



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Shurdington Pre-School

On accounts for the year  
ended

31 July 2021

Charity no  
(if any)

1053167

Set out on pages

3-16

(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 / 07 / 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

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:

*Daniel Gregory*

Date:

31/05/2022

Name:

Daniel Gregory

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

Part Qualified ACCA

**Address:**

Barn House

Calcot, Cheltenham

Glos, GL54 3JZ

## 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.**

# Shurdington Pre-School



## Annual Report and Accounts

For the year ended 31 July 2021

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## Legal and Administrative Information

### Trustees

#### (Committee):

Chair – Chloe Rann  
Treasurer – Nick Stone  
Secretary – Rachel Minchew  
Safeguarding Champion – Lauren Morgan  
Committee Member- Natalie Reader  
Committee Member – Lewis Tea  
Committee Member – Mary Sroka  
Committee Member – Tess Engelbrecht

#### Staff:

Play Leader and Early Years Teacher – Tess Engelbrecht – DSL  
Deputy Play Leader - Kelly Clifford – Deputy DSL  
Early Years Teacher and Butterfly Room Lead - Dot Poole-Jones  
Early Years Educator, Caterpillar Room Lead, SENDCO – Sam Butterick  
Health & Safety Officer and Early Years Educator - Penny Baker  
Early Years Play Assistant - Flo Meadows  
Administrator - Nicola Jasper  
Relief Early Years Educator - Lynn Moore  
Relief Early Years Educator – Christina Hamill  
Early Years 1-1 – Jane Thompson

#### Charity Number

1053167

#### Principal Address

Millennium Hall, Bishop Road, Shurdington, Cheltenham, GL51 4TB

#### Auditor

To be confirmed

**Bankers**

Nat West Bank, 21 The Promenade, Cheltenham

# Annual Report

## Objectives and activities for the public benefit

The Pre-School's objectives are:

- To provide high quality, affordable learning and development opportunities to children of pre-school age living within the local community and the surrounding area.
- To offer support, advice and guidance to parents and carers with children of Pre-School age living within the local community and the surrounding area.
- To offer an enabling environment in which parents and children can share in their child's development.
- To fulfil our Mission Statement:

**Shurdington Pre-School aims to offer each child an enriched learning experience through play. We will do this by providing them with a nurturing, holistic and fun environment. Each child and their family will be supported as we encourage all of our children, irrespective of need, to reach their full potential.**

## MAIN OBJECTIVES FOR 2020-2021

### Strategies employed to achieve the Stated Objectives

**Shurdington Pre-School had the following objectives in 2019-2020 and these will continue to be our main objectives through 2020-2021:**

**1. Maintain and continue to strive for excellence with our 'Outstanding' Ofsted status.**

*Replacement of Bristol Standards by a local Gloucestershire equivalent was not completed this year due to the ongoing COVID crisis, so we haven't made a submission this year. In our pursuit of excellence, we will do so again as soon as a suitable framework is in place. This year we haven't had a student, but will seek to support another one at the earliest opportunity as we value the diversity of thought they can bring to the setting. We have been, as ever, continually self-reflective in the successful introduction of Tapestry has enabled us to more fluidly assess our children, and parents have appreciated the ease of being able to see what their children are doing in setting at a time when it has not been possible for them to come on site or participate in rota as normal. We continue to improve our practice as a team through regular staff meetings, email communications, observations and staff supervisions. We are constantly reviewing what works well and what doesn't in order that we can continuously improve upon practice and the environment for the benefit of all our children.*

**2. Encourage and secure a strong Committee to continue the success and growth of the Pre-School.**

*Being fortunate enough to have a strong Committee for another consecutive year, with some members in their second or third year, has had a positive impact on the Committee's ability to support the Pre-School team effectively. We have not been able to hold any fundraising events due to Covid but we are hoping that during the forthcoming year this will change. The Committee and Staff worked effectively together throughout lockdown in order to ensure the setting was able to remain open and secure to serve Key Worker families initially; and the wider local community as soon as circumstances allowed. Many of our usual events have been halted but, as things start to return to normal, we are planning on reverting to our usual calendar of events, this AGM being the first event which we have held and opened to our parents since lockdown.*

*We were pleased to be able to offer our Butterflies a COVID secure Leavers/End of Term celebration. Overall, the ethos of Parent Partnership has continued to grow in strength and is referred to within all Pre-School literature (Prospectus, Welcome Letter, Home to Pre-School Partnership, Policies and Procedures, Website and Newsletters). We hope that this proactive approach to highlighting the importance of parental involvement will lead to more parents showing a desire to be involved in the day to day running of Pre-School for the good of the children attending. Whilst it hasn't been necessary to enforce for seven years running, the 'three strikes and out' policy has also helped attendance on Parent Rota (prior to lockdown) and will hopefully continue to do so when we are able to resume rota safely.*

