operating in 2 separate bubbles. This was a huge challenge in terms of logistics, however the preschool staff did a wonderful job and keeping things going and making everything run smoothly. At this point, restrictions were still limited and we were unable to run the usual parent coffee morning that takes place at the beginning of the Autumn term.

Approaching December 2020, it was apparent that the number of cases were increasing and restrictions were still not going to be lifted and therefore the decision was taken not to run the annual Christmas show. This was a big disappointment as is always such a highlight of the year, however the committee and preschool staff worked hard to ensure that some festivity was still spread across the preschool community. The children made lovely personalised tea towels which proved extremely popular as Christmas gifts for friends and families. The parents were also very generous and through donations, we managed to create beautiful hampers that were then raffled.

During these times, we recognised how isolating things were getting for the elderly and the preschool children were involved in a lovely project spreading Christmas Cheer to a local Nursing and Care home. The children created lovely Christmas Cards alongside hampers and packs of donated arts and crafts. The residents extremely grateful and going forward it would be lovely to keep this relationship going between the preschool and the nursing home.

I'm also very proud of the Christmas Charity Donation project that we ran. Our preschool families were very generous and provided lots of donations, which were delivered to our local Edenbridge Food Bank.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

From 1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020 we made a small profit of £6883.20. As of the 31/12/2020 we had £33,963.66 cash in our operating account in unrestricted funds. We also keep a reserve account which had a balance of £30,099.34 as of 31/12/2020. This money is kept aside to cover operational costs for a few months in the event of loss of income, any redundancy costs should the situation arise or any other unforeseen expenditure.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main sources of income are from the fees we charge for our services as well as nursery funding for the children who are eligible to receive this.

When the Government requested that all pre school and nursery settings had to close to help control the spread of Coronavirus, we had a small number of key worker children who we offered to remain open for. However, at the time none of them required our assistance. With not knowing how long we would be closed for we decided to furlough our staff – we did claim financial assistance through the Government furlough scheme. Please see the next section for full details of our claim.

Due to Covid restrictions for a large part of the years we were unable to do the fundraising events we would normally do in a year. Our leavers this year were very generous with their leavers donations and we were able to purchase some new outdoor equipment, as this is an area which is so important to the pre school and enriches the experience of our children. Our bank, CAF Bank also very kindly gave us a donation this year which we used to make our outdoor area better and add a new climbing frame.

Other than the new pieces of equipment, which we were very fortunate to be able to purchase, our outgoings have remained as expected. Our largest cost being our staffing costs – which includes salaries, tax, national insurance, pensions and staff training.

## Section F

## Other optional information

Ide Hill Pre School closed on Friday 20<sup>th</sup> March as per the Governments instructions to deal with the outbreak of Coronavirus. We were able to remain open for our key worker children for which we had a very small number of and none of them took this up. We therefore closed on 20<sup>th</sup> March which was one week before the start of the Easter Holidays. Because parents had paid for their children to attend pre school for this week we did offer to refund each parent a weeks fees, only two parents requested a refund.

Term 5 for the pre school was due to run from 16<sup>th</sup> April until 22<sup>nd</sup> May as we were not able to open at all during this period, in line with the Governments instructions, there was no fee income (private) from our parents. We did however continue to receive our state funding for the children who were eligible for funding. We did contact our key worker families again at this stage and none of them wanted their children to attend at this time. So the pre school remained closed and we took the decision to furlough our staff.

I can confirm all staff were employed before 28<sup>th</sup> February 2020. Due to the nature of their jobs our employee's income varies from month to month. Their pay is variable due to number of hours they have worked that particular

month and if any school holidays have fallen in that month, we have therefore decided to base the furlough payments on what our employees earned in these months in 2019 as detailed on our RTI statements.

Furlough Period 1<sup>st</sup> April 2020 until 31<sup>st</sup> May 2020. At which time their furlough will be reviewed. We have a total of 6 employees who have been furloughed, the trustees agreed that staff will receive 100% of their pay. All employees have all been written to and they have all agreed to this change in their employment contract.


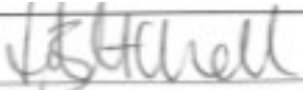
Due to new guidelines issued by the Government on 17<sup>th</sup> April for Early Years settings who are receiving funding income during this period need to take account of that income before making any claims under the job retention scheme.

We therefore calculated that our total private income for the whole of summer term (16<sup>th</sup> April until 22<sup>nd</sup> July) should have been £20,601.00 the total amount of state funding which we have received for this same period is £12,199 giving us a total income of £32,800. Our private income which we will not be receiving during this period represents 63% of our total income, we will therefore only claim 63% assistance with salaries through the Government Job Retention scheme.

## 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)	SARAH MCGLOSSON	ELIZABETH MITCHELL
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	18/10/2021	

**IDE HILL PRE SCHOOL**

Charity Number: 1031381

Annual Accounts Year Ended 31st December 2020

**Receipts and Payments Accounts**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
Fees	53,061.00	53,351.60
Nursery Education Grant	61,315.39	65,311.55
Government Grants	7,426.22	0.00
Fundraising	250.00	899.10
Donations	1,489.36	1,010.00
Bank Interest	24.14	45.07
<b>TOTAL</b>	<b><u>123,566.11</u></b>	<b><u>120,617.32</u></b>
<b>EXPENDITURE</b>		
Staff Costs	(102,109.67)	(96,815.14)
Professional Fees	(685.00)	(569.50)
Bank Charges	(60.00)	0.00
Premises	(3,285.00)	(5,460.00)
Marketing	(210.00)	(60.00)
Equipment	(3,472.84)	(4,118.65)
Materials	(3,352.56)	(4,436.69)
Food	(665.32)	(557.80)
Insurance	(615.86)	(501.65)
Heating	(790.00)	(850.00)
Miscellaneous	(1,436.66)	0.00
<b>TOTAL</b>	<b><u>(116,682.91)</u></b>	<b><u>(113,369.43)</u></b>
<b>TOTAL PROFIT / (LOSS)</b>	<b><u>6,883.20</u></b>	<b><u>7,247.89</u></b>

**Balance Sheet**

	<b>2020</b>	<b>2019</b>
Actual Bank Balance @ 31 December	64,063.00	56,564.28
Petty Cash Balance @ 31 December	59.23	79.80
<b>Net Assests</b>	<b>64,122.23</b>	<b>56,644.08</b>
Total Income	123,566.11	120,617.32
Total Expenditure	(116,682.91)	(113,369.43)
Profit / Loss for year	6,883.20	7,247.89
Profit Reserve b/fwd	46,741.89	39,494.00
Profit Reserve c/fwd	53,625.09	46,741.89

I can confirm that the above accounts give a true and fair view of the pre school's financial position for the year ended 31 December 2020

*R Jepson*

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Richard Jepson FCCA

**IDE HILL PRE SCHOOL**

**Charity Number: 1031381**

Annual Accounts Year Ended 31st December 2020

*S McGlasson*

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Sarah McGlasson

Chairperson Ide Hill Pre School

Signed on behalf of all Trustees



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ide Hill Pre School

On accounts for the year  
ended

31 December 2020

Charity no  
(if any)

1031381

Set out on pages

N/A

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2020**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

22 October 2021

Name:

Richard Jepson

Relevant professional  
qualification(s) or body

FCCA / ACCA

(if any):

**Address:**

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**