

THERFIELD VILLAGE PRE-SCHOOL

England & Wales · Charity number 1086252

Details

Status Registered

Legal form Other

Registered 2001-04-24

Register [View on the Charity Commission register](#)

Contact

Address Therfield Village Hall
Church Lane
Therfield
Royston
SG8 9QD

Phone 07789012419

Email chairperson@therfieldpreschool.co.uk

Website www.therfieldpreschool.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS.

Activities: Provides care and education for children 2 years - school age, inspected by Ofsted. The preschool is open every morning in term time, with the option of an early bird start and a daily lunch club. There are also afternoon sessions available Monday to Thursday.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** THERFIELD
- Hertfordshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-02-28 | £100,541 | £93,951 | - | - |
| 2024-02-29 | £86,586 | £95,143 | - | - |
| 2023-02-28 | £89,279 | £85,883 | - | - |
| 2022-02-28 | £84,817 | £85,921 | - | - |
| 2021-02-28 | £72,660 | £66,877 | - | - |

Trustees

| Name | Role | Appointed |
|--------------------------------|-------|------------|
| Olivia Frances Stratton | Chair | 2024-10-24 |
| Chetan Shantilal Lad | | 2024-09-10 |
| Katie Laura Boon | | 2025-04-30 |
| Laura Hanson | | 2022-11-18 |
| Lisa Michelle Kingsley | | 2022-11-18 |
| Reena Reeves | | 2025-10-21 |
| Sophie Murphy | | 2021-07-07 |

THERFIELD VILLAGE PRE-SCHOOL

England & Wales - Charity number 1086252

Accounts

Therfield Village Preschool
ANNUAL REPORT
1st March 2024 – 28th February 2025

Registered Charity No. 1086252

WELCOME

Welcome to Therfield Village Preschool's 23rd Annual Report. This report covers the period 1st March 2024 - 28th Feb 2025.

The purpose of this report is to provide you with information regarding the preschool, to keep you informed about its development over the past year and our future plans.

This report is divided into the following sections:

- Section 1: Reports:
 - 1.1 Chair's Report
 - 1.2 Finance & Fundraising Report
- Section 2: Aims of the Preschool
- Section 3: People:
 - 3.1 The Staff Team
 - 3.2 The Committee
- Section 4: Key Developments
- Section 5: Future Plans

SECTION 1: REPORTS

1.1 CHAIR'S REPORT – Frances Stratton

The end of spring term and summer term (2024) were strong for preschool with 35 children on roll and 15 (!) Owls graduating to their next reception class. The ladies, as always, did a fantastic job ensuring a smooth transition for all the children leaving preschool.

On the whole we had a good start to September, with a number of new families joining us. We would like to welcome all our new children and their families. The numbers of children have increased steadily over the course of the year, particularly during the spring term in 2025. So great were our increases in January and February that for a few weeks we deferred some start dates to ensure that that all new children were able to be accommodated properly.

We did have lower numbers on most afternoons, particularly in the autumn term. As a result, we did not run a Tuesday afternoon session from September – the end of the period of this report.

It has been an eventful year from a committee perspective: our previous Chair, Lisa, stood down in October 2025. We are very grateful for all she did for preschool and for staying on the committee for the rest of this academic year to ensure that the handover to myself was as smooth as possible. I also want to acknowledge and thank Claire, who had been treasurer for years, for all her hard work and Tammy, who was Treasurer for the second half of the period of this report.

The committee worked extremely hard to raise vital funds for preschool. Fantastic funding efforts included: Little Recylers (April 24), Therfield Fete (June 24), pub quiz (July 24), Scavenger Hunt (October 24), Christmas Market (Nov 24), Christmas cards & gifts (Dec 24). Our fundraising has enabled Little Wiggles to come for an end of term visit, as well as leaving gifts for for the committee and Dunja.

We have had an exceptional Committee team this year and I could not have managed as chairperson without you all. Thank you.

We would also like to thank many others for their role in the life of the preschool including but not limited to:

- The parents of the children attending the preschool for all their continued support.
- Joe Bailey, our IT guru, for his continued hard work on our website.
- Therfield First School and their teachers and teaching assistants for promoting strong links between our two settings, working with us to ensure a smooth transition for our Owls.
- The Therfield residents for supporting our various fundraising activities that have been held.
- Ivan Titmass, former landlord of the Fox & Duck, who ran a very successful pub quiz for us.
- The Village Hall Committee for continuing to support the preschool, and assisting with the necessary steps to keep us running smoothly.

The staff team

Firstly, we would like to say a huge thank you to all the staff for their hard work throughout the year, to keep the preschool a happy, warm and safe environment in which our children can play and learn.

To carry out the responsibilities of Chairperson would be impossible without the support and guidance from the preschool leader, Tina Downing and her wonderfully hard working and enthusiastic team. It is astonishing what Tina and all of the staff achieve on a tiny budget and without a purpose-built building. Without our wonderful staff preschool would not exist and we are all

incredibly grateful for all their hard work. Natalie Hunn continues as Deputy Leader and Sue Hamilton as SENCo.

We have faced some staffing challenges this last year, with Dunja Starc announcing her departure at the very start of my term as Chair. We were delighted to be able to recruit Charlotte, and to take on Summer as bank staff. We now have three members of staff with level 3 qualifications and Tina with level 5. Astonishingly, Tina has also made the time to complete her degree. I have no idea how she has managed this on top of running marathons as well as our preschool. We are incredibly fortunate to have such dedicated, hardworking and well-qualified staff at our setting.

We have had many new starters and the staff have done an outstanding job of settling them in.

Our staff continue to deliver the seven areas of the EYFS curriculum to our children: personal, social and emotional, communication and language, physical development, literacy, maths, understanding the world, expressive arts and design. They do this whilst catering to the needs of the individual child and activities led by the children's interests and curiosity continue to be the strengths of our small and friendly preschool. The introduction of Little Wandles has been a real benefit and enables an even smoother transition for children moving on to the First School. The preschool continues to offer a unique, happy and homely environment in a close-knit village.

Community

The preschool is fortunate in having close links with Therfield First School and we hope to continue to work in the future together to build on the transition periods for the children as they move onto the bigger schools.

We are also very lucky to enjoy wonderful support from all the other pillars of the village community, including:

- The church, who allow us to hold fundraising activities in their building and grounds;
- The chapel, who allow us to hold our AGM in their building;
- The pub ,who ran a brilliant pub quiz for us; and
- Our partners at the village hall, without whom we would not have a home.

Committee changes and challenges

As a committee led preschool, we greatly value our committee members for giving their precious time and commitment. I do not underestimate the time you have given freely to preschool, ensuring its smooth running and current success and would like to thank each one of you. We say a sad goodbye to lots of you this year as you move on to other challenges. Thank you Abbie, Lisa, Laura and Sophie B for the hours you have given preschool this last year alone.

Any parents, family or community members that would like to join us, are able to help or want to know more about the roles that we have, please have a look at the section 3.2 Committee Members and you are always welcome to come have a chat with me or any other members. We will always be more than happy to take you through what we do and how we do it. Please do come and join us if you can.

1.2 EXPENDITURE REPORT

Therfield Village Preschool - Income and Expenditure (1st March 2024 – 28th February 2025)

| Income | 24-25 | Income | 23-24 |
|------------------------------------|--------------------|------------------------------------|-------------------|
| HCC Funding | £84,489.68 | HCC Funding | £63,676.01 |
| Grants | £0.00 | Grants | £0.00 |
| Fundraising | £1365.05 | Fundraising | £1,862.90 |
| Fees | £14,459.00 | Fees | £20,868.03 |
| Current account interest | £31.37 | Interest | £34.64 |
| Savings account interest | £195.96 | Other | £143.23 |
| Petty Cash account interest | £0.30 | JRS Gov Grant (Covid) | £1.28 |
| TOTAL | £100,541.36 | TOTAL | £86,441.58 |
| | | | |
| Expenditure | 24-25 | Expenditure | 23-24 |
| Preschool Equip. resources | £1,749.37 | Preschool Equip. resources | £3,002.43 |
| Wages, Pensions, PAYE | £79115.10 | Wages, Pensions, PAYE | £78,205.75 |
| Insurance, Reg. Account. | £1,650.92 | Insurance, Reg. Account. | £1,939.34 |
| Advertising | £14.00 | Advertising | £60.00 |
| Hall hire | £7,638.75 | Hall hire | £7,688.45 |
| Petty cash | £2,732.80 | Petty cash | £1,022.33 |
| Clothing | £189.60 | Clothing | £322.36 |
| Printing | £451.64 | Printing | £458.33 |
| Phone, internet, website | £156.45 | Phone, internet, website | £207.10 |
| Bank charges | £60.00 | Bank charges | £60.00 |
| Staff training | £108.00 | Staff training | £1,128.00 |
| Other | £84.00 | Other | £1,049.09 |
| Fundraising costs | £0.00 | Fundraising costs | £0.00 |
| Student support | £0.00 | Student support | £0.00 |
| Stationary (now inc. in resources) | £0.00 | Stationary (now inc. in resources) | £0.00 |
| TOTAL | £93,950.63 | TOTAL | £95,143.18 |
| | | | |
| Excess of Income over Exp. | £6,590.73 | Excess of Income over Exp. | -£8,557.09 |
| Add balance brought forward | £15,538.21 | Add balance brought forward | £24,095.30 |
| Balance carried forward | £22,128.94 | Balance carried forward | £15,538.21 |
| <u>Represented by:</u> | | <u>Represented by:</u> | |
| Balance CafCash A/C | £13,445.21 | Balance CafCash A/C | £7,557.94 |
| Balance Caf Savings A/C | £8,169.74 | Balance Caf Savings A/C | £7,773.78 |
| Balance of Petty Cash A/C | £396.45 | Balance of Petty Cash A/C | £168.95 |
| Balance of Petty Cash in cash | £87.54 | Balance of Petty Cash in cash | £7.54 |
| Cash in hand | £0.00 | Cash in hand | £0.00 |
| PayPal | £30.00 | PayPal | £30.00 |
| National lottery grant | £0.00 | National lottery grant | £0.00 |
| Difference | £0.00 | Difference | £0.00 |
| TOTAL | £22,128.94 | TOTAL | £15,538.21 |

Treasurer: Katie Boon

Date: 15-12-2025

Independent Auditor: 

Date: 23-10-2025

SECTION 2. AIMS OF THE PRESCHOOL

- Provide quality, affordable childcare for children between the ages of two to five years.
- Help build children's early relationships with their peers, prior to going on to primary school.
- Provide a warm and friendly environment to encourage children's personal, social and emotional development.
- Offer a wide range of structured and free-play activities to develop independence and confidence.
- Encourage understanding and development of the six Learning Areas: Personal, Social & Emotional development; Communication, Language & Literacy; Problem Solving, Reasoning & Numeracy; Physical development; Knowledge and Understanding of the World; and Creative development.
- Encourage development in all skills according to the age and ability of the individual child.
- Provide a curriculum in accordance with nationally approved learning goals.
- Offer state grants to cover the cost of places for children the term after they are three years old, and grants or subsidies for younger children, where families are on a low income.
- Liaise closely with Therfield First School and all the other schools our children move onto.

SECTION 3: PEOPLE

3.1 THE STAFF TEAM

We are extremely fortunate to have a truly wonderful, dedicated team of staff who work at the preschool:

Tina Downing - Leader

Tina has been with us for over 12 years as our Preschool Leader. She holds a certificate in Early Years Practice and a Foundation Degree in Early Years Child Care and Education. Tina initiates and organises the daily programme of activities at the preschool, monitoring the quality of teaching and charting developmental progress of the children. She is responsible for short and long-term planning. She also supervises all staff including appraisals and liaises with Therfield First School and the preschool committee. Tina heads up the senior management team.

Natalie Hunn, - Deputy Leader

Natalie has been working for the preschool for over 11 years. She holds a Cache Level 3 Diploma in childcare. Natalie became our Deputy Leader in September 2018 and has had a positive impact within the team from the very start. She has introduced number of new initiatives to help streamline how the preschool works and has been working closely with Tina.

Sue Hamilton - Qualified Assistant and SENCo.

Sue has been a permanent member of staff since September 2014. She is a former preschool parent and committee member, and an experienced foster carer. She has completed an apprenticeship in her Level 3 Early Years qualification. Sue is the team SENCO and is doing a fantastic job at ensuring all children's needs are met.

Sara Walker – Qualified Assistant

Sara returned to preschool last year – to our great delight!

Charlotte Baker

We are delighted to welcome Charlotte as permanent staff, having been bank staff and a former committee member, as well as a preschool parent herself.

Harry Walsh – Preschool Assistant (Bank Staff)

Harry provides additional support to the team when he is home in the UK, in between his education in the States pursuing a football scholarship. He is much loved by the children and team alike, bringing a young and fresh dynamic with him.

Gemma Moule – Preschool Assistant (Bank Staff)

As a former preschool team member, Gemma is working as ad hoc bank staff, much to the Owls' delight – they are very excited to get to know someone from 'Big School'.

Summer Barford– Preschool Assistant (Bank Staff)

We were delighted to welcome Summer, who has been a big hit with the children this year.

