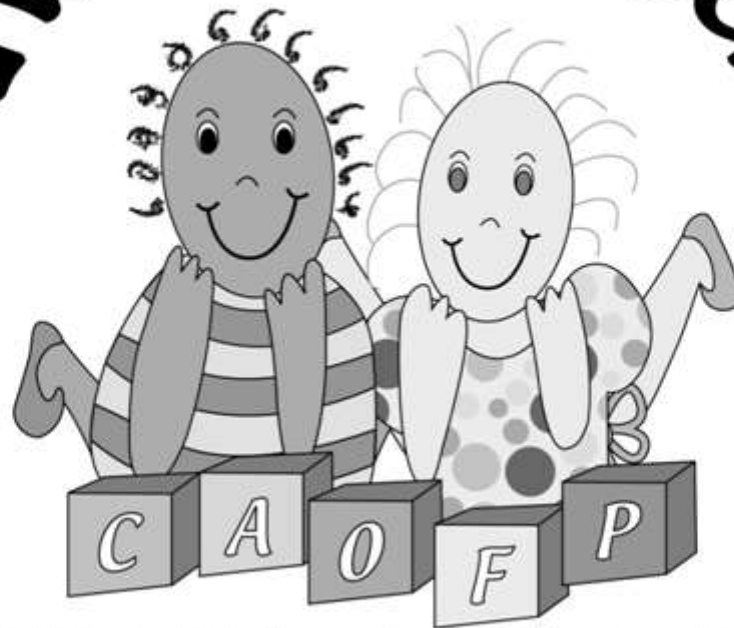


Redwood Pre-School



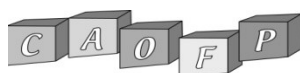
The Bell Centre, 3 Holloway Road, Leytonstone E11 4LD
tel: 020 8539 8559

established 1971

Registered Charity No: 1100327
Registered Company No: 4848315

www.redwoodpreschool.org.uk

Annual Report 2019-2020



Children are our **first** priority

Redwood Pre-School
Annual Report
01 September 2019 to 31 August 2020

Full name	Redwood Pre-School
	Registered as a company limited by guarantee in England & Wales
Registered office:	The Bell Centre, 3 Holloway Road, Leytonstone, London E11 4LD
Registered company number	4848315
Registered charity number	1100327

Governing document

The charity is operated under the rules of its Memorandum & Articles of Association adopted 8 February 2017

Directors, Trustees and Management Committee

Helen Fawbert, Director, Trustee, Chair
Farzana Hussain, Director, Trustee, Treasurer
Anna Yates, Company Secretary, Trustee, Secretary
Stacey Young, Director, Trustee
Zuleka Mayet, Named parent member
Ionela Bran, Named parent member (resigned 24/06/2020)
Temenuzhka Petkova, Named parent member (resigned 24/06/2020)
Kirstie Macqueen, Director, Trustee and Pre-School Coordinator (staff)

Principal address

The Bell Centre, 3 Holloway Road, Leytonstone, London E11 4LD

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent ME19 4JQ

United Trust Bank Ltd, 1 Ropemaker Street, London EC2Y 9AW

Accountants

Field Sullivan
Neptune House, 70 Royal Hill, Greenwich, London SE10 8RF

Aims and organisation

The principal object of the pre-school is 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.

Overall management of the pre-school is the responsibility of the members of the Committee who are elected and co-opted under the terms of the Memorandum & Articles of Association. Day to day activities are managed by paid staff.

Major changes in aims/organisation during the period

Restrictions on services due to the Covid-19 (coronavirus) pandemic.

Review of activities and achievements during the period – Reports:

Chair's Report

This year has had unprecedented challenges due to COVID-19, and Redwood has risen to meet these, remaining open during lockdown for the children of essential workers and re-opening using a bubble system as soon as possible, following government guidance.

Amongst the challenges faced have been financial planning with a lot of uncertainty regarding funding and reduced ability to fundraise. As you will be aware, the preschool is a registered charity so regular fundraising events help raise essential funds for Redwood. This is something that we will hopefully be able to focus on in the near future.

The management committee has worked hard, along with major input from staff members, in order to make the decisions necessary for the running of the preschool.

To make sure all the work gets done the management committee has eight subcommittees which committee members join if they have a particular interest or skill in a specific area.

The subgroups allow for more focused work and discussion and are as follows:

Staffing: is responsible for reviewing job descriptions and employment contracts of all staff employed by the setting, and also for the recruitment of new staff.

Finance: is responsible for budget setting, monitoring income and expenditure, accounting procedures, reviewing salary remuneration, fee rates and ensuring good financial controls are in place and followed.

Policy: this group meets to update, amend, and introduce new policies when the need arises and to comply with legal requirements.

Disciplinary: this group deals with staff performance when they do not achieve the high standards we expect.

Fundraising: have meetings to plan and organise fundraising events including fun days, sponsored events, and general appeals.

Grants: this group seeks out funding opportunities through grant-giving bodies to fund particular projects. They complete the application process and ensure that successful grants are spent in accordance with the agreed project.

Buildings and contracts: this group identifies improvements needed in order to have a safe environment. It includes putting contracts out to tender and securing the best possible value for work undertaken.

Publicity and marketing: is responsible for the wide distribution of publicity e.g. posters and leaflets which advertise our services and to maintain relevant and up to date information on our website.

All subcommittee meetings are minuted and members report back to the full committee meetings where decisions and proposals are ratified.

I would like to take this opportunity to thank all the members of the management committee for their hard work this year. I would urge people to consider being part of the committee. It is a rewarding role and it is essential to ensure the preschool can continue to run.

I would like to thank all the staff for their hard work and dedication which make Redwood Preschool what it is. Thanks too to the parents, carers and volunteers who have supported the Preschool this year, your contributions are vital.

Helen Fawbert
Chair

Pre-School Coordinator's Report

This has been a year like no other, dominated as it has been by the world-wide pandemic. The effects of COVID-19 (coronavirus) have been far reaching, and on-going restrictions, put in place to protect our preschool community and society more widely, continue to dictate what we are able to do. It has been a year of almost continuous risk assessment and protective measures.

