



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2020		31	12	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 st January to 16 th October	
2	Sarah McGlasson	Chair	16 th October	
3	Catherine Ridgeway	Treasurer		
4	Jennifer Smith	Secretary		
5	Hazel Hillman			
6	Elizabeth Money			
7	Nichola Moss		1 st January to 16 th October	
8	Georgina Probert		1 st January to 16 th October	
9	Ryan Turner		1 st January to 16 th October	
10				
11				
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)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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.

We very much welcome all children, including those who need a little extra help and support with development milestones.

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.

All trustees are required to abide by our confidentiality policy and are all required to read our safeguarding policy.

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 1st 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 1st June with a second wave of children returning a little later on 22nd 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 1st January 2020 to 31st 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 20th 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 20th 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 16th April until 22nd 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 28th 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 1st April 2020 until 31st 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.


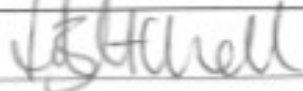
Due to new guidelines issued by the Government on 17th April for Early Years settings who are receiving funding income during this period need to take account of that income before making any claims under the job retention scheme.

We therefore calculated that our total private income for the whole of summer term (16th April until 22nd 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 MCGLASSON	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

	2020 £	2019 £
RECEIPTS		
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
TOTAL	<u>123,566.11</u>	<u>120,617.32</u>
EXPENDITURE		
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
TOTAL	<u>(116,682.91)</u>	<u>(113,369.43)</u>
TOTAL PROFIT / (LOSS)	<u>6,883.20</u>	<u>7,247.89</u>

Balance Sheet

	2020	2019
Actual Bank Balance @ 31 December	64,063.00	56,564.28
Petty Cash Balance @ 31 December	59.23	79.80
Net Assests	64,122.23	56,644.08
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



Richard Jepson FCCA

IDE HILL PRE SCHOOL

Charity Number: 1031381

Annual Accounts Year Ended 31st December 2020



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:	54 Queens Drive
	Sevenoaks
	Kent TN13

Section B	Disclosure
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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.

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