



Trustees' Annual Report for the period

From : 1st September 2021 Period start date To : 31st August 2022 Period end date

Charity name: Caterpillars Preschool

Charity registration number: 1137958

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of both Caterpillars Pre-schools is 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 they 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 the recognition of such needs; • Instigating, adhering to and furthering the aims and objects of the Early Years Alliance.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Ofsted inspections in January 2020 for the Marks Tey setting and in June 2022 for the Birch Setting, remain the most recent inspections. At these times, both settings achieved a 3rd consecutive Outstanding rating. All Caterpillars staff remain incredibly committed, hardworking and innovative to reflect and maintain these high standards and strive to continual improve on these achievements. The full OFSTED reports are available to view on our website (Marks Tey Report – EY422628 & Birch - EY422633). These independent reports continue to demonstrate how our core activities continue to meet our main objectives as detailed above. Staff work extremely hard to ensure that they keep the key comments from the reports at the forefront when planning activities for the year. The key comments from the reports are detailed below;

		Marks Tey ● those children who learn best from being outdoors are able to do so. ● Staff observe children as they play and engage them in exciting and purposeful play. Children's individual needs are at the heart of everything staff do. Children respond positively to the high expectations of staff and make rapid progress in all the pre-school management team monitors the quality of the provision exceptionally well. They are highly effective in driving improvement. Staff are extremely motivated, enthusiastic and demonstrate a strong commitment towards maintaining excellence in all areas. ● Staff provide a superb range of activities, both indoors and outside, that promotes all areas of learning. They give thorough attention to planning for outdoors. ● Children's language and communication skills are given high priority. Staff skilfully talk with children and challenge their thinking. They engage children in conversation, actively listen to what children have to say and skilfully extend and develop their vocabulary. ● Children feel extremely safe in this exceptionally warm and welcoming pre-school. They develop incredibly secure emotional attachments to their key person and other staff. ● Partnerships with parents are extremely friendly and trusting. Parents are actively encouraged to remain involved in their child's learning, both in the pre-school setting and at home. The key-person system is implemented exceptionally well, to help ensure that each child's individual care and learning needs are precisely met. Birch ● The quality of education is outstanding. The manager and her team of practitioners are highly ambitious and passionate about what they do. They recognise the importance of the role they play in children succeeding and having the best possible start in the early years. Practitioners are outstanding role models. Their morale is exceptionally high, and their well-being is a priority for the manager. They attend extensive professional development and training, reflecting on their practice and the impact it has on children's learning outcomes. Children are making excellent progress and, in some cases, they are exceeding in their learning and development. Children are very well prepared for the next stages of their education. ● Books and stories are brought to life by imaginative practitioners. Children are exposed to extensive new vocabulary, such as 'consistency, discovery', and 'hydration'.
--	--	--

		Practitioners encourage them to ask questions and share their own ideas. Children eagerly make contributions, and these are valued by attentive Inspection report: Caterpillars Pre-School 28 June 2022. • Children are exposed to a language-rich environment, giving them an excellent start with their communication skills. Children vote to make decisions as a group and their voices, thoughts and feelings are heard. Practitioners use imaginative ways to support this. They encourage children to line up for the choice they have made, stand up or sit down. • Practitioners use number language in everyday opportunities, supporting an introduction to early mathematics. Children count confidently up to 10 and beyond. Children use writing and experiment with mark making in their play. Practitioners write messages on notes and invite children to share these and write back with messages. • Children show consistent interest and engagement in exciting and creative experiences. They explore the creation station and extend this into imaginative role play. The children dress up in school uniforms and pretend they are going to their new school. Children say, 'I am going to school' as they pack rucksacks and jump on the pretend play bus to travel to school. These unique opportunities support children to prepare for school. Children with special educational needs and/or disabilities thrive in the inclusive environment and they achieve the best possible outcomes. • Partnership working is outstanding. Parents praise the practitioners and have the highest regard for their caring and nurturing relationships with children. They say practitioners are kind, approachable and helpful. The key person and manager carry out home visits to support children settling and have completed home visits since the COVID-19 pandemic to swiftly identify any learning needs. Parents share that their children thrive and grow at the pre-school. They are complimentary about how much progress they can see at home from the learning that takes place at pre-school. All of these statements remain key drivers at both Caterpillars settings and are at the forefront of the planning and development of activities for the children attending the Preschools.
--	--	--

