



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2022		31	12	2022

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	1 st January – 6th January 22	
2	Jennifer Smith	Secretary		
3	Elizabeth Money			
4	Elizabeth Mitchell	Treasurer	1 st January – 7 th November 22	
5	Claire Scott	Chair		
6	Alice Mitchell		1 st January – 7 th November 22	
7	Julia Minton		1 st January – 5 th September 22	
8	Brenda Bates		Elected 5 th September 22	
9	Amy Ward		Elected 5 th September 22	
10	Antonina Ferguson		Elected 5 th September 22	
11	Grace Gregory		Elected 5 th September 22	
12				
13				
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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 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 employs 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 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 18th 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 9th June 2022 which involved a cake sale.

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

On a very hot 19th 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 29th August 2022 we had the Ide-Hill Village Fair where the children made bracelets as well as King and Queen crowns.

On the 1st 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.

Section D	Achievements and performance
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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 1st January 2022 to 31st 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

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**

	2022	2021
	£	£
RECEIPTS		
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
TOTAL	<u>132,283.67</u>	<u>129,279.91</u>
EXPENDITURE		
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)
TOTAL	<u>(128,660.05)</u>	<u>(123,749.54)</u>
TOTAL PROFIT / (LOSS)	<u>3,623.62</u>	<u>5,530.37</u>

Balance Sheet

	2022	2021
Actual Bank Balance @ 31 December	72,577.14	69,326.90
Petty Cash Balance @ 31 December	3.11	77.11
Net Assests	72,580.25	69,404.01
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 'B Bates', is written over 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:	54 Queens Drive
	Sevenoaks
	Kent TN14 5DD

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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