



Trustees'						
Annual Report for the period						
From	Period start date			To	Period end date	
	01	09	2019		31	08

Section A Reference and administration details

Charity name	Crofton Early Learners
Other names charity is known by	
Registered charity number (if any)	1119285
	Crofton Baptist Church
	100 Crofton Lane, Orpington, Kent
	BR5 1HD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Catherine Jenson	Chair		Trustees of CEL
2	Stuart Davis	Treasurer		Trustees of CEL
3	Marian Greenhalgh	Secretary		Trustees of CEL
4	Naomi Beak			Trustees of CEL
5	Anne Shore			Trustees of CEL
6	Karen Dungate	Safeguarding		Trustees of CEL

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Virginia Brown (Leader)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed established in November 2006
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Existing trustees nominate additional trustees. Application is then made to Ofsted in line with their procedures to enable checks to be carried out that the proposed trustee is a fit person to form part of the registered body.

Once Ofsted have given approval then the appointment is formalised at the next trustees' meeting.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees are provided with copies of the trust deed prior to appointment. They affirm their commitment to the belief statement set out in the trust deed. All trustees receive copies of policies. They are able to attend a pre-school session prior to appointment as observers to learn how the setting operates. Trustees are able to avail themselves of training provided by the Borough of Bromley as appropriate to their provision. They are also able to seek legal advice through Lawcall if appropriate to their needs.

The day to day management of the setting is delegated to the setting leader/manager and deputy leader. Financial matters are delegated to the setting Finance Officer. Both report to the Trustee Meeting. Trustees invite the pre-school leader and relevant staff to join the majority of their meetings to provide guidance on policy making and implementation of organisational matters. A parent representative liaises with parents and brings forward views and suggestions to the setting.

The Trustees ensure that the aims of the trust are fulfilled, have oversight of all educational and financial matters, the appointment and recruitment of staff and ensure adherence to current legislation. The nominated person for Ofsted purposes is the Chair of Trustees. Two of the Trustees make regular visits to the setting.

Crofton Early Learners is registered with Ofsted: Registered Setting EY364379. It is also affiliated to the Pre-School Learning Alliance. The Leader and Finance Officer regularly meet with Bromley Early Years Services and the SENCO liaises with outside agencies as appropriate.

As set out in the trust deed, Crofton Early Learners retains very close links with Crofton Baptist Church. Children and their families are regularly encouraged to become part of the wider church family.

Pastoral support is available to the staff, parents and children who attend the setting from pastoral staff employed by Crofton Baptist Church as and when it is requested. Pastoral staff also take an active involvement in key activities of the pre-school's life such as the half-termly coffee mornings for parents, the yearly leaving ceremony and annual nativity play.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

- 1) The advancement of the education (including spiritual development) of children below compulsory school age
- 2) The provision of facilities for recreation for such children in the interest of social welfare and with the object of improving their conditions of life by: providing for any children without discrimination a safe and satisfying playgroup in a Christian environment where Christian beliefs and values are promoted and upheld and introducing the children and their parents to church life where appropriate.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Crofton Early Learners seeks to provide outstanding pre-school education to children aged over 2 and a half years up to compulsory school age, following the requirements of the Early Years Foundation Stage. It seeks to provide a structured environment which enables children to learn through play and meet the guidelines issued by Ofsted for the Early Years.

The setting is committed to safeguarding and promoting the welfare of all its children and expects all staff and volunteers to share in this commitment. It makes reasonable adjustments to meet the needs of staff and children who are disabled or who have additional needs. In setting objectives and planning activities the trustees have given consideration to the guidance provided by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The setting offers placements to appropriate individuals who are training to work in a childcare setting and provides regular mentoring and support.

Generally Trustees all give their time voluntarily. In Dec 2019 it was necessary to call on a Trustee for staff cover during a period of Norovirus for which she was paid for one session.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the period 1 September 2019 to 31 August 2020 the pre-school operated five sessions of three hours fifteen minutes per week (five mornings) for 36 weeks of the year.