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Both in the planning of activities and decision making at our committee meetings we have full regard to the Charities Commission's Guidance on public benefit.
--	-----------	--

Additional Information (Optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Caterpillars has always relied on a strong and committed committee of volunteers who help support the running of the Pre-schools through both the management committee and through the organisation of fundraising events. The contribution of volunteers during this financial year to support both the committee and to re-establish fundraising activities was invaluable. The Pre-schools themselves would not continue to succeed without the support of the volunteer committee members who work tirelessly with the staff to ensure they provide the support both the staff and families of the children who attend the Pre-schools.
Other		

Achievements and performance

Summary of the main achievements the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<u>Settings:</u> Marks Tey • When Preschool reopened after the holidays in September 21, due to ongoing covid restrictions, parents were still dropping children off at the door instead of coming into setting due. However, staff felt that the children settled in quicker by saying a quick goodbye to parents at the door which allowed them to feel grown up and independent. The speedier drop off did make it harder to communicate with parents so the use of e-mails and phone was increased to help build and maintain relationships with families. • There have been a number of staff changes over this year with the Manager leaving after 20 years in March 22. A new manager was appointed in May 22 along with a 2nd Deputy manager who joined just before in March 22. There was also a further internal promotion for another member of staff to fill the remaining deputy position in April 22. All appointees have settled in well and both staff and children have responded positively to the new appointments. • Discussions continued with St Andrews Primary school over the year with regards to a potential move and both Managers, Deputies and the Chairperson have all visited the school. However, as the school have only been able to make limited progress with their discussions with the LA this has not moved as far forward as both sides would have liked. • For the first time in a couple of years, in July 2022 we were able to welcome parents at our sports day which was a great success with many parents commenting on what an enjoyable time they had. Birch • The new intake of children at the start of the year was high and attendance was regular from the majority of children. • Due to ongoing restrictions with being on a shared site we were still unable to have parents in to the setting at Christmas so staff developed Christmas craft packs so the children had an opportunity to do these activities at home with their families. • Due to not being able to have parents on site, a second round of home visits was offered to all families. These proved extremely useful to personally share achievements and any concerns.
---	------------------	--

		- Resources to support children's learning needs were increased over this year and by doing this, we were able to share these in the parent's weekly home learning packs. - In February 22 we were able to reintroduce a preschool provided snack which is proving to be as successful activity as it was before the pandemic and helps to teach the children great life skills. - In the June 22 the first sports day and leavers party was held since the pandemic with parents on site. This was a wonderful day in which we received lots of positive feedback from.
--	--	--

		- The setting was fortunate to obtain another outdoor mud kitchen for free which has been the most popular resource throughout the year. <u>Training</u> - Staff have continued to access various available training including amongst others, safeguarding, speech and language, special educational needs and disabilities and equal opportunities. <u>Transition arrangements</u> Marks Tey - Transitions began in the summer term with teachers visiting from a number of local schools. Staff have also visited the schools to aid the children during their transition days. Birch - Transition to school plans were put in place in the summer term. In addition to our teaching, we were able to visit a number of the primary school our children would be attending to support their transitions. In some cases, repeat visits were organised for those
--	--	---

		children who would benefit from additional support from Caterpillars . The reception teachers from these schools also visited Caterpillars which both sides find to be extremely beneficial. <u>Priorities for improvement to the settings:</u> - Discussions with a local primary school to potentially move to buildings on the school site are at an early stage. This could be an exciting opportunity for Caterpillars Marks Tey as this could offer the Preschool a permanent home. <u>Fundraising events & purchases</u> - Birch received a new tool bench made by one of the parents from resources purchased from fundraising monies. This new resource has proven to be very popular with the children. - Another key fundraising purchase has been a ‘worry monster’ which is used to support the children’s emotional development. by enabling them to share their concerns through writing/drawing their worries and feeding it to the worry monster. <u>General</u> - Waiting lists at both settings remain strong helping to ensure the preschools ongoing sustainability.
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	Wages and training remain the biggest area of expense for Caterpillars. Whilst the numbers at both settings remain strong, the pressure to balance income against expenses becomes more challenging year on year against a backdrop of substantial minimum wage rises and increases to pension contributions set against small increases, in the government funding levels. Despite these ongoing challenges, Caterpillars remains a strong brand with great staff and good support from Parents and Carers, this is reflected in well attended events that raise much needed funds for various items and projects at the sites. The account balances as at 31st August 2022 were as follows; Birch Community (current account – fundraising) - £1,308.74 Marks Tey Community (Main - current account) - £16,018.33 Birch Deposit account (Reserve for both settings)- £28,576.11 Marks Tey Deposit account (Savings for both settings) - £24,193.18 Total across all accounts as at 31st August 2022 -£70,096.36
---	-----------	---

Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity holds three months running costs in a separate account as a contingency for redundancy and other liabilities in the event of closure.
Amount of reserves held	Para 1.22	Reserves as at 31/8/2022 - £28,576.11
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of income comes from government funded places, with a smaller percentage from direct fees (non-funded hours) and uniform sales.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A

A description of the principal risks facing the charity	Para 1.46	The biggest risk to the charity is the Governments funding rates failing to keep up with the increasing costs facing the charity in terms of wages and other staff costs.
---	-----------	---

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed, memorandum and articles of association etc	Para 1.25	1.25 Articles and Memorandum of Association
How is the charity constituted?	Para 1.25	The charity is registered as a limited company with effect from 1 st November 2010

7

for example limited company, unincorporated association, CIO		
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at the Annual General Meeting. The charity is committed to engaging a diverse committee of trustees which reflects the society in which we operate.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have a policy and for the induction of trustees and Volunteers.
The charity's organisational structure and any wider network with which the	Para 1.51	

charity works		
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	Caterpillars Pre-school
Other name the charity uses	
Registered charity number	1137958
Charity's principal address	Caterpillars Pre-school, St Andrews Church Hall, Church Lane, Marks Tey, Colchester, Essex, CO6 1LW

Names of the charity trustee who manage the Charity

Trustee Name	Office (if any)	<i>Dates acted if not all year</i>	Name of person (or body) entitled to appoint trustee (if any)
Cerise Upham	Chair	September 2021 – January 2022	Vote of members at AGM
Amber Pullen	Chair	January 2022-August 2022	Vote of members at AGM
Rachel Marsh	Treasurer	September 2021 – January 2022	Vote of members at AGM
Alex Brenig-Jones	Treasurer	January 2022-August 2022	Vote of members at AGM
Sarah Powell	Secretary	September 2021 – March 2022	Vote of members at AGM
Sarah Lawrence	Secretary	March 2022- August 2022	Mid year Vote of members following resignation of S Powell

Corporate trustees – names of the directors at the date the report was approved

Director name	
Amber Pullen	Chairperson
Alex Brenig-Jones	Treasurer
Sarah Lawrence	Secretary

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
N/A	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (optional information)

Type of adviser Name Address

	Accountants	Axis Accounting	Colchester Business Park, 1 George Williams Way, Colchester, Essex, CO1 2JS
	Banker	HSBC	26 High Street, Colchester, Essex, CO1 1DQ

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

	Becky Barber – Pre-school Manager - Marks Tey
	Chrystal Clark – Pre-school Manager - Birch

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

9

Other optional information

--

Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	Sarah Lawrence	Amber Pullen
Position (for example Secretary, Chair, etc)	Pre-school Administrator & Secretary	Chair
Date	5 th May 2023	

**CATERPILLARS PRE-SCHOOL
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**



Axis Accounting & Bookkeeping Ltd

Colchester Business Centre
1 George Williams Way
Colchester
CO1 2JS

**Caterpillars Pre-School
Unaudited Financial Statements
For The Year Ended 31 August 2022**

Contents

	Page
Company Information	1
Profit and Loss Account	2
Balance Sheet	3
The following pages do not form part of the statutory accounts	
Trading Profit and Loss Account	4-5

**Caterpillars Pre-School
Company Information
For The Year Ended 31 August 2022**

Directors

Ms Amber Pullen
Ms Cherise Upham
Ms Kirsty Kemp
Ms Rachel Marsh
Reverend Catherine Moore
Mrs Sarah Powell
Reverend Catherine Moore
Alex Brenig-Jones
Ms Kirsty Kemp
Ms Rachel Marsh
Sarah Powell
Mrs Cerise Upham

Secretaries

Mrs Sarah Lawrence
Sarah Powell

Company Number

07287209

Registered Office

St Andrews Church Hall Church Lane
Marks Tey
Colchester
Essex
CO6 1LW

Accountants

Axis Accounting & Bookkeeping Ltd
Colchester Business Centre
1 George Williams Way
Colchester
CO1 2JS

