



Trustees' Annual Report for the period

From : 1st September 2022 Period start date To : 31st August 2023 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 • 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 practitioners. • 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.
--	--	--

2

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 Caterpillars 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	Para 1.38	N/A

investment		
Contribution made by volunteers and Others	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 the organisation of fundraising events. The contribution of volunteers during this financial year to support both the committee and to develop new 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 require.

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	Marks Tey September 2022 saw lower numbers of children at the start of the term than usual, however between September – December there was an influx of interest making the spring and summer's term full and extremely busy. In December 2023, for the first time since COVID, the team were able to invite parents to get involved in the Christmas celebrations including the Christmas craft morning, carol concert and a visit from Santa. Birch The start of 2022-23 was very busy in terms of the numbers of new children joining. With support from other members of staff and the committee the setting was able to maintain consistency of care whilst a new member of staff was recruited. Since the appointment of the new team member in October 2022, they have very quickly integrated themselves into the Caterpillars ethos and has become a valued member of the team bringing new idea that have helped us to support children, particularly those with additional needs. Overall it was a challenging year with a number of children who had complex individual needs. In the 2 years since covid, then team have noticed an increase in the number of children requiring additional support in the prime areas, such as social and emotional development and speech and language.
--	-----------	--

		For those children with delayed speech and language, the committee agreed to the investment in an Early Talk Boost package for each setting which would help staff to deliver programmes to support children speech and language development. Working with the children's parents, all children who took part in the programme all progress upon completion. Like Marks Tey, Birch were able to welcome back parents into the setting at Christmas craft mornings and in the summer both settings were able to hold sorts day and leavers party with parents. <u>Training</u> In January 2023, All staff had training to enable them to deliver the Early talk Boost programme. This is a package developed to enable Early Years providers to support children who need help with talking and understanding words in order to boost their language skills and to narrow the gap between them and their peers. Along with Talk Boost, staff have continued to access various available training including safeguarding, special educational needs and disabilities, equal opportunities and In July 2023 all members of staff including the Chairperson completed Paediatric First Aid training. The Manager at Birch also attended Trauma Perceptive Practice (TPP) which is an approach developed by ECC to understand behaviour and supporting emotional well-being. This is intended to help Educators to have more understanding of how trauma and chronic stress alters brain development and can cause delays in skill development. Supported by another member of staff who is due to complete the training, these modules will over time be delivered to all staff across both settings over the next year or so. Transition Arrangements Marks Tey The transitions for those starting school in September started at the beginning of the summer term. The setting was visited by the staff from a couple of local primary schools to support the transition of the leavers. Also in July, new children joining from September 2023 came in for their settling in sessions. Home visits were scheduled for early September to support the children's transition into pre-school life. Birch Transition to school plans were put in place in the summer term. Teachers from some of the schools came to visit their new pupils. Those reception teachers who also visited the setting, found the visits to be extremely beneficial as well as the transition documents and reports which were provided by Caterpillars proving to be extremely helpful to them in helping them get to know the children and support their transition.
--	--	---

		<u>Priorities for improvement to the settings:</u> In July 2022, a further meeting was held with St Andrews Primary school with regards to the potential move to the demountable. The new head teacher remains keen to progress and a further meeting is awaiting over the Autumn term of 2023. <u>Fundraising events & purchases</u> In April, the committee organised a very successful quiz night. This was a new fundraising event for Caterpillars and due to its success, will be something the committee will look to repeat in future years. Some of the funds from this evening were used to create a new covered sand pit for the children at Marks Tey which has proved extremely popular. Around this time, Marks Tey were kindly gifted a donation of £500 from a parent. This money enabled the team to clear an area of garden previously unused and transform it into a gardening area for the children. This has proved very popular with the children who have loved helping out in the garden. They have also been trying some of the things they have grown for snack and use the herbs in the new mud kitchen, which was also purchased with the donation. <u>General</u> Waiting lists at both settings remain strong helping to ensure the preschools ongoing sustainability into the new financial year.
--	--	--

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	Paa 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 when working against a backdrop of substantial minimum wage rises and increases to pension contributions set against small increases, in the government funding levels. This was further impacted by the Supreme court judgement regarding annual leave for Part Year workers which required us to not only increase the amount of paid holiday for this financial year, but also provide backdated holiday pay for the 2 previous financial years. This additional and unexpected costs had to be covered from the savings account. These costs, along with the other financial impacts outlined above resulted in an overall drop in capital of £17K in this reporting period. The account balances as at 31st August 2023 were as follows; Birch Community (current account – fundraising) - £950.39 Marks Tey Community (Main - current account) - £8,456.14 Birch Deposit account (Reserve for both settings)- £33,488.93 Marks Tey Deposit account (Savings for both settings) - £10,024.67 Total across all accounts as at 31st August 2023 -£52,920.13 The committee are working hard with the Preschool Administrator and Managers to address the reduction in capital are working hard to ensure that the preschool's remain financial viable. Despite the ongoing financial challenges, Caterpillars remains a strong brand with substantial waiting lists at both settings. This along with the dedicated staff and good support from Parents and Carers helps ensure its ongoing viability. The support of parents is clearly demonstrated in the well attended events that raise much needed funds for new resources and projects at the two settings.
---	----------	---

