



Milford Pre-school

Registered Charity Number 1112584

## **ANNUAL TRUSTEES REPORT 1<sup>ST</sup> SEPTEMBER 2023 – 31<sup>ST</sup> AUGUST 2024**

### **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: Kimberley Davies, Secretary: A Marles, Treasurer: Joseph Bacon,  
D Gayle, K.Worboys, T Walsh, V Harrison, J Coakley, N Smyth

Non voting members: A Davies, A Isherwood

### **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 13:00hrs 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 universal funded childcare per week. A number of the 3- year olds are also in receipt of the additional 15 hours extended funding. Since the roll out of funding for 2 year olds in April 2024 we have seen the majority receive the 15 funded hours per week. We also some 2 year olds who receive the assessed funding which grants 15 funded hours per week. Remaining children who are not in receipt of funding or who attend over the maximum number of funded hours pay per hour.

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 on a daily basis. Tapestry 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 in line with Ofsted requirements.
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 2023-2024.

1. Milford Pre-school has kept a very stable staff base with excellent staff retention. One member of staff resigned for a role in a school and to be closer to home.  
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.
5. 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 an increase in overheads and majority of children receive funded hours.

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 £10,300.00 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. In addition if families with 3-5 year olds meet they criteria they can receive an additional 15 hours of funding per week. Thus enabling some 3-5 to receive 30 hours of funded hours per week. Since April 2024; some 2 year olds are also in receipt of 15 hours of funded hours per week. This is based on families meeting certain criteria. We have two children who receive fifteen hours of assessed government funded childcare per week.
2. Fees. Children not in receipt of government funding, or attend for more hours that they receive funding for, 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, Mother's Day events, Father's Day events, cake sales.

We ended the 2023-2024 academic year with a profit of £4360.48. This was a positive turnaround due to the increase in children joining the setting and those already attending increasing their hours.

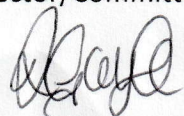
Signed on behalf of the committee:



Name: Diane Gayle

Role: Director/Committee Member

Signature:

A handwritten signature in cursive script, appearing to read "D. Gayle", written in dark ink.

Date: October 2024

Name: Kimberley Peters

Role: Director/Committee Member

Signature:

A handwritten signature in cursive script, appearing to read "K. Peters", written in dark ink.

Date: October 2024

**2023-2024 Milford Preschool**

**Summary report**

B/F 28733.60

INCOME						OUTGOINGS													
Date	Funds & Fees	Fund raising	Bank int	refunds	Misc	Date	Payroll	Payee	Food	Consum	resources	Trips	Accounted Expenses	Admin	bank Charges	training	seasonal / fundraising	building repairs	Misc
Sept	£4,788.80		£11.64		£57.50	£4,857.94	Sept	£4,572.45	£407.00	£85.27	£58.64		£103.50	£510.45	£5.95		£318.45	£50.00	
oct	£5,933.47		£12.86	£2.90	£63.00	£6,012.23	Oct	£4,572.25	£407.78	£110.94			£16.00	£246.29	£6.95	£16.80	£50.00	£399.54	£104.52
Nov	£6,466.23		£12.07	£14.98		£6,493.28	Nov	£4,572.45	£407.98	£104.58	£6.84	£10.24		£304.58		£17.50	£44.95	£119.89	£106.80
Dec	£4,368.60	£160.00	£11.69		£14.40	£4,554.69	Dec	£4,755.12	£427.52	£63.59	£5.25		£8.00	£130.27		£18.90			£168.97
Jan	£5,873.71	£362.40	£13.31		£28.80	£6,278.22	Jan	£4,239.13	£480.91	£110.37	£2.92	£4.49		£223.24		£12.25	£95.00	£232.17	£72.59
Feb	£7,208.75		£11.72	£14.35	£0.45	£7,235.27	Feb	£4,387.76	£313.12	£46.04	£11.19			£550.75	£3.49	£21.00		£287.04	
March	£8,189.10	£24.10	£11.32			£8,224.52	March	£4,467.61	£505.29	£103.04	£113.86			£202.39	£308.74	£10.85	£25.00		
April	£7,015.40	£30.00	£13.36			£7,058.76	April	£4,724.26	£780.86	£113.63	£37.48	£15.88		£1,193.52	£79.99	£15.40	£0.00	£0.00	£0.00
May	£8,094.16	£375.82	£12.57	£0.00	£547.50	£9,030.05	May	£4,682.13	£641.83	£113.66	£12.99	£0.00	£8.00	£324.32	£0.00	£16.45	£0.00	£0.00	£545.00
June	£10,091.9	£236.00	£11.37		£24.00	£10,363.33	June	£5,142.76	£671.27	£98.72	£7.98		£4.00	£459.91	£95.89	£22.01	£50.00	£68.20	£270.00
july	£6,402.52	£230.00	£13.41		£9.70	£6,655.63	july	£5,397.53	£745.50	£6.29	£17.50	£8.98		£170.71	£5.00	£23.80		£206.10	£300.00
Aug	£280.68	£27.19	£12.21			£320.08	Aug	£4,696.41	£680.75					£59.91	£44.95	£17.50			
	£74,713.3	£1,445.51	£147.53	£32.23	£745.35	£77,084.00		£56,209.86	£6,469.81	£956.13	£274.65	£39.59	£139.50	£4,376.34	£545.01	£198.41	£264.95	£1,631.39	£320.00
Total income						£77,084.00	Total Expenditure												
							£72,723.5												

B/F	£28,733.60	Prof/loss	£4,360.48
Income	£77,084.00		
outgoings	£72,723.52		
C/F	£33,094.08		



# Independent Examiner's Report on the Accounts

## Section A

## Independent Examiner's Report

Report to the trustees/members of

Charity Name

MILFORD PRE-SCHOOL

On accounts for the year ended

310824

Charity no (if any)

1112584

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

LO Y.

Date

5/5/25

Name

LESLEY GAIL FORD

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

ASSOCIATION OF ACCOUNTING TECHNICIANS

Address

64, THE FLEET

BELPER

DERBYSHIRE

DESG INW