

# **Trustees Report for Toddington Childcare & Forest School for the financial period 01 September 2022 to 31 August 2023**

## **Reference and administrative details of the charity, its trustees and advisers**

Charity Registration Number – 1092562

C/O ST GEORGE LOWER SCHOOL  
MANOR ROAD  
TODDINGTON  
BEDFORDSHIRE  
LU5 6AJ

### **Trustees at current date**

Sarah Malcolm (Chair), Shelley Tebbutt (Treasurer), Jacqueline Pearce (Secretary).

### **Trustee's 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**

Sarah Malcolm - (Chairperson)  
Shelley Tebbutt - (Treasurer)  
Jacqueline Pearce – (Secretary)  
Katie Shanks – September 2022  
Sarah White – June 2023  
Claire White – until January 2023  
Helena Benet – until September 2022

## **Structure, governance and management**

Toddington Childcare & Forest School is an unincorporated, registered charity that has been operating for in excess of 20 years. The constitution was adopted on the 15<sup>th</sup> May 2002 and amended 17<sup>th</sup> April 2008.

The setting was established under a constitution, which identified the objectives and powers of the setting. The trustees are appointed by the current members of the committee/trustees and voted in at the AGM. Trustees complete DBS checks and EY2 Suitability checks through Ofsted in line with statutory requirements and give their time for free with no financial benefit. There is a trustee and indemnity insurance in place to manage risk. The environment is checked daily for H&S risk and risk assessments are used in relation to activities and equipment.

The work of Toddington Childcare & Forest School is overseen by the committee and the committee meet twice a term. They can also be in daily email contact working collaboratively with the Setting Manager who has overall responsibility for the day to day running of the setting.

The Management structure consists of a full time Setting Manager, who is also the Designated Safeguarding Lead and Lead SENDCo for the setting. The Setting Manager holds a Level 4 Early Years Advanced Practitioner accreditation, Level 4 SENDCo Award, a Level 3 in Supporting Children and Young People's Speech, Language and Communication, a Principles in Forest Schooling Award, DSL Safeguarding and Safer Recruitment training and holds a full and relevant Paediatric First Aid certificate. The Setting Manager is supported in the office by the Business Administrator and a Level

3 SENDCo, who are both Paediatric First Aid trained. The Setting Manager is supported in the day to day planning and running of the setting by her Pre-School Deputy and Club Deputy for wrap around and Holiday Clubs. The setting's Pre-School Deputy is also the Deputy Designated Safeguarding Lead and holds full and relevant training. Both Deputy Managers hold full and relevant Early Years Level 3 qualifications, Level 3 Forest School Lead certificates and full Paediatric First Aid Certificates. Our three Pre-School rooms are led by Level 3 Early Years Room Leads, who also hold full and relevant Paediatric First Aid Certificates. All staff in the setting hold an Enhanced DBS check and are on the update service as part of Safer Recruitment procedures and in line with Safeguarding and Welfare requirements.

### **Public benefit statement**

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

### **Objectives and activities**

Our main activity is to deliver high quality Early Years Care and Education for children aged 12 months to 5 years, Out Of School and Wraparound Care during term time for children aged 2 to 9 years and a Holiday Club for children aged 2 to 9 years out of term time. Our aim at Toddington Childcare & Forest School is to provide a safe environment which is both happy and secure where children and adults can learn and develop. We plan and provide a wide range of activities and resources which are inclusive for all children in our care, to ensure children attending our setting have access to a varied and stimulating curriculum to support them in achieving their best outcomes.

In order to do this we employ an Early Years Setting Manager and qualified Early Years Educators who undertake daily short term and medium term planning of the curriculum and activities to meet the individual needs and interests of the children attending the setting. We use a key person approach to work in partnership with parents and to track children's progress and plan next steps to support our children's learning and development in line with the Early Years Foundation Stage Framework. We ensure our staff have access to regular training opportunities so we can continue to successfully meet the needs of children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We develop positive relationships with parents and carers and value all children as individuals. We help the children in our care to be happy and secure. We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and the Setting Manager holds regular monthly staff meetings and inset days for staff training purposes to ensure continued professional development of all staff. The Setting Manager meets with her staffing team regularly for Supervisions and annual Personal Development Plans. Toddington Childcare & Forest School is also a member of the Early Years Alliance.

