



# Trustees' Annual Report for the period

	<b>From</b>	<b>To</b>
Period start date		
Period end date		

01  
09  
2021

31  
08  
2022

Section A	Reference and administration details
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**Charity name**

Crofton Early Learners

**Other names charity is known by**

1119285

**Registered charity number (if any)**

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)**

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

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**

Rachel Bailey  
?

**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                      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 manager. 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/meeting.

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. One of the Trustees makes 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.

Trustees all give their time voluntarily.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year	<div>During the period 1 September 2021 to 31 August 2022 the pre-school operated five days a week 09.00-16.00 for 36 weeks of the year. This was the first year that the setting has offered extended hours to meet the increasing needs of working parents.</div> <div>Parents responded exceptionally to the setting’s appeal to support “Reverse Giving” so rather than giving gifts to practitioners, parents brought in contributions for the local Food Bank.</div>
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## 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 30 hours free education each week. Parents pay for lunch-time supervision. During the period the setting has had two 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.

The setting purchased an online journal, Tapestry, and four Wi-Fi tablets to use for observations of children with daily uploads. This has an app for parents where they can view assessments of observations plus pictures/videos of learning activities.

A number of children require additional support because of Special Educational Needs, particularly around speech and language.

Further details are available in the statement of financial activities.

## Section F

## Other optional information

In the coming year short term goals will include:

- training and mentoring staff members for both L3 Childcare and Early Years Initial Teacher Training
- continued development of skills for staff within the setting
- purchase of awning for shelter (for waiting children and parents/carers and allowing more activities outdoors when the weather is wet".

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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**Full name(s)**

Catherine Michaela Jenson

Rachel Bailey

**Position (eg Secretary,  
Chair, etc)**

Chair

Secretary

**Date**

Crofton Early Learners			1119285	CC16a
Receipts and payments accounts				
For the period from	Period start date 09/01/2021	To	Period end date 08/31/2022	

## 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 £
<b>A1 Receipts</b>					
Fees and Donations	67,571	1,800	-	69,371	30,444
Maintenance Grant, SIPS & LBB funded courses	4,638	-	-	4,638	4,464
Government Funding	102,559	-	-	102,559	64,272
Uniforms	882	-	-	882	1,035
Sale of Photographs		-	-	-	-
Sports Day / Santa's Grotto		-	-	-	280
Miscellaneous	2,305	-	-	2,305	138
Refunds		-	-		70
Bank Interest	8	-	-	8	11
<b>Sub total</b> (Gross income for AR)	<b>177,963</b>	<b>1,800</b>	<b>-</b>	<b>179,763</b>	<b>100,714</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>177,963</b>	<b>1,800</b>	<b>-</b>	<b>179,763</b>	<b>100,714</b>
<b>A3 Payments</b>					
Staff Costs	119,124	-	-	119,124	77,752
Admin and running expenses	1,307	-	-	1,307	3,147
Rent	14,280	-	-	14,280	8,400
Miscellaneous	3,630	-	-	3,630	756
Training	3,438	-	-	3,438	324
Snacks	1,183	-	-	1,183	955
Uniforms	760	-	-	760	878
Insurance	60	-	-	60	506
		-	-	-	-
<b>Sub total</b>	<b>143,782</b>	<b>-</b>	<b>-</b>	<b>143,782</b>	<b>92,719</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>143,782</b>	<b>-</b>	<b>-</b>	<b>143,782</b>	<b>92,719</b>
<b>Net of receipts/(payments)</b>	<b>34,181</b>	<b>1,800</b>	<b>-</b>	<b>35,981</b>	<b>7,996</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>50,573</b>		<b>-</b>	<b>50,573</b>	<b>42,577</b>
<b>Cash funds this year end</b>	<b>84,754</b>	<b>1,800</b>	<b>-</b>	<b>86,554</b>	<b>50,573</b>

## 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 £
<b>B1 Cash funds</b>				
	Cash at bank and in hand	84,668	1,880	
		-	-	-
		-	-	-

**Total cash funds**  
(agree balances with receipts and payments account(s))

<b>84,668</b>	<b>1,880</b>	<b>-</b>
Agreement Error	Agreement Error	OK
<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>

**Details**


-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

**Details**


<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	-	-
	-	-
	-	-
	-	-
	-	-

**Details**


<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

**Details**


<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	-	
	-	
	-	
	-	

Signed by one or two trustees on behalf of all the trustees

Signature


Print Name

Cath Marshall
Stuart Davis

Date of approval




# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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 2022

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 31/08/2022.

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:

10 June 2023

Name:

Stephen H. Gignibotton

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

Address:

28 Ryecroft Road  
Orpington  
BR5 1DR

### Section B

### Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).