All members of staff are police checked through the DBS (Disclosure and Barring Service), participate in half-termly planning meetings to plan the curriculum and share ideas, and are updating continuously their knowledge and skills through additional childcare training courses. With a key worker system in operation, staff members are each responsible for observing and charting the progress of a small group of children.

3.2 COMMITTEE MEMBERS

Committee changes:

- Myself, Chetan and Tammy/Katie have all taken on significant roles at preschool this year as Chairperson, Secretary and Treasurer respectively. Lisa Kingsley stood down as Chair in October 2024, Claire stood down as Treasurer in September 2024, which was also when Abbie ceased to be Treasurer.

The committee is facing a few changes in the next year, and I believe these changes ensure that we always have a committee who are fully dedicated to the current and future needs of the preschool. We ensure that the majority of members have either previously had, or currently have, a child attending the preschool.

Our current committee members:

| | |
|------------------|---|
| Frances Stratton | Chairperson |
| Katie Boon | Joint Treasurer |
| Sophie Murphy | Joint Treasurer |
| Chetan Ladd | Secretary |
| Abbie Knights | Fundraising (standing down at this AGM) |
| Sophie Brogden | Village Hall Committee (standing down at this AGM) |
| Laura Hanson | Admissions Coordinator (standing down at this AGM) |
| Lisa Kingsley | Social media & former chairperson (standing down at this AGM) |

Committee Roles

The committee is responsible for the management of the preschool and undertakes various roles including the following:

- Admissions
- Applying for any grants and researching available grants
- Attending meetings
- Budgeting, payroll and financial planning
- Carrying out Disclosure and Barring checks
- Formulating and reviewing policies, Staff Handbook & Operational Plan
- Fundraising
- Health & Safety
- Liaising with Fordham Memorial Hall Management Committee
- Ofsted liaison and compliance.
- Managing accounts & issuing bills
- Managing contracts of employment
- Marketing
- Organising insurance & licences
- Purchasing consumables & new equipment
- Responding to changing needs – e.g. facilities and supplies
- Responding to changing Ofsted, law and charity regulations
- Safeguarding
- Safe recruitment
- Staff appraisals
- Writing & circulating minutes

SECTION 4: KEY DEVELOPMENTS

4.1 Government Childcare expansion plans.

The government has rolled out its national universal childcare scheme this year. This has had a significant impact on preschool: we have increased numbers of younger children, as their parents received funding for them at an earlier age. This is excellent for the families benefiting from the scheme and for maintaining preschool numbers, but it also presents a challenge as the funding granted by the government does not stretch very far and we have no ability to increase it.

4.2 Starting age

The starting age for preschool children was reduced to 2 years in September 2013. This has continued to be a popular age to join the Preschool. We are happy to continue to offer places for children from 2 years old. The numbers of children under 2.5 years old are monitored very closely by the Leader (Tina) and Chair (Frances). If a term is forecast to have a high number of children under 2.5 years old joining the preschool, these children's start dates are staggered accordingly to ensure each child is settled in based on their individual needs.

4.3 Village hall

Thank you to the Village Hall for supporting our preschool throughout the years. The Village Hall have indicated that they intend to increase rent charges next year. As Chair I am liaising with them and Therfield Parish Council to ensure that any changes are sustainable and will not bankrupt our

preschool. I attended the village hall AGM recently and have reached out to their chair directly to arrange a meeting.

4.4 Marketing and Fundraising

We continue to spread the word about the setting via our website, leaflets, current parents and social media platforms. We have a healthy number of children attending preschool currently, and government funding continues to encourage an increase in younger children.

Fundraising events this year have raised a fantastic amount and a special thank you must go to all the people who gave their time and support in order for these fundraising efforts and fun days to go ahead.

5. FUTURE PLANS

5.1 Policies – updates and implementation

Tina has undertaken the policy updating role. The policies are in the process of being updated and will be uploaded to the website asap and in any event in advance of the start of the next term.

5.2 Increases in national living wage and national insurance

National living wage and national insurance increase in April 2024. This will have a serious impact on preschool finances, and it is something to which we are giving considerable thought.

5.3 Committee responsibilities

The committee responsibilities will be reviewed and carefully considered with the introduction of new Trustees and the departure of current members.

1.3 EXPENDITURE REPORT

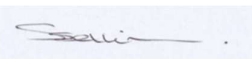
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Treasurer:

Date:

Independent Auditor:



Date: 23-10-2025



Section A Independent Examiner's Report

| | | | |
|---|--------------------------------|--------------------------------|---------|
| Report to the trustees/ members of | THERFIELD VILLAGE PRE-SCHOOL | | |
| On accounts for the year ended | 28 TH FEBRUARY 2025 | Charity no (if any) | 1086252 |
| Set out on pages | 1-12 | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **28/02/2025**.

**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

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 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: | 23-10-2025 |
|----------------|--|--------------|------------|

| | |
|--------------|------------------|
| Name: | Samantha Selkirk |
|--------------|------------------|

| | |
|---|------|
| Relevant professional qualification(s) or body (if any): | MAAT |
|---|------|

| | |
|-----------------|-------------------|
| Address: | 56 Browning Close |
| | Royston |
| | Herts, SG8 7EY |

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.

N/A

THERFIELD VILLAGE PRE-SCHOOL

England & Wales - Charity number 1086252

Accounts

Therfield Village Preschool
ANNUAL REPORT
1st March 2023 – 29th February 2024

Registered Charity No. 1086252

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The purpose of this report is to provide you with information regarding the preschool, to keep you informed about its development over the past year and our future plans.

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SECTION 1: REPORTS

1.1 CHAIR'S REPORT – Lisa Kingsley

A very warm welcome to everyone!

The end of Spring and Summer terms (2023) were strong for preschool with thirty-four children on roll and 12 Owls graduating to their next Reception class. The ladies, as always doing a fantastic job ensuring a smooth transition for all the children leaving preschool.

Overall, we had a good start to September, with a number of new families joining us. We would like to welcome all our new children and their families.

We have maintained our extended opening hours for our preschool this year and, although there were lower numbers in the afternoons from September, the Mondays Owls club remains popular.

On the personal note, with no longer having a child attending preschool and work commitments changing, I am no longer able to stay as the Chairperson of the committee, therefore, I have taken the decision to step down from the role as soon as a new Chairperson can be found and elected.

Thank you to everyone at the preschool for your hard work and all the support that you have given in the past two years. It has been a great experience and a challenge at the same time, and we have achieved a vast number of things across the board.

We started the year with a bang, publishing our parent/carer results. Our average recommendation score was a whopping 9.8 out of 10! 98% of the positive comments were about our fantastic team of ladies. One area highlighted for development was communication and in response to this the ladies have worked really hard to introduce daily feedback to families via our Tapestry app. Following the success of the survey, we have introduced a visitor's survey which will hopefully provide us with some insight of what parents like/dislike about our setting after an initial visit.

The committee worked extremely hard to raise vital funds for preschool, this year has seen the highest amount raised in 5 years. Fantastic funding efforts including: Tractor Rally (April 23), Coronation cake sale (May 23), Therfield Fete (June 23), Christmas Market (Nov 23), Christmas cards & gifts (Dec 23)

We also ran a huge Outdoor Space improvement project, which attracted donations from parents and the local community. We were gifted £400 from Steve Jarvis, £250 from South Farm, £250 for TTP and several other donations via a new JustGiving page.

This large fundraising event has enabled the Committee to purchase the following items for the garden: Daisy Chalkboard, Mark Making Mirror Tree, Peekaboo Tower, Music Chimes wall, Plank & Stack box, A water wall and jugs, Foam house bricks, new footballs, and a new portable sandpit.

Other fundraising has enabled the purchase of Coronation keepsake medals, Sports day medals, End of term graduation hats & gifts, Little Wiggles end of Term visit, as well as leaving gifts for Vassilisa from the Committee, Nic, Aline and Louise from the Staff team.

We have had an exceptional Committee team this year and I could not have managed as chairperson without you all. Thank you.

We would also like to thank many others for their role in the life of the preschool including but not limited to:

- The parents of the children attending the preschool for all their continued support.
- Joe Bailey, for his continued support in managing our website.
- Therfield First School, their teachers and teaching assistants for promoting strong links between our two settings, working with us to ensure a smooth transition for our Owls.

- The Therfield residents for supporting our various fundraising activities that have been held.
- Ivan Titmass, landlord of the Fox & Duck, for continuing to allow us to use his facilities for various fundraising activities.
- The Village Hall Committee, especially Martin Drury, for continuing to support the preschool, and assisting with the necessary steps to keep us running smoothly.

The staff team

Firstly, we would like to say a huge thank you to all the staff for their hard work throughout the year, to keep the preschool a happy, warm and safe environment in which our children can play and learn.

To carry out the responsibilities of Chairperson would be impossible without the support and guidance from the preschool leader, Tina Downing and her wonderfully hard working and enthusiastic team. Natalie Hunn continues as Deputy Leader and Sue Hamilton as SENCo. Dunja Starc continues as a key member of the team as a qualified practitioner. It is fair to say we have faced several staffing changes this last year, saying goodbye to Nic Drew at Easter and Aline Revell at Christmas, and after a long and rather stressful recruitment period, we welcomed Louise Young to the team, although she too said goodbye in January. However, we are incredibly pleased to now have Sara Walker returning to our team and Gemma Moule who is joining our Bank staff team along with our existing bank member Harry Walsh. Sue and Dunja continue to work towards their Level 3 qualifications which will offer us an entire team with Level 3 and above qualifications. The dedication of our preschool team is simply amazing.

We would like to acknowledge the Key Worker of The Year nomination received by Natalie Hunn in May with the Family First Awards. A fantastic achievement and very well deserved.

We have had many new starters and the staff have done an outstanding job of settling them in. Our staff continue to deliver the EYFS to our children, whilst catering to the needs of the individual child in order to provide the EYFS child-led curriculum. Activities led by the children's interests and curiosity continue to be the strengths of our small and friendly preschool. The preschool continues to offer a unique, happy, and homely environment in a close-knit village.

Community

The preschool is fortunate in having close links with Therfield First School and we hope to continue to work together to build on the transition periods for the children as they move onto the bigger schools.

The Parish Council continues to support the preschool and have recently approached us regarding a possible donation of S106 money to develop our resources.

The role of Rector at St Mary's Church has recently been filled by Rev Carol Newman, and we welcomed her on 7th February. Once settled, we hope to establish close links once again with the church family.

Committee changes and challenges

As a committee led preschool, we greatly value our committee members for giving their precious time and commitment. I do not underestimate the time you have given freely to preschool, ensuring its smooth running and current success and would like to thank each one of you. We say a sad goodbye to Nicola Henderson and Vassilisa Noble at the end of the summer term and thank them both for their commitment over the years to the preschool committee.

Any parents, family or community members that would like to join us, are able to help or want to know more about the roles that we have, please have a look at the section 3.2 Committee Members and you are always welcome to come have a chat with me or any other members. We will always be more than happy to take you through what we do and how we do it. Please do come and join us if you can.

1.2 - LEADERS REPORT MARCH 2023-FEBRUARY 2024

2023/24 Developments – taken from previous proposed and planned actions:

- Improving our support of families in making healthy choices, providing further information and guidance, ensuring this includes the importance of good dental hygiene, and in particular, developing our healthy lunchbox policies.
This remains a priority and we will continuously review our policies and the advice in place for parents and carers.
- Supporting the Continuous Professional Development of all members of the team, including supporting Sue and Dunja to complete their Level 3 Training.
We are extremely proud of Sue and Dunja for their additional hard work in completing their Level 3 Training throughout this year and look forward to sharing their final results with you.
- Completing the introduction of Terrific Talkers and embedding in practice.
This action has been surpassed at this time by the introduction of the Little Wandles programme which includes a foundation for language commitment.

Sharing some of the Special Events from this year:

Spring Term – creating our Mother’s Day board to celebrate all they do for us before inviting families in for a Mother’s Day celebration.



Celebrating Easter with an Easter party followed by an Easter Egg Hunt at the Recreation ground.

Summer Term



Introducing the children to some of the new features and developments in the garden

Celebrating the King's coronation, including receiving individual commemorative medals from the committee followed by a fundraising cake sale.



Enjoying Sports day at Therfield Recreation Ground

Enjoying our End of Term party with the help of Little Wiggles, followed by our Graduation ceremony.



Autumn Term

Learning about and celebrating festivals including Halloween, Diwali and Hannukah



Celebrating Christmas, including welcoming parents in to help with our Christmas decorations, and delivering Christmas thank you gifts to friends.



Finishing our year with our exciting Christmas party, including our show and a visit from Father Christmas



Leader's note



As always, I have felt honoured and extremely fortunate to be part of such a passionate and proactive preschool team.

In this last year Natalie's years of dedication and hard work were acknowledged with her award for being one of Herts Key persons of the year.

Well done Natalie, hugely deserved and long overdue.

We are extremely proud with the commitment from Sue and Dunja, continuing with their demanding roles at preschool and their key work whilst completing their Level 3 training in Early years childcare and education. Although team changes have taken place as shared in

Lisa's chairperson report we are happy to share feedback during this time included the fact that our expectations and work rate as a team are extremely high. In addition, we were fortunate to be able to welcome back Sara who remains as bubbly and caring as ever.