### **Achievements and performance**

We have a stable and proactive core committee of dedicated volunteers who continue to support our Setting Manager and Staff fundraising efforts, as well as helping hands with improvements to our Setting environment. During this period the committee have helped to organise and refresh one

of our Pre-School Rooms by helping to paint the inside environment. The classroom, children's toilets and small office area were painted using more neutral tones for our older Giraffe Room children to create a calm and more natural learning environment. An area in the small office connected to the Giraffe Room has been furnished with large beanbags and sensory equipment to create an area to support young children regulate their emotions and a space for 1:1 SEND support.

In the Summer Term 2023, our dedicated staff team have been working hard to make improvements to the outdoor learning environments and through proactive fundraising efforts including our Christmas card project, Christmas Dinner Day, and successful bake sale, we have been able to raise funds to remove an old shed and outdoor shelter, arrange to cut some overhanging trees back and pave the area, which has enabled staff to develop a larger and safe open play space for our Giraffe Room children to enjoy. We were able to purchase some quality outdoor play equipment with funds raised, including a new combined climbing wall/slide and have obtained large tyers, cable reels, paint and wooden crates, combined with some creativity to develop a new outdoor construction and small world play area.

Our Panda Room has had a new outdoor sheltered area erected and our Zebra Room has had some new safe fencing erected to replace worn fencing, as well as repairs to a sunken sand pit in the garden.

Our Setting Manager continues to promote and encourage a culture of continued professional development within her team to support and extend their knowledge, skills and qualifications. All staff hold full and relevant Pediatric First Aid training certificates that meet the requirements set out in the Statutory Framework for the Early Years Foundation Stage. All of our staffing team continue to keep their Safeguarding and Health and Safety training updated annually through the Bedfordshire Safeguarding online training platform and the Central Beds Learning Management System, including Fire Procedures, Prevent, FGM and Food Safety and Hygiene training. Our Setting Manager, Pre-School Deputy Manager and Giraffe Room Lead have also completed virtual training via TEAMS for Designated Safeguarding Leads and Safer Recruitment. We continue to have regular monthly staff training meetings, and use the HAST school inset training days to clean down and hold staff training meetings which include knowledge quizzes to keep up to date with the Early Years Foundation Stage Framework and Ofsted Education Inspection Framework, any updates in Safeguarding, SEND, Health and Safety and to celebrate successes together as a whole team, as well as discuss and plan events and fundraising moving forward.

During this period, Toddington Childcare & Forest School have been able to maintain the highest Level 5 Food Hygiene Rating from an Environmental Health Inspection visit in February 2023. We continue to strive on a daily basis as a team to provide high quality care and Early Years education, planning a varied, broad, stimulating and well-sequenced curriculum for all children in our care at Toddington Childcare & Forest School, to help them achieve their best outcomes and prepare for their next steps in education and school readiness. This was reflected in our Ofsted (June 2022) report. Particular acknowledgements were made in safeguarding, making reference to the Setting Manager ensuring all children are kept safe and secure, the strong relationships Managers and staff establish from the start with families including home visits, how children benefit from the attention of kind and caring staff, knowledgeable staff who demonstrate children's stages of development in detail, that children are happy and motivated to learn and access a broad range of experiences through a well-sequenced curriculum, that children behave well and staff support children to begin to understand and regulate their own feelings and emotions, and that all children, including children with SEND are well prepared for their next step in learning.

We continue to share in our children's progress, achievements and successes and have hosted regular integrated Health Reviews during this period at the setting, working in partnership with our Community Nursery Nurse and our parents, hosted two successful Parents Evenings in November 2022 and May 2023 which were both very well attended. We have implemented a successful Summer Term transition program and have regularly liaised with teaching staff at Toddington St. George School to arrange visits to and from the school to prepare our children for smooth transitions and their next steps in their learning as they prepare for school. We continue to share information on our TCC Facebook page with our families and finished the year with a wonderful Summer Term 2023 Sports Morning for all to enjoy.

### **A financial review**

The settings reserves are split between £60,000 in restricted funds and £12,000 in unrestricted funds, with total net assets £77,000. The setting has reported a deficit of £11,000 this year however, there are no current concerns over the charities going concern.