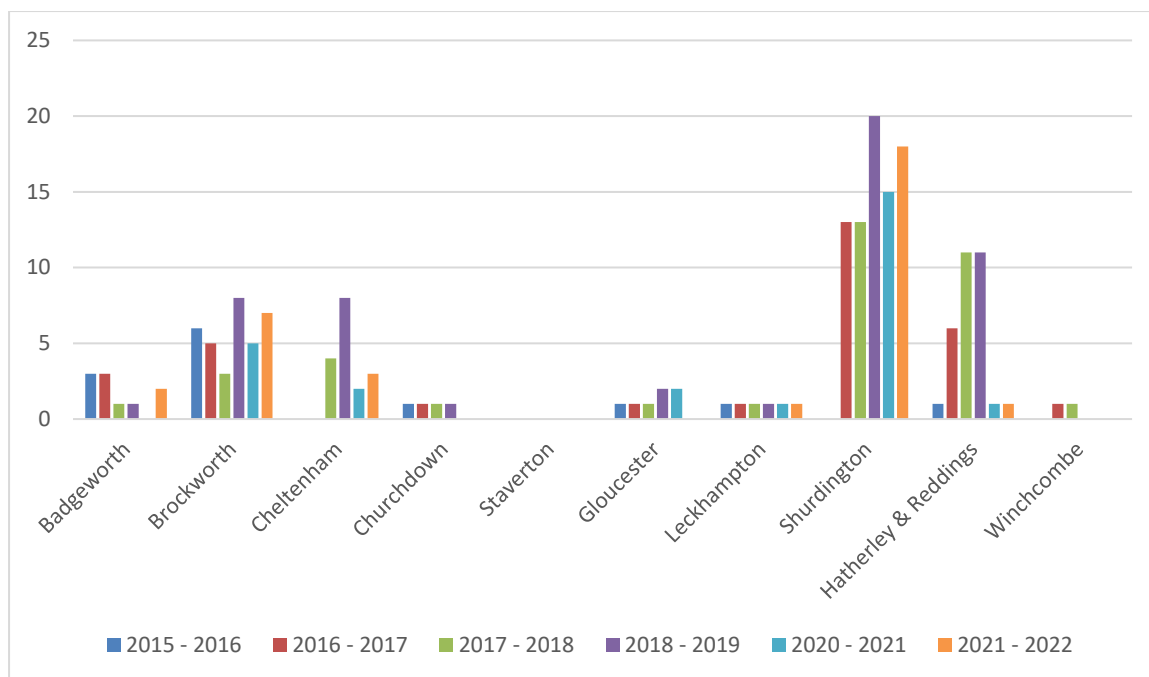
**3. Work towards a full Marketing Plan to promote the Pre-School to a wider audience (including surrounding villages). Continue to monitor the distance travelled to Pre-School over three years to assist with this marketing plan.**

*Progress in this area is ongoing. Our incredible website has made information more accessible to prospective parents and the contact pages have generated at least 10 new enquiries that have turned into children attending Pre-School. Our new banners are looking fabulous and have been commented upon which is a testament to their location and quality. Their careful location ensures maximum footfall from traffic in the village. During the forthcoming year, it is our intention to fully update our Facebook pages by merging the two existing pages we have and creating one individual page. We had originally planned to introduce a regular blog on the Website but as the engagement with parents on the Tapestry platform has been so good, we have opted instead to utilise this facility instead and will do so going forward. This will enable our excellent staff to share their expertise more widely.*

*Due to the hours changing in September 2021, we have had to cease running Family Time and will not be reinstating this in the near future.*

*We were very fortunate in being able to hold our Open Day this year, albeit in a different format, and it was well attended and was found to be incredibly beneficial in that it generated a lot of parent interest and, subsequently, new starters in setting.*

*Registration Forms from past and current years help us to build an ongoing picture of where Shurdington Pre-School families are travelling from and this is detailed here:*



Families continue to access predominantly from Shurdington village with Brockworth and Cheltenham showing the next highest numbers.

