



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2021		31	12	2021

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	Sarah McGlasson	Chair		
2	Jennifer Smith	Secretary		
3	Catherine Ridgeway	Treasurer		
4	Elizabeth Money			
5	Hazel Hillman		1 st January- September 21	
6	Elizabeth Mitchell		Elected on 26 th March 21	
7	Claire Scott		Elected on 18 th October 21	
8	Alice Mitchell		Elected on 18 th October 21	
9	Julia Minton		Elected on 18 th October 21	
10				
11				
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15				
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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)

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.

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.

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

All trustees give of their time freely and no remuneration is paid.

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)

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

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

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 pre-school 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.

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 1st January 2021 to 31st 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

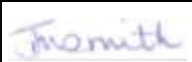
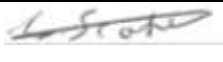
Other optional information

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

Signature(s)		
Full name(s)	Jennifer Smith	Claire Scott
Position (eg Secretary, Chair, etc)	Secretary	Chair
Date	20/10/2022	

IDE HILL PRE SCHOOL**Charity Number: 1031381**

Annual Accounts Year Ended 31st December 2021

Receipts and Payments Accounts

	2021	2020
	£	£
RECEIPTS		
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
TOTAL	<u>129,279.91</u>	<u>123,566.11</u>

EXPENDITURE		
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)
TOTAL	<u>(123,749.54)</u>	<u>(116,682.91)</u>

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

	2021	2020
Actual Bank Balance @ 31 December	69,326.90	64,063.00
Petty Cash Balance @ 31 December	77.11	59.23
Net Assests	69,404.01	64,122.23
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



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

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.