However, throughout the year we have tried to maintain a dual focus, putting protective measures in place in the context of the six commitments which underpin the work of the preschool and everything that we do. We are committed to:

- **Learning through play**

We believe that children do more learning in the first five years of their life than at any other time, and that most of their learning is done through play. We aim to provide a safe, stimulating, multicultural environment where children can explore and experiment without fear of 'getting it wrong'. We work within the 'Statutory Framework for the Early Years Foundation Stage'. We are registered with Ofsted.

- **Parental partnership**

We aim to support parents as their children's first and most important educators by involving them in their children's education and in the full life of Redwood. We also aim to support parents in their continuing education and personal development.

- **Equality and diversity**

We believe that Redwood's activities should be open to all children and families and to all adults committed to their welfare. We aim to ensure that all who wish to work in or volunteer to help in Redwood have an equal chance to do so.

- **Inclusion of children with SEN and disabilities**

We recognise that all children have needs. Redwood provides a welcoming, safe and inclusive learning environment in which all children are supported to reach their full potential.

- **Strong relationships**

We want children to feel safe, stimulated and happy at Redwood and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with Redwood. We provide a generous ratio of staff to children, and a keyworker for every child. Our 'Safeguarding and Child Protection' policy gives priority to safeguarding children.

- **Supporting the community**

We aim to provide high quality, flexible early education and childcare to support parents in balancing work, training, study and home-life as they need and wish to. We encourage the study of the needs of preschool children and their families and promote public interest in and recognition of such needs.

The year started, as it usually does, with a reduction in the number of children on roll compared with the end of the summer term. Children are entitled to the Free Early Education Entitlement (FEEE) from the term after their third birthday (or the term after their second birthday if their families meet the financial criteria for two year old funding). However, children start in Reception Class at primary school at the beginning of the year in which they are going to be five. This means that we send more than half our children to primary school in September and replace them with a much smaller number of newly funded children. The usual pattern is that numbers then build steadily throughout the year as children qualify for FEEE funding, but this was disrupted by the pandemic. Lockdown measures meant that there were restrictions on the numbers who could attend preschool for a substantial part of the year, and the fear of infection meant that many parents were reluctant to bring their children out of their homes following the lockdown even when the government announced the wider reopening of early years settings and schools. The government and Local Authority recognised the financial effect that this would have on early years settings and continued funding at pre-pandemic levels, but actual numbers on roll did not increase at the usual rate and many children have not been able to benefit from attending a preschool provision.

News of COVID-19 (coronavirus) began to impact the preschool in the spring term and the number of children attending began to drop off as fears of infection increased in the community. We followed the advice provided by the government and local authority and introduced protective measures such as increased hand washing and cleaning. Information relating to recognising the symptoms of the virus and the appropriate way to respond was distributed to staff and parents and we were vigilant in following the guidelines to prevent the spread of infection.

As it became clear that a national decision might be made to partially close early years settings and schools, we worked with parents to identify those who were critical workers or whose children were vulnerable so that when the announcement came we were able to remain open for the children who met the government criteria, using only the Bell Centre building.

Because the numbers of children able to attend were low, we did not require all staff to be on site. The Management Committee made the decision that staff should be paid their contracted hours even when not working on site and made use of the Coronavirus Job Retention Scheme from its inception. We carried out risk assessments and identified staff who had been advised to shield (Extremely Clinically Vulnerable), and those who were at increased risk from the virus because of underlying conditions (Clinically Vulnerable) and placed them on furlough. Staff who were essential to the daily running of the provision - our Coordinator, the deputies (on a rota basis), cook and cleaners - continued to work on site, while the Office Manager worked from home. The remaining keyworkers and playroom assistants worked on site on a rota basis and were otherwise furloughed. The Admin Assistant was furloughed until needed on site to help prepare for the wider reopening.

These arrangements continued until the national announcement of the wider reopening of early years settings and schools from 1 June 2020. Following an extensive risk assessment, the Management Committee decided to open the setting as three self-contained 'Bubbles', using Holy Trinity (Red Bubble) and the two separate halves of the Bell Centre (Green Bubble and Yellow Bubble). Staff who were shielding or were categorised as 'clinically vulnerable' continued on furlough and the others returned to work on site.

All three Bubbles contained 15 children (in line with the number set for school classes) across our full age range. Children were allocated according to the hours of care that parents needed, with Breakfast and Teatime Club only available in Green Bubble. Although the number of places available were restricted, we were able to accommodate all the children on the roll whose families wanted them to return.

Staff and children remained in their allocated Bubble and did not move between them. Clear procedures and protocols, based on the national guidance, were established, distributed to staff and parents, and enforced consistently across all three Bubbles. We were pleased that during the remainder of the summer term we did not have to close at all for self-isolation. The Management Committee made the decision to continue in Bubbles in the autumn term with an increased number of children and staff in each bubble. All staff will be expected to work on site from September 2021 unless they are specifically directed not to on medical grounds.

Staffing

Tracey McNulty, our cook, left in October 2019 to return to her hometown of Nottingham. After a period of using agency workers and internal cover, Linda Laronde was appointed to the post and joined us at the beginning of March 2020.

Anum Attia (Keyworker) began her maternity leave at the beginning of June 2020 and had a baby boy at the end of the month. Samreen Akbar (Keyworker) returned to work from her maternity leave in May 2020. Jessica Stoby (Keyworker) left at the end of the summer term for a post as a Teaching Assistant in a local school.

Training

All our playroom staff have qualifications in childcare with the Keyworkers all being qualified at Level 3 or above, and at Redwood we attach a great deal of importance to ongoing professional development. On 2 September 2019 we held a training to enable all staff to gain or renew their Level 2 Food Safety Qualification. The following day we held an inhouse training on the new Ofsted Inspection Framework. Staff meetings in the autumn term looked at, amongst other things, group time, reading and extending children's learning. On 3 January 2020 the Educational Psychologist, Rebecca Wright, provided a whole staff training on 'Developing attention skills in young children with Autism'. One spring term staff meeting looked at safeguarding, and in another Alyshia Evans fed back from an external training on 'Behaviour management'. This led to the staff doing some work with children about 'rules'. Sao De Sousa, the Assistant SENCO, attended training on 'STEPS', a tracking system for children with Special Needs. Sobia Saqib, the deputy with responsibility for Health and Safety, completed a training about legionella and a Level 3 qualification in Health and Safety.