The total income for the period is £340,000. The charity's principal sources of funds are collected from two income streams; government funded childcare and parent funded childcare. Government funded childcare comes from Central beds in relation to children aged 3-4yrs who are entitled to free 15 or 30 childcare hours and also 2 year funding (criteria must be met). Parent funded childcare is the invoiced childcare outside the government funded hours, this also includes all wraparound and holiday clubs.

The total expenditure for the period is £351,000. The main expenditure is wages for our childcare staff who deliver the EYFS and enable the setting to meet the key objectives of the charity.

Net incoming resources for the period is a deficit of £11,000.

We have no investment accounts.

A detailed breakdown of income and expenditure can be found in the annual accounts.

### **Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s):

Full name (s): Sarah Malcolm, Shelley Tebbutt, Jacqueline Pearce

Position (e.g. Chair, Treasurer, Secretary):

Date: 30 June 2024

# **Independent Examiner's Report to the Trustees of Toddington**

## **Childcare**

I report on the accounts of Toddington Childcare for the year ended 31 August 2023, which are set out on pages 2 to 9.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed. I am qualified to undertake that examination as a member of the Association of Chartered Certified Accountants. It is my responsibility to:

- \* examine the accounts under section 145 of the 2011 Act
- \* to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)b of the 2011 Act
- \* to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

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

### **Independent examiner's statement**

In carrying out my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that proper accounting records are kept in accordance with section 130 of the 2011 Act and

accounts have been prepared which accord with the accounting records and comply with the accounting requirements of the Act and the Regulations, or:

- (2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Gavin James ACCA

74 Luton Road  
Chalton  
Bedfordshire  
LU4 9UG

30 June 2024

# **TODDINGTON CHILDCARE**

## **Statement of Financial Activities for the 12 Month Period ended 31st August 2023**

	<b><u>Unrestricted Funds</u></b> £	<b><u>Restricted Funds</u></b> £	<b><u>Total This Year</u></b> £	<b><u>Total Last Year</u></b> £
<b><u>Incoming Resources</u></b> (Note 2)				
<b>Incoming resources from generated funds</b>				
Voluntary Income	147,187	0	<b>147,187</b>	119,597
Activities for Generating Funds	2,635	0	<b>2,635</b>	1,472
Investment Income	60	0	<b>60</b>	2
<b>Incoming resources from charitable activities</b>	190,062	0	<b>190,062</b>	197,373
<b>Other Incoming resources</b>	0	0	<b>0</b>	0
<b><u>Total Incoming Resources</u></b>	339,944	0	<b>339,944</b>	318,445
 <b><u>Resources Expended</u></b> (Note 3)				
<b>Costs of generating funds</b>				
Activities for Generating Funds Costs	630	0	<b>630</b>	475
<b>Charitable activities</b>	348,139	5,272	<b>353,411</b>	308,307
<b>Governance costs</b>	2,203	0	<b>2,203</b>	3,901
<b><u>Total Resources Expended</u></b>	350,972	5,272	<b>356,244</b>	312,683
 <b>Net Incoming Resources</b>	(11,028)	(5,272)	<b>(16,300)</b>	5,762
<b>Transfer to Building Fund</b>	0	0	<b>0</b>	0
<b>Total Funds brought forward</b>	22,659	65,358	<b>88,017</b>	82,255
<b><u>Total Funds carried forward</u></b>	11,631	60,085	<b>71,717</b>	88,017

## TODDINGTON CHILDCARE

### Balance Sheet as at 31 August 2023

		<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>This Year</u> <u>£</u>	<u>Total</u> <u>Last Year</u> <u>£</u>
<b><u>Fixed Assets</u></b>					
<b>Tangible Assets</b>	(Note 4)	1,755	50,088	<b>51,843</b>	57,553
<b><u>Current Assets</u></b>					
<b>Debtors</b>	(Note 6)	11,096		<b>11,096</b>	6,825
<b>Stock of T Shirts</b>		(0)		<b>(0)</b>	0
<b>Cash at Bank</b>		9,211	10,000	<b>19,211</b>	28,276
<b>Cash in Hand</b>		0		<b>0</b>	0
		20,306	10,000	<b>30,306</b>	35,101
<b><u>Creditors: amounts falling due within one year</u></b>	(Note 7)	5,159	0	<b>5,159</b>	4,638
<b><u>Net Current Assets</u></b>		15,147	10,000	<b>25,147</b>	30,464
<b><u>Total Assets less Current Liabilities</u></b>		16,903	60,088	<b>76,990</b>	88,017
<b><u>Funds of the Charity</u></b>					
Unrestricted funds		11,631		<b>11,631</b>	22,659
Restricted funds	(Note 9)		60,087	<b>60,087</b>	65,358
<b><u>Total Funds</u></b>		11,631	60,087	<b>71,719</b>	88,017

