



Milford Pre-school
Registered Charity Number 1112584

ANNUAL TRUSTEES REPORT 1ST SEPTEMBER 2022 – 31ST AUGUST 2023

Administrative Information

Name: Milford Pre-school

Charity registration number: 1112584

Company registration number: 5522607

Address: Chevin Road, Milford, Derbyshire, DE56 0QH

Directors: Diane Gayle and Kimberley Peters

Trustees: Chair: Emma Roberts, Secretary: A. Isherwood, Treasurer: N. Chadwick,
D Gayle, K.Worboys, K Peters, J Bacon

Non voting members: N Rhodes, A Davies

Structure

Being a company limited by guarantee and not having a share capital our governing document is the Memorandum of Association.

New trustees are sought from members within the pre-school community and also the wider local community to ensure the appropriate mix of skills to run the setting with consideration for both the business aspect (e.g. financial, health and safety expertise) and the achievement of the educational objectives of the company (e.g. experience of education, working with children). People are asked to express their interest in becoming elected at least two weeks before the AGM at which members vote on their election.

Objectives and Activities

The objects of the pre-school are 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 and by:-

Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for, and to become involved in, the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs;

Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

The charity provides term time care for 2- rising 5 year olds throughout the day from 09:00hrs to 15:00hrs from Monday to Thursday and 09:00hrs to 12:00hrs on Friday. The day is divided into two sessions – morning and afternoon with a lunch club session bridging the gap between the two. Children may attend morning, afternoon or all day sessions. Any child attending either a morning or afternoon session may stay for lunch either before or after their session. Most of the 3-5 year olds attending the morning sessions are in receipt of government funding (15 hours of free childcare per week and 30 hours funding and occasionally we have a children attending who are in receipt of 2 year old government assessment funding.)

Milford is the only pre-school in the village of Milford, which also has a primary school. We are also the only group providing activities and a public meeting point for pre-school age children and their parents. If the pre-school did not exist parents would have to travel to the nearby towns of Belper and Duffield to access similar provision. We also act as a feeder to boost Milford Primary School's numbers.

The main aim of the charity is to ensure the children in our care develop in line with age related expectations in a stimulating, caring environment where they feel safe and comfortable exploring and investigating whilst forging relationships with each other. To do this we follow the Early Years Foundation Stage (EYFS) Curriculum and provide a wide range of stimulating activities and resources which challenge each child to ensure they develop and progress. The progress and development of each individual child is monitored and mapped against EYFS outcomes and areas for further development identified and next steps planned to ensure they are 'school ready' by the time they leave our setting.

Parents and carers are actively encouraged to participate in their child's learning and pre-school experience. We continue to use Tapestry to our setting -This is an online platform, which records each child's learning journey. Each child has a learning journey profile. Photos and observations of what the child has been doing at pre-school are posted onto the platform by staff members. It can be accessed through any computer, laptop, Apple or Android device enabling parents to log on to their child's 'learning journey' and view what their child has been doing each day/week. Parents are also invited and encouraged to add photos and comments, making them feel more involved in their child's learning and enabling staff to gain a greater insight into the children. We invite parents/carers to our 'stay and play' sessions, enabling them to see the varieties of activities we offer and understand how their children progress and learn through play. They are also able to observe them in alternative environment to their home and to experience how they play and interact with their peers. We also encourage parents and carers who have a particular skill, for example playing an instrument or cooking, to share this with our children in setting to widen their learning experience.

In order to build effective relationships with our parents/carers to ensure they and their children get the most out of their pre-school experience we arrange events such as stay and play sessions where families can attend and regular consultation sessions where parents/carer's are able to discuss their child's progress and next steps with their child's Key Person. We also involve parents in fundraising events generating a sense of community within the pre-school setting.