Finally, from the whole preschool team we would like to say a huge thank you to our committee, particularly those who were prepared to stay on to keep us running smoothly for a further year. Firstly, Lisa for continuing in the tireless role of being our Committee Chair and to Claire for continuing as our treasurer. We are aware of the commitment and effort required and are hugely grateful for their ongoing support and help throughout. We have also been extremely lucky to have Abbie on the committee whose fundraising efforts, along with Danielle have been innovative and great fun for all involved. Thank you also to Sophie M, Vassilisa, Laura, Sophie B and Nicola for all giving up their own valuable time to help ensure that we can continue offering care and education for our families and children.

2023/24 plans for development:

- Improving our support of families in making healthy choices, providing further information and guidance, ensuring this includes the importance of good dental hygiene, and in particular developing our healthy lunchbox policies.
- Supporting the Continuous Professional Development all members of the team, including updating core training for the entire team. Tina completing Level 6 training and to support Sara in accessing up to date training.
- Completing the Little Wandles pilot programme and determining if it is appropriate for preschool and embedding in provision.
- Further development of our outdoor area including natural resources and storage.
- Being pro-active in our Ofsted preparation, keeping up to date with national and local policy.

1.3 EXPENDITURE REPORT

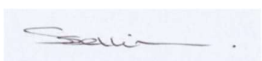
Therfield Village Preschool - Income and Expenditure (1st March 2023 – 29th February 2024)

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| Fees | £20,868.03 | Fees | £22,529.05 |
| Current account interest | £34.64 | Interest | £16.91 |
| Savings account interest | £143.23 | Other | £5.23 |
| Petty Cash account interest | £1.28 | JRS Gov Grant (Covid) | £0.00 |
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| | | | |
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| Preschool Equip. resources | £3,002.43 | Preschool Equip. resources | £1,077.22 |
| Wages, Pensions, PAYE | £78,205.75 | Wages, Pensions, PAYE | £72,139.97 |
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| Student support | £0.00 | Student support | £0.00 |
| Stationary (now inc. in resources) | £0.00 | Stationary (now inc. in resources) | £0.00 |
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| | | | |
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| Add balance brought forward | £24,095.30 | Add balance brought forward | £13,088.60 |
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| National lottery grant | £0.00 | National lottery grant | £0.00 |
| Difference | £0.00 | Difference | £0.00 |
| TOTAL | £15,538.21 | TOTAL | £24,095.30 |

Treasurer:

Date: 17/07/24

Independent Auditor:



Date: 28/12/24

SECTION 2. AIMS OF THE PRESCHOOL

- Provide quality, affordable childcare for children between the ages of two to five years.
- Help build children's early relationships with their peers, prior to going on to primary school.
- Provide a warm and friendly environment to encourage children's personal, social and emotional development.
- Offer a wide range of structured and free-play activities to develop independence and confidence.
- Encourage understanding and development of the 7 Learning Areas: Communication & Language, Personal, Social & emotional development; Physical development; Literacy; Mathematics; Understanding the World; Expressive Arts & Design
- Encourage development in all skills according to the age and ability of the individual child.
- Provide a curriculum in accordance with nationally approved learning goals.
- Offer state grants to cover the cost of places for children the term after they are three years old, and grants or subsidies for younger children, where families are on a low income.
- Liaise closely with Therfield First School and all the other schools our children move onto.

SECTION 3: PEOPLE

3.1 THE STAFF TEAM

We are extremely fortunate to have a truly wonderful, dedicated team of staff working at the preschool:

Tina Downing - Leader

Tina has been with us for over 13 years as Preschool Leader. She holds a certificate in Early Years Practice and a Foundation Degree in Early Years Child Care and Education and is currently working towards her Level 6 Degree. Tina initiates and organises the daily programme of activities at the preschool, monitoring the quality of teaching and charting developmental progress of the children. She is responsible for short and long-term planning. She supervises all staff and their appraisals, liaises with Therfield First School and the preschool committee. Tina heads up the senior management team.

Natalie Hunn, - Deputy Leader

Natalie has been working for the preschool for over 14 years. She holds a Cache Level 3 Diploma in childcare. She became our Deputy Leader in September 2018 and had a positive impact within the team from the start. She has introduced number of new initiatives to help streamline how preschool works and works closely alongside Tina.

Sue Hamilton - Qualified Assistant and SENCo.

Sue has been a permanent member of staff since September 2014. She is a former preschool parent and committee member, and an experienced foster carer. She has almost completed an apprenticeship in her Level 3 Early Years Childcare & Education qualification whilst also working as the Preschool SENCO.

Dunja Starc – Qualified Assistant and Health & Safety Lead

Dunja joined preschool in October 2020, and she has become a valuable team member very quickly. She has just completed her apprenticeship in her Level 3 Early Years Childcare & Education with a Distinction.

Sara Walker – Qualified Assistant

Sara holds a Level 3 qualification in Early Years Childcare & Education. We are pleased to welcome Sara back to our preschool team, she has returned with the passion and enthusiasm that we love about her.

Harry Walsh – Preschool Assistant (Bank Staff)

Harry provides additional support to the team when he is home in the UK, in between his education in the States on a football scholarship. He is much loved by the children and team alike, bringing a young and fresh dynamic with him.

Gemma Moule – Preschool Assistant (Bank Staff)

As a former preschool team member, Gemma has joined us as a valuable member of the bank staff while also working as a teaching assistant for Therfield First School.

All members of staff are police checked through the DBS (Disclosure and Barring Service), participate in half-termly planning meetings to plan the curriculum and share ideas, and are updating continuously their knowledge and skills through additional childcare training courses. With a key worker system in operation, staff members are each responsible for observing and charting the progress of a small group of children.

3.2 COMMITTEE MEMBERS

Committee changes:

- Nicola Henderson joined the committee to assist with fundraising.
- Sophie Brogden joined the committee to assist with fundraising.
-

The committee is facing a few changes in the next year, and I believe these changes ensure that we always have a committee who are fully dedicated to the current and future needs of the preschool. We ensure the majority of members have either previously had, or currently have, a child attending the preschool.

For the period of 2023-2024 our committee members:

| | |
|------------------|--|
| Lisa Kingsley | Chairperson & Designated Safeguarding Person |
| Claire Lewzey | Joint Treasurer |
| Sophie Murphy | Joint Treasurer/Accounts |
| Abbie Knights | Secretary & Fundraising |
| Laura Hanson | Admissions Coordinator |
| Vassilisa Noble | Village Hall Committee (Stepping down July 24) |
| Sophie Brogden | Fundraising support |
| Nicola Henderson | Fundraising support (Stepping down July 24) |

Committee Roles

The committee is organised into various sub-committees (Finance, Admissions, Fundraising) all of which are overseen by the Chair. The members of the sub-committees are responsible for taking forward their own specific areas of work as well as being involved in more general committee work. Every member participates in fundraising as much as they are able.

The committee is responsible for the management of the preschool and undertakes various roles including the following:

- Admissions
- Applying for government grants including nursery grants
- Attending meetings and circulation of minutes
- Budgeting, payroll, and financial planning
- Conducting Disclosure and Barring checks
- Formulating and reviewing policies, Staff Handbook & Operational Plan
- Fundraising
- Health & Safety
- Liaising with Fordham Memorial Hall Management Committee
- Managing accounts & issuing bills
- Marketing
- Ofsted liaison and compliance.
- Organising insurance & licences

- Purchasing consumables & new equipment
- Researching and applying for any other available grants
- Responding to changing needs – e.g. facilities and supplies
- Responding to changing Ofsted, law and charity regulations
- Safe recruitment and managing contracts of employment.
- Safeguarding
- Staff appraisals

SECTION 4: KEY DEVELOPMENTS

4.1 Government Childcare expansion plans.

The government has started to roll out new childcare expansion offer of 15 hours free childcare to eligible families, starting the term after the child turns two. This will in turn, be expanded to all eligible children from the term after the child turns 9-months old. The funding rates for 2-year-old children is currently more than our payable fees however the rates for those aged 3-years and over is currently below expenditure. We support any ongoing work to ensure future government rates are increased in line with inflation and National Living Wage that the charity needs to accommodate.

4.2 Starting age.

The starting age for preschool children was reduced to 2 years in September 2013 and we are happy to continue to offer places from this age. The numbers of children under 2.5 years old are monitored very closely by the Leader (Tina) and Chair (Lisa). If a term is forecast to have a high number of children under 2.5 years old joining the preschool, these children's start dates are staggered accordingly to ensure each child is settled in based on their individual needs.

4.3 Village Hall

Thank you to the Village Hall for supporting our preschool throughout the years. Currently, the rent charges are remaining the same. The next Village Hall AGM is planned for 25th July 2024.

4.4 Marketing and Fundraising

We continue to spread the word about the setting via our website, leaflets, current parents, and social media platforms. We have a healthy number of children attending preschool currently, it is however important we do not sit back to ensure we see numbers grow following a large Owl departure in the summer term.

Fundraising events this year have raised a fantastic amount and a special thank you must go to Abbie, for your amazing commitment, your time and efforts to support our preschool and to all the people who gave their time and support to enable these fundraising efforts and fun days to go ahead.

5. FUTURE PLANS

5.1 Policies – updates and implementation

Tina undertakes the policy updating role. The policies are now all reviewed for this year and updated.

6.1 Committee responsibilities

The committee responsibilities will be reviewed and carefully considered with the introduction of new Trustees and the departure of current members.

1.3 EXPENDITURE REPORT

Therfield Village Preschool - Income and Expenditure (1st March 2023 – 29th February 2024)

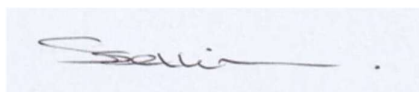
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Treasurer:

Date: 17/07/2024

Independent Auditor:

Date: 27/12/2024





Section A

Independent Examiner's Report

**Report to the trustees/
members of**

THERFIELD VILLAGE PRE-SCHOOL

**On accounts for the year
ended**

29TH FEBRUARY 2024

**Charity no
(if any)**

1086252

Set out on pages

1-12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **29/02/2024**.

**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**

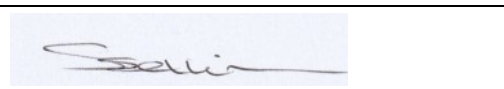
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- 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

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 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:

27/12/2024

Name:

Samantha Selkirk

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

MAAT

Address:

56 Browning Close

Royston

Herts, SG8 7EY

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.

N/A

THERFIELD VILLAGE PRE-SCHOOL

England & Wales - Charity number 1086252

Accounts

Therfield Village Preschool
ANNUAL REPORT
1st March 2022 – 28th February 2023

Registered Charity No. 1086252

WELCOME

Welcome to Therfield Village Preschool's 22nd Annual Report. This report covers the period 1st March 2022 - 28th Feb 2023.

The purpose of this report is to provide you with information regarding the preschool, to keep you informed about its development over the past year and our future plans.

This report is divided into the following sections:

- Section 1: Reports:
 - 1.1 Chair's Report
 - 1.2 Leader's Report
 - 1.3 Finance & Fundraising Report
- Section 2: Aims of the Preschool
- Section 3: People:
 - 3.1 The Staff Team
 - 3.2 The Committee
- Section 4: Key Developments
- Section 5: Future Plans

SECTION 1: REPORTS

1.1 CHAIR'S REPORT – Vassilisa Noble (Stepped down)/Lisa Kingsley (New Chairperson)

A very warm welcome to everyone!

Vassilisa Noble (March 2022 – October 2022)

The end of Spring term and Summer term (2022) were very strong for preschool with a high number of attendance and our preschool ladies doing the most amazing job in finishing the year on a high.

We trialled and adopted new extended opening hours for our preschool, and I can confirm that they have been great success.

There has been an increase in the number of children attending and this in return has insured that our preschool is going to carry on being a great offering to the community in the future.

The Summer term has been once again one of our busiest one of the year and this has the potential now to carry on into the numbers for September 2022/2023 year.

On the personal note, as my personal and work commitments have started to change, I am no longer able to stay as the Chairperson of the committee, therefore, I have taken the decision to step down the role and this has been confirmed in the committee meeting back in September 2022.

Thank you to everyone at the preschool for your hard work and all the support that you have shown me of the past couple of years. It has been a great experience and a challenge at the same time (wasn't counting on Covid appearing but we have gotten through it).

Lisa Kingsley – thank you so very much for stepping into the Chairperson position and taking on this great role. I know that preschool is in great pair of hands. Thank you to all the committee members for your continued support of the preschool staff and our great little community. None of this would be possible without you.

Lisa Kingsley (November 2022 – Present)

Firstly, a huge thank you to Vassilisa for all of her amazing work, leading the preschool since 2019, not least through covid and out to the other side safely.

We had a slightly slower than anticipated start to the autumn term following the departure of a large number of Owls, however numbers were up again by Easter with many new 2-year-old starters. We would like to welcome all our new children and their families.

The committee worked extremely hard to put some fundamental operational changes into place. These have included:

Changing to a new accountant, Sam Selkirk, from previous Hardcastle & Burton.

Introducing an admissions role within the committee, streamlining the process and response times.

Replacing the old phone with a new smart phone with cheaper contract, and introducing a wifi hotspot to the premises enabling staff to update Tapestry and social media while still on site.

