



## Trustees' Annual Report for the period

From

Period start date

01 09 2022

To

Period end date

31 08 2023

### 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	Rachel Bailey	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

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#### 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 annual Nativity and leavers presentations.

## 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**

During the period 1 September 2022 to 31 August 2023 the pre-school operated five days a week 09.00-16.00 for 37 weeks of the year.

Parents responded well 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.

## 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);

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 one child on EYPP.

Expenditure primarily covers the cost of providing a high staff to children ratio, thus enabling outstanding interaction between staff and children to

- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

ensure that all children achieve their potential. A spacious environment and high-quality equipment are also key expenditure items.

The setting purchased two additional Wi-Fi tablets for staff to use for observations of children with daily uploads. Parents use the app to view what their children have been doing in the preschool and upload their own observations for practitioners in order to support children's learning and development. The setting also purchased artificial grass for its small garden/mud kitchen area to make it more accessible in the winter time.

A number of children require additional support because of Special Educational Needs, particularly around speech and language. This involves at least 6 hours work per week by the setting SENCo.

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
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Position (eg Secretary, Chair, etc)

Chair	Secretary
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Date

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Crofton Early Learners			1119285	CC16a
Receipts and payments accounts				
For the period from	Period start date 9/1/2022	To	Period end date 8/31/2023	

## 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			-	48,077	69,371
Maintenance Grant, SIPS & LBB funded courses			-		4,638
Government Funding			-	119,937	102,559
Uniforms			-	1,065	882
Sale of Photographs			-		-
Sports Day / Santa's Grotto			-		-
Miscellaneous			-	941	2,305
Refunds			-		
Bank Interest			-	376	8
<b>Sub total</b> (Gross income for AR)			-	170,396	179,763
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-		
	-	-	-		
<b>Sub total</b>	-	-	-		
<b>Total receipts</b>		-	-	170,396	179,763
<b>A3 Payments</b>					
Staff Costs			-	128,325	119,124
Admin and running expenses			-	2,645	1,307
Rent			-	16,000	14,280
Miscellaneous			-	9,641	3,630
Training			-	326	3,438
Snacks			-	1,983	1,183
Uniforms			-	986	760
Insurance			-	1,351	60
			-		-
<b>Sub total</b>			-	161,257	143,782
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-		
	-	-	-		
<b>Sub total</b>	-	-	-		
<b>Total payments</b>			-	161,257	143,782
<b>Net of receipts/(payments)</b>			-		
<b>A5 Transfers between funds</b>	-	-	-		
<b>A6 Cash funds last year end</b>			-		
<b>Cash funds this year end</b>			-	95,688	86,548

## 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	2,408		
	Protected deposits	1,803	-	-
	Premium Account	91,477	-	-
	<b>Total cash funds</b>	<b>95,688</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	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	
		Karen Dungate		
		Stuart Davis		



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
CROFTON EARLY LEARNERS

On accounts for the year  
ended

31/08/2023

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 **31/08/2023**

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:

Date:

2 June 2024

Name:

Steve Higginbottom

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

Address:

28 Ryecroft Road

Petts Wood, 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).