

Registered company number
6366283

Registered charity number
1149470

Headstart Education Centre
(A company limited by guarantee)

Trustees' Report and Financial Statements

for the Year ended 31 July 2023

Headstart Education Centre
Report and financial statements
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Headstart Education Centre
Legal and Administrative Information

| | | |
|--|--|-----------------------------|
| Charity name | Headstart Education Centre | |
| Charity registration number | 1149470 | |
| Company registration number | 6366283 | |
| Registered Office and operational address | Unit 2 Church Road Studio 56-62 Church Road London E12 6AF | |
| Directors and Trustees | Mr K D Attan Mrs Z Khanom Mr M Ravat | Chairman Charity Manager |
| Independent Examiner | Mr Naveed Sharif FCCA TSP Professional Services 1B Highview Parade Redbridge Lane East Ilford Essex, IG4 5ER | |
| Bankers | HSBC 118 High Street North East Ham London E6 2HX | |

Headstart Education Centre

Trustees's Report

The trustees, who are also directors for the purposes of company law, present the annual report and the audited financial statements of the organisation for the year ended 31 July 2023 which have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2019) and the Companies Act 2006.

Structure, Governance And Management

The organisation is a charitable company limited by guarantee, incorporated on 11 September 2007 and registered as a charity on 25 October 2012. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

The trustees have reviewed the major strategic, business and operational risks faced by the charity and have sought to mitigate these by setting up appropriate policies and procedures for all stakeholders.

Risk management

The trustees have a risk management strategy which comprises:

An annual review of the principal risks and uncertainties that the charity faces. This includes assessing the key success factors, critical dependencies, constraint factors and key milestones and performance indicators for the major changes encompassed in our strategy, and an analysis of the highest impact risks to which Headstart is exposed

The establishment of policies, systems and procedures to mitigate risks

Strategic and operational plans and an annual budget, and progress reporting against plans and budget

The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise

The trustees have identified that the major risks are related principally to the risk of a major fire/flood/building related incident, exposure to a major safeguarding or data privacy incident, and long term financial sustainability. The Trustees have sought to mitigate risk where possible, particularly relating to ensuring that the organisation has access to appropriate governance, professional expertise and management capability, and that there are plans for and investment in achieving financial sustainability.

On this basis the Trustees are satisfied that all material risks are managed effectively, and that the charity will be funded adequately for the foreseeable future.

Public benefit statement

The trustees confirm that they have complied with the duty in Section 17 of The Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

The charity's charitable purpose is detailed in its objects, which are to advance education by providing accessible educational services in accordance with the principles of Islam, in particular but not exclusively, focusing on Muslim children's educational needs especially to those educated otherwise than in state schools.

Delivery of the public benefit is achieved by the direct provision of education through the Headstart Education Centre as well through other institutions as may be beneficial.

Recruitment and appointment of trustees

The directors of the company are also its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees. The Board of Trustees is responsible for the overall governance of the charity. There are currently 3 trustees who have or have had their children studying at Headstart and thus have a strong attachment to the charity.

New trustees are recruited by the majority approval or selection of the existing trustees as stipulated in the governing document of the charity.

Financial summary

The Surplus for the year is £88.4K (2022: £117.8K). As at 31 July 2023, the reserves stood at £755K.

Reserves Policy

The Trustees review on a regular basis the charity's development and operational plans, future funding needs and its overall resilience and financial stability in light of its ability to meet its charitable objectives for the foreseeable future (usually a period up to 3 years).

The Trustees' consideration takes into account the major risks to the organisation – see Risk Management above. Additionally, the Trustees consider the need to ensure viability of the charity beyond the immediate future, absorb setbacks and be able to take advantage of opportunities and new initiatives.

Our aims and objectives

The objects of the Charity are to: ADVANCE EDUCATION BY PROVIDING ACCESSIBLE EDUCATIONAL SERVICES IN ACCORDANCE WITH THE PRINCIPLES OF ISLAM, IN PARTICULAR BUT NOT EXCLUSIVELY, FOCUSING ON MUSLIM CHILDREN'S EDUCATIONAL NEEDS.

We aim, through our Early Years and Primary Years Home Education provision (out of school setting) to provide a high standard of support in the care and education of boys and girls from the ages of 6 months to 17 years. We have developed the centre to provide an environment that suites families who have chosen to educate their children otherwise than at state school. We support the development of our children's' abilities, understanding and life skills by engaging them in academic, social and physical play. We provide an environment where each child is provided help and support to fulfil his or her potential, build self-confidence and develop a desire to contribute to the wider community. In so doing, we help our children for the opportunities, responsibilities and experience of later life.