Whilst furloughed staff were able to access a range of Educare online courses, they also had an opportunity to reread the important national documentation relating to safeguarding children – 'Working together to safeguard children', 'What to do if you're worried a child is being abused' and 'Keeping children safe in education'.

A number of students undertook work experience placements with us at the beginning of the year, but these were curtailed by the pandemic.

Curriculum

In the context of our core provision (the activities which are always available in the preschool), we base our group planning on children's individual interests and needs. Keyworkers observe children and plan around the interests they observe in 'Learning Journeys'. These ideas for activities are fed into the short term plans through the Coordinator's weekly monitoring. We include the regular festivals and celebrations of our community in our planning.

Whilst planning continued as before for the autumn and spring terms, the reduced number of children attending during the lockdown meant that we planned more spontaneously on site. A weekly 'News from Redwood Preschool' was sent out to parents throughout the partial closure with ideas for activities they might like to do with their children and links to websites providing educational resources. We also sent out the links to the local authority's 'Chit Chat Pitter Pat' three times a week which offered ideas for things to do at home.

We held our usual parties and sing-alongs in December 2019 and celebrated World Book Day in March 2020 by dressing as our favourite book characters.

Keyworking

Every child who attends Redwood Preschool is allocated a keyworker. This member of staff aims to create a special bond with that child and their family and is the first port of call for parents who want to share celebrations or concerns. The keyworker enrolls the child and then works with the parents to maintain the child's Record of Achievement, to record, assess and track the child's progress, and to plan specific activities to support the child's development. Before the pandemic it was usually possible to talk to your child's keyworker informally at the beginning or end of a session, or to arrange an appointment for an uninterrupted discussion. We also held a Parents' Evening at the end of the autumn term.

Although it was not possible to maintain the same keyworking links through the partial closure, we endeavoured to reintroduce a similar approach with the wider reopening in June 2020. Where possible children continued with their original keyworker, although the Bubbles necessitated some changes. Restrictions on access to the buildings and social distancing made informal conversations between parents and keyworkers more difficult, but we tried hard to ensure that they were still possible at drop off and pick up and were able to arrange appointments outside in the gardens.

We use the Waltham Forest 'All about me' transition document as a final report on children's experience and achievements in preschool when they leave for Primary School or another nursery and continued to do so this year. Parents receive the original of this, but a copy is also sent direct to the new setting as it provides information that will help with each child's transition. We hope that parents will also share their child's 'Record of Achievement' with the new setting as it provides a much fuller picture of what the child has been doing. It should however remain the parent's property as it is lovely to be able to look back at your child's preschool experience as they grow up.

Early Years Pupil Premium

The Early Years Pupil Premium is funding from the government aimed to enhance the early education of eligible 3 and 4 year olds. We try to ensure that those who are eligible are identified once they have turned 3 by asking all parents to complete a form. Payments made

through this funding stream are specifically targeted to meet the needs of the identified children and research shows that some of the most effective interventions focus on self regulation strategies, communication and language approaches, and early numeracy approaches.

This year we have used some of the money to pay for the attention training and to buy resources to give children more opportunities to develop their attention and listening skills. Where children who are entitled to the Pupil Premium also have SEND, the funding contributes to the staffing costs of providing additional interventions to support their learning.

Policies

Much of the Management Committee's work in the area of policy this year has been related to COVID-19 (coronavirus). We have undertaken extensive risk assessments and produced protocols for staff and parents. We have agreed a 'Water safety and legionella awareness policy' and an 'Addendum to the Safeguarding and child protection policy' covering the measures put in place during the partial closure.

Playscheme

Playscheme operated as usual during the autumn and spring term. Since children can attend up until the day before their eighth birthday, children who attend other settings often come along and it is always nice to see our ex-pupils returning and to hear how they are getting on in their primary schools. There is also a well established core of regular children who attend playscheme and feel like part of the extended Redwood family.

During the Easter and summer half term holidays, the country was in lockdown and we continued to operate in the same way that we had during termtime, providing care for the same children of critical workers only. During the summer holidays we opened the playscheme for only 20 children in total and imposed a minimum booking requirement of 3 days a week for all five weeks. This was to ensure that the scheme would be financially viable whilst maintaining all our COVID-19 safety restrictions such as minimising contacts. Initially the places were restricted to the children of critical workers and vulnerable children (including children from other settings) but we were then able to offer 6 places to other children on a first come, first served basis.

Working with local families

Our 'Stay and play' sessions operated in the autumn and spring terms but were not possible during the summer term.

During the autumn term, Alexandra Leiva from E17 Puppet Project provided a series of 'Story Lovers' sessions for parents and their children where they explored stories creatively together. These finished with a puppet show for all the preschool children.

In the spring term, Sue Grace from Chat Chat Pitter Pat ran a series of parent and child workshops which began with a story at Redwood which was followed by activities relating to the story that took place in the park. Staff members took part on a rota basis and later used the activities with the other children in the preschool.

Staff from HENRY (Health, Exercise, Nutrition for the Really Young) visited the preschool twice to advertise their 'Healthy families' series of workshops and a number of parents went along.

Links with other agencies

We have continued to contribute to a number of local authority groups. Sarah Kendrick, our Office Manager, continues to represent the Private, Voluntary and Independent sector (PVI) on Waltham Forest's Schools' Forum. This group is made up of representatives from all sectors of education and council officers and is an important strategic decision making body. As part of this role she has been part of a 'Task and Finish' group looking at the ways in which funding is provided to early years settings through the Free Early Education Entitlement (FEEE). She is also Chair of the Preschool Network which enables voluntary sector providers from across the borough to meet together to share information and good practice. The support provided by this group had been invaluable in these rapidly changing times. Both these groups have continued to meet online throughout the pandemic.

I was part of the Local Authority's Early Years SEND Inclusion Fund Panel representing the Private, Voluntary and Independent sector (PVI) prior to the pandemic. The process has been simplified because of the difficulties around meeting together and decisions are now made by local authority officers.