These accounts were approved on .....2024

Chairman ..... S Malcolm  
Secretary ..... J Pearce  
Treasurer ..... **S Tebbutt**

# **TODDINGTON CHILDCARE**

## **Notes to the Accounts for the year ended** **31 August 2023**

### **1 Accounting Policies**

These accounts have been prepared on the basis of historical cost and in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Charities Act

The accounts have been prepared on an Accruals basis.

Income is recognised when the charity becomes entitled to that income and expenses are recognised as the liability falls due. Grants and Donations are included in the SoFA when recognised .

Tangible fixed assets are capitalised where their life expectancy is in excess of 12 months and their value is considered significant by the trustees. The following rates of depreciation have been applied:

Computers	1/3 on cost per annum
Other Equipment	20% on cost per annum
Buildings- New	4% on cost per annum
Buildings- Introduced by Toddington After School Club	10% of introductory valuation per annum.

All play equipment is treated as consumable and charged to expenditure as incurred.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.



# **TODDINGTON CHILDCARE**

## **Notes to the Accounts for the year ended** **31 August 2023**

### **2 Incoming resources**

	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> <b><u>£</u></b>	<b><u>Restricted</u></b> <b><u>Funds</u></b> <b><u>£</u></b>	<b><u>Total</u></b> <b><u>This Year</u></b> <b><u>£</u></b>	<b><u>Total</u></b> <b><u>Last Year</u></b> <b><u>£</u></b>
Voluntary Income				
Local Authority fee funding	147,187		<b>147,187</b>	119,597
Bursary	0		<b>0</b>	0
	147,187	0	<b>147,187</b>	119,597
Activities for Generating Funds				
Fundraising events (Note 5)	2,285		<b>2,285</b>	1,211
Donations	350		<b>350</b>	261
Sundry income	0		<b>0</b>	0
	2,635	0	<b>2,635</b>	1,472
Investment Income				
Bank Interest	60	0	<b>60</b>	2
Incoming resources from charitable activities				
Fees	190,008		<b>190,008</b>	197,373
Uniform	54		<b>54</b>	0
Milk Refunds	0		<b>0</b>	0
	190,062	0	<b>190,062</b>	197,373
Other Incoming resources				
Grant - CJRS	0		<b>0</b>	0
Grant - Small Business Grants	0		<b>0</b>	0
	0	0	<b>0</b>	0

# TODDINGTON CHILDCARE

## Notes to the Accounts for the year ended 31 August 2023

### 3 Resources Expended

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>This Year</u> <u>£</u>	<u>Total</u> <u>Last Year</u> <u>£</u>
Activities for generating funds costs				
Fundraising events (Note 5)	630		630	475
Charitable activities				
Rent & Rates	1,345		1,345	1,303
Light & Heat	6,572		6,572	4,882
Wages & NI	280,340		280,340	247,561
Pension Scheme Costs	12,480		12,480	10,402
Group Life Ins.	558		558	494
Insurance	3,658		3,658	2,764
Play Consumables	10,134		10,134	9,000
Shopping	8,015		8,015	6,566
HR Support	0		0	0
Cleaning & Hygiene	3,417		3,417	4,308
Premises Exps: Repairs & Renewals	5,312		5,312	6,228
Premises Exps: Security & Fire	0		0	0
Computer software & maintenance	4,410		4,410	4,718
Staff Training	1,194		1,194	857
Uniform	668		668	0
Telephone	2,934		2,934	2,962
Membership Subs	1,013		1,013	440
Depreciation of equipment	439		439	549
Depreciation of building	0	5,272	5,272	5,272
Provision for Doubtful Debts	378		378	0
	348,139	5,272	348,139	308,307
Governance costs				
Stationery	656		656	627
Bank Charges	102		102	92
Accountancy (Note 3a)	1,445		1,445	1,884
Miscellaneous costs	0		0	0
Depreciation of computer	0		0	0
Uniform	0		0	1,298
	2,203	0	2,203	3,901

## **TODDINGTON CHILDCARE**

### **Notes to the Accounts for the year ended** **31 August 2023**

#### **3a Fees for the Examination of the Accounts**

All Accountancy fees were paid for the independent examination of the charities accounts.

