



Trustees' Annual Report for the period

From : 1st September 2023 Period start date To : 31st August 2024 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 It was a positive start to the academic year with a strong register of children both returning to us and new starters. To support these numbers and help cover maternity leave another Early Years practitioner was recruited in February 2024. In February, we were approached by St Andrews Primary school to say they were know in a better position to progress discussions for us to move to a building on the school from September 2024. Work them progressed at an accelerated rate over the summer to ensure the building was suitable for our use. This required a huge effort from several committee members. Without their help, it would not have been possible to complete all the decoration and internal adaptations in time. Extra settling in sessions were arranged for new children joining in September to enable them to come and visit the new setting prior to them starting with us. In July we spent a week after the children left, moving our equipment to the new setting with help from parents, partners and everyone at Caterpillars, whose help was greatly appreciated. Birch The majority of the children settled quickly, some required additional support with varied needs. As for the previous couple of years since COVID, there has been an increase in the levels of additional support the children have needed. Delivery of this support is being provided by staff attendance at training events and working with parents and outside agencies. . We have continued to support children with speech and language difficulties using the Early Talk Boost and Speech Club programmes. All children placed on to the programme made progress upon completion. Those that made the greatest progress attended all sessions that were available.
--	-----------	--

		The lack of internet access at Birch continues to create one of the biggest challenges both for the delivery of this programme as well as other areas. <u>Training</u> In January 2024, All staff completed their Level 2 safeguarding (Managers Level 3). 2 members of Staff at Birch have continued to attend training on Trauma Perceptive Practice (TPP) an approach developed by ECC to understand behaviour and supporting emotional well-being. This programme was commenced during 2022-23 and the staff have continued to attend further training modules as well as commence deliver of this training to other members of the team. All staff completed their L2 Food Hygiene certificates in July 2024 ready for the start of the new academic year. To cover a period of Maternity leave, another member of staff successfully undertook their SENCO training and achieved the Level 3 certification. <u>Transition Arrangements</u> Transition to school plans were put in place in the summer term across both settings. Teachers from the majority of schools the children were due to attend came to visit their new pupils at Caterpillars. The Birch team also offered their services to visit the schools but with the exception of Birch School, no other schools took up on this offer. <u>Fundraising events & purchases</u> As a charitable run pre-school, fundraising remains a very crucial means of raising additional income to pay for resources for children. A children’s Christmas party was held in November 2023 and the Quiz Night in June 2024 were the 2 main events held in this financial year. Both events where a huge success The Christmas party raised £574 and the Quiz night an amazing £824.10 All of the monies from the two fundraising events provided a much need boost to enable the purchase of new resources in preparation for the move to St Andrews school as well as new resources for Birch.
--	--	--

		<u>Priorities for improvement to the settings:</u> Following the move to St Andrews school, there are a number of items of equipment and storage that are required for the Marks Tey setting now it is no longer a pack away preschool. For Birch, obtaining internet access and improving some of the storage units are the main priorities.
--	--	---

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, again, the low levels of funding alongside high minimum wage rises and the expansion of funded childcare hours has just increased this pressure further with over 80% of children now fully funded. These costs, along with the other financial impacts outlined above resulted in an overall drop in capital of £16,257 in this reporting period. Birch Community (current account – fundraising) - £1,263.82 Marks Tey Community (Main - current account) - £173.67 Birch Deposit account (Reserve for both settings)- £34,129.04 Marks Tey Deposit account (Savings for both settings) - £1,096.07 Total across all accounts as at 31st August 2023 – £36,662.60 This is a reduction of £16,257.53 (down from £52,920.13) in terms of capital from the end of August 2022 which almost mirror the deficit experienced at the end of this financial year.
---	-----------	---

Review of the charity's financial position at the end of the period	Para 1.21	The total income across all accounts as at 31st August 2023 was £52920.13 The committee are working hard with the Preschool Administrator and Managers to address the reduction in capital to ensure that the preschool's remain financially 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.
---	-----------	--

6

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 slightly this year to reflect the increasing costs.
Amount of reserves held	Para 1.22	Reserves as at 31/8/2023 - £34,129.04
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 & consumables) as well as 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 such as pensions and national insurance contributions
---	-----------	--

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 procedures 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, Mandeville Road, Marks Tey, Colchester, Essex, CO6 1HL

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 annual AGM
Ria Hennessy	Treasurer		Vote of members at annual AGM
Sarah Lawrence	Secretary		Vote of members at annual AGM