We have continued to have well established working relationships with the other professionals who work with our children, including Educational Psychologists, Speech and Language Therapists, the Occupational Therapist, Physiotherapists, the Teacher of the Deaf, the Epilepsy nurse, the Early Years Home Visitors (Portage), SEND Success (the outreach service from Whitefield – a Waltham Forest Special School), Children's Services, Social Services, Early Help and the Education Support Service. Many of the services have been disrupted by the pandemic, with health care staff being diverted into other roles, and face to face assessments for children have not been happening. However, we have managed to maintain our links through phone and video calls and are beginning to see more and more therapy sessions moving online.

We have an extremely good reputation for our work in early identification and intervention with children with special educational needs and disabilities (SEND). Despite the challenges posed by COVID-19, we have supported seven children and their families through the process of getting an Education Health and Care Plan this year. The plans aim to ensure that the needs of children who need a high level of support continue to be met as they move on to primary schools, particularly into primaries with specialist provisions or into special schools.

Children from Redwood Preschool transfer to a variety of different Reception Classes for their primary education. We try to ensure that every child has a smooth transition and once the schools have been allocated in April we usually contact all our local schools and invite them to visit and meet the children who will be joining them. We have strong links with some schools in the vicinity, including Davies Lane, Dawlish, Downsell, Jenny Hammond, Mayville and Newport. We were not able to have visits from teachers this year, and children were not able to visit their new schools, but we have been part of online transition meetings, and have encouraged parents to access the online transition programmes that schools have provided.

And finally

This year has been enormously challenging in many ways and we are told that we have a 'new normal' to look forward to.

I would like to say a very big thank you to the members of the Management Committee who have worked so hard this year dealing with an unprecedented situation. It has been good to have such a supportive and dedicated group of parents involved in running the preschool.

I would also like to thank the staff team for their continued commitment and hard work. In times of uncertainty and change it has been good to see children playing and learning happily together and to be reminded of why we do what we do.

Kirstie Macqueen

Preschool Coordinator and SENCO

Finance Report

Please refer to the income and expenditure summary for the following report on the accounts for the year September 2019 to August 2020.

Restricted Funding

The Department for Education provided specific guidance to the Early Years sector on how to calculate the level of funding that could be claimed through the Coronavirus Job Retention Scheme (CJRS). The level of funding was determined by the percentage of private income (fees from parents) during the month of February 2020. Using this percentage, we submitted claims for staff who were furloughed throughout April to August 2020.

Early Years Pupil Premium (EYPP)

We use EYPP forms to check eligibility for funding from the term after a child has turned 3. EYPP is spent on resources, equipment, staff training and programmes which best meet the learning goals of eligible children.

Free Early Education Entitlement (FEEE)

FEEE is paid to the pre-school for all eligible children aged 2, 3 and 4 years. Working parents, who have 3 or 4 year olds, can also access up to 30 hours of FEEE. Parents also pay fees for additional non-funded hours to enable them to access employment, training or volunteering.

Disability Access Fund (DAF)

This funding is paid to early years providers with children in receipt of Disability Living Allowance (DLA). We also offer support and written evidence, when appropriate, to parents making a claim for DLA.

Special Educational Needs and Disabilities (SEND)

As a fully inclusive setting, Redwood Pre-School has a number of children who receive additional funding to support their particular needs. This is paid by the Local Authority from the 'Inclusion Fund' in addition to their FEEE. Some children, who have an 'Education and Healthcare Plan' (EHCP) also receive additional funding. All SEND funding is paid to the

pre-school to fund additional staffing costs, staff training, specific learning and support programmes, resources and equipment.

Family Membership Fees

Family Membership fees remained unchanged at £15 per family. The fee helps towards the costs of administration for the additional services and support that Redwood provides outside of the free early education entitlement.

Fees: Term Time and Playscheme

Term time and playscheme fees will increase from September 2020. Fee rates are regularly monitored to ensure financial sustainability for the preschool and to remain competitive in the borough and neighbouring areas.

Annual Accounts and Audit

Our accounting firm, Field Sullivan, conduct an independent examination of our accounting records each year and produce annual accounts.

Income and Expenditure

Total income for this year including bank transfers and restricted funding: **£528,879.14**

Total expenditure for the year including bank transfers and restricted funding: **£504,825.20**

Restricted funding transfers: **£0**

Total cash funds as at 31 August 2020: **£291,080.23**

Reserves

The Trustees free reserves policy is to set aside a minimum amount equivalent to approximately six months core expenditure. This is an amount equal to about £250,000. This level of reserves would ensure the orderly closing down of the charity and the discharge of all financial liabilities should the need arise.

Looking forward

During the coming year 2020/21 the finance subcommittee and management committee will focus on the following areas of work:

- Closely monitor the impact on funding and private income, adjusting budgets where necessary, in the light of Covid-19 (coronavirus)
- Closely monitor occupancy levels and staffing requirements
- Review fee policies
- Review the staff salary structure
- Review the Financial Controls policy and procedure document to reflect current practices
- Review the Reserves policy and continue with strategies to build on the reserve fund
- Explore new ways of generating income for core costs through grants, fundraising and general appeals.

