



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2020		31	08	2021

Section A details

Reference and administration

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/Manager)

Section B management

Structure, governance and

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

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)

introducing the children and their parents to church life where appropriate.

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.

Trustees all give their time voluntarily.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the period 1 September 2020 to 31 August 2021 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.

During the first term of 2021 the preschool once again split into two groups in order to maintain health and safety with the rise in Covid cases. This was successfully managed by the staff. Parents demonstrated their deep gratitude to the preschool by

Section D

Achievements and performance

purchasing 2 mud kitchens for the preschool garden which will greatly enhance the setting.

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 3 children on EYPP.

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:

- providing extended hours: 09.00-1600 across 36 weeks, planning for new afternoon activities and lunch time supervision
- planning training for a new SENCo
- continued development of skills for staff within the setting
- seeking financial support and manpower for a SEN child who requires 1:1 support in the setting
- updating our technology - new laptops, purchase of a new parent-interactive online journal for recording children's early years education to meet new Ofsted guidelines on reducing paperwork and tablets for the staff to use for that purpose in the setting

Section G


Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

MS Greenhalgh

	
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Full name(s)

Catherine Michaela Jenson

Marian Shirley Greenhalgh

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

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Crofton Early Learners			1119285	CC16a
Receipts and payments accounts				
For the period from	Period start date 09/01/2020	To	Period end date 08/31/2021	

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	31,944	- 1,500	-	30,444	27,652
Maintenance Grant, SIPS & LBB funded courses	4,464	-	-	4,464	5
Government Funding	64,272	-	-	64,272	72,693
Uniforms	1,035	-	-	1,035	785
Sale of Photographs	-	-	-	-	135
Sports Day / Santa's Grotto	280	-	-	280	181
Miscellaneous	138	-	-	138	14
Refunds	70	-	-	70	11
Bank Interest	11	-	-	11	86
Sub total (Gross income for AR)	102,214	- 1,500	-	100,714	101,562
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	102,214	- 1,500	-	100,714	101,562
A3 Payments					
Staff Costs	77,752	-	-	77,752	83,377
Admin and running expenses	3,147	-	-	3,147	313
Rent	8,400	-	-	8,400	8,400
Miscellaneous	756	-	-	756	5,499
Training	324	-	-	324	205
Snacks	955	-	-	955	21
Uniforms	878	-	-	878	823
Insurance	506	-	-	506	512
	-	-	-	-	-
Sub total	92,719	-	-	92,719	99,150
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	92,719	-	-	92,719	99,150
Net of receipts/(payments)	9,496	- 1,500	-	7,996	2,412
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	40,625	1,952	-	42,577	40,165
Cash funds this year end	50,121	452	-	50,573	42,577

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	50,573	-	-
		-	-	-
		-	-	-
	Total cash funds	50,573	-	-
	(agree balances with receipts and payments account(s))	Agreement Error Unrestricted funds	Agreement Error Restricted funds	OK Endowment funds

		to nearest £	to nearest £	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	
	 <div></div>	<div>Cath Marshall</div> <div>Stuart Davis</div>	<div></div> <div></div>	

Report to the trustees/
members of

CROFTON EARLY LEARNERS

On accounts for the year
ended

31 AUGUST 2021

Charity no
(if any)

1119285

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended

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").

Independent
examiner's statement

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.

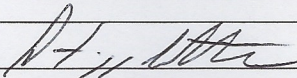
I have completed my examination. I confirm that no material matters have
come to my attention (other than that disclosed below *) in connection with
the examination which gives me cause to believe that in, any material
respect:

- 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:



Date:

31 May 2022

Name:

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

Address:

28 Ryecroft Road
Orpington
BR5 1DR