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. The amount held in reserve has been increased this year to reflect the increasing costs.
Amount of reserves held	Para 1.22	Reserves as at 31/8/2023 - £33,488.93

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 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	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 charity works	Para 1.51	
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)
Amber Pullen	Chair		Vote of members at AGM in January 2022
Alex Brenig-Jones	Treasurer		Vote of members at AGM in January 2022
Sarah Lawrence	Secretary		Mid year Vote of members in May 2022

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

Director name	
Amber Pullen	Chairperson
Ria Hennessy (appointed Nov 2023)	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
Chrysal Clark – Pre-school Manager - Birch

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

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, Management Committee

Date

23rd May 2024

**CATERPILLARS PRE-SCHOOL
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023**



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 2023**

Contents

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

**Caterpillars Pre-School
Company Information
For The Year Ended 31 August 2023**

Directors	Ms Amber Pullen Alex Brenig-Jones
Secretary	Mrs Sarah Lawrence
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



ambpullen.



**Caterpillars Pre-School
Income and Expenditure Account
For The Year Ended 31 August 2023**

	2023	2022
	£	£
TURNOVER	134,794	123,221
Other income	483	132
Cost of raw materials and consumables	(6,512)	(6,079)
Staff costs	(140,809)	(111,022)
Other charges	(11,674)	(11,166)
NET DEFICIT	(23,718)	(4,914)

**Caterpillars Pre-School
Balance Sheet
As At 31 August 2023**

	2023 £	2022 £
Current assets	46,845	70,032
Prepayments and accrued income	-	(342)
Creditors: Amounts Falling Due Within One Year	(958)	(601)
NET CURRENT ASSETS	<u>45,887</u>	<u>69,089</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>45,887</u>	<u>69,089</u>
Accruals and deferred income	(516)	-
NET ASSETS	<u><u>45,371</u></u>	<u><u>69,089</u></u>
RESERVES	<u><u>45,371</u></u>	<u><u>69,089</u></u>

Notes

1. General Information

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

2. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 10 (2022: 10)

3. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

For the year ending 31 August 2023 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

Date

Caterpillars Pre-School
Detailed Income and Expenditure Account
For The Year Ended 31 August 2023

	2023		2022	
	£	£	£	£
TURNOVER				
Fees	18,549		19,801	
Funding	111,413		99,590	
Donations	550		5	
Fundraising	1,003		486	
Snack charge	2,098		252	
Milk reimbursement	582		363	
Uniform and book bags	599		624	
Grants and subsidies received	-		2,100	
		134,794		123,221
OTHER INCOME				
Other operating income	88		120	
Interest receivable and similar income	395		12	
		483		132
		135,277		123,353
COST OF RAW MATERIALS AND CONSUMABLES				
Milk costs	628		431	
Resources	1,888		2,380	
Uniform and book bag costs	429		771	
Snacks	925		342	
General expenses	2,623		2,155	
Trip expenses	19		-	
		(6,512)		(6,079)
STAFF COSTS				
<i>Cost of sales:</i>				
Wages and salaries	137,100		108,154	
<i>Administration:</i>				
Employers pensions - defined contributions scheme	2,761		1,797	
Staff training	948		1,071	
	3,709		2,868	
		(140,809)		(111,022)
OTHER CHARGES				
<i>Premises expenses:</i>				
Rent	6,498		5,783	
Repairs and maintenance	-		19	
Cleaning	155		320	
	6,653		6,122	
<i>General administration costs:</i>				
Computer software, consumables and maintenance	15		-	
Insurance	814		794	
Printing, postage and stationery	691		1,049	
Postage	10		12	
Advertising and marketing costs	201		184	
Telecommunications and data costs	666		623	
Accountancy fees	1,189		1,231	
Legal fees	102		35	

...CONTINUED

Caterpillars Pre-School
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 August 2023

Subscriptions	827		687	
Entertaining	382		346	
Sundry expenses	(1)		(1)	
	<u>4,896</u>		<u>4,960</u>	
<i>Interest payable and similar charges:</i>				
Bank charges	125		84	
		(11,674)		(11,166)
NET DEFICIT		<u>(23,718)</u>		<u>(4,914)</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

CATERPILLARS PRE SCHOOL (ESSEX) LIMITED

**On accounts for the year
ended**

31/8/2023

**Charity no
(if any)**

1137958

Set out on pages

1-5

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").

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:

19/10/2023

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.