**4. Continue to maintain our very strong relationship with Shurdington Primary School, in particular building a better picture of the attainment of Pre-School children throughout their Primary School Education.**

Links with Shurdington Primary School continue and the mutual support promoted by Lockdown has helped us to strengthen our service to those in the community who needed us during a difficult time. Through our annual moderation process, prior to children transitioning up to School, Shurdington Primary School have been able to obtain a comprehensive picture of all the children moving up from Pre-School meaning they are better prepared for the children coming to them. Post-transition meetings enable Shurdington Primary School to feed back to us on our children's strengths and any areas of weakness allowing us to continually strive for perfection. Working together in this way ensures smooth transitions for all of our children and the joint moderation of summative assessments at the end of the last School Year was extremely successful. Although historically our Pre-School children have moved on from Pre-School to up to 10 different schools, the past year saw 11 of our Butterflies moving on to Shurdington Primary School with the remaining children moving to three other schools. This year we were unable to continue our linked activities in our Pre-School Programme, such as Hot School Lunches, and visits to a Reception Class which have historically been incredibly successful in easing the transition up to School did not take place. However, we are very hopeful that we will



revert back to our pre-Covid Pre-School Programme over the course of the rest of this school year and will keep parents updated.

**5. To decide on and implement a more efficient and comprehensive tracker system, such as Tapestry, that effectively monitors children's progress and informs planning more effectively.**

*We successfully implemented Tapestry and are now well into our second year of using it with all staff now comfortable with the system. The benefit of having had Tapestry in place for some time, has meant that, with the onset of a new Curriculum and some changes in the Early Years Observation, Assessment and Planning systems, we have felt well equipped to incorporate the changes easily into our day to day practice. It has been a wonderful tool to help connect with parents as well as enabling us to continue our high standard of Summative Assessment. We are able to demonstrate clear Observation and Assessment of all children through their Summative Assessments and through our accurate record keeping in Tapestry. This clearly then links through to our Planning – demonstrating a clear OAP Cycle and enables us as a team to consistently hold a clear picture of each child's progress and learning needs. Looking at each aspect in greater detail we can glean an idea of where provision needs to be enhanced. Tapestry provides us with the facility for cohort tracking, a task that was previously done manually and which is now automated saving a large amount of administrative time.*

**6. We have managed to simplify and streamline many of our administrative systems and paperwork tasks and processes over the past year and will continue to run as an effective and efficient Admin duo over the forthcoming years.**

*The Play Leader and the Administrator continue to work extremely well together and their mission statement for the year has been to improve upon communications with parents and increase the amount of relevant information that is passed on to parents at the appropriate times. In addition to all of the other benefits of Tapestry, the program also allows us to communicate daily with parents about anything of importance and we feel the system is a wonderful multi-way communication resource from both a parent and a setting perspective. This will continue into the year ahead as the new Play Leader and Manager move forward into the forthcoming year.*

**7. To continue to invest in and value the current staff team, ensuring the setting's long term sustainability. Staff will need training over the forthcoming year and this must be taken into account as a priority from the outset and must be budgeted for.**

*As ever, the Staff team will need to be supported in their respective continuous professional development over the forthcoming year. Changes have been made in-house which empower individuals to take on more responsibility and all staff have risen to the challenge. Sam has made excellent progress in her role as SENCO and has additionally taken on the role of Caterpillar Room Lead. A budget for training was approved by the Committee to allow us to make appropriate investments in our staff, based on their learning needs and the requirements of the children in setting. Both Samantha Butterick*

and Dot Poole-Jones have undertaken Designated Safeguarding Lead training to ensure appropriate provision within the setting at any point where the Play Leader and Deputy might both not be available. All statutory training such as Paediatric First Aid, Child Protection Training and DSL Training has been maintained up to date. Some of the wonderful training undertaken has included Anna Ephgrave's Planning in the Moment, Alistair Bryce Clegg's training ABC Does, An Adventure Island Masterclass with Greg Bottrill, the New Inspection Framework, Curriculum Training, Embedding Phonics in the EYFS and Embedding Maths in the EYFS, Forest School Taster Sessions, EHCP Training and Review Training, as well as regular statutory CPD. Training around supporting staff mental health and the children's mental health during the Pandemic is still outstanding but is next on the agenda. With the onset of COVID, these were all postponed and are now being rescheduled in which is very exciting. Staff Training over the forthcoming year remains an absolute priority.