Parents responded really well to the setting's appeal to support Operation Christmas Child by providing shoebox gifts and also to our "Reverse Giving" so rather than giving gifts to practitioners, parents brought in contributions for the local Food Bank.

The setting participated in the Dental Health Survey where Dentists came in and inspected the teeth of those children for whom parental permission was gained.

The setting was inspected by Ofsted on 17 January 2020 and once again gained Outstanding in all areas. Parental feedback continues to be overwhelmingly positive.

The setting participated in British Science Week for the first time under the leadership of our Early Years Teacher.

During the lockdown the leader ran a "virtual" preschool, sending out weekly activities with daily zoom sessions with all families who wished to participate. Families in need were provided with packs to support this.

In June the setting re-opened, split across two separate areas, and provided provision for 32 children to return for the summer term and created social stories to support children returning. Parental trust in the setting was overwhelming and the setting received high levels of praise for its care of the children during such a difficult time.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trustees consider that sufficient reserves be built up such that no trustee suffers personal loss. In effect there is a policy of holding three months operating costs in reserve.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Crofton Early Learners claims Free Early Education funding for eligible children, providing up to 15 hours free education each week. Parents pay for additional hours and for places not covered by the universal government funding. During the period the setting has had one child on 2-year funding and one on EYPP. This funding continued to be provided during lockdown.

Expenditure primarily covers the cost of providing a high staff to children ratio, thus enabling outstanding interaction between staff and children to ensure that all children achieve their potential. A spacious environment and high quality equipment are also key expenditure items.

A number of children require additional support because of Special Educational Needs.

Further details are available in the statement of financial activities.

Section F Other optional information

In the coming year short term goals will include:

- continued development of skills for staff within the setting: we are training a new SENCo who is accessing training with ICAN and local training provided by the Healthcare Department
- consideration of extending hours into the afternoons to help provide support for working parents.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Catherine Michaela Jenson	Marian Shirley Greenhalgh
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date		

Crofton Early Learners			1119285	CC16a
Receipts and payments accounts				
For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees and Donations	27,652	-	-	27,652	35,898
Maintenance Grant, SIPS & LBB funded courses	5	-	-	5	754
Government Funding	72,693	-	-	72,693	65,441
Uniforms	785	-	-	785	1,002
Sale of Photographs	135	-	-	135	293
Sports Day / Santa's Grotto	181	-	-	181	742
Milk Refund	14	-	-	14	330
Refunds	11	-	-	11	1,846
Bank Interest	86	-	-	86	92
Sub total (Gross income for AR)	101,562	-	-	101,562	106,398
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	101,562	-	-	101,562	106,398
A3 Payments					
Staff Costs	83,377	-	-	83,377	80,550
Equipment/Resources	313	-	-	313	297
Rent	8,400	-	-	8,400	7,800
Other including maintenance	5,499	-	-	5,499	6,063
Training	205	-	-	205	3,270
Sports Day/Photographs	21	-	-	21	658
Uniforms	823	-	-	823	958
Pre-school Learning Alliance membership fee including Trustees insurance	512	-	-	512	1,012
	-	-	-	-	-
Sub total	99,150	-	-	99,150	100,608
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	99,150	-	-	99,150	100,608
Net of receipts/(payments)	2,412	-	-	2,412	5,790
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	40,165	-	-	40,165	34,375
Cash funds this year end	42,577	-	-	42,577	40,165

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank and in hand	42,577	-	
		-	-	-
		-	-	-
	Total cash funds	42,577	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Cath Marshall		
		Stuart Davies		



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Crofton Early Learners

On accounts for the year
ended

31 August 2020

Charity no
(if any)

1119285

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

[Signature]

Date:

31 May 2021

Name:

Stephen Higginbottom

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

Address:

28 Ryecroft Road, Petts Wood, Orpington, BR5 1DR