Sarah Kendrick
Office Manager

Income and Expenditure Summary 2019-20

For period 01 Sep - 31 Aug	Unrestricted Funds £	Restricted Funds £	2020 Total £
Receipts			
Fees - parents, termtime + playscheme	94,997.09		94,997.09
Family Membership Fees	420.00		420.00
Snack Contributions	1,378.75		1,378.75
Free Early Education Entitlement (3+4 yo)	281,451.86		281,451.86
Free Early Education Entitlement (2yo)	76,047.33		76,047.33
SEND Inclusion (SENI) Funding	10,758.42		10,758.42
Early Years Pupil Premium	5,305.30		5,305.30
Disability Access Fund	615.00		615.00
Education & Healthcare Plans	17,985.88		17,985.88
Payroll Service	2,759.00		2,759.00
Fundraising	0		0
Events (fun days, trips)	0		0
Donations	195.00		195.00
Photocopier	0		0
Bank Interest & Refunds	1,566.99		1,566.99
Bank Transfers	0		0
Other	1,966.08		1,966.08
Restricted Funding	0	33,432.44	33,432.44
Total Receipts	495,446.70	33,432.44	528,879.14
Payments			
Staff Wages, Paye, NI & Payroll	431,187.72		431,187.72
Premises (inc. rent & business rates)	32,301.94		32,301.94
Insurance	4,483.59		4,483.59
Consumables	9,969.93		9,969.93
Equipment	1,332.05		1,332.05
Commissioned Educational Services	0		0
Utilities	12,464.92		12,464.92
Cleaning & Janitorials	5,027.68		5,027.68
Health & Safety	508.15		508.15
Fundraising	0		0
Events	0		0
Advertising & Marketing	0		0
Photocopier	310.65		310.65
Membership & Registration Fees	773.65		773.65
Publications	179.00		179.00
Staff Training	1,155.00		1,155.00
Staff DBS Checks	116.87		116.87
Staff / Committee Expenses	0		0
Recruitment	0		0
Professional Fees	2,058.00		2,058.00
Bank Charges	60.00		60.00
Bank Transfers	0		0
Refunds	0		0
Contingency Fund	0		0
Restricted Funding	0	33,432.44	33,432.44
Other	2,896.05		2,896.05
Total Payments	471,392.76	33,432.44	504,825.20
Net receipts minus payments	24,053.94	0	24,053.94
Cash funds at start of year	267,026.29	0	267,026.29
Restricted Funding Transfers	0	0	0
Cash funds as at 31.08.20	291,080.23	0	291,080.23

Redwood Pre-School Staff Team

Term Time

Pre-School Coordinator & SENCO
Office Manager
Payroll & Admin Officer
Deputy Coordinator & Keyworker
Deputy Coordinator & Keyworker
Keyworker
Keyworker
Keyworker
Keyworker
Keyworker
Keyworker
Keyworker
Keyworker
Keyworker
Keyworker
Keyworker
Admin Support Officer
Cook
Cook
Playroom Assistant
Playroom Assistant
Lunch Assistant & Cleaner
Lunch Assistant
Cleaner

Kirstie Macqueen
Sarah Kendrick
Sue Sleaf
Conceicao De Sousa
Sobia Saqib
Alyshia Evans
Anila Gjeta
Anum Attia
Armonela Hoxha
Audrey Robinson
Evelyn Orliaku
Hajra Jogyat
Jessica Stoby
Lina Stoyanova
Nasreen Hassan
Samreen Akbar
Shukri Ali
Rebekah Stoby
Tracey McNulty
Linda LaRonde
Grazyna Kawka
Munazza Rasul
Eunice Hickson
Laje Gjana
Tracey Eve

Playscheme

Playscheme Coordinator
Play Assistant & Responsible Person
Play Assistant & Responsible Person
Play Assistant & Responsible Person
Play Assistant
Play Assistant
Play Assistant
Play Assistant
Play Assistant
Play Assistant
Play Assistant
Lunch Assistant & Cleaner
Cleaner

Sobia Saqib
Conceicao De Sousa
Evelyn Orliaku
Hajra Jogyat
Anila Gjeta
Anum Attia
Armonela Hoxha
Audrey Robinson
Evelyn Orliaku
Jessica Stoby
Samreen Akbar
Eunice Hickson
Tracey Eve

Cover Staff

Catarina De Sousa
Eunice Hickson
Julie Green
Laje Gjana
Saima Shaikh
Sandra Shaw
Shazia Sajjad
Shehzana Aslam

Registered as a company limited by guarantee in England & Wales
Registered office: The Bell Centre, 3 Holloway Road, Leytonstone, London E11 4LD
Registered Company No: 4848315
Registered Charity No: 1100327
Ofsted Registration No: EY495048 Bell Centre and EY495047 Holy Trinity



Company registration number: 04848315

Charity registration number: 1100327

Redwood Pre-School

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2020

Field Sullivan Limited
70 Royal Hill
Greenwich
SE10 8RF

Redwood Pre-School

Contents

Reference and Administrative Details	1
Trustees' Report	2
Independent Examiner's Report	3 to 4
Statement of Financial Activities	5
Balance Sheet	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 to 18

Redwood Pre-School

Reference and Administrative Details

Chair	Helen Fawbert
Trustees	Helen Fawbert Farzana Hussain Kirstie Macqueen Stacey Young Zulekha Mayet
Secretary	Anna Yates
Principal Office	The Bell Centre 3 Holloway Road London E11 4LD
Registered Office	The Bell Centre 3 Holloway Road London E11 4LD
Company Registration Number	04848315
Charity Registration Number	1100327
Independent Examiner	Field Sullivan Limited 70 Royal Hill Greenwich SE10 8RF

Redwood Pre-School

Trustees' Report

This report should be read in conjunction with the Annual Report for the year ended 31 August 2020.

Public Benefit

The view of the management committee is that the charity has had proper regard for its obligations, as a registered charity, towards the Charity Commission's published guidance notes on public benefits. In particular, the charity continues to be fully inclusive whereby all children of the relevant ages are eligible to join the pre-schools services including children with special educational needs and disabilities. The charity has also continued its policy of sharing experiences with organisations of a similar nature, within reasonable geographic bounds.

Statement of Trustees' Responsibilities

The trustees (who are also the directors for the purpose of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

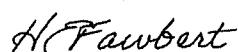
Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees must prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on 15 August 2021 and signed on its behalf by:



.....
Helen Fawbert
Chair and trustee

Redwood Pre-School

Independent Examiner's Report to the trustees of Redwood Pre-School

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Redwood Pre-School ('the charitable company') for the year ended 31 August 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

As the charity's trustees of Redwood Pre-School (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Redwood Pre-School are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since Redwood Pre-School's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Redwood Pre-School as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Redwood Pre-School

Independent Examiner's Report to the trustees of Redwood Pre-School



Timothy Sullivan FCA
Field Sullivan Limited
70 Royal Hill
Greenwich
SE10 8RF

Date: 23/8/21

Redwood Pre-School

Statement of Financial Activities for the Year Ended 31 August 2020
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:						
Donations and legacies		423,221	423,221	409,634	5,000	414,634
Charitable activities		92,466	92,466	144,936	-	144,936
Other trading activities	5	-	-	670	-	670
Investment income	6	1,567	1,567	1,598	-	1,598
Other income		5,519	5,519	8,325	-	8,325
Total income		522,773	522,773	565,163	5,000	570,163
Expenditure on:						
Charitable activities		(513,655)	(513,655)	(527,481)	(1,000)	(528,481)
Total expenditure		(513,655)	(513,655)	(527,481)	(1,000)	(528,481)
Net income		9,118	9,118	37,682	4,000	41,682
Transfers between funds		-	-	4,000	(4,000)	-
Net movement in funds		9,118	9,118	41,682	-	41,682
Reconciliation of funds						
Total funds brought forward		290,662	290,662	248,980	-	248,980
Total funds carried forward	16	299,780	299,780	290,662	-	290,662

All of the charity's activities derive from continuing operations during the above two periods.