Purchase of a SumUp card reader for electronic payments, which has proved useful at fundraising events.

A new email system was introduced with the invaluable help of Sophie Murphy.

To carry out the responsibilities of Chairperson would be impossible without the support and guidance from the preschool leader, Tina Downing and her wonderfully hard working and

enthusiastic team. And the tireless efforts of the committee. The dedication of our preschool team is simply amazing.

We would also like to thank many others for their role in the life of the preschool including but not limited to:

- The parents of the children attending the preschool for all their continued support.
- Joe Bailey, our IT guru, for his continued hard work on our website.
- Therfield First School and their teachers and teaching assistants for promoting strong links between our two settings, working with us to ensure a smooth transition for our Owls.
- The Therfield residents for supporting our various fundraising activities that have been held.
- Ivan Titmass, landlord of the Fox & Duck, for continuing to allow us to use his facilities for various fundraising activities.
- The Village Hall Committee, especially Martin Drury, for continuing to support the preschool, and assisting with the necessary steps to keep us running smoothly.

The staff team

Firstly, we would like to say a huge thank you to all the staff for their hard work throughout the year, to keep the preschool a happy, warm and safe environment in which our children can play and learn.

We have had many new starters and the staff have done an outstanding job of settling them in. Our staff continue to deliver the EYFS to our children, whilst catering to the needs of the individual child in order to provide the EYFS required child-led curriculum. Activities led by the children's interests and curiosity continue to be the strengths of our small and friendly preschool. The preschool continues to offer a unique, happy and homely environment in a close-knit village.

Therfield Village Preschool is extremely fortunate in having Tina Downing as its leader and Natalie Hunn as its deputy leader. Sue Hamilton continues in her SENCo role and Aline Revell and Dunja Starc continue as key members of the team as qualified practitioners. Nicola Drew, our valued preschool assistants will be leaving us at the end of term, we wish her well in her new role and are pleased to keep her on as a member of bank staff. Our bank staff team also includes Harry Walsh as a valued member of the team.

Community

The preschool is fortunate in having close links with Therfield First School and we hope to continue to work in the future together to build on the transition periods for the children as they move onto the bigger schools.

Unfortunately, the role of Rector at St Mary's Church continues to be vacant, although we hope to establish close links once a suitable candidate is in post.

Committee changes and challenges

As a committee led preschool, we greatly value our committee members for giving their precious time and commitment.

Any parents, family or community members that would like to join us, are able to help or want to know more about the roles that we have, please have a look at the section 3.2 Committee Members and you are always welcome to come have a chat with me or any other members. We will always be more than happy to take you through what we do and how we do it. Please do come and join us if you can.

1.2 - LEADERS REPORT MARCH 2022-FEBRUARY 2023

2022/23 Developments – taken from previous proposed and planned actions:

- Improving our support of families to make healthy choices, providing further information and guidance, ensuring this includes the importance of good dental hygiene, and in particular developing our healthy lunchbox policies.
This remains a priority and we have incorporated more play and learning revolving around being healthy and making healthy choices in our planning, however we are working on an advisory pack for parents and families sharing important updates, recommendations and advise to ensure children lead a healthy and safe life.
- For Tina to share the Therapeutic Approach to Behaviour (TAB) training with the team to ensure we are fully supporting children’s behavioural development and emotional wellbeing, and to use the strategies, tools and resources provided to maximum effect in the setting. This involves updating our Behaviour Policy to reflect our TAB.
Our policy and practice have been reviewed and updated using the Therapeutic Approach to Behaviour and the results have been extremely positive. We as a team are aware that all behaviour is communicating something with us and we will continue to focus on what the child’s behaviour means, and how we can best support them.
- Supporting the Continuous Professional Development of all team members, including Health & Safety Awareness, and Fire Safety training for the appropriate representatives.
Our core training requires updating and from the summer term Dunja has taken on health and safety and will be covering this in her Level 3 training. Also moving forward Louise is taking on the role of our Fire Safety Officer and has completed relevant training.
- Completing the introduction of Terrific Talkers and embedding in practice.
This action will be taken forward for 2023 – 2024.
- Continuing to monitor the need for increased provision and hours for children in the area, working towards ‘wrap around’ care. – we added afternoon clubs from September on Monday and Thursday until 2:30. We are pleased with the success and uptake of our afternoon clubs, now operating from 9.00 – 2:30 on Monday, Tuesday and Thursday, 9.00 – 3.00 on Wednesday and 9.00 – 1:30 on a Friday.

Spring highlights

Easter is always an exciting opportunity to explore the Spring weather, and this year we even had some Spring snow! Thankfully our brilliant parents and families who support us with our Easter Egg Hunt did not let the weather get in the way, and the children enjoyed running freely around Therfield Recreation Ground to save all our missing eggs, before swapping them for a chocolate one. Thank you to all our families who make this event possible.



Summer highlights

This Summer we were determined to make the most of being able to return to organising and hosting events and celebrations that could involve all the children and their families.

Our Party in the park was a great success with lots of our families joining us for a play and a picnic in Therfield Playground. Sports day this year however was not just about the races and families cheering on their children for their brilliant effort but also an opportunity for us to say a big thankyou and goodbye to Mrs O'Brien who has planned and led our Sports Day with the Year 4 children from Therfield School for the last few years.

Our favourite fundraising events are those that involve the children, this year the committee had the lovely idea of an 'Ice cream' sale at the end of a busy preschool day, helped by some of our children.

Over the past couple of years our End of term party and leavers assembly have been affected by the pandemic, so we were extremely excited to return to a full assembly and celebrations this year. This fun and busy party morning was followed by parents and families joining for our goodbye and good lucks.

Autumn highlights

We started back for the Autumn with a healthy number of children registered. We were excited to be able to offer them increased hours, adding afternoon clubs initially on a Monday for the Owls and on a Thursday.

We placed a strong focus for the academic year ahead on Children's Wellbeing and ensuring they felt safe and welcomed and we could support their communication and social skills as we all recover together from the disruptions of the previous few years.



We were very fortunate to be visited by a real life Tractor as we learnt all about Harvest time and the Harvest festival. The children went to have a close look in small groups, being able to climb up into the drivers seat.

Our first day after the half term break was October 31st so during our session we enjoyed Halloween celebrations, with costumes, lots of pumpkins, potion making, discovery play, playdough etc



Staff and committee update

At the 2022 AGM we were pleased to welcome Abbie and Lisa onto the committee as Vassilisa stepped down as chairperson, although generously agreeing to remain on the committee to support us, our new chairperson Lisa and liaising with Therfield Village Hall committee. We were grateful that Claire agreed to continue as a joint treasurer along with Sophie and Laura who also joined us.

We were very excited to see Sue and Dunja begin their Level 3 training in Early years childcare and education, demonstrating their commitment to be the best practitioners they can be, and we wish them every success in their learning journey.

Leader's note

It has been a positive year as we really have all learnt to live with Covid and thanks to the support of our parents and families, and the dedication of the brilliant staff team I am fortunate to work with, we have seen the children grow in confidence, embrace their learning and new experiences on offer and prepare for not only the next step in their learning but for their future.

Of course, preschool could not operate at all without our proactive and hardworking committee who give up their own time whilst already juggling family and work commitments, to help us not only to continue - but to grow, develop and succeed.

We feel a strong and welcome part of the community and a lot of this is thanks to those who work with us, we would therefore like to thank Therfield First School, particularly Mrs McGovern and Miss Haxton for their support throughout the year and for working with us to ensure a smooth transition for the children moving on. The Village Hall committee, particularly Martin, who works hard to help us meet the needs of other hall users whilst minimising disruption to the provision we offer, and to Ivan from the Fox and Duck who offers parking, is happy to pop on a red suit and beard at Christmas time and has helped with fundraising events, including for my own personal cause this year.

Finally, I could not complete this report without saying a huge thank you to some wonderfully supportive members of our community who arranged a local Covid heroes' night in May 2022. The meal was at the Fox and Duck and myself and Natalie were honoured to be invited to take part just for doing what we saw as part of our role and responsibility working in early years.

We know that a lot of people were involved in making this night happen and we will be forever grateful, but we particularly wanted to mention the brilliant and generous Jim Bullard who has supported preschool in many ways over the years and will be sorely missed as a friendly, fun and fabulous member of the community.

2023/24 plans for development:

- Improving our support of families in making healthy choices, providing further information and guidance, ensuring this includes the importance of good dental hygiene, and in particular developing our healthy lunchbox policies.
- Supporting the Continuous Professional Development all members of the team, including supporting Sue and Dunja to complete their Level 3 Training.
- Completing the introduction of Terrific Talkers and embedding in practice.

- **1.3 EXPENDITURE REPORT**

- Therfield Village Preschool - Income and Expenditure (1st March 2022 – 28th February 2023)

| Income | 22-23 |
|--|-------------------|
| ENP/DAF/ENF/30 hours funding | incl below |
| Nursery Funding received | £65,660.25 |
| Other grants | £0.00 |
| Events/fundraising/donations | £1,067.99 |
| Fees received | £22,529.05 |
| Owls, lunch, afternoons, clothes/bag sales | incl. above |
| Interest | £16.91 |
| Other | £5.23 |
| HMRC JRS (COVID) | £0.00 |
| Total | £89,279.43 |

| Income | 21-22 |
|--|-------------------|
| ENP/DAF/ENF/30 hours funding | incl below |
| Nursery Funding received | £52,951.93 |
| Other grants | £0.00 |
| Events/fundraising/donations | £1,372.89 |
| Fees received | £28,369.40 |
| Owls, lunch, afternoons, clothes/bag sales | incl. above |
| Interest | |
| Other | £185.00 |
| HMRC JRS (COVID) | £1,938.51 |
| Total | £84,817.71 |

| Expenditure | 22-23 |
|-------------------------------------|--------------------|
| Preschool equipment | -£1,077.22 |
| Wages, Pensions & PAYE | -£72,139.97 |
| Insurance, Registration, Accounting | -£2,632.39 |
| Advertising/marketing | -£151.20 |
| Hall Hire | -£7,272.00 |
| Petty cash (daily consumables) | -£840.00 |
| Jumper/t shirts | -£437.50 |
| Printing/photocopying | -£583.46 |
| Phone/Internet | -£286.21 |
| Fundraising costs | £19.99 |
| Bank charges | -£75.00 |
| Staff training | -£165.60 |
| Other | -£202.70 |
| | |
| Total | -£85,883.24 |

| Expenditure | 21-22 |
|-------------------------------------|--------------------|
| Preschool equipment | -£2,121.27 |
| Wages, Pensions & PAYE | -£68,061.38 |
| Insurance, Registration, Accounting | -£2,568.94 |
| Advertising/marketing | £0.00 |
| Hall Hire | -£10,019.25 |
| Petty cash (daily consumables) | -£1060.00 |
| Jumper/t shirts | -£457.88 |
| Printing/photocopying | -£311.80 |
| Phone | -£136.92 |
| Fundraising costs | £0.00 |
| Bank charges | -£96.00 |
| Staff training | -£649.20 |
| Other | -£438.55 |
| | |
| Total | -£85,921.19 |

| | |
|-----------------------------------|------------|
| Excess of Income over expenditure | £3,396.19 |
| Add Balance brought forward | £13,088.60 |
| Balance carried forward | £16,484.88 |
| Difference | £0.09 |
| Represented by: | |
| Balance CafCash A/C | £16,484.88 |
| Balance Caf Savings A/C | £7,630.55 |
| Balance of petty cash in hand | -£50.13 |
| Cash in Hand | £0.00 |
| Paypal | £30.00 |
| Difference | £0.00 |
| | £24,095.30 |

| | |
|-----------------------------------|------------|
| Excess of Income over expenditure | -£1,103.46 |
| Add Balance brought forward | £14,192.15 |
| Balance carried forward | £13,088.60 |
| Difference | £0.09 |
| Represented by: | |
| Balance CafCash A/C | £13,088.60 |
| Balance Caf Savings A/C | £7,601.49 |
| Balance of petty cash in hand | £122.84 |
| Cash in Hand | £0.00 |
| Paypal | £30.00 |
| Difference | £0.00 |
| | £20,842.93 |

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- **Things to note for spending February 2023 onwards:**
- - Consider National Living Wage increase April 2023. This will rise to £10.42 for staff aged 23 and over. Other wages will need to be increased in line with these increases.
- -Consider fees increase
- - No income during the summer holidays, but wages still need to be paid
- -Staff needed if numbers of children remain high
- -Ensure we have a good intake for September 2023

Treasurer: *Charelleggy*

Date: 02/10/23

Independent Auditor: S.Selkirk

Date: 21/12/23

SECTION 2. AIMS OF THE PRESCHOOL

- Provide quality, affordable childcare for children between the ages of two to five years.
- Help build children's early relationships with their peers, prior to going on to primary school.
- Provide a warm and friendly environment to encourage children's personal, social and emotional development.
- Offer a wide range of structured and free-play activities to develop independence and confidence.
- Encourage understanding and development of the six Learning Areas: Personal, Social & Emotional development; Communication, Language & Literacy; Problem Solving, Reasoning & Numeracy; Physical development; Knowledge and Understanding of the World; and Creative development.
- Encourage development in all skills according to the age and ability of the individual child.
- Provide a curriculum in accordance with nationally approved learning goals.
- Offer state grants to cover the cost of places for children the term after they are three years old, and grants or subsidies for younger children, where families are on a low income.
- Liaise closely with Therfield First School and all the other schools our children move onto.