**Caterpillars Pre-School
Profit and Loss Account
For The Year Ended 31 August 2022**

	2022	2021
	£	£
TURNOVER	123,221	116,156
Other income	132	3,265
Cost of raw materials and consumables	(6,079)	(4,647)
Staff costs	(111,022)	(99,160)
Depreciation and other amounts written off assets	-	(674)
Other charges	(11,166)	(10,563)
NET (LOSS)/PROFIT	<u>(4,914)</u>	<u>4,377</u>

**Caterpillars Pre-School
Balance Sheet
As at 31 August 2022**

	2022	2021
	£	£
Current assets	70,032	74,504
Prepayments and accrued income	(342)	(126)
Creditors: Amounts Falling Due Within One Year	(601)	(375)
NET CURRENT ASSETS	69,089	74,003
TOTAL ASSETS LESS CURRENT LIABILITIES	69,089	74,003
NET ASSETS	69,089	74,003
CAPITAL AND RESERVES	69,089	74,003

Notes

1. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 10 (2021: 10)

2. General Information

Caterpillars Pre-School is a private company, limited by shares, incorporated in England & Wales, registered number 07287209. The registered office is St Andrews Church Hall Church Lane, Marks Tey, Colchester, Essex, CO6 1LW.

For the year ending 31 August 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions.

On behalf of the board

alopullen
AB

Date

Caterpillars Pre-School
Trading Profit and Loss Account
For The Year Ended 31 August 2022

	2022		2021	
	£	£	£	£
TURNOVER				
Fee income	19,801		15,304	
Funding	99,590		99,703	
Donations	5		-	
Fundraising	486		100	
Snack charge	252		-	
Milk reimbursement	363		301	
Uniform and book bags	624		748	
Grants and subsidies received	2,100		-	
		123,221		116,156
OTHER INCOME				
Other operating income	120		3,260	
Interest receivable and similar income	12		5	
		132		3,265
		123,353		119,421
COST OF RAW MATERIALS AND CONSUMABLES				
Milk costs	431		376	
Resources	2,380		2,194	
Uniform and book bag costs	771		1,096	
Snacks	342		55	
General expenses	2,155		926	
		(6,079)		(4,647)
STAFF COSTS				
<i>Cost of sales:</i>				
Wages and salaries	108,154		95,037	
<i>Administration:</i>				
Employers NI	-		1,642	
Employers pensions - defined contributions scheme	1,797		1,665	
Staff training	1,071		816	
	2,868		4,123	
		(111,022)		(99,160)
DEPRECIATION AND OTHER AMOUNTS WRITTEN OFF ASSETS				
Depreciation	-		674	
		-		(674)

...CONTINUED

Caterpillars Pre-School
Trading Profit and Loss Account (continued)
For The Year Ended 31 August 2022

OTHER CHARGES

Premises expenses:

Rent	5,783	5,253
Repairs and maintenance	19	-
Cleaning	320	615
	<u>6,122</u>	<u>5,868</u>

General administration costs:

Computer software, consumables and maintenance	-	120
Insurance	794	781
Printing, postage and stationery	1,049	1,135
Postage	12	12
Advertising and marketing costs	184	15
Telecommunications and data costs	623	607
Accountancy fees	1,231	1,213
Legal fees	35	35
Subscriptions	687	495
Sundry expenses	(1)	-
Gifts	346	282
	<u>4,960</u>	<u>4,695</u>

Interest payable and similar charges:

Bank charges	84	-
	<u>(11,166)</u>	<u>(10,563)</u>

NET (LOSS)/PROFIT

<u>(4,914)</u>	<u>4,377</u>
----------------	--------------



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

CATERPILLARS PRE SCHOOL (ESSEX) LIMITED

On accounts for the year
ended

31/8/2022

Charity no
(if any)

1137958

Set out on pages

1-5

11-51-5 (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 31/8/2022.

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:

Date:

11/11/2022

Name:

KAREN BARTLETT

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

ICAEW

Address:

COLCHESTER BUSINESS CENTRE
1 GEORGE WILLIAMS WAY
COLCHESTER, CO1 2JS

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

Give here brief details of any items that the examiner wishes to disclose.