

Annual Report September 2022-August 2023: 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, Debbie Earl-Singh, Raessa Memon, Kimberly Hashi, Aisha Khan, Selam Fasii, Vasilika Hidri, Tigest Amere and 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.

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.

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. This has also been acknowledged academically by Ofsted. In our most recent inspection on 2nd November 2022, we were awarded "Good" for overall effectiveness and received the highest award "Outstanding" for personal development of children. 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 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.

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.

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

2021/22 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 2022/23 are also presented for acceptance. Both of which have been independently examined by Mr Unwin.

In line with the government's increase to the minimum wage in the UK, the committee carefully reviewed our financial position and the pay of impacted staff. In March the committee voted to increase pay for all

members of staff (not just those impacted by the change) by 3.3%, to minimize the impact of the rising cost of living. In making the decision the committee considered the nominal pay increase that had been awarded to staff in the previous year as well as the Chancellor's announcement; increasing the base rate for children aged 3 and 4 and the introduction of funding for 2 year olds. 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.

Charges

Fees have remained the same since September 2021. Fees for 2 year olds, £6 per an hour/ £18 per session. Fees for 3&4 year olds £5.50 per an hour / £16.50 per session.

Staff working with the children

Our permanent staff team over the past year was as follows: Michelle Norwood (Pre-school Manager 3 days a week), Wendy Gray Norwood (Pre-school Manager 2 days a week), (Ayesha Akbar (Deputy Manager), Shaista Sahall, Shakoor-un Nisa and Sidra Rashid. All permanent staff are qualified at Level 3 or 4; In addition, we have four other staff who work with SEND children and act as cover staff as needed: Saima Taj, Lubna Mirza, Shabana Gul and Misbah Ahmed.

A huge thank you to Michelle, Wendy and all the staff (paid and volunteers) who work so hard and give over and above to ensure the success of our pre-school.

Our office staff

Lumna Begum, our Office Manager, continues to run our office and now works five days a week, for four hours each day alongside Michelle/Wendy our Pre-school Managers and Shabana our Treasurer. The pre-school also employs Lumna to provide 20 hours of office support across the holiday periods.

Special thanks to Lumna for all of the support provided to our management team.

Policies

All our policies were available for inspection in the entrance area until the Pandemic. They are available online and can be emailed to you on request. They continued to be updated on an annual basis, with one (or sometimes two or three) policies at a time being circulated to all the committee members and staff for comments. These are collated and agreed at the following committee meeting. We aim to review all our policies on a rolling basis each year. If you are not on the committee and would like a copy of any of our policies, please contact Lumna.

Manager's Report: September 2022 – August 2023

Teaching and Learning

The Early Years Foundation Stage Curriculum is now fully implemented after a few slight amendments for September 2023.

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.

2022/23 has been a year of getting back to normal, we continued to address the impact on children's Personal, Social and Emotional development and Speech and Language and Communication as a result of the pandemic.

Our Parent/cares meetings have now all returned to face to face. Which is an essential part of Early Years. We use the upstairs staff room to hold them.

Special Books are sent home so that parent/carers can see the progress their child is making.

Parents now can settle children properly and come into the building to access our library and other parent/carer information.

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 white folder in the foyer for parent/carers to see.

Ofsted

We had our Ofsted inspection in November 2022. It was a very positive experience for all of us and we are really proud of the outcome we have been rated “Good” with “Outstanding” aspects in Child Development.

SEND

We continue to support several children with additional needs and to support families on the SEND Pathway. Our support staff have received additional training in areas such as physiotherapy and training on how to use specialist equipment such as an E-Tran frame. When any of our SEND children achieve a small goal the whole team shares the joy and pride of the moment. We will continue to support any child with SEND to the best of our ability.

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 2022/23 we have been able to take these children and parents on a trip to The Hive and we had a visit from the Little Supernova who an interactive story telling company and a visit from the Mini Athletics. Thanks to the generosity of our Church bursary, we were also able to arrange a trip to Southend for the children and parents.

Staff Training

During 2022/23 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: - Safeguarding Forum, EYFS SEND Forum

The Early Years Lead Forum Autumn, Spring & Summer, Health & Safety Training for Employees, Level 2 Food Hygiene & Safety for Catering, SEND (Supporting Behaviour), Early Years Good Autism Practise , Sing Our Story Song Project for EY practitioners, Supporting Children with Speech, Language and Communication Difficulties, Moving on up and Advanced DSL training for early years DSL's.

Home Reading Scheme

Our home reading scheme is still running, we encourage parents to take a book to read. We are passionate at Preschool about reading as this is the foundation to so much learning.

Fundraising

We did our Preschool Fun Day and the Graduation Photos we raised £993. We have been able to use our recent fundraising to replace our shed as the previous one had fallen into disrepair.

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

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 2023

Current Account		
Balance Brought Forward 2021/22	Current Account	£18,281.03
Aug-23		
Details	Amount	Total
Income - Bank		
FEEE 3 & 4 Years	£86,346.61	
FEEE 2 Years	£46,223.71	
Fees from Parents	£9,485.00	
Fundraising	£992.95	
Folders	£126.50	
Church	£4,896.26	
EYPP	£2,972.52	
SEN	£24,870.42	
DAF	£1,600.00	
Donation	£384.19	
Grant	£1,400.00	
Training		
Loyalty Award	£6.95	
Interest Transfer from Virgin Account	£340.66	
Total Income	£179,645.77	£179,645.77
Expenditure:		
Salaries	£100,567.37	
Rent	£9,454.50	
DBS Expenditure	£65.00	
Consumables Preschool Stationary	£1,544.24	
Equipment	£389.35	
Office Costs	£813.19	
Telephone + Internet	£581.77	
EYPP expenditure	£2,420.00	
SEN expenditure	£22,737.60	
DAF Expenditure	£388.50	
Donation Expenditure	£654.00	
Training	£241.00	
Fundraising Expenditure	£274.53	
Garden	£47.36	
Church / Car Park	£2,404.75	
DVD Licence, Membership & ICO	£276.42	
Insurance and Health & Safety	£1,020.27	
Grant Expenditure	£1,479.65	
Bank Card expences	£587.59	
Bank Charges	£136.68	
Total Expenditure:		£146,083.77
Total 2022/23 Surplus		£33,562.00
Total New funds Held - Balance C/F		£51,843.03

Virgin Reserves Account		
Balance Brought Forward 2021/22	Virgin Reserve Account	£85,164.90
Aug-23		
Details	Amount	Total
Income - Bank		
Virgin Account Interest	£340.66	
Total Income		£340.66
Expenditure:		
Transfer to Current Account	£340.66	
Total Expenditure:		£340.66
Surplus / Deficit		£0.00
Total New funds Held - Balance C/F		£85,164.90
Summary of Total Funds Balance C/F		
Current Account 2022-23 C/F (Aug-23)		£51,843.03
Virgin Reserve Account		£85,164.90
Petty Cash		£1.01
Total Fund Held 2021-22 C/F		£137,008.94

Petty Cash		
Balance Brought Forward 2021/22	Petty Cash Balance	£1.01
Aug-23		
Details	Amount	Total
Expenditure:		
Petty Cash Out	£0.00	
Total Expenditure:		£0.00
Surplus / Deficit		£0.00
Total New funds Held - Balance C/F		£1.01

Check

Forecast Worksheet (Aug-23 Balance)	£51,843.03
Variance	£0.00

Independent examiner's report to the trustees of

All Saints Preschool

I report on the accounts of the charity for the year ended 2022/23, which are set out on pages to .

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: **21/11/23**

Address: **22 DALE VIEW CRESCENT**

LONDON E4 6PR