#### **3b Staff Costs**

No employees received employee benefits (excluding employer pension costs) for the year of more than £60,000.

#### **3c Average Staff Headcount**

Average number of staff employed in the year

**This Year**

**Last Year**

**18**

**18**

#### **3d Contributions to Pension Scheme**

**This Year**

**Last Year**

**£**

**£**

Contributions made to a defined contributions scheme all relating to the  
Unrestricted Fund activities

£

**12,209**

**10,402**

# TODDINGTON CHILDCARE

## Notes to the Accounts for the year ended 31 August 2023

### 4 Tangible Assets

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>This Year</u> <u>£</u>	<u>Total</u> <u>Last Year</u> <u>£</u>
<b>Computer and equipment</b>				
Cost				
As at 31 August 2022	25,003	0	<b>25,003</b>	25,003
Additions	0	0	<b>0</b>	0
Disposals	0	0	<b>0</b>	0
As at 31 August 2023	25,003	0	<b>25,003</b>	25,003
Depreciation				
As at 31 August 2022	22,809	0	<b>22,809</b>	22,260
Charge for the year	439	0	<b>439</b>	549
Disposals	0	0	<b>0</b>	0
As at 31 August 2023	23,248	0	<b>23,248</b>	22,809
Net book value				
As at 31 August 2023	1,755	0	<b>1,755</b>	2,194
As at 31 August 2022	2,194	0	2,194	2,743
<b>Buildings</b>				
Cost				
As at 31 August 2022	0	141,807	<b>141,807</b>	141,807
Additions	0	0	<b>0</b>	0
Disposals	0	0	<b>0</b>	0
As at 31 August 2023	0	141,807	141,807	141,807
Depreciation				
As at 31 August 2022	0	86,448	<b>86,448</b>	81,177
Charge for the year	0	5,271	<b>5,271</b>	5,271
Disposals	0	0	<b>0</b>	0
As at 31 August 2023	0	91,719	<b>91,719</b>	86,448
Net book value				
As at 31 August 2023	0	50,088	<b>50,088</b>	55,359
As at 31 August 2022	0	55,359	55,359	60,630
Total Tangible Assets				
As at 31 August 2023	1,755	50,088	<b>51,843</b>	57,553
As at 31 August 2022	2,194	55,359	57,553	63,373

# TODDINGTON CHILDCARE

## Notes to the Accounts for the year ended 31 August 2023

### 5 Fundraising events

	<u>Income</u>		<u>Expenses</u>		<u>Surplus</u>		<u>Last Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>		<u>£</u>
T Shirts (Note 5a)	54		54		0		405
Halloween Fun Day	17		0		17		20
Poppy Donation	0		0		0		0
Children In Need	30		30		0		0
Christmas Dinner	269		128		141		69
Christmas Cards	215		30		185		350
Valentines Day	0		0		0		312
Comic Relief	43		43		0		0
Mothers Day	0		0		0		121
Easter	0		0		0		97
Fathers Day	0		0		0		25
Easy Fundraising	159		0		159		261
Made locally	800		0		800		261
Bake Sale	512		0		512		0
Giraffe room painting/refurb	816		345		471		0
	2,915		630		2,285		1,920

### 5a Stock of T Shirts

	<u>This Year</u>		<u>Last Year</u>
	<u>£</u>		<u>£</u>
Opening stock of T Shirts	0		405
Purchased in the year	668		0
Sold in the year (at cost)	(54)		(405)
Staff Uniform (at cost)	(615)		
Stock at 31 August 2023	(0)		0

### 6 Debtors

	<u>Unrestricted</u>		<u>Restricted</u>		<u>Total</u>		<u>Total</u>
	<u>Funds</u>		<u>Funds</u>		<u>This Year</u>		<u>Last Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>		<u>£</u>
Prepayments	0				0		0
Debtors	11,096				11,096		6,825
Provision for Doubtful Debts	0				0		0
	11,096		0		11,096		6,825

