



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 01	Year 2023		Day 31	Month 12	Year 2023

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 th September 22 Re-elected as chair July 23	
2	Jennifer Smith	Treasurer	1 st 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	
9				
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 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 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.

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.

Section C Objectives and activities

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 1st January 2023 to 31st 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

Signature(s)		
Full name(s)	Brenda Bates	Sarah Bracewell-Milnes
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	16/10/2024	

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

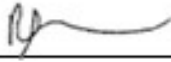
Receipts and Payments Accounts

	2023	2022
	£	£
RECEIPTS		
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
TOTAL	<u>137,840.89</u>	<u>132,283.67</u>
EXPENDITURE		
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)
TOTAL	<u>(126,414.73)</u>	<u>(128,660.05)</u>
TOTAL PROFIT / (LOSS)	<u>11,426.16</u>	<u>3,623.62</u>

Balance Sheet

	2023	2022
Actual Bank Balance @ 31 December	69,006.30	72,577.14
Petty Cash Balance @ 31 December	0.11	3.11
Net Assests	69,006.41	72,580.25
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

Richard Jepson FCCA

IDE HILL PRE SCHOOL

Charity Number: 1031381

Annual Accounts Year Ended 31st December 2023



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

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:	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.

--	--