Redwood Pre-School

(Registration number: 04848315)
Balance Sheet as at 31 August 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	12	6,286	12,933
Current assets			
Debtors	13	14,022	19,325
Cash at bank and in hand		<u>291,081</u>	<u>267,026</u>
		305,103	286,351
Creditors: Amounts falling due within one year	14	<u>(11,609)</u>	<u>(8,622)</u>
Net current assets		<u>293,494</u>	<u>277,729</u>
Net assets		<u>299,780</u>	<u>290,662</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>299,780</u>	<u>290,662</u>
Total funds	16	<u>299,780</u>	<u>290,662</u>

For the financial year ending 31 August 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 5 to 18 were approved by the trustees, and authorised for issue on 15 August 2021 and signed on their behalf by:

H Fawbert

.....
Helen Fawbert
Chair and trustee

Redwood Pre-School

Statement of Cash Flows for the Year Ended 31 August 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash income		9,118	41,682
Adjustments to cash flows from non-cash items			
Depreciation		7,505	8,709
Investment income	6	<u>(1,567)</u>	<u>(1,598)</u>
		15,056	48,793
Working capital adjustments			
Decrease in debtors	13	5,303	18,435
Increase/(decrease) in creditors	14	<u>2,987</u>	<u>(1,247)</u>
Net cash flows from operating activities		<u>23,346</u>	<u>65,981</u>
Cash flows from investing activities			
Interest receivable and similar income	6	1,567	1,598
Purchase of tangible fixed assets	12	(858)	(7,331)
Rounding		<u>-</u>	<u>(1)</u>
Net cash flows from investing activities		<u>709</u>	<u>(5,734)</u>
Net increase in cash and cash equivalents		24,055	60,247
Cash and cash equivalents at 1 September		<u>267,026</u>	<u>206,779</u>
Cash and cash equivalents at 31 August		<u><u>291,081</u></u>	<u><u>267,026</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

The Bell Centre
3 Holloway Road
London
E11 4LD

The principal place of business is:

The Bell Centre
3 Holloway Road
London
E11 4LD

These financial statements were authorised for issue by the trustees on 15 August 2021.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Redwood Pre-School meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office equipment	straight line over 4 years
Fixtures and fittings	straight line over 5 years

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

3 Voluntary income

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Donations and legacies;			
Leytonstone Community Pre-School	-	-	5,000
Donations	195	195	80
Grants, including capital grants;			
HMRC - CJRS	38,029	38,029	-
Grants	384,997	384,997	409,554
	<u>423,221</u>	<u>423,221</u>	<u>414,634</u>

4 Income from charitable activities

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Pre-School fees	92,466	92,466	144,936

5 Income from other trading activities

	Total	Total
	2020	2019
	£	£
Events income;		
Other events income	-	670
	<u>-</u>	<u>670</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

6 Investment income

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	1,567	1,567	1,598

7 Other income

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Other income	5,519	5,519	8,325

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

8 Expenditure on charitable activities

	Total 2020 £	Total 2019 £
Wages and salaries	396,340	417,613
Social security costs	24,863	14,636
Pension costs	10,283	10,694
Staff training	1,155	1,670
Premises costs and utilities	33,926	36,233
Insurance	4,249	5,512
Repairs and maintenance	8,369	5,687
EHC equipment	2,318	-
Telephone and fax	2,471	2,511
Office expenses	1,189	1,475
Computer software	2,962	3,354
Printing, postage and stationery	311	392
Commissioned Educational Services	-	3,260
Materials and equipment	3,582	3,547
Shopping and school welfare	5,852	6,117
Sundries	1,614	1,603
Cleaning	4,890	3,740
Independent Examiner	1,716	1,668
Bank charges	60	60
Depreciation, amortisation and other similar costs	7,505	8,709
	<u>513,655</u>	<u>528,481</u>

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2020 £	2019 £
Depreciation of fixed assets	<u>7,505</u>	<u>8,709</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

10 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	396,340	417,613
Social security costs	24,863	14,636
Pension costs	10,283	10,694
	<u>431,486</u>	<u>442,943</u>

No employee received emoluments of more than £60,000 during the year.

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Furniture and equipment £	Computer equipment £	Total £
Cost			
At 1 September 2019	42,757	5,493	48,250
Additions	<u>-</u>	<u>858</u>	<u>858</u>
At 31 August 2020	<u>42,757</u>	<u>6,351</u>	<u>49,108</u>
Depreciation			
At 1 September 2019	30,430	4,887	35,317
Charge for the year	<u>6,935</u>	<u>570</u>	<u>7,505</u>
At 31 August 2020	<u>37,365</u>	<u>5,457</u>	<u>42,822</u>
Net book value			
At 31 August 2020	<u>5,392</u>	<u>894</u>	<u>6,286</u>
At 31 August 2019	<u>12,327</u>	<u>606</u>	<u>12,933</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

13 Debtors

	2020 £	2019 £
Trade debtors	5,290	15,560
Prepayments	4,136	3,765
Accrued income	4,596	-
	<u>14,022</u>	<u>19,325</u>

14 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	69	-
Other taxation and social security	8,339	5,578
Other creditors	1,485	1,376
Accruals	1,716	1,668
	<u>11,609</u>	<u>8,622</u>

15 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £10,283 (2019 - £10,694).