SECTION 3: PEOPLE

3.1 THE STAFF TEAM

We are extremely fortunate to have a truly wonderful, dedicated team of staff who work at the preschool:

Tina Downing - Leader

Tina has been with us for over 11 years as our Preschool Leader. She holds a certificate in Early Years Practice and a Foundation Degree in Early Years Child Care and Education. Tina initiates and organises the daily programme of activities at the preschool, monitoring the quality of teaching and charting developmental progress of the children. She is responsible for short and long-term planning. She also supervises all staff including appraisals and liaises with Therfield First School and the preschool committee. Tina heads up the senior management team and she is our SENCO lead.

Natalie Hunn, - Deputy Leader

Natalie has been working for the preschool for over 10 years. She holds a Cache Level 3 Diploma in childcare. Natalie became our Deputy Leader in September 2018 and has had a positive impact within the team from the very start. She has introduced number of new initiatives to help streamline how the preschool works and has been working closely with Tina.

Aline Revell - Qualified Assistant

Aline joined the preschool in February 2014 as a preschool assistant. She is qualified in Food Hygiene. She qualified in her Skillsfirst Level 2 certificate for the Children and Young People's Workforce (QCF) in May 2017.

Sue Hamilton - Qualified Assistant and SENCo.

Sue has been a permanent member of staff since September 2014. She is a former preschool parent and committee member, and an experienced foster carer. She has commenced an apprenticeship in her Level 3 Early Years qualification. Sue is the team SENCO and working alongside Tina in this area.

Dunja Starc – Qualified Assistant

Dunja joined the team in October 2020 and she has become part of the team very quickly. She has also commenced an apprenticeship in her Level 3 Early Years qualification.

Nicola Drew – Preschool Assistant

Nic joined the team in May 2021 and quickly became an inspiring and valued team member. Nic is due to leave us at the end of this Spring term and we wish her all the very best in her new job.

Harry Walsh – Preschool Assistant (Bank Staff)

Harry provides additional support to the team when he is home in the UK, in between his education in the States pursuing a football scholarship. He is much loved by the children and team alike, bringing a young and fresh dynamic with him.

All members of staff are police checked through the DBS (Disclosure and Barring Service), participate in half-termly planning meetings to plan the curriculum and share ideas, and are updating continuously their knowledge and skills through additional childcare training courses. With a key worker system in operation, staff members are each responsible for observing and charting the progress of a small group of children.

3.2 COMMITTEE MEMBERS

Committee changes:

- Lisa Kingsley has taken over the role of Chairperson from Vassilisa Noble.
- Vassilisa Noble has continued in the role of Village Hall Liaison
- Abbie Knights has joined our committee team as the Secretary and Fundraising organiser
- Sophie Murphy has taken on payroll and joint treasurer role over from Robyn
- Laura Hanson has taken on a new role of Admissions Coordinator

We would like to thank Claire Lewzey for her continued unwavering reliability and efficiency in her role as Joint Treasurer. Her hard work ensures the accounts are kept in great order.

The committee has had a few changes over the past year, and I believe these changes ensure that we always have a committee who are fully dedicated to the current and future needs of the preschool. We ensure that the majority of members have either previously had, or currently have, a child attending the preschool.

Our current committee members:

| | |
|-----------------|-------------------------|
| Lisa Kingsley | Chairperson |
| Claire Lewzey | Joint Treasurer |
| Sophie Murphy | Joint Treasurer |
| Abbie Knights | Secretary & Fundraising |
| Vassilisa Noble | Village Hall Committee |
| Laura Hanson | Admissions Coordinator |

Committee Roles

The committee has been re-organised into various sub-committees (Finance, Admissions, Fundraising) all of which are overseen by the Chair. The members of the sub-committees are responsible for taking forward their own specific areas of work as well as being involved in more general committee work. Every member is involved in fundraising as much as they are able to.

The committee is responsible for the management of the preschool and undertakes various roles including the following:

- Admissions
- Applying for government grants including nursery grant
- Applying for any other grants including and researching available grants
- Attending meetings
- Budgeting, payroll and financial planning
- Carrying out Disclosure and Barring checks
- Formulating and reviewing policies, Staff Handbook & Operational Plan
- Fundraising
- Health & Safety
- Liaising with Fordham Memorial Hall Management Committee
- Ofsted liaison and compliance with
- Managing accounts & issuing bills
- Managing contracts of employment
- Marketing
- Organising insurance & licences
- Purchasing consumables & new equipment
- Responding to changing needs – e.g. more storage
- Responding to changing Ofsted, law and charity regulations
- Safeguarding
- Safe recruitment
- Staff appraisals
- Writing & circulating minutes

SECTION 4: KEY DEVELOPMENTS

4.1 Owls' club

For the first time, from September 2022, we have been able to offer an Owls' club (for the children moving on to school in September) throughout the academic year. The aim of this club is to provide the children with more focused activities in preparation for school and to ease their transition to school.

4.2 Starting age

The starting age for preschool children was reduced to 2 years in September 2013. This has continued to be a popular age to join the Preschool. We are happy to continue to offer places for children from 2 years old. The numbers of children under 2.5 years old are monitored very closely by the Leader (Tina) and Chair (Lisa). If a term is forecast to have a high number of children under 2.5 years old joining the preschool, these children's start dates are staggered accordingly to ensure each child is settled in based on their individual needs.

4.3 Village hall

Thank you to the Village Hall for supporting our preschool throughout the years. Currently, the rent charges are remaining the same. We have secured village hall approval for new fencing and replacement of both gates.

4.4 Marketing and Fundraising

We continue to spread the word about the setting via our website, current parents, social media (especially sharing fundraiser information on Facebook). We have a healthy number of children attending preschool currently, almost to capacity. It is however important we do not sit back to ensure we see numbers grow following a large Owl departure in the summer term.

9th April 2022 - Tractor Rally, organised by Abbie and her dad and friends. It was a wonderful day that proved to be extremely popular and a great fundraiser for preschool. A total of £401.50 was raised.

27th November 2022 – The second Christmas Market, organised by Abbie and Danielle, took place at the village hall, with many stalls from local businesses. This event proved even more successful than the previous year, raising a huge £560.

Thank you to Abbie for your amazing commitment, your time and efforts to support our preschool and to all the people who gave their time and support in order for these fundraising efforts and fun days to go ahead.

5. FUTURE PLANS

5.1 Policies – updates and implementation

Tina has undertaken the policy updating role. The policies are now all reviewed for this year and updated.

1.3 EXPENDITURE REPORT

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| Balance of petty cash in hand | -£50.13 |
| Cash in Hand | £0.00 |
| Paypal | £30.00 |
| Difference | £0.00 |
| | £24,095.30 |

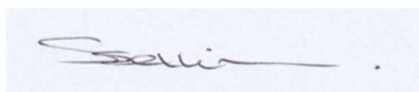
| | |
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| Difference | £0.00 |
| | £20,842.93 |

Treasurer: *Charelougy*

Date: 02/10/23

Independent Auditor:

Date: 21/12/2023





Section A

Independent Examiner's Report

**Report to the trustees/
members of**

THERFIELD VILLAGE PRE-SCHOOL

**On accounts for the year
ended**

28TH FEBRUARY 2023

**Charity no
(if any)**

1086252

Set out on pages

1-16

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **28/02/203**.

**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

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 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:

21/12/2023

Name:

Samantha Selkirk

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

MAAT

Address:

56 Browning Close

Royston

Herts, SG8 7EY

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.

N/A

THERFIELD VILLAGE PRE-SCHOOL

England & Wales - Charity number 1086252

Accounts

Therfield Village Preschool
ANNUAL REPORT
1st March 2021 – 28th February 2022

Registered Charity No. 1086252

WELCOME

Welcome to the Pre-school's 21st Annual Report. This report covers the period 1st March 2021 - 28th Feb 2022.

The purpose of this report is to provide you with information regarding the pre-school, to keep you informed about its development over the past year and our plans for the future.

This report is divided into the following sections:

- Section 1: Reports:
 - 1.1 Chair's Report
 - 1.2 Leader's Report
 - 1.3 Finance & Fundraising Report
- Section 2: Aims of the Pre School
- Section 3: People:
 - 3.1 The Staff Team
 - 3.2 The Committee
- Section 4: Key Developments
- Section 5: Future Plans

SECTION 1: REPORTS

1.1 CHAIR'S REPORT – Vassilisa Noble

A very warm welcome to everyone!

This past year at preschool has been one of the busiest however it has remained to be a challenging one with some restrictions from Covid coming and going.

We have had a very positive start to our Pre-School year, our pre-school numbers were up and we have many new starters to replace our OWLS who moved up in September 2021.

We would like to welcome many new children and their parents.

To carry out the responsibilities of a Chair would be impossible without the support and guidance from the pre-school leader, Tina Downing and her wonderfully hard working and enthusiastic team. There have been numerous challenges over the past 12 months and we have been able to remain open as much as possible even with a few positive cases of Covid.

The dedication of our preschool team is simply amazing.

I would also like to thank the many other people for their role in the life of the pre-school including but not limited to:

- The parents of the children attending the pre-school for all their continued support of us.
- Joe Bailey, our IT guru, for all his hard work on our website.
- Therfield First School and all the teachers and teaching assistants for promoting strong links between the two settings and working with the pre-school to ensure a smooth transition to school for our Owls.
- The Therfield residents for supporting our various fundraising activities that have been held.
- The Village Hall Committee -for all the hard work in getting the village hall to be able to be used by pre-school and for putting all the necessary steps in place in order for us to be able to stay open when all the other clubs have not been able to operate.

As we have been able to hold some fundraising activities, here are some of the main ones that took place.

Firstly there was the September Campout which was held together with Therfield First School and yet again with all the great organising, it was a huge success. With many families deciding to stay out and camp out for the night and having fun well into the evening.

Then there was the surprise Tractor Rally that was organised by Abbie and her dad and friends, which took place in October. It was a wonderful day that proved to be extremely popular and a great fundraiser for preschool. Here is to many more of these fun runs.

Things didn't stop there, at the end of November, Abbie and Danielle organised an amazing Christmas Market that took place at the village hall, with many stalls from local businesses. This event proved to be extremely popular not just within the village but also surrounding areas.

Thank you ladies for your amazing commitment, your time and efforts to support our pre-school and to all the people who gave their time and support in order for these fundraising efforts and fun days to go ahead.

The staff team

Firstly I would like to say a huge thank you to all the staff for their hard work in the last year. As always, our brilliant staff have kept the pre-school a happy, warm and safe environment in which our children can play and learn.

We have had many new starters and the staff have done an outstanding job of settling them in. Our staff continue to deliver the EYFS to our children whilst catering to the needs of the individual child in order to provide the EYFS required child-led curriculum. Activities led by the children's interests and curiosity continue to be the strengths of our small and

friendly pre-school. The Pre-school continues to thrive and offer a unique, happy and homely environment in a close-knit village.

Therfield Village Pre-school is extremely fortunate in having Tina Downing as its leader and our Deputy leader Natalie Hunn and the rest of the outstanding team.

Sue Hamilton – qualified assistant and Senco, Aline Revell - qualified assistant. Dunja Starc and Nicola Drew are our valued pre-school assistants. Our bank staff team remain the same with Laura Jenkins as a valued member of the team.

Community

Our pre-school is fortunate in having the close link with the Therfield First School and we will continue to be working in the future together to build on the transition periods for the children as they move onto the bigger schools.

There is a special thank you that needs to be said for the Village Hall Committee. Who worked together with Tina, her team and myself in insuring that the village hall was able to remain open to pre-school throughout the lockdowns and restrictions. It has been a monumental task in keeping up with all the changes that needed to be taken into consideration and all the steps to be taken in order to keep the pre-school open and operating.

Over the summer a big change took place in the Village Hall as the new Lighting/heating system was installed by the village hall committee. It has proven to be a much needed and welcome improvement. The new system is able to provide a much better lighting and the heating is able to be regulated and spread-out throughout the hall in a far more efficient manner.

Committee changes and challenges

As a committee led pre-school we value greatly our committee members for giving their precious time and commitment.

We are coming into a change period in our committee and we need new parents to join us as there are a couple of members that need to step down and their roles are required to be covered in order for the preschool to remain operational.

Any parents that would like to join us, are able to help and want to know more about the roles that we have and need to be covered, please have a look at the section 3.2 Committee Members and you are always welcome to come have a chat with me or any other members. We will always be more than happy to take you through what we do and how we do it. Please do come and join us if you can.

1.2 - LEADERS REPORT MARCH 2021-FEBRUARY 2022

2021/22 DEVELOPMENTS – TAKEN FROM PREVIOUS PROPOSED AND PLANNED ACTIONS:

CONTINUING TO FOLLOW NATIONAL AND LOCAL GUIDELINES AND ADVICE TO PROVIDE EFFECTIVE AND SAFE PROVISION FOR ALL CHILDREN.

We are pleased to be able to move away from provisional restrictions and difficulties that have been caused by the Coronavirus pandemic and to move forward as we learn to live with Covid, supporting families, staff and children in the process.