The approach to achieving these objectives is multifaceted and there are four major areas of

expenditure involved in achieving them:

1. The recruitment and retention of well qualified, highly motivated and committed staff members.
2. Regular staff training to ensure all staff members are knowledgeable in all areas of their work and able to provide high quality care and education. Staff regularly undertake training in delivering the curriculum, safeguarding, health and safety and Special Education Needs provision.
3. The provision of a safe environment. The need to maintain the building to ensure it is safe and fit for purpose and to ensure the safety of both children and staff. Regular fire, electrical checks, regular risk assessments and health and safety checks are undertaken.
4. The purchase of new resources to ensure the children have access to a wide range of stimulating activities to engage them. An area for development is identified by the trustees annually for larger investment in conjunction with spending on everyday resources (crayons, paint, paper etc.) and consumables which are necessary for the day to day running of the setting (snack foods, paper towels, soap etc.).

Achievements and Performance

In line with the setting's aims and objectives the setting has made the following achievements during the academic year 2022-2023.

1. Milford Pre-school has kept a very stable staff base with excellent staff retention. One member of staff completed her Level 3 CACHE Qualification in June 2023. The Administration Manager resigned from her role in December 2022 due to wanting to return to her career as a teacher. Her position was filled by a qualified Early Years Educator with a background in administration in January 2023.
As a team everyone has worked well and all committee members and parents have praised the commitment, passion and strength that the staff.
2. Staff have attended training and increased their knowledge in: safeguarding, first aid, health and safety, characteristics of teaching in the EYFS, people management, in the moment planning. All of which is fed back to pre-school to be discussed.
3. A safe environment has been maintained. In addition to general health and safety audits logs for risk assessments, accidents and incidents are kept and these show no major occurrences have taken place during the academic year and staff and children alike have been kept safe and well.
4. Apart from the day to day running costs of the setting we have spent money on resources to improve fine motor development, sensory items for the indoor sensory area and resources for gross motor skills.

The trustees have decided that the main focus of funding for the next academic year should be on raising funds as to create a buffer due to less children on roll.

Milford Pre-school was Inspected by Ofsted in July 2021 and received a grading of 'good'.

The committee parents and staff were happy with the inspection and the report praising staff for their ongoing commitment to the pre-school

Financial Review

Reserve Policy – The charity's business is dependent upon the number of children being born which is beyond the control of the company. As the birth rate fluctuates from year to year business can be unpredictable. Business can also be affected by government policy. Policy on entry to school was changed a several years ago and Derbyshire adopted a one point entry policy to school. This means that all children now start school in September as opposed to previously when the younger children in the cohort would stay at pre-school until January of the following year. As a consequence the number of children attending the setting between September and January has fallen. This has developed into a trend which is predicted to continue. In order to ensure the company runs smoothly during quieter periods and does not fall into debt the trustees agreed to hold a reserve account containing a minimum of £10,000 this is to cover statutory redundancy payments should the setting need to close due to a shortfall in children and the setting being unable to operate financially. At present the company accounts are in credit and none of the reserves have been used. The level of reserve will be discussed annually by the committee and adjusted accordingly should the committee decide this to be appropriate.

There are 3 strands of income available to the setting:

1. Government funding. Each 3-5 year old receives fifteen hours of free childcare per week. The money is paid to the setting through the Local Authority. This funding forms the majority of the company's income. Occasionally we have a two year old child who receives fifteen hours of government funded childcare per week. This is assessment based funding.
2. Fees. Children not in receipt of government funding are charged a fee for attendance at sessions. Parents also make additional voluntary contributions for snack and trips. Fees can be increased so they match the funding received by the government or inflation rates, this has been approved by the committee to support the increase in minimum wage each year and the government requirement of staff having the option to be part of a pension scheme.
3. Fundraising. Over the academic year fundraising events have included; sponsored activities such as a sponsored ramble, raffles, May Fayre activities. We also received a donation from a local business which allowed us to create a new sensory garden within the playground.

We ended the 2022-2023 academic year with a deficit of -£8402.25. This was anticipated due to a shortfall in numbers and the increase of overheads including an increase in minimum wage.