- 8. We have now implemented a bi-annual review of our fees to ensure our future viability and financial sustainability. This needs to be done not only to keep in line with inflation but to ensure that we are not underselling ourselves and undercharging – we need to align ourselves with settings of a similar caliber.**

*Financially we have had a stable year, as described later in the Financial Review. This has largely been helped by the increase in opening hours and the snack charge which have had a positive impact on our finances. We have recently opened a separate deposit account to enable running costs to be clearly delineated. However, we have maintained a minimum reserve of £22,565, 26% of total income throughout the year.*

- 9. To continue to increase streams of other income and control costs as much as possible, whilst still providing the best possible care and environment for children and families. To maintain healthy reserves by really focusing on our fundraising over the forthcoming year.**

*The Committee had planned various fundraising events throughout the year, the primary one being our Open Day which has in the past been hugely successful. Sadly this year we were unable to hold it in the usual way to include fundraising. However, we were lucky to be able to hold it at all. Costs have been kept to a minimum and we benefited from the funding support the government offered during lockdown which ensured our ongoing viability. We have recognized that over the forthcoming year, we will need to continue to invest in new toys and resources, as well as some outdoor play and learning equipment. We also have need of two new laptops and three new tablets for use by the children. All this will ensure that Pre-School offers the best provision.*

## **Pre-School Provision and Staffing**

1. We currently have 93 spaces available across both rooms compared with 133 unused sessions in Sep 2020. Out of these 93 spaces, 85 have been allocated for January meaning that, from January, there will only be 8 spaces available in Caterpillars. This year we anticipated lower numbers due to our reduced marketing, the economic environment and ongoing uncertainty caused by COVID but we have been pleasantly surprised by how healthy our numbers are looking. We are working to continue to increase our numbers and our ongoing marketing plan is a key part of our plan to improve this.
2. With the two separate groups now firmly established, the Butterfly group continues to be for children in their final school year (currently 19 on the roll compared to 13 last year) and the Caterpillar group is for our youngest children (currently 15 on the roll compared to 18 last year). However, in January, we have 6 new Caterpillars starting with us which will take us to 21 Caterpillars on roll. These groupings mean that children have two distinct experiences available to them over their Pre-School journey. The future sustainability for Pre-School is stronger when we have a larger group of younger children ready to fill the spaces made by Pre-School leavers each year. This was not how Pre-School was set up originally but is how we have come to operate with longevity and long-term sustainability of the setting at the forefront of our planning.
3. 2020-2021 has seen very few staff changes with the only major change being our two new recruits – Christina Hamill who we have recruited as an additional Relief staff member, primarily working in Butterflies, and Jane Thompson who is our fixed term 1 to 1 member of staff. We are, as always, grateful to our experienced and dedicated team who have shown great loyalty to the setting during a difficult year with a number of staff spending several months on furlough.
4. The Caterpillar Team, comprises Sam, Lynn and Flo and this team has continued to improve upon their provision for our youngest children. Their practice and interactions with the children are tailored to the unique needs of each two year old and seeing how well each of our little ones has settled is a testament to their sensitivity, compassion and understanding as well as their love for the children and passion for what they do.
5. Dot, Penny and Christina (together with Jane) make a formidable team in the Butterfly Room, and their practice has gone from strength to strength. Dot brings a wealth of knowledge as Butterfly Room Lead and this incredibly creative team ensures that the children's passion, enthusiasm and interests are fueled at all times. Feedback from Schools once children have transitioned up is a testament to the fantastic job they are doing and the hugely positive impact that Pre-School has on all our little ones.
6. Nicola Jasper, our Administrator runs the Invoicing, Funding and Payroll aspects of the setting effectively and efficiently. This role has developed comfortably and we are grateful for efficient management of our funding and all things finance related.
7. Staff Development continues to be a strong focus for the Committee and, with this in

mind, we will be focusing over the forthcoming year, on additional training for all staff to deepen their knowledge and further enhance our provision. All training undertaken by any members of staff is always cascaded down to the rest of the team in staff meetings or via handouts/leaflets. INSET days, although primarily used for resource management, have also been used for staff training and this will continue in order to maintain a staff team of the highest quality. We became members of the Pre-School Learning Alliance two years ago and our access to over 20 quality training modules have been used regularly by the team to enhance their learning. Having open access to this resource means that every member of the team has undertaken the same CPD but in their own time ensuring a stronger staff and, therefore, an improved practice. Statutory training will, of course, continue as before.

8. The new Tapestry tracker system has provided clear and accurate information about children's development enabling us to quickly identify any anomalies in children's individual progress or amendments we may need to make to our planned provision. This is a far less time consuming system and we are very much looking forward to seeing the benefits in terms of efficiency and effectiveness.
9. Family Drop-In sessions ceased in March 2020, and will not be resuming as we have opted to increase our hours to enable us to offer the full 30 hour provision within the community.