### 7 Creditors: amounts falling due within one year

Prepaid fees	1,586				1,586		1,693
Charitable activities	0				0		0
Governance costs	0				0		0
Pensions payable	1,107				1,107		1,042
Accrued expenses	2,467				2,467		1,903
	5,159		0		5,159		4,638

# **TODDINGTON CHILDCARE**

## **Notes to the Accounts for the year ended** **31 August 2023**

### **8 Analysis of income and expenditure**

	<b><u>Total</u></b> <b><u>This Year</u></b> <b><u>£</u></b>	<b><u>Total</u></b> <b><u>Last Year</u></b> <b><u>£</u></b>
<b>Income</b>		
Fees	190,008	197,373
Local Authority fee funding	147,187	119,597
Grants-General	0	0
Bursary and Apprentiship Funding	0	0
Donations	350	261
Fundraising	2,285	1,211
Bank Interest	60	2
Sundry	0	0
Sales of uniforms	54	0
	<b>339,944</b>	<b>318,445</b>
<b>Expenses</b>		
Rent & Rates	1,345	1,303
Light & Heat	6,572	4,882
Wages & NI	280,340	247,561
Pension Scheme Costs	12,480	10,402
Group Life Ins.	558	494
Insurance	3,658	2,764
Play Consumables	10,764	9,475
Shopping	8,015	6,566
HR Support	0	0
Cleaning & Hygiene	3,417	4,308
Premises Exps: Repairs & Renewals	5,312	6,228
Premises Exps: Security & Fire	0	0
Computer software & maintenance	4,410	4,718
Staff Training	1,194	857
Uniform	668	0
Telephone	2,934	2,962
Sundry expenses	378	0
Membership Subs	1,013	440
Depreciation of equipment	439	549
Depreciation of building	5,272	5,272
Provision for Doubtful Debts	0	0
	<b>348,768</b>	<b>308,782</b>
<b>Surplus before Governance costs</b>	<b>(8,824)</b>	<b>9,663</b>
<b><u>LESS</u></b> Governance costs (Note 3)	<b>2,203</b>	<b>3,901</b>
<b>Surplus / (Deficit) for the year</b>	<b>(11,028)</b>	<b>5,762</b>
<b>Reconciliation with Statement of Financial Activities</b>		
Surplus/(Loss) for the year as per above	<b>(11,028)</b>	<b>5,762</b>
Grants Received      General	<b>0</b>	<b>0</b>
<b>Net Incoming Resources as per Statement of Financial Activities</b>	<b>(11,028)</b>	<b>5,762</b>

## **TODDINGTON CHILDCARE**

### **Notes to the Accounts for the year ended** **31 August 2023**

#### **9 Restricted Fund**

	<b><u>Total</u></b> <b><u>This Year</u></b> <b><u>£</u></b>	<b><u>Total</u></b> <b><u>Last Year</u></b> <b><u>£</u></b>
The Restricted Fund is made up of three components as follows:		
Fund for the purchase of the Old Building in 2007/08 (10 year life)	10,000	10,000
<u>Less</u> Amortised to date	10,000	10,000
	0	0
Fund for the purchase of the New Building in 2007/08 (25 year life)	131,806	131,806
<u>Less</u> Amortised to date	81,719	76,448
	50,087	55,358
Transfer from Unrestricted Fund in 2015 for the replacement of the Old Building	10,000	10,000
Total Fund as at 31 August 2023	<b>60,087</b>	<b>65,358</b>

# **Trustees Report for Toddington Childcare & Forest School for the financial period 01 September 2022 to 31 August 2023**

## **Reference and administrative details of the charity, its trustees and advisers**

Charity Registration Number – 1092562

C/O ST GEORGE LOWER SCHOOL  
MANOR ROAD  
TODDINGTON  
BEDFORDSHIRE  
LU5 6AJ

### **Trustees at current date**

Sarah Malcolm (Chair), Shelley Tebbutt (Treasurer), Jacqueline Pearce (Secretary).

### **Trustee's 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**

Sarah Malcolm - (Chairperson)  
Shelley Tebbutt - (Treasurer)  
Jacqueline Pearce – (Secretary)  
Katie Shanks – September 2022  
Sarah White – June 2023  
Claire White – until January 2023  
Helena Benet – until September 2022

## **Structure, governance and management**

Toddington Childcare & Forest School is an unincorporated, registered charity that has been operating for in excess of 20 years. The constitution was adopted on the 15<sup>th</sup> May 2002 and amended 17<sup>th</sup> April 2008.