Signed on behalf of the committee:

Name: Diane Gayle

Role: Director/Committee Member

Signature:



Date: October 2023

Name: Kimberley Peters

Role: Director/Committee Member

Signature: 

Date: October 2023

Accounts Milford Preschool

<u>INCOME</u>		Funds &	Fund	Bank int	refunds	Misc
Date	Fees	raising				
Sept	£2,826.55	£0.00	£1.81	£0.00	£30.00	
oct	£3,562.45	£0.00	£3.27	£0.00	£15.00	
Nov	£3,933.00	£272.76	£5.77	£15.00	£0.00	
Dec	£4,285.70	£153.00	£6.59	£0.00	£0.00	
Jan	£4,714.80	£0.00	£7.04	£4.00	£0.00	
Feb	£4,731.40	£0.00	£6.93	£0.00	£977.58	
March	£6,438.10	£0.00	£8.53	£58.48	£50.00	
April	£4,239.44	£0.00	£0.00	£0.00	£0.00	
May	£7,948.24	£165.15	£9.78	£0.00	£0.00	
June	£7,680.21	£706.70	£9.52	£0.00	£0.00	
july	£6,461.72	£305.00	£11.34	£49.98	£1,360.00	
Aug	£475.27	£0.00	£12.02	£0.00	£0.00	

	£57,296.8	£1,602.61	£82.60	£127.46	£2,432.58	
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Total income £61,542.13

B/F	£37,135.85	Prof/loss	-£8,402.25
Income	£61,542.13		
outgoings	£69,944.38		
C/F	£28,733.60		

Summary report

B/F 37135.85

<u>OUTGOINGS</u>	Payroll	Payee	Food	Consum	resources	Trips	Accounted	Admin	bank	training	seasonal /	building	Misc
Date				resources			Expenses		Charges		fundraising	repairs	
Sept	£4,688.36	£387.74	£74.23	£29.85	£183.12	£0.00	£193.63	£0.00	£3.50	£0.00	£406.01	£0.00	£30.24
oct	£4,537.69	£487.26	£21.81	£0.00	£19.92	£8.80	£703.50	£24.96	£9.80	£0.00	£0.00	£0.00	£80.04
Nov	£4,448.62	£283.70	£125.54	£17.91	£35.25	£6.90	£411.98	£15.70	£13.30	£0.00	£23.19	£13.98	£8.00
Dec	£4,361.05	£477.70	£86.79	£0.00	£0.00	£0.00	£70.90	£0.00	£14.00	£16.80	£31.98	£0.00	£0.00
Jan	£4,361.25	£376.12	£112.85	£12.50	£0.00	£0.00	£167.47	£0.00	£8.40	£0.00	£65.24	£0.00	£0.00
Feb	£4,367.55	£375.92	£43.51	£0.00	£0.00	£18.00	£563.62	£0.00	£15.05	£50.00	£173.16	£0.00	£93.15
March	£4,408.55	£376.12	£70.49	£104.65	£0.00	£0.00	£369.89	£0.00	£12.25	£350.00	£42.90	£0.00	£115.00
April	£4,484.75	£376.12	£53.50	£0.00	£0.00	£0.00	£937.63	£0.00	£12.60	£0.00	£0.00	£0.00	£0.00
May	£4,765.22	£290.36	£68.70	£64.86	£0.00	£8.00	£269.98	£0.00	£9.10	£0.00	£0.00	£0.00	£0.00
June	£4,822.53	£505.60	£59.43	£316.39	£0.00	£12.00	£220.14	£0.00	£14.00	£0.00	£88.48	£0.00	£247.59
july	£4,877.24	£290.36	£53.54	£8.27	£4.50	£0.00	£494.38	£0.00	£14.00	£0.00	£302.23	£0.00	£1,670.98
Aug	£4,853.79	£525.98	£1.99	£110.58	£0.00	£0.00	£76.55	£0.00	£25.62	£0.00	£0.00	£0.00	£0.00

	£54,976.6	£4,752.98	£772.38	£665.01	£242.79	£53.70	£4,479.67	£40.66	£151.62	£416.80	£1,133.19	£13.98	£2,245.00
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Total Expenditure £69,944.3

Section A**Independent Examiner's Report**

Report to the trustees/members of

Charity Name

MILFORD PRE-SCHOOL

On accounts for the year ended

3 1 0 8 2 3

Charity no (if any)

1 1 1 2 5 8 4

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

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

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

Signed

LG

Date

22/5/24

Name

LESLEY GAIL FORD

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

ASSOCIATION OF ACCOUNTING TECHNICIANS

Address

64, THE FLEET

Belper 1

DERBYSHIRE

DE56 1NW