The implementation of the revised Early Years Foundation Stage Curriculum, with increased focus on engagement and time with the children and less time spent on evidence gathering.

The revised Early Years curriculum is embedded in practice with positive results. We will continue to access appropriate training and reflect on our own practice on an ongoing basis.

Improving our support of families in making healthy choices, providing further information and guidance, and in particular developing our healthy lunchbox policies.

This area is one we still intend to develop and improve, and to ensure advice and information provided includes the importance of good dental hygiene.

Implementing recent attachment and trauma training guidance and de-escalation strategies to continue to support children's wellbeing, accessing the STEPS early years behaviour training as a team.

The attachment and trauma training has been shared as a team and de-escalation strategies are used and implemented throughout with positive results. Tina has recently completed the Therapeutic Approach to Behaviour (TAB) training and a priority is now to feed this back to the team and introduce and utilise the tools provided.

Supporting the Continuous Professional Development of all members of the team, including Health and Safety Awareness, and Fire Safety training for the appropriate representatives.

During the Covid-19 pandemic training has been online. The staff team have all been supported to complete core training. Dunja will access health and safety training and Natalie fire safety training.

Working with Therfield First School to monitor the need for increased provision and hours for children in the area, working towards 'wrap around' care.

To continue monitoring the need for, and working towards wrap around care. The employment of a cleaner may help to maximise the hours that can be offered. Autumn 2022 to consider increasing number of afternoon club sessions

This year's highlights:

Spring 2021:

Having missed out on some of our celebrations over the previous years we were determined to make some lasting impressions and particularly enjoyed dressing up for World Book day and celebrating with lots of Role-play, story telling and crafts related to our favourite stories.

We also enjoyed exploring Spring changes and creating colourful displays of flowers indoors, as well as enjoying gardening and bug hunting outdoors. We were able to enjoy our own Easter Egg Hunt, this year in the setting, with the children excitedly hunting for laminated and plastic eggs around pre-school, before taking home a chocolate egg.



Summer 2021 -

An exciting part of our Summer Term is always the introduction of Owls club and this year was no exception. We worked with the children and Therfield First School to determine priorities to help the children smoothly transition to future settings and enjoyed working on fine motor skills, handling tools including knives and forks and mark-making opportunities, working together during heavy work and of course the favourite – our 'PE' sessions, giving the children their first experience of changing themselves for an activity and taking ownership of their own items.

We were also pleased this Summer to get back to some of our usual events, visiting the first school and particularly enjoying stories in the Outdoor classroom, our Party in the Park and our End of Year Bug and Butterfly Party and Graduation celebration – this year just for the leavers to minimise numbers in the hall.



Autumn 2021

Numbers were quieter again for our return but we enjoyed lots of outdoor play in the milder weather, exploring Autumnal changes and celebrating Halloween with a variety of messy and discovery play, and Role-play in our witches kitchen.

We were also keen to enjoy the festive period, however restrictions were again on the increase. We therefore asked Father Christmas during our party to drop the presents outside the door and keep himself safe. The children were of course excited to hear the bells and apparently they spied a glimpse of his red hat outside the window!! We finished off with our Christmas show - complete with costumes and songs to sing. We were incredibly proud of this year's cohort, who have had little or no experience of singing/performing in front of parents.

Staff update:

We were pleased to welcome Nic to our team in May who quickly bonded with the children and demonstrated to us all what a caring and nurturing nature she has. We were also excited that Sue was able to take over the role of Special Educational Needs for us ensuring that we are fully inclusive throughout the setting and able to support the individual needs of all children.

Leader's Note:

This year I have decided to reiterate my note from last year having continued to work through changing guidelines and legislations. During these times we have been faced with the overwhelming responsibility of providing the safest care and education we can. Throughout this our priority has been the wellbeing of the children ensuring that they know they are safe and secure with us, the health and safety of our families and the safety and wellbeing of our staff team.

We have been pleased however to re-introduce favourite activities and experiences for the children and to learn together that some of our recent adjustments, e.g. our drop off and pick up arrangements actually make transition and separation easier and smoother for parents and children and therefore will remain in place. We have also been excited and grateful to other members of the community for supporting us as we moved into living with Covid, including Therfield First School, particularly Mrs McGovern and Miss Haxton in particular working with us to support transition and the Village Hall committee as other users of the hall have again become more commonplace.

As always determining and putting into practice the most effective and safe provision possible during the changes taking place in Early Years and in workplaces in general, would not have been possible without the dedicated and pro-active support of our committee, particularly Vassilisa and Claire who have continued to work through legislation and guidance, the hard work and commitment of the staff team, and the unquestioning support and understanding of our families throughout.

I am so grateful and appreciative to work in a nurturing, warm and friendly environment supported at every turn, thank you all.

Tina.

Planned Actions for 2022/23

- Improving our support of families in making healthy choices, providing further information and guidance, ensuring this includes the importance of good dental hygiene, and in particular developing our healthy lunchbox policies.
- For Tina to share the Therapeutic Approach to Behaviour (TAB) training with the team to ensure we are fully supporting children's behavioural development and emotional wellbeing, and to use the strategies, tools and resources provided to maximum effect in the setting. This involves updating our Behaviour Policy to reflect our TAB.
- Supporting the Continuous Professional Development all members of the team, including Health and Safety Awareness, and Fire Safety training for the appropriate representatives.
- Completing the introduction of Terrific Talkers and embedding in practice.
- Continuing to monitor the need for increased provision and hours for children in the area, working towards 'wrap around' care.

1.3 EXPENDITURE REPORT

Therfield Village Preschool - Income and Expenditure (1st March 2021 – 28th February 2022)

| Income | 21-22 |
|------------------------------|-------------|
| ENP/DAF/ENF/30 hours funding | incl below |
| Nursery Funding received | £52,951.93 |
| Other grants | £0.00 |
| Events/fundraising/donations | £1,372.89 |
| Fees received | £28,369.40 |
| Owlets Income | incl. above |
| Lunch club | incl. above |
| Owls club | incl. above |
| Clothes and bag sales | Incl. above |
| Interest | |
| Other | £185.00 |
| HMRC JRS (COVID) | £1,938.51 |
| Total | £84,817.71 |

| Income | 20-21 |
|------------------------------|-------------|
| ENP/DAF/ENF/30 hours funding | incl below |
| Nursery Funding received | £55,752.35 |
| Other grants | £0.00 |
| Events/fundraising/donations | £550.00 |
| Fees received | £11,711.20 |
| Owlets Income | incl. above |
| Lunch club | incl. above |
| Owls club | incl. above |
| Clothes and bag sales | £0.00 |
| Interest | |
| Other | £0.00 |
| HMRC JRS (COVID) | £4,646.21 |
| Total | £72,659.76 |

| Expenditure | 21-22 |
|-------------------------------------|-------------|
| Preschool equipment | -£2,121.27 |
| Wages, Pensions & PAYE | -£68,061.38 |
| Insurance, Registration, Accounting | -£2,568.94 |
| Advertising/marketing | £0.00 |
| Hall Hire | -£10,019.25 |
| Petty cash (daily consumables) | -£1060.00 |

| Expenditure | 20-21 |
|-------------------------------------|------------|
| Preschool equipment | -£822.56 |
| Wages, Pensions & PAYE | -59,670.05 |
| Insurance, Registration, Accounting | -£3,287.49 |
| Advertising/marketing | £0.00 |
| Hall Hire | -£2,176.00 |
| Petty cash (daily consumables) | -£210.00 |

| | | | |
|--------------------------------------|--------------------|-----------------------|--------------------|
| Jumper/t shirts | £457.88 | Jumper/t shirts | £0.00 |
| Stationary/craft (inc. in resources) | £0.00 | Stationary/craft | £0.00 |
| Printing/photocopying | -£311.80 | Printing/photocopying | -£316.21 |
| Phone | -£136.92 | Phone | -£136.68 |
| Fundraising costs | £0.00 | Fundraising costs | £0.00 |
| Bank charges | -£96.00 | Bank charges | -£66.00 |
| Staff training | -£649.20 | Staff training | -£72.00 |
| Other | -£438.55 | Other | -£120.00 |
| | | | |
| Total | -£85,921.19 | Total | -£66,876.99 |

| | |
|--|-------------------|
| Excess of Income over expenditure | £1,103.46 |
| Add Balance brought forward | £14,192.15 |
| Balance carried forward | £13,088.60 |
| Represented by: | |
| Balance CafCash A/C | £13,088.60 |
| Balance Caf Savings A/C | £7,601.49 |
| Balance of petty cash | £122.84 |
| Cash in Hand | £0.00 |
| Paypal | £30.00 |
| National Lottery Grant on prepaid card | £0.00 |
| Difference | £0.00 |
| | £20,842.93 |

| | |
|--|-------------------|
| Excess of Income over expenditure | £5,782.77 |
| Add Balance brought forward | £8,409.38 |
| Balance carried forward | £14,192.15 |
| Represented by: | |
| Balance CafCash A/C | £14,192.15 |
| Balance Caf Savings A/C | £7,600.73 |
| Balance of petty cash | £31.59 |
| Cash in Hand | £0.00 |
| Paypal | £30.00 |
| National Lottery Grant on prepaid card | £0.00 |
| Difference | £0.00 |
| | £21,855.47 |

Things to note for spending February 2022 onwards:

- Consider National Living Wage increase April 2022. This will rise to £8.91. Other wages will need to be increased in line with these increases.
- Consider fees increase
- No income during the summer holidays, but wages still need to be paid
- Staff needed if numbers of children remain high
- Ensure we have a good intake for September 2022

SECTION 2. AIMS OF THE PRE-SCHOOL

- Provide quality, affordable childcare for children between the ages of two years to five.
- Help build children's early relationships with their peers, prior to going on to primary school
- Provide a warm and friendly environment to encourage children's personal, social and emotional development
- Offer a wide range of structured and free-play activities to develop independence and confidence
- Encourage understanding and development of the six Learning Areas: Personal, Social & Emotional development; Communication, Language & Literacy; Problem Solving, Reasoning & Numeracy; Physical development; Knowledge and Understanding of the World; and Creative development

- Encourage development in all skills according to the age and ability of the individual child
- Provide a curriculum in accordance with nationally approved learning goals
- Offer state grants to cover the cost of places for children the term after they are three years old, and grants or subsidies for younger children, where families are on a low income
- Liaise closely with Therfield First School and all the other schools our children move onto.

SECTION 3: PEOPLE

3.1 THE STAFF TEAM

We are extremely fortunate to have a truly wonderful, dedicated team of staff who work at the pre-school:

Tina Downing - Leader

Tina has been with us for over 10 years as our Pre-School Leader. She holds a certificate in Early Years Practice and a Foundation Degree in Early Years Child Care and Education. Tina initiates and organises the daily programme of activities at the pre-school, monitoring the quality of teaching and charting developmental progress of the children. She is responsible for short and long-term planning. She also supervises all staff including appraisals and liaises with Therfield First School and the pre-school committee. Tina heads up the senior management team and she is our SENCO lead.

Natalie Hunn, - Deputy Leader

Natalie has been working for the pre-School for over 10 years and is the leader of Owlets. She holds a Cache Level 3 Diploma in childcare. Natalie became our Deputy Leader in September 2018 and has had a positive impact within the team from the very start. She has introduced number of new initiatives to help streamline how the pre-school works and has been working closely with Tina.

Aline Revell - Qualified Assistant

Aline joined the pre-school in February 2014 as a pre-school assistant. She is qualified in Food Hygiene. She qualified in her Skillsfirst Level 2 certificate for the Children and Young People's Workforce (QCF) in May 2017. Further training undertaken: PREVENT Safeguarding (November 16)

Sue Hamilton - Qualified Assistant

Sue has been a permanent member of staff since September 2014.

She is a former Pre-school parent and committee member, and an experienced foster carer. She is working towards her Skillsfirst Level 2 certificate for the Children and Young People's Workforce (QCF).

Sue has attended an Introduction to Sign Language and Solutions Circle and an Improving the School Experience for the Child with Autism course. In February she attended Solutions Circle, Social Stories and completed her Level 2 Food Hygiene and Safety for Catering. She has also attended a Paediatric First Aid course, safeguarding training and Effective EYFS teaching and learning. Sue has also taken on the SENCO training and now working closely with Tina in this area.

Dunja Starc – Pre-School Assistant

Dunja joined the team after October 2020 half term and she has become part of the team very quickly. She has joined us from Rainbow nursery that had to close down due to Covid.

Nicola Drew – Pre-school Assistant

Nic joined the team in May 2021 and has become an inspiring and valued member of the team.

All members of staff are police checked through the DBS (Disclosure and Barring Service), participate in half-termly planning meetings to plan the curriculum and share ideas, and are updating continuously their knowledge and skills through additional childcare training courses. With a key worker system in operation, staff members are each responsible for observing and charting the progress of a small group of children.

3.2 COMMITTEE MEMBERS

Committee changes:

- Abbie Knights has joined our committee team as the Secretary and Fundraising organiser
- Sophie Murphy is planning on taking the payroll and joint treasurer role over from Robyn.
- Lisa Penn has joined the committee in order to look after the training and safeguarding

We would like to thank Claire Lewzey for her unwavering reliability and efficiency in her role as Joint Treasurer. Her hard work ensures the accounts are kept in great order.