The setting was established under a constitution, which identified the objectives and powers of the setting. The trustees are appointed by the current members of the committee/trustees and voted in at the AGM. Trustees complete DBS checks and EY2 Suitability checks through Ofsted in line with statutory requirements and give their time for free with no financial benefit. There is a trustee and indemnity insurance in place to manage risk. The environment is checked daily for H&S risk and risk assessments are used in relation to activities and equipment.

The work of Toddington Childcare & Forest School is overseen by the committee and the committee meet twice a term. They can also be in daily email contact working collaboratively with the Setting Manager who has overall responsibility for the day to day running of the setting.

The Management structure consists of a full time Setting Manager, who is also the Designated Safeguarding Lead and Lead SENDCo for the setting. The Setting Manager holds a Level 4 Early Years Advanced Practitioner accreditation, Level 4 SENDCo Award, a Level 3 in Supporting Children and Young People's Speech, Language and Communication, a Principles in Forest Schooling Award, DSL Safeguarding and Safer Recruitment training and holds a full and relevant Paediatric First Aid certificate. The Setting Manager is supported in the office by the Business Administrator and a Level



3 SENDCo, who are both Paediatric First Aid trained. The Setting Manager is supported in the day to day planning and running of the setting by her Pre-School Deputy and Club Deputy for wrap around and Holiday Clubs. The setting's Pre-School Deputy is also the Deputy Designated Safeguarding Lead and holds full and relevant training. Both Deputy Managers hold full and relevant Early Years Level 3 qualifications, Level 3 Forest School Lead certificates and full Paediatric First Aid Certificates. Our three Pre-School rooms are led by Level 3 Early Years Room Leads, who also hold full and relevant Paediatric First Aid Certificates. All staff in the setting hold an Enhanced DBS check and are on the update service as part of Safer Recruitment procedures and in line with Safeguarding and Welfare requirements.

### **Public benefit statement**

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

### **Objectives and activities**

Our main activity is to deliver high quality Early Years Care and Education for children aged 12 months to 5 years, Out Of School and Wraparound Care during term time for children aged 2 to 9 years and a Holiday Club for children aged 2 to 9 years out of term time. Our aim at Toddington Childcare & Forest School is to provide a safe environment which is both happy and secure where children and adults can learn and develop. We plan and provide a wide range of activities and resources which are inclusive for all children in our care, to ensure children attending our setting have access to a varied and stimulating curriculum to support them in achieving their best outcomes.

In order to do this we employ an Early Years Setting Manager and qualified Early Years Educators who undertake daily short term and medium term planning of the curriculum and activities to meet the individual needs and interests of the children attending the setting. We use a key person approach to work in partnership with parents and to track children's progress and plan next steps to support our children's learning and development in line with the Early Years Foundation Stage Framework. We ensure our staff have access to regular training opportunities so we can continue to successfully meet the needs of children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We develop positive relationships with parents and carers and value all children as individuals. We help the children in our care to be happy and secure. We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and the Setting Manager holds regular monthly staff meetings and inset days for staff training purposes to ensure continued professional development of all staff. The Setting Manager meets with her staffing team regularly for Supervisions and annual Personal Development Plans. Toddington Childcare & Forest School is also a member of the Early Years Alliance.

### **Achievements and performance**

We have a stable and proactive core committee of dedicated volunteers who continue to support our Setting Manager and Staff fundraising efforts, as well as helping hands with improvements to our Setting environment. During this period the committee have helped to organise and refresh one

of our Pre-School Rooms by helping to paint the inside environment. The classroom, children's toilets and small office area were painted using more neutral tones for our older Giraffe Room children to create a calm and more natural learning environment. An area in the small office connected to the Giraffe Room has been furnished with large beanbags and sensory equipment to create an area to support young children regulate their emotions and a space for 1:1 SEND support.