## Financial Review

1. 2020-21 has been a year of stability for Shurdington Pre-School. Unlike many early year's settings, the Pre-School has successfully navigated through the Covid-19 pandemic with strong finances in place. In the financial year ending 31 July 2021, the Pre-School made a loss of £3,474.
2. Comparisons to the previous year are heavily distorted by the Covid-19 pandemic. Closures at the start of the pandemic meant that expenses were limited, resulting in a prior year profit of £21,078. It is recommended to refer back to the 2018-19 financial results for the best comparison.
3. The pandemic also impacted new joiners to the Pre-School. This meant both government and private fees suffered as a result in the first half of the financial year 2020-21. However, it is pleasing to see that the hard work put in by staff meant total fees generated increased by 5% to £85k (when compared to pre-pandemic figures).
4. Expenses also increased, in part due to increased staffing levels required for the number of children enrolled, and in part due to a pay increase made in April-2021.

5. It is worth reiterating that as a charity the aim of the Pre-School is not to build up a significant profits or losses. As a result of the profit made in the previous year, funds will be set aside to allow for the investment to be made in the purchase of new resources and equipment.

## Plans for the Future

### Shurdington Pre-School has the following objectives in 2022-23:

1. Secure a strong Committee to continue the growth and success of Pre-School.
2. Implement a new Marketing Plan within the first three Committee Meetings that can then be used to promote the Pre-School to a wider audience (including surrounding villages). Continue to monitor the distance travelled to Pre-School by current families and compare this data with that of previous years, in order to assist with marketing.
3. The Website has now been updated and a key aim is to ensure we regularly update the information provided on there. This means one of our next steps is to increase the number of content editors and providers amongst the staff and committee. This will form part of our efforts to ensure our external marketing is kept up to date and engaging. Refreshing our social media presence and adding regular content here is also an important element of our plan.
4. Continue to nurture our strong relationship with Shurdington Primary School, in particular building a better picture of the attainment of Shurdington Pre-School children throughout their Primary School Education. Look at collected data for literacy in comparison to local and national averages. Continue to undertake our joint moderations at the end of each School year. The Moderation ensures the usual high standard of transition handover. We have met with the Reception Lead at Shurdington annually for almost ten years now in order to reflect on various aspects of transition including topics such as the benefit of the joint moderation done at the end of each school year, easing transitions, and discussing how we can further improve our links going forward. The data we have collected as a result of the joint work is already impacting positively on our provision and it has been extremely useful for us to see how well Pre-School children compare to children from other settings attending Shurdington Primary School in particular.
5. To continue to use Tapestry successfully and to ensure that we maximize the use of all facilities available to us with that system. This will ensure easier collection of data, less time-consuming record keeping for staff and improved communication with parents. Despite implementation of the new system, we aim to restart as soon as possible our current parent partnership system of Parent Rota as we are one of the few settings where parents are so involved and committed to Pre-School and the positive impact of this on the children is evident. This is something that Shurdington Pre-School should pride itself on and it is a huge part of what makes the setting Outstanding.
6. To continue to value staff and invest in them, fulfilling their individual training needs, enhancing our provision and maintaining the setting's Outstanding reputation.

7. To maintain our financial security by building up and keeping a healthy reserve, to continue to increase streams of other income and to control costs as much as possible, whilst still providing the best possible care and environment for children and their families.
8. To streamline administrative systems and processes to become even more efficient.
9. To maintain our 'Outstanding' status and continue to strive for excellence.

## Annual Accounts

Shurdington Pre-School, Year Ending 31 July 2021

	Aug-19 to Jul-20	Aug-20 to Jul-21	% Change
<b>INCOME</b>			
Funded Child Fees	£89,851	£68,075	-24%
Private Child Fees	£14,488	£16,768	16%
Fundraising	£1,221	£315	-74%
Uniform	£135	£0	-100%
Other Income	£119	£0	-100%
<b>Total Income</b>	<b>£105,814</b>	<b>£85,159</b>	<b>-20%</b>
<b>EXPENDITURE</b>			
Wages	£76,701	£77,441	1%
Tax & NI	-£949	£429	-145%
Training	£1,409	£730	-48%
Premises (Rent)	£2,271	£2,351	4%
Subscriptions	£313	£256	-18%
Insurance	£969	£938	-3%
Administration	£225	£617	174%
Consumables	£2,076	£4,432	113%
Equipment	£0	£1,079	0%
Other costs	£1,721	£361	-79%
<b>Total Expenses</b>	<b>£84,736</b>	<b>£88,633</b>	<b>5%</b>
<b>Surplus/Deficit</b>	<b>£21,078</b>	<b>-£3,474</b>	<b>-116%</b>