The committee is going to be undergoing a changes as highlighted above but I believe these changes ensure that we always have a committee who are fully dedicated to the current and future needs of the pre-school. We ensure that the majority of our members have either previously had, or currently have, a child attending the pre-school.

Our current committee members:

| | |
|-----------------|---|
| Vassilisa Noble | Chair |
| Claire Lewzey | Joint Treasurer |
| Robyn Childs | Joint Treasurer – stepping down – hand over will be happening later in the year |
| Abbie Knights | Secretary & Fundraising |
| Lisa Penn | Training Organiser & Safe Guarding |

Committee Roles

The committee has been re-organised into various sub-committees (Finance, Health & Safety, and school and IT) all of which are overseen by the Chair. The members of the sub-committees are responsible for taking forward their own specific areas of work as well as being involved in more general committee work. Every member is involved in fundraising as much as they are able to.

The committee is responsible for the management of the pre-school and undertakes various roles including the following:

- Admissions
- Applying for government grants including nursery grant
- Applying for any other grants including and researching available grants
- Attending meetings
- Budgeting, payroll and financial planning
- Carrying out Disclosure and Barring checks
- Formulating and reviewing policies, Staff Handbook & Operational Plan
- Fundraising
- Health & Safety
- Liaising with Fordham Memorial Hall Management Committee
- Ofsted liaison and compliance with
- Managing accounts & issuing bills
- Managing contracts of employment
- Marketing
- Organising insurance & licences
- Purchasing consumables & new equipment
- Responding to changing needs – e.g. more storage
- Responding to changing Ofsted, law and charity regulations
- Safeguarding
- Safe recruitment
- Staff appraisals

- Writing & circulating minutes

SECTION 4: KEY DEVELOPMENTS

4.1 Owls' club

We have been able, again, to offer an Owls' club (for the children moving on to school in September) during the summer term of this year. The aim of this club is to provide the children with more focused activities in preparation for school and to ease their transition to school. The Owls' club operates in the summer term.

4.2 Starting age

The starting age for pre-school children was reduced to 2 years in September 2013. This has continued to be a popular age to join the Preschool. We are happy to continue to offer places for children from 2 years old. The numbers of children under 2.5 years old are monitored very closely by the Leader (Tina) and Chair (Vassilisa). If a term is forecast to have a high number of children under 2.5 years old joining the pre-school, these children's start dates are staggered accordingly to ensure each child is settled in based on their individual needs.

4.3 Village hall

Thank you to the Village Hall for supporting our preschool throughout the years and all the new updates that have been happening to the hall. Currently, the rent charges are remaining the same.

4.4 Marketing

We continue to spread the word about the setting via our website, current parents, social media (especially sharing fundraiser information on Face Book), and the occasional flyer drop. We have a healthy number of children attending pre-school currently, almost to capacity. It is however important we do not sit back to ensure we see numbers grow following a large Owl departure in the summer term.

5. FUTURE PLANS

5.1 Policies – updates and implementation

Tina has undertaken the policy updating role. The policies are now all reviewed for this year and updated.

Extending possible opening hours.

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| | £21,854.47 |

Treasurer: *Charelougy*

Date: 03/11/22

Independent Auditor: 

Date: 14/12/22



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

THERFIELD VILLAGE PRE-SCHOOL

**On accounts for the year
ended**

28TH FEBRUARY 2022

**Charity no
(if any)**

1086252

Set out on pages

1-16

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **28/02/2022**.

**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**

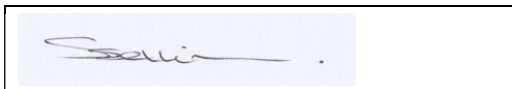
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- 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

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 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:

14/12/2022

Name:

Samantha Selkirk

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

MAAT

Address:

56 Browning Close

Royston

Herts, SG8 7EY

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.

N/A

THERFIELD VILLAGE PRE-SCHOOL

England & Wales - Charity number 1086252

Accounts

Therfield Village Preschool
ANNUAL REPORT
1st March 2020 – 28th February 2021

Registered Charity No. 1086252

WELCOME

Welcome to the Pre-school's 20th Annual Report. This report covers the period 1st March 2020 - 28th Feb 2021.

The purpose of this report is to provide you with information regarding the pre-school, to keep you informed about its development over the past year and our plans for the future.

This report is divided into the following sections:

- Section 1: Reports:
 - 1.1 Chair's Report
 - 1.2 Leader's Report
 - 1.3 Finance & Fundraising Report
- Section 2: Aims of the Pre School
- Section 3: People:
 - 3.1 The Staff Team
 - 3.2 The Committee
- Section 4: Key Developments
- Section 5: Future Plans

SECTION 1: REPORTS

1.1 CHAIR'S REPORT – Vassilisa Noble

This past year has been one of many ups and downs and as you can all imagine a lot of new and unforeseeable challenges.

We have had a very positive start to our Pre-School year, our pre-school numbers are up and we have many new starters to replace our OWLS who moved up in September 2020. This trend is set to continue as we look forward to the Autumn Term and welcoming many more new children and their parents.

To carry out the responsibilities of a Chair would be impossible without the support and guidance from the pre-school leader, Tina Downing and her wonderfully hard working and enthusiastic team. There have been numerous challenges over the past 18 months and we have done everything in our power to remain open as much as possible when a lot of other nurseries/preschools have not been able to. The dedication of our preschool team is simply amazing.

I would also like to thank the many other people for their role in the life of the pre-school including but not limited to:

- The parents of the children attending the pre-school for all their continued support of us.
- Joe Bailey, our IT guru, for all his hard work on our website.
- Therfield First School and all the teachers and teaching assistants for promoting strong links between the two settings and working with the pre-school to ensure a smooth transition to school for our Owls.
- The Therfield residents for supporting our various fundraising activities that have been held in the past. Although in this 2020 year, this has not been possible but there is going to be the Campout, in September, to look forward to and I'm sure many more things to come.
- The Village Hall Committee for all the hard work in getting the village hall to be able to be used by pre-school and for putting all the necessary steps in place in order for us to be able to stay open when all the other clubs have not been able to operate.

The Staff Team

Firstly I would like to say a huge thank you to all the staff for their hard work in this challenging 2020 year and now 2021. Throughout the year and a half, the staff have kept the pre-school a happy, warm and safe environment in which our children can play and learn. We have had many new starters and the staff have done an outstanding job of settling them in. Our staff continue to deliver the EYFS to our children whilst catering to the needs of the individual child in order to provide the EYFS required child-led curriculum. Activities led by the children's interests and curiosity continue to be the strengths of our small and friendly pre-school. The Pre-school continues to thrive and offer a unique, happy and homely environment in a close-knit village.

Therfield Village Pre-school is extremely fortunate in having Tina Downing as its leader and our Deputy leader Natalie Hunn and the rest of the outstanding team. Sue Hamilton, Aline Revell remain valued pre-school assistants. Our new members of the team - Dunja Starc and Nicola Drew are very welcome. We have also seen some changes within our bank staff team welcoming Laura Jenkins as a valued member of the team.

We also did welcome Laura Wilmott as a pre-school assistant. She has had a good autumn term of 2020 with us but due to personal reasons, she decided not to stay on. We wish her all the best in her future and we are thankful for the time that she has been with us.

We had our surprise Ofsted visit back in November 2019. We were rated Good – this was a great result considering all the changes that were taking place at that time.

Community

Our pre-school is fortunate in having the close link with the Therfield First School and we will continue to be working in the future together to build on the transition periods for the children as they move onto the bigger schools.

There is a special thank you that needs to be said for the Village Hall Committee. Who worked together with Tina, her team and myself in insuring that the village hall was able to be remain open to pre-school throughout the lockdowns and restrictions. It has been a monumental task to keep up with all the changes that needed to be taken into consideration and all the steps to be taken in order to keep the pre-school open and operating.

Committee Changes and Challenges

As a committee led pre-school we value greatly our committee members for giving their precious time and commitment.

We are coming into a change period in our committee and we need new parents to join us as there are a couple of members that need to step down and their roles are required to be covered in order for the preschool to remain operational.

Any parents that would like to join us, are able to help and want to know more about the roles that we have and need to be covered, please have a look at the section 3.2 Committee Members and you are always welcome to come have a chat with me or any other members. We will always be more than happy to take you through what we do and how we do it. Please do come and join us if you can.

1.2 - Leader's report March 2020-February 2021

[2020/21 Developments – taken from previous proposed and planned actions:](#)

Supporting the Continuous Professional Development all members of the team, including Health and Safety Awareness, and Fire Safety training for the appropriate representatives.

During the Covid-19 pandemic training has been online. The staff team have all been supported to complete core training. Tina will access health and safety training and Natalie fire safety training.

Working with Therfield First School to monitor the need for increased provision and hours for children in the area, working towards 'wrap around' care.

During these unprecedented times it has been necessary to focus on continuing to offer safe care and provision for the children for the operational hours already in place. We will continue to monitor the need for extended hours during the next academic year.

A second member of the team to take on the Role of Special Educational Needs Co-ordinator for the setting, accessing the appropriate training and working alongside the leader to assess and meet the needs of individual children, and to support the staff team as key people for children with varying needs.

Sue has completed the relevant training and has taken on the role with no problems, working alongside Tina to support the staff team, and work with families, ensuring that our provision is fully inclusive and meets the needs of all children.

This year's highlights:

Spring 2020:

We began the spring term thinking about our beautiful, exciting and multi-cultural world and were looking forward to lots of planned special events including our hugely exciting fundraising week, Mother's day celebration and Easter Egg Hunt and party. Unfortunately, due to the Covid-19 pandemic the Spring term for schools and settings was cut short as we and our families began to accept the changes taking place.

Summer 2020:

With the children home schooling for the first half of the Summer term we were grateful to have our online learning platform Tapestry, enabling us to share activities and messages with our families, and to engage in their learning at home through their own observations. Combined with the introduction and availability of various free online lessons, plans and resources to support home-schooling, which we were pleased to share with our families, we were secure in the knowledge that the children were learning and developing safely in their own homes.

The highlight for us was therefore being allowed to re-open for the final half term of the year, even though for restricted numbers. We were able to offer provision for both keyworker children and the children moving onto school in the Autumn term. Although activities and resources had to be restricted the children showed us immediately that welcoming them in was the right decision and we had a different and challenging but hugely rewarding half term.



We finished with a goodbye and good luck to our friends, presenting their gifts and books individually in front of pre-school.



Autumn 2020

We were excited to welcome back the children in greater numbers, inviting those who had attended prior to the summer term first, settling them back in and re-establishing key person bonds, before then welcoming new friends. Our main focus for the Autumn term was the children's health and wellbeing, even more so than in previous years. We therefore focused on building confidence and self-esteem, recognising and handling our own feelings and activities and resources that encouraged being and working together.

One of the highlights was our Halloween week with a witch's house, complete with fireplace and cauldron, a shelf full of spells and lots of discovery and messy play that engaged the children fully.



We also held our annual Christmas party for the children and this year Father Christmas sent us a personal video message along with a very generous sack of gifts for being so good and for making pre-school such a joy to be a part of.

Staff update:

Whilst being fortunate to gain Dunja on our team this year, we have also had to say a sad farewell to Sara, a hugely valued and popular member of the team, loved by staff, families and children. We know that Sara's future setting will be lucky to have her and are grateful for all of her hard work and commitment to pre-school over the years.

Natalie has continued to offer inspiration and support to myself and the team as our deputy leader, seemingly tireless in her work, leading sessions and the setting as required, and as always turning a role-play area into the most exciting of adventures, and Sue has confidently put her extensive skills and knowledge to good use as joint Special Educational Needs Co-ordinator, ensuring that the needs of all children are recognised and catered for. Aline as a qualified and experienced pre-school assistant continues to actively support planning, the implementation of our curriculum, key work and even DIY for us. We are also extremely proud of our newest member of the team, Dunja who has been reliable, flexible and fitted in perfectly to our well established team thanks to her enthusiasm, energy and work rate.

Leader's Note:

This year has been full of challenges and difficulties that none of us have experienced previously. During these times we have been faced with the sometimes overwhelming responsibility of providing the safest care and education we can, whilst following and adhering to the changing rules and guidance we also worked hard to balance the emotional needs of the children with the need for hygiene and distance. Throughout this our priority has been the wellbeing of the children ensuring that they know they are safe and secure with us, the health and safety of our families and the safety and wellbeing of our staff team. This has involved amongst other things rethinking our drop off and pick up arrangements, the resources and toys available to the children, our daily routine and ongoing planning as well as enhancing our cleaning and clearing procedures.

This would not have been at all possible without the fantastic and pro-active support of our committee, particularly Vassilisa and Claire who have been inundated with guidance and legislation to work through, the dedication of the staff team which has at times included making sacrifices in their personal life to continue caring for our little ones, and the unquestioning support and understanding of our families throughout.

This year has made us all think about what is important and possibly re-evaluate, and in my case most definitely appreciate how lucky I am to work in the Early Years supported by so many, thank you all.

Tina.