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

16 Funds

2020

	Balance at 1 September 2019 £	Incoming resources £	Resources expended £	Balance at 31 August 2020 £
Unrestricted funds				
General	<u>290,662</u>	<u>522,773</u>	<u>(513,655)</u>	<u>299,780</u>

2019

	Balance at 1 September 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 August 2019 £
Unrestricted funds					
General	248,980	565,163	(527,481)	4,000	290,662
Restricted funds	<u>-</u>	<u>(5,000)</u>	<u>1,000</u>	<u>4,000</u>	<u>-</u>
Total funds	<u>(248,980)</u>	<u>(570,163)</u>	<u>528,481</u>	<u>-</u>	<u>(290,662)</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

17 Analysis of net assets between funds

2020

	Unrestricted funds General £	Total funds £
Tangible fixed assets	6,286	6,286
Current assets	305,103	305,103
Current liabilities	(11,609)	(11,609)
Total net assets	<u>299,780</u>	<u>299,780</u>

2019

	Unrestricted funds General £	Restricted funds £	Total funds £
Tangible fixed assets	7,933	5,000	12,933
Current assets	286,351	-	286,351
Current liabilities	(8,622)	-	(8,622)
Total net assets	<u>285,662</u>	<u>5,000</u>	<u>290,662</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

18 Analysis of net funds

2020

	At 1 September 2019 £	Cash flow £	At 31 August 2020 £
Cash at bank and in hand	267,026	24,055	291,081
Net debt	<u>267,026</u>	<u>24,055</u>	<u>291,081</u>

2019

	At 1 September 2018 £	Cash flow £	At 31 August 2019 £
Cash at bank and in hand	206,779	60,247	267,026
Net debt	<u>206,779</u>	<u>60,247</u>	<u>267,026</u>

19 Covid 19

This year has had unprecedented challenges due to COVID-19, and Redwood has risen to meet these, remaining open during lockdown for vulnerable children and the children of essential workers and reopening from 1st June using a bubble system, with reduced numbers of children, following government guidance throughout.

During the year the charity received £38,029 (2019: £nil) of Job Retention Scheme grants.

Company registration number: 04848315

Charity registration number: 1100327

Redwood Pre-School

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2020

Field Sullivan Limited
70 Royal Hill
Greenwich
SE10 8RF

Redwood Pre-School

Contents

Reference and Administrative Details	1
Trustees' Report	2
Independent Examiner's Report	3 to 4
Statement of Financial Activities	5
Balance Sheet	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 to 18

Redwood Pre-School

Reference and Administrative Details

Chair	Helen Fawbert
Trustees	Helen Fawbert Farzana Hussain Kirstie Macqueen Stacey Young Zulekha Mayet
Secretary	Anna Yates
Principal Office	The Bell Centre 3 Holloway Road London E11 4LD
Registered Office	The Bell Centre 3 Holloway Road London E11 4LD
Company Registration Number	04848315
Charity Registration Number	1100327
Independent Examiner	Field Sullivan Limited 70 Royal Hill Greenwich SE10 8RF

Redwood Pre-School

Trustees' Report

This report should be read in conjunction with the Annual Report for the year ended 31 August 2020.

Public Benefit

The view of the management committee is that the charity has had proper regard for its obligations, as a registered charity, towards the Charity Commission's published guidance notes on public benefits. In particular, the charity continues to be fully inclusive whereby all children of the relevant ages are eligible to join the pre-schools services including children with special educational needs and disabilities. The charity has also continued its policy of sharing experiences with organisations of a similar nature, within reasonable geographic bounds.

Statement of Trustees' Responsibilities

The trustees (who are also the directors for the purpose of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees must prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on 15 August 2021 and signed on its behalf by:

Helen Fawbert

.....
Helen Fawbert
Chair and trustee

Redwood Pre-School

Independent Examiner's Report to the trustees of Redwood Pre-School

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Redwood Pre-School ('the charitable company') for the year ended 31 August 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

As the charity's trustees of Redwood Pre-School (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Redwood Pre-School are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since Redwood Pre-School's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Redwood Pre-School as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Redwood Pre-School

Independent Examiner's Report to the trustees of Redwood Pre-School



Timothy Sullivan FCA
Field Sullivan Limited
70 Royal Hill
Greenwich
SE10 8RF

Date: 23/8/21

Redwood Pre-School

Statement of Financial Activities for the Year Ended 31 August 2020
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:						
Donations and legacies		423,221	423,221	409,634	5,000	414,634
Charitable activities		92,466	92,466	144,936	-	144,936
Other trading activities	5	-	-	670	-	670
Investment income	6	1,567	1,567	1,598	-	1,598
Other income		5,519	5,519	8,325	-	8,325
Total income		522,773	522,773	565,163	5,000	570,163
Expenditure on:						
Charitable activities		(513,655)	(513,655)	(527,481)	(1,000)	(528,481)
Total expenditure		(513,655)	(513,655)	(527,481)	(1,000)	(528,481)
Net income		9,118	9,118	37,682	4,000	41,682
Transfers between funds		-	-	4,000	(4,000)	-
Net movement in funds		9,118	9,118	41,682	-	41,682
Reconciliation of funds						
Total funds brought forward		290,662	290,662	248,980	-	248,980
Total funds carried forward	16	299,780	299,780	290,662	-	290,662

All of the charity's activities derive from continuing operations during the above two periods.

Redwood Pre-School

(Registration number: 04848315)
Balance Sheet as at 31 August 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	12	6,286	12,933
Current assets			
Debtors	13	14,022	19,325
Cash at bank and in hand		<u>291,081</u>	<u>267,026</u>
		305,103	286,351
Creditors: Amounts falling due within one year	14	<u>(11,609)</u>	<u>(8,622)</u>
Net current assets		<u>293,494</u>	<u>277,729</u>
Net assets		<u>299,780</u>	<u>290,662</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>299,780</u>	<u>290,662</u>
Total funds	16	<u>299,780</u>	<u>290,662</u>

For the financial year ending 31 August 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 5 to 18 were approved by the trustees, and authorised for issue on 15 August 2021 and signed on their behalf by:

H Fawbert

.....
Helen Fawbert
Chair and trustee

Redwood Pre-School

Statement of Cash Flows for the Year Ended 31 August 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash income		9,118	41,682
Adjustments to cash flows from non-cash items			
Depreciation		7,505	8,709
Investment income	6	<u>(1,567)</u>	<u>(1,598)</u>
		15,056	48,793
Working capital adjustments			
Decrease in debtors	13	5,303	18,435
Increase/(decrease) in creditors	14	<u>2,987</u>	<u>(1,247)</u>
Net cash flows from operating activities		<u>23,346</u>	<u>65,981</u>
Cash flows from investing activities			
Interest receivable and similar income	6	1,567	1,598
Purchase of tangible fixed assets	12	(858)	(7,331)
Rounding		<u>-</u>	<u>(1)</u>
Net cash flows from investing activities		<u>709</u>	<u>(5,734)</u>
Net increase in cash and cash equivalents		24,055	60,247
Cash and cash equivalents at 1 September		<u>267,026</u>	<u>206,779</u>
Cash and cash equivalents at 31 August		<u><u>291,081</u></u>	<u><u>267,026</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

The Bell Centre
3 Holloway Road
London
E11 4LD

The principal place of business is:

The Bell Centre
3 Holloway Road
London
E11 4LD

These financial statements were authorised for issue by the trustees on 15 August 2021.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Redwood Pre-School meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office equipment	straight line over 4 years
Fixtures and fittings	straight line over 5 years

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

3 Voluntary income

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Donations and legacies;			
Leytonstone Community Pre-School	-	-	5,000
Donations	195	195	80
Grants, including capital grants;			
HMRC - CJRS	38,029	38,029	-
Grants	384,997	384,997	409,554
	<u>423,221</u>	<u>423,221</u>	<u>414,634</u>

4 Income from charitable activities

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Pre-School fees	92,466	92,466	144,936

5 Income from other trading activities

	Total	Total
	2020	2019
	£	£
Events income;		
Other events income	-	670
	<u>-</u>	<u>670</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

6 Investment income

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	1,567	1,567	1,598

7 Other income

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Other income	5,519	5,519	8,325

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

8 Expenditure on charitable activities

	Total 2020 £	Total 2019 £
Wages and salaries	396,340	417,613
Social security costs	24,863	14,636
Pension costs	10,283	10,694
Staff training	1,155	1,670
Premises costs and utilities	33,926	36,233
Insurance	4,249	5,512
Repairs and maintenance	8,369	5,687
EHC equipment	2,318	-
Telephone and fax	2,471	2,511
Office expenses	1,189	1,475
Computer software	2,962	3,354
Printing, postage and stationery	311	392
Commissioned Educational Services	-	3,260
Materials and equipment	3,582	3,547
Shopping and school welfare	5,852	6,117
Sundries	1,614	1,603
Cleaning	4,890	3,740
Independent Examiner	1,716	1,668
Bank charges	60	60
Depreciation, amortisation and other similar costs	7,505	8,709
	<u>513,655</u>	<u>528,481</u>

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2020 £	2019 £
Depreciation of fixed assets	<u>7,505</u>	<u>8,709</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

10 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	396,340	417,613
Social security costs	24,863	14,636
Pension costs	10,283	10,694
	<u>431,486</u>	<u>442,943</u>

No employee received emoluments of more than £60,000 during the year.

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Furniture and equipment £	Computer equipment £	Total £
Cost			
At 1 September 2019	42,757	5,493	48,250
Additions	<u>-</u>	<u>858</u>	<u>858</u>
At 31 August 2020	<u>42,757</u>	<u>6,351</u>	<u>49,108</u>
Depreciation			
At 1 September 2019	30,430	4,887	35,317
Charge for the year	<u>6,935</u>	<u>570</u>	<u>7,505</u>
At 31 August 2020	<u>37,365</u>	<u>5,457</u>	<u>42,822</u>
Net book value			
At 31 August 2020	<u>5,392</u>	<u>894</u>	<u>6,286</u>
At 31 August 2019	<u>12,327</u>	<u>606</u>	<u>12,933</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

13 Debtors

	2020 £	2019 £
Trade debtors	5,290	15,560
Prepayments	4,136	3,765
Accrued income	4,596	-
	<u>14,022</u>	<u>19,325</u>

14 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	69	-
Other taxation and social security	8,339	5,578
Other creditors	1,485	1,376
Accruals	1,716	1,668
	<u>11,609</u>	<u>8,622</u>

15 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £10,283 (2019 - £10,694).

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

16 Funds

2020

	Balance at 1 September 2019 £	Incoming resources £	Resources expended £	Balance at 31 August 2020 £
Unrestricted funds				
General	<u>290,662</u>	<u>522,773</u>	<u>(513,655)</u>	<u>299,780</u>

2019

	Balance at 1 September 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 August 2019 £
Unrestricted funds					
General	248,980	565,163	(527,481)	4,000	290,662
Restricted funds	<u>-</u>	<u>(5,000)</u>	<u>1,000</u>	<u>4,000</u>	<u>-</u>
Total funds	<u>(248,980)</u>	<u>(570,163)</u>	<u>528,481</u>	<u>-</u>	<u>(290,662)</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

17 Analysis of net assets between funds

2020

	Unrestricted funds General £	Total funds £
Tangible fixed assets	6,286	6,286
Current assets	305,103	305,103
Current liabilities	(11,609)	(11,609)
Total net assets	<u>299,780</u>	<u>299,780</u>

2019

	Unrestricted funds General £	Restricted funds £	Total funds £
Tangible fixed assets	7,933	5,000	12,933
Current assets	286,351	-	286,351
Current liabilities	(8,622)	-	(8,622)
Total net assets	<u>285,662</u>	<u>5,000</u>	<u>290,662</u>

Redwood Pre-School

Notes to the Financial Statements for the Year Ended 31 August 2020

18 Analysis of net funds

2020

	At 1 September 2019 £	Cash flow £	At 31 August 2020 £
Cash at bank and in hand	267,026	24,055	291,081
Net debt	<u>267,026</u>	<u>24,055</u>	<u>291,081</u>

2019

	At 1 September 2018 £	Cash flow £	At 31 August 2019 £
Cash at bank and in hand	206,779	60,247	267,026
Net debt	<u>206,779</u>	<u>60,247</u>	<u>267,026</u>

19 Covid 19

This year has had unprecedented challenges due to COVID-19, and Redwood has risen to meet these, remaining open during lockdown for vulnerable children and the children of essential workers and reopening from 1st June using a bubble system, with reduced numbers of children, following government guidance throughout.

During the year the charity received £38,029 (2019: £nil) of Job Retention Scheme grants.