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
Chrystal 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	7 th May 2025	

Registered number: 07287209

**CATERPILLARS PRE-SCHOOL
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**



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

Caterpillars Pre-School Contents

	Page
Company Information	1
Income and Expenditure Account	2
Balance Sheet	3
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 2024**

Directors	Ms Amber Pullen Alex Brenig-Jones Ms Ria Hennessy
Secretary	Mrs Sarah Lawrence
Company Number	07287209
Registered Office	St Andrew s C of E Primary School Mandeville Road, Marks Tey Colchester Essex CO6 1HL
Accountants	Axis Accounting & Bookkeeping Ltd Colchester Business Centre 1 George Williams Way Colchester CO1 2JS

**Caterpillars Pre-School
Income and Expenditure Account
For The Year Ended 31 August 2024**

	2024	2023
	£	£
TURNOVER	144,954	134,794
Other income	772	483
Cost of raw materials and consumables	(10,024)	(6,512)
Staff costs	(139,875)	(140,809)
Other charges	(12,470)	(11,674)
NET DEFICIT	<u>(16,643)</u>	<u>(23,718)</u>

**Caterpillars Pre-School
Balance Sheet
As At 31 August 2024**

	2024 £	2023 £
Current assets	34,707	46,845
Creditors: Amounts Falling Due Within One Year	(5,739)	(958)
NET CURRENT ASSETS	<u>28,968</u>	<u>45,887</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>28,968</u>	<u>45,887</u>
Accruals and deferred income	(240)	(516)
NET ASSETS	<u><u>28,728</u></u>	<u><u>45,371</u></u>
RESERVES	<u><u>28,728</u></u>	<u><u>45,371</u></u>

Notes

1. General Information

Caterpillars Pre-School is a private company, limited by guarantee, incorporated in England & Wales, registered number 07287209. The registered office is St Andrew s C of E Primary School, Mandeville Road, Marks Tey, Colchester, Essex, CO6 1HL.

2. Average Number of Employees

Average number of employees, including directors, during the year was: 12 (2023: 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 2024 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

alrpuhen

Date 12th November 2024.

**Caterpillars Pre-School
Detailed Income and Expenditure Account
For The Year Ended 31 August 2024**

	2024		2023	
	£	£	£	£
TURNOVER				
Fees	24,410		18,549	
Funding	110,740		111,413	
Donations	183		550	
Fundraising	1,663		1,003	
Snack charge	2,932		2,098	
Milk reimbursement	629		582	
Uniform and book bags	835		599	
Daily consumables	3,562		-	
		144,954		134,794
OTHER INCOME				
Other operating income	60		88	
Interest receivable and similar income	712		395	
		772		483
		145,726		135,277
COST OF RAW MATERIALS AND CONSUMABLES				
Milk costs	703		628	
Resources	1,939		1,888	
Uniform and book bag costs	1,014		429	
Snacks	1,336		925	
General expenses	2,402		2,623	
Trip expenses	-		19	
Fundraising expenses	259		-	
Marks Tey move	2,371		-	
		(10,024)		(6,512)
STAFF COSTS				
<i>Cost of sales:</i>				
Wages and salaries	136,948		137,100	
<i>Administration:</i>				
Employers pensions - defined contributions scheme	2,426		2,761	
Staff training	501		948	
	2,927		3,709	
		(139,875)		(140,809)
OTHER CHARGES				
<i>Premises expenses:</i>				
Rent	6,744		6,498	
Cleaning	377		155	
	7,121		6,653	
<i>General administration costs:</i>				
Computer softw are, consumables and maintenance	4		15	
Insurance	1,732		814	
Printing, postage and stationery	859		701	
Advertising and marketing costs	26		201	
Telecommunications and data costs	560		666	
Accountancy fees	748		1,189	
Legal fees	-		102	

...CONTINUED

Caterpillars Pre-School
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 August 2024

Subscriptions	928	827	
Entertaining	363	382	
Sundry expenses	1	(1)	
	<u>5,221</u>	<u>4,896</u>	
<i>Interest payable and similar charges:</i>			
Bank charges	128	125	
		(12,470)	(11,674)
NET DEFICIT		<u>(16,643)</u>	<u>(23,718)</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

CATERPILLARS PRE SCHOOL (ESSEX) LIMITED

**On accounts for the year
ended**

31/8/2024

**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:

6/11/2024

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.