Planned Actions for 2022/23

- Continuing to follow National and local guidelines and advice to provide effective and safe provision for all children.
- The implementation of the revised Early Years Foundation Stage Curriculum, with increased focus on engagement and time with the children and less time spent on evidence gathering.
- Improving our support of families in making healthy choices, providing further information and guidance, and in particular developing our healthy lunchbox policies.
- Implementing recent attachment and trauma training guidance and de-escalation strategies to continue to support children's wellbeing, accessing the STEPS early years behaviour training as a team.
- Supporting the Continuous Professional Development all members of the team, including Health and Safety Awareness, and Fire Safety training for the appropriate representatives.
- Working with Therfield First School to monitor the need for increased provision and hours for children in the area, working towards 'wrap around' care.

1.3 EXPENDITURE REPORT

Therfield Village Preschool - Income and Expenditure (1st March 2020 – 28th February 2021)

| Income | 20-21 |
|------------------------------|-------------------|
| ENP/DAF/ENF/30 hours funding | incl below |
| Nursery Funding received | £55,752.35 |
| Other grants | £0.00 |
| Events/fundraising/donations | £550.00 |
| Fees received | £11,711.20 |
| Owlets Income | incl. above |
| Lunch club | incl. above |
| Owls club | incl. above |
| Clothes and bag sales | £0.00 |
| Interest | |
| Other | £0.00 |
| HMRC JRS (COVID) | £4,646.21 |
| Total | £72,659.76 |

| Income | 19-20 |
|------------------------------|-------------------|
| ENP/DAF/ENF/30 hours funding | Incl below |
| Nursery Funding received | £47,954.44 |
| Other grants | £0.00 |
| Events/fundraising | £1,376.51 |
| Fees received | £19,564.52 |
| Owlets Income | incl. above |
| Lunch club | incl. above |
| Owls club | incl. above |
| Clothes and bag sales | £102.80 |
| Interest | £0.00 |
| Other | £403.15 |
| Total | £69,401.42 |

| Expenditure | 20-21 |
|-------------------------------------|--------------------|
| Preschool equipment | -£822.56 |
| Wages, Pensions & PAYE | -59,670.05 |
| Insurance, Registration, Accounting | -£3,287.49 |
| Advertising/marketing | £0.00 |
| Hall Hire | -£2,176.00 |
| Petty cash (daily consumables) | -£210.00 |
| Jumper/t shirts | £0.00 |
| Stationary/craft | £0.00 |
| Printing/photocopying | -£316.21 |
| Phone | -£136.68 |
| Fundraising costs | £0.00 |
| Bank charges | -£66.00 |
| Staff training | -£72.00 |
| Other | -£120.00 |
| Total | -£66,876.99 |

| Expenditure | 19-20 |
|-------------------------------------|-------------------|
| Preschool equipment | -£1,825.17 |
| Wages, Pensions & PAYE | -£59,993.94 |
| Insurance, Registration, Accounting | -£2,581.16 |
| Advertising/marketing | £0.00 |
| Hall Hire | -£6,979.75 |
| Daily Consumables – petty cash | -£1,365.00 |
| Jumper/t shirts | -£261.20 |
| Stationary/craft | -£1,008.25 |
| Printing/photocopying | -£629.29 |
| Phone | -£133.75 |
| Fundraising costs | -£90.00 |
| Maintenance | -£60.00 |
| Student support/tuition fees | -£438.89 |
| Other | -£147.25 |
| Total | -75,513.65 |

| | |
|--|-------------------|
| Excess of Income over expenditure | £5,782.77 |
| Add Balance brought forward | £8,409.38 |
| Balance carried forward | £14,192.15 |
| Represented by: | |
| Balance CafCash A/C | £14,192.15 |
| Balance Caf Savings A/C | £7,600.73 |
| Balance of petty cash | £31.59 |
| Cash in Hand | £0.00 |
| Paypal | £30.00 |
| National Lottery Grant on prepaid card | £0.00 |
| Difference | £0.00 |
| | £21,855.47 |

| | |
|--|------------|
| Excess of Income over expenditure | -£6,112.23 |
| Add Balance brought forward | £14,521.61 |
| Balance carried forward | £8,409.38 |
| Represented by: | |
| Balance CafCash A/C | £8,409.38 |
| Balance Caf Savings A/C | £7,594.64 |
| | £215.58 |
| Cash in Hand | £132.22 |
| Paypal | £30.00 |
| National Lottery Grant on prepaid card | £956.00 |
| Difference | £0.00 |
| | £17,337.82 |

Things to note for spending February 2021 onwards:

- Consider National Living Wage increase April 2021. This will rise to £8.91. Other wages will need to be increased in line with these increases.
- Consider fees increase
- No income during the summer holidays, but wages still need to be paid
- Staff needed if numbers of children remain high
- Ensure we have a good intake for September 2021

SECTION 2. AIMS OF THE PRE-SCHOOL

- Provide quality, affordable childcare for children between the ages of two years to five.
- Help build children's early relationships with their peers, prior to going on to primary school
- Provide a warm and friendly environment to encourage children's personal, social and emotional development
- Offer a wide range of structured and free-play activities to develop independence and confidence
- Encourage understanding and development of the six Learning Areas: Personal, Social & Emotional development; Communication, Language & Literacy; Problem Solving, Reasoning & Numeracy; Physical development; Knowledge and Understanding of the World; and Creative development
- Encourage development in all skills according to the age and ability of the individual child
- Provide a curriculum in accordance with nationally approved learning goals
- Offer state grants to cover the cost of places for children the term after they are three years old, and grants or subsidies for younger children, where families are on a low income
- Liaise closely with Therfield First School

SECTION 3: PEOPLE

3.1 THE STAFF TEAM

We are extremely fortunate to have a truly wonderful, dedicated team of staff who work at the pre-school:

Tina Downing - Leader

Tina has been with us for over 10 years as our Pre-School Leader. She holds a certificate in Early Years Practice and a Foundation Degree in Early Years Child Care and Education. Tina initiates and organises the daily programme of activities at the pre-school, monitoring the quality of teaching and charting developmental progress of the children. She is responsible for short and long-term planning. She also supervises all staff including appraisals and liaises with Therfield First School and the pre-school committee. Tina heads up the senior management team and has now completed her SENCO training and she is now the SENCO lead.

Natalie Hunn, - Deputy Leader

Natalie has been working for the pre-School for over 10 years and is the leader of Owlets. She holds a Cache Level 3 Diploma in childcare. Natalie became our Deputy Leader in September 2018 and has had a positive impact within the team from the very start. She has introduced number of new initiatives to help streamline how the pre-school works and has been working closely with Tina.

Sara Walker – Pre-School Assistant/ has now moved onto the bank staff.

Sara has been with the pre-school since 2008. She holds a Cache Level 3 Diploma in pre-school practice. Sara is also trained in Makaton Sign Language, completed a Safeguarding and due to attend a Line Tree Learning First Aid training and food hygiene course later in the year.

Aline Revell - Pre-School Assistant

Aline joined the pre-school in February 2014 as a pre-school assistant. She is qualified in Food Hygiene. She qualified in her Skillsfirst Level 2 certificate for the Children and Young People's Workforce (QCF) in May 2017.

Further training undertaken: PREVENT Safeguarding (November 16)

Aline is due to attend a Lime Tree learning First Aid training course later in the year.

Sue Hamilton, Pre-School Assistant

Sue has been a permanent member of staff since September 2014 (she was bank staff previously). She is a former Pre-school parent and committee member, and an experienced foster carer. She is working towards her Skillsfirst Level 2 certificate for the Children and Young People's Workforce (QCF).

Sue has attended an Introduction to Sign Language and Solutions Circle and an Improving the School Experience for the Child with Autism course. In February she attended Solutions Circle, Social Stories and completed her Level 2 Food Hygiene and Safety for Catering. She has also attended a Paediatric First Aid course, safeguarding training and Effective EYFS teaching and learning. Sue has also taken on the SENCO training and now working closely with Tina in this area.

Dunja Starc – Pre-School Assistant

Dunja joined the team after October 2020 half term and she has become part of the team very quickly. She has joined us from Rainbow nursery that had to close down due to Covid.

Natalie Askew - Pre-School Assistant (Bank Staff)

Natalie joined us in January 2019 and has been a huge support to the team.

All members of staff are police checked through the DBS (Disclosure and Barring Service), participate in half-termly planning meetings to plan the curriculum and share ideas, and are updating continuously their knowledge and skills through additional childcare training courses. With a key worker system in operation, staff members are each responsible for observing and charting the progress of a small group of children.

3.2 COMMITTEE MEMBERS

Committee changes:

– Emily Stirk is stepping down as our Head of Fundraising. We thank you, Emily, for all your hard work, fun and enthusiasm that you brought when you have been able to organise our preschool fundraising events. Therfield Campout is going to be the last event that Emily will be in charge of for preschool together with Friends of Therfield committee.

-We are still looking for a volunteer to take on the role of the joint treasure and to take over from Robyn. She has been a valued member of the team for quite a few years now but her son has left preschool a long time ago and she would like to pass this role onto a new parent when possible.

-- Fay is also not able to carry on with her role. Thank you Fay for all your dedication and note takings of our meetings.

We would like to thank Claire Lewzey for her unwavering reliability and efficiency in her role as Joint Treasurer. Her hard work ensures the accounts are kept in great order.

Thanks also to Robyn Childs who undertakes her role as Joint Treasurer with great efficiency and ability; Sara Atkins for organising training for our staff members and being our safe guarding representative.

I would also like to welcome Abbi Knights as a new member of the committee.

The committee is going to be undergoing a changes as highlighted above but I believe these changes ensure that we always have a committee who are fully dedicated to the current and future needs of the pre-school. We ensure that the majority of our members have either previously had, or currently have, a child attending the pre-school.

Our current committee members:

| | |
|------------------|--|
| Vassilisa Noble | Chair |
| Claire Lewzey | Joint Treasurer |
| Robyn Childs | Joint Treasurer – stepping down |
| Emily Stirk | Head of Fundraising – stepping down |
| Fay Nolan Neylan | Secretary & Training Organiser – stepping down |
| Sara Atkins | Training Organiser & Safe Guarding |

Committee Roles

The committee has been re-organised into various sub-committees (Finance, Health & Safety, and school and IT) all of which are overseen by the Chair. The members of the sub-committees are responsible for taking forward their own specific areas of work as well as being involved in more general committee work. Every member is involved in fundraising as much as they are able to.

The committee is responsible for the management of the pre-school and undertakes various roles including the following:

- Admissions
- Applying for government grants including nursery grant
- Applying for any other grants including and researching available grants
- Attending meetings
- Budgeting, payroll and financial planning
- Carrying out Disclosure and Barring checks
- Formulating and reviewing policies, Staff Handbook & Operational Plan
- Fundraising
- Health & Safety
- Liaising with Fordham Memorial Hall Management Committee
- Ofsted liaison and compliance with
- Managing accounts & issuing bills
- Managing contracts of employment
- Marketing
- Organising insurance & licences
- Purchasing consumables & new equipment
- Responding to changing needs – e.g. more storage
- Responding to changing Ofsted, law and charity regulations
- Safeguarding
- Safe recruitment
- Staff appraisals
- Writing & circulating minutes

SECTION 4: KEY DEVELOPMENTS

4.1 Owls' club

We have been able, again, to offer an Owls' club (for the children moving on to school in September) during the summer term of this year. The aim of this club is to provide the children with more focused activities in preparation for school and to ease their transition to school. The Owls' club operates in the summer term.

4.2 Starting age

The starting age for pre-school children was reduced to 2 years in September 2013. This has continued to be a popular age to join the Preschool. We are happy to continue to offer places for children from 2 years old. The numbers of children under 2.5 years old are monitored very closely by the Leader (Tina) and Chair (Vassilisa). If a term is forecast to have a high number of children under 2.5 years old joining the pre-school, these children's start dates are staggered accordingly to ensure each child is settled in based on their individual needs.

4.3 Village hall

Thank you to the Village Hall for supporting us in waiving rent for the time we were closed due to Covid. In January a payment of £1000 was paid to the Village Hall. From February 2021 a standing order of £898.00 monthly was set up to ensure the hall hire debt was paid by the end of August ready for the next academic term. During this tax year March 2020 – Feb 2021 the amount paid to the village hall was significantly lower than usual because of either closure or payments in arrears whilst waiting for confirmation of Covid funding.

4.4 Marketing

We continue to spread the word about the setting via our website, current parents, social media (especially sharing fundraiser information on Face Book), and the occasional flyer drop. We have a healthy number of children attending pre-school currently, almost to capacity. It is however important we do not sit back to ensure we see numbers grow following a large Owl departure in the summer term.

5. FUTURE PLANS

5.1 Policies – updates and implementation

Tina has undertaken the policy updating role. The policies are now all reviewed for this year and updated.

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| Difference | £0.00 |
| | £17,337.82 |

Treasurer:

Clare Lewis

Date: 21/12/21

Independent Auditor:

S. Davies

Date: 21/12/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Thefield Village Preschool

**On accounts for the year
ended**

28th February 2021

**Charity no
(if any)**

1086252

Set out on pages

1-12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 28/ 02 / 2021.

**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:

S. Davies

Date:

21/12/21

Name:

Sarah Davies

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

Accounts Manager

Address:

1 Meadow Drive, Horringer, Bury St Edmunds, IP29 5SB

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.

