

## **Annual Report September 2021-July 2022: All Saints Pre-School**

All Saints Church Hall, Melbourne Road  
Leyton, London E10 7HF

### **Introduction:**

All Saints Pre-School is governed by a constitution and is a registered Charity (Charity No. 1062504). During the year the Trustees were: *Chair*: Rosa Campbell; *Secretary*: Ataibor Adebajo; *Treasurer*: Shabana Ashraf; *Safeguarding Officer*: Sandra Buffonge (also *Vice Chair*); Erica Alegbeleye, Rachel Labour and Debbie Earl-Singh, Aysha Khan, Raessa Memon, Kimberly Hashi, Madina Gati

The committee continues to hold meetings by conference call on zoom, creating flexibility which has increased participation. The decision to hold meetings in person is reviewed on an ongoing basis throughout the year. Our Managers, Michelle Norwood and Wendy Gray and Office Manager Lumna Begum also attended committee meetings. Some urgent decisions were made by written resolution via email in the interest of time.

We are very proud of our staffing team who have continued to develop themselves by taking various training courses across the year. Our commitment to development has been a key factor in the growth of our reputation and profile. As a result, we have seen an uptake in the number of children attending the pre-school and for some terms we have had to implement waiting lists.

The Pre-School provides up to 30 places (mornings) and up to 30 places (afternoons) for children aged between two and four years to attend up to 5 or 10 x three hour sessions per week (depending on eligibility criteria). There were two sessions each day: 9am-12noon and 12.30-3.30pm. A lunch club was provided when the need arose.

Our aim is to provide quality pre-school education for those children according to the Early Years Foundation Stage curriculum guidelines. We are on the Early Years and Childcare Registers and are inspected by Ofsted.

Our most recent inspection was on 3<sup>rd</sup> November 2016 and the outcome was 'Good' with very positive comments. A copy of this report is available to view in the pre-school entrance foyer and online through the Ofsted Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and click on 'inspection reports'. Our URN is 155086 and when you enter this or our address you will be able to access the report. We are expecting our next inspection imminently.

During the year our Independent Examiner was Mr Brian Unwin, 22 Dale View Crescent, Chingford E4 6PQ. We are affiliated to the Pre-School Learning Alliance. Our current account was held at Barclays Bank. We had reserves held in a Virgin Money account which is ring-fenced as a Contingency Fund. We aim to keep at least one term's worth of money in the Contingency Fund so that in the event that the pre-school should ever have to close we have sufficient money to pay the staff, to cover redundancy payments and any bills.

### **Accounts:**

2020/21 accounts are presented for agreement (they were not ready for the Annual Meeting last year but have now been Independently examined). Accounts for the year 2021/22 are currently being prepared so that they can be independently examined by Mr Unwin. These will be presented for agreement at next year's Annual Meeting.

After careful consideration of our financial position, in July the committee voted to increase staff pay by 1%, in an effort to minimize the cost of living crisis on staff members. In making the decision the committee also took into account the nominal pay increase that had been awarded to staff in the previous year. During the year we also continued to support those members of staff who are entitled on the NEST pension scheme. Those who are eligible have also been offered this opportunity. We have seven *members in the scheme*.

## **Manager's Report: September 2021 – August 2022**

### **Teaching and Learning**

The Early Years Foundation Stage Curriculum has been revised and in place since September 2021.

There is a shortened version of the EYFS on the wall in the foyer and if anyone would like more information on it, please feel free to speak to Michelle or Wendy. The whole curriculum is available online.

2021/22 has been a very difficult year for education. Now we are fully open and operational we have been addressing the impact on children's Personal, Social and Emotional development and Speech and Language and Communication as a result of the pandemic.

We continued our return to face to face parent/carers meetings. Which is an essential part of Early Years. We used the upstairs staff room to hold them and made sure the room was well ventilated, parent/carers had sanitised hands and sat well apart.

Special Books were sent home so that parent/carers could see the progress their children were making. It proved difficult not being able to have parent/carers in the building for registration sessions but we were able to do them in the garden.

We have continued to review our policies and procedures in line with changes made by government, Ofsted, local authorities, and research. Parental comment and involvement are always welcome. Policies being reviewed are in the blue folder in the foyer for parent/carers to see.

### **Early Years Pupil Premium (EYPP)**

We continue to have a small number of children eligible for EYPP this is an extra payment of 53p per session from the government for every eligible 3-4 year old. It is to be used to enhance the learning of those eligible.

In 2021/22 we have been able to take these children and families on a trip to Suntrap and had a visit from the Little Supernova who an interactive story telling company and a visit from the Mini Athletics.

### **Staff Training**

During 2021/22 staff trained in a variety of subjects in order to keep up to date with research and changes to the curriculum, for their own professional development and to further improve our practice. These were:- Covid 19 Virtual Information Session, Level 2 Food Hygiene, Food Safety UK, EYFS SEND Forum, Magic Behaviour Management, SEND Partnership Group, DSL Refresher, Being Two Project, Meeting Every Child's Needs, EYFS vs SEND, REDUCING TRAUMA AND PARENTAL CONFLICT TRAINING, Diarrhoea & Vomiting Outbreaks Webinar Session for Early Years Providers, Early Years Making Sense of Autism Training , DSL Safeguarding Forum, Mental Health First Aid Adult and Building on Success.