In the Summer Term 2023, our dedicated staff team have been working hard to make improvements to the outdoor learning environments and through proactive fundraising efforts including our Christmas card project, Christmas Dinner Day, and successful bake sale, we have been able to raise funds to remove an old shed and outdoor shelter, arrange to cut some overhanging trees back and pave the area, which has enabled staff to develop a larger and safe open play space for our Giraffe Room children to enjoy. We were able to purchase some quality outdoor play equipment with funds raised, including a new combined climbing wall/slide and have obtained large tyers, cable reels, paint and wooden crates, combined with some creativity to develop a new outdoor construction and small world play area.

Our Panda Room has had a new outdoor sheltered area erected and our Zebra Room has had some new safe fencing erected to replace worn fencing, as well as repairs to a sunken sand pit in the garden.

Our Setting Manager continues to promote and encourage a culture of continued professional development within her team to support and extend their knowledge, skills and qualifications. All staff hold full and relevant Pediatric First Aid training certificates that meet the requirements set out in the Statutory Framework for the Early Years Foundation Stage. All of our staffing team continue to keep their Safeguarding and Health and Safety training updated annually through the Bedfordshire Safeguarding online training platform and the Central Beds Learning Management System, including Fire Procedures, Prevent, FGM and Food Safety and Hygiene training. Our Setting Manager, Pre-School Deputy Manager and Giraffe Room Lead have also completed virtual training via TEAMS for Designated Safeguarding Leads and Safer Recruitment. We continue to have regular monthly staff training meetings, and use the HAST school inset training days to clean down and hold staff training meetings which include knowledge quizzes to keep up to date with the Early Years Foundation Stage Framework and Ofsted Education Inspection Framework, any updates in Safeguarding, SEND, Health and Safety and to celebrate successes together as a whole team, as well as discuss and plan events and fundraising moving forward.

During this period, Toddington Childcare & Forest School have been able to maintain the highest Level 5 Food Hygiene Rating from an Environmental Health Inspection visit in February 2023. We continue to strive on a daily basis as a team to provide high quality care and Early Years education, planning a varied, broad, stimulating and well-sequenced curriculum for all children in our care at Toddington Childcare & Forest School, to help them achieve their best outcomes and prepare for their next steps in education and school readiness. This was reflected in our Ofsted (June 2022) report. Particular acknowledgements were made in safeguarding, making reference to the Setting Manager ensuring all children are kept safe and secure, the strong relationships Managers and staff establish from the start with families including home visits, how children benefit from the attention of kind and caring staff, knowledgeable staff who demonstrate children's stages of development in detail, that children are happy and motivated to learn and access a broad range of experiences through a well-sequenced curriculum, that children behave well and staff support children to begin to understand and regulate their own feelings and emotions, and that all children, including children with SEND are well prepared for their next step in learning.

We continue to share in our children's progress, achievements and successes and have hosted regular integrated Health Reviews during this period at the setting, working in partnership with our Community Nursery Nurse and our parents, hosted two successful Parents Evenings in November 2022 and May 2023 which were both very well attended. We have implemented a successful Summer Term transition program and have regularly liaised with teaching staff at Toddington St. George School to arrange visits to and from the school to prepare our children for smooth transitions and their next steps in their learning as they prepare for school. We continue to share information on our TCC Facebook page with our families and finished the year with a wonderful Summer Term 2023 Sports Morning for all to enjoy.

### **A financial review**

The settings reserves are split between £60,000 in restricted funds and £12,000 in unrestricted funds, with total net assets £77,000. The setting has reported a deficit of £11,000 this year however, there are no current concerns over the charities going concern.

The total income for the period is £340,000. The charity's principal sources of funds are collected from two income streams; government funded childcare and parent funded childcare. Government funded childcare comes from Central beds in relation to children aged 3-4yrs who are entitled to free 15 or 30 childcare hours and also 2 year funding (criteria must be met). Parent funded childcare is the invoiced childcare outside the government funded hours, this also includes all wraparound and holiday clubs.

The total expenditure for the period is £351,000. The main expenditure is wages for our childcare staff who deliver the EYFS and enable the setting to meet the key objectives of the charity.

Net incoming resources for the period is a deficit of £11,000.

We have no investment accounts.

A detailed breakdown of income and expenditure can be found in the annual accounts.

### **Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s):

Full name (s): Sarah Malcolm, Shelley Tebbutt, Jacqueline Pearce

Position (e.g. Chair, Treasurer, Secretary):

Date: 30 June 2024