### **Home Reading Scheme**

Our home reading scheme is back up and running as we have been able to allow parents back into the building.

### **Fundraising**

We did a raffle in December and raised £324 and in the Summer we were happy to do our Preschool Fun Day and with the Graduation Photos we raised a further £606.

### **Staffing**

Our staffing team remains unchanged.

### **Bursary**

We have been able to use our Bursary Fund set up for us through the Church to fund some additional hours for children with SEND as well as some projects to benefit the whole Preschool.

### **Committee**

We continue to be grateful for the Church's support of Preschool by being part of our committee and Delroy for Maintenance.

### **The Future**

We are expecting in the near future our OFSTED Inspection which is overdue.

Thank you to our parent/carers who have been with us during this very difficult year and for your patience and understanding.

Thank you to those parent/carers that have been on our committee. Without your support we would not have a Preschool.

Our Parent Partnership is at the heart of all we do, and we are always available to talk with you at a mutually convenient time.

**ALL SAINTS PRE-SCHOOL INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDING 31st AUGUST 2022**

Current Account		
Balance Brought Forward 2020/21	Current Account	£30,341.64
Aug-22		
Details	Amount	Total
<b>Income - Bank</b>		
EEEE 3 & 4 Years	£52,900.88	
EEEE 2 Years	£40,897.06	
Fees from Parents	£12,360.45	
Fundraising	£959.16	
Folders	£76.50	
Church	£1,337.29	
EYPP	£2,149.68	
SEN	£24,890.37	
DAF	£1,230.00	
Donation	£520.62	
Grant	£4,180.32	
Training	£932.94	
Loyalty Award	£2.24	
Interest Transfer from Virgin Account	£102.32	
<b>Total Income</b>	<b>£142,539.83</b>	<b>£142,539.83</b>
<b>Expenditure:</b>		
Salaries	£95,026.69	
Rent	£8,740.00	
DBS Expenditure	£309.10	
Consumables Preschool Stationary	£1,762.25	
Equipment	£292.03	
Office Costs	£354.70	
Telephone + Internet	£628.23	
EYPP expenditure	£2,121.15	
SEN expenditure	£28,190.72	
DAF Expenditure	£185.93	
Training	£168.00	
Building on Success Training	£932.94	
Garden	£3,184.40	
Church / Car Park	£867.62	
DVD Licence, Membership & ICO	£241.90	
Insurance and Health & Safety	£1,000.71	
Grant Expenditure	£10,000.00	
Bank Card expences	£482.92	
Bank Charges	£111.15	
<b>Total Expenditure:</b>		<b>£154,600.44</b>
<b>Total 2021/22 Deficit</b>		<b>-£12,060.61</b>
<b>Total New funds Held - Balance C/F</b>		<b>£18,281.03</b>

Virgin Reserves Account		
Balance Brought Forward 2020/21	Virgin Reserve Account	£85,164.90
Aug-22		
Details	Amount	Total
<b>Income - Bank</b>		
Virgin Account Interest	£102.32	
<b>Total Income</b>		<b>£102.32</b>
<b>Expenditure:</b>		
Transfer to Current Account	£102.32	
<b>Total Expenditure:</b>		<b>£102.32</b>
<b>Surplus / Deficit</b>		<b>£0.00</b>
<b>Total New funds Held - Balance C/F</b>		<b>£85,164.90</b>
Summary of Total Funds Balance C/F		
Current Account 2021-22 C/F (Aug-22)		£18,281.03
Virgin Reserve Account		£85,164.90
Petty Cash		£1.01
<b>Total Fund Held 2021-22 C/F</b>		<b>£103,446.94</b>

Petty Cash		
Balance Brought Forward 2020/21	Petty Cash Balance	£1.01
Aug-22		
Details	Amount	Total
<b>Expenditure:</b>		
Petty Cash Out	£0.00	
<b>Total Expenditure:</b>		<b>£0.00</b>
<b>Surplus / Deficit</b>		<b>£0.00</b>
<b>Total New funds Held - Balance C/F</b>		<b>£1.01</b>

**Check**

Forecast Worksheet (Aug-22 Balance)	£18,281.03
Variance	£0.00

Independent examiner's report to the trustees of

ALL SAINTS PRE SCHOOL

I report on the accounts of the charity for the year ended

31 AUG 2022

which are set out on pages

1

to

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#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 43 of the 1993 Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- State whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items and disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention (*other than disclosed overleaf*):

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:  
to keep accounting records in accordance with section 41 of the 1993 Act; and  
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act  
have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Please delete the words above in italics and brackets if they do not apply.*

Name: BRIAN UNWIN

Relevant professional qualification or body (if any):

Signed:

B M UNWIN

Date:

11/10/23

Address:

22 DAVE VIEW CRESCENT  
LONDON E4 6PQ