Our centre is medium in size; approximately 67 students in the Early Years department and 28 in the Reception at any one time. As space permits more children can be enrolled. Headstart Education Centre is registered with Ofsted on the compulsory and voluntary childcare registers in addition to the Early years register. The Early years department follows the EYFS curriculum. Our Primary Years is a part-time provision not intended to provide all or significantly all of a child's education; however, we aim to utilise the National curriculum for delivery of core subjects of: Literacy, Numeracy, Science and Computing. As a centre for the care and education of children we operate part-time hours in our primary department to complement home-schooling. This does not mean that the child cannot be registered part-time in a school or other institution in parallel to Headstart, during days and times the child is not attending with us. The centre's registered childcare operating hours are 7.30am-7.00pm, Monday – Friday however the primary department operates from 8.50am-1.15pm Monday to Thursday. We aim to provide half term breaks in line with the local authority where possible to enable home educated children to share time with family and friends who are not home educated. Our smaller group sizes enable us to provide a more intimate setting where children can develop a sense of community and family.

Our objectives

Our key objectives for the year included:

- To enhance and improve the educational support provided to pupils
- To provide childcare for more babies
- To increase pupil numbers in both early years & primary years
- To maintain class sizes
- To continue to improve & expand the site where the centre is based
- To access training to improve good teaching and learning practices
- To make home education fun for children

Access policy

It is our intention to make Headstart Education Centre genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the existence of the Centre is widely known throughout the local community by means of advertising including banners and leafleting.

- Help keep fees low by offering subsidised fees for families in need
- Offering sponsorship of children's care and education to some families
- Provide advice to families regarding additional support for childcare fees, where possible (ie Tax Credits, Universal Credit, 2 year old grants and tax free childcare)
- Arrange our waiting list in order of date of application and date of birth (Priority will be given to siblings of children already attending Headstart Education Centre and children of Headstart key staff as per our admissions policy)
- Describe the Centre and its practices in terms that it welcomes all people
- Ask parents for documents for identification purposes:
- Arrange for fundraising opportunities to engage local communities

The Centre should ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender or protected characteristic.

Review of activities and achievements

Pupil numbers and fees

Our educational activities are carried out through our Early Years & Primary Years departments. During the year 2022/23 we had the following number of students:

Under 2yr: 0

EY (2yr olds) EY (3/4yr olds): 61 (AM + PM)

Year R: 20

Year 1: 19

Year 2: 21

Year 3: 21

Year 4: 10

Year 5: 12

Year 6: 15

We aim to keep our fees as low as possible to enable our Centre to be accessible to all members of the community.

Our Fees are for September to July, but we ask parents to spread payments over 12 months. Our full fees for 2022-23 were:

Primary Years & Reception home-education (non-subsidised): £3800.00 per annum

Reception (15 hours non-subsidised): £2594.00 per annum

3-4yr olds Reception or EY (non-subsidised 30hrs) £5856.00 per annum

3-4yr olds Reception or EY (with grant): Free + £76 per year snack fees

2-4 year olds (non-grant): £2928 per annum

Additional hours: £8/hr (non-grant 2yr olds), £5.20/hr (non-grant 3-4 yr olds)

2 year olds (with grant): Free + £76 per year snack fee

The maximum subsidised fee we offer students in 2019/20 were:

Primary Years & Reception £1992.00 per annum

Reception: £1392.00 per annum

Sponsorship of children: Free

Discounted fees: Varies

In addition to fees we charge a one off admission fee of £190.00, for non-grant students.

Our centre also reserves the right to hold a deposit to help maintain the notice period policy should a child leave.

We have increased our fees for next academic year.

We have sponsored **2 children** this year 2022/23. Provided grant support to one family. We offer this based on the family's financial needs or students' academic capability; we can offer up-to 100% sponsorship of a child's care and education and also consider bursaries for higher education for young adults and aspiring staff.

Academic

Headstart has kept the change made few of years ago, where the assessments moved to all levels of the education system, it was necessary for HSEC to impose changes of our own in order to help better align our teaching and learning with the standard expectations of the rest of the nation. This year we have introduced end-of-unit Numeracy tests. Children are given the opportunity to complete the Collins assessment tests after being taught a unit. There are 12 units in total which are spread out during the academic year.

To that end, we have moved away from the old SATS system of levels and adopted the 'Three Es' approach. Children tested at the end of Key Stage 1 and Key Stage 2, were assessed in accordance with the newest criteria and graded as follows:

Emerging: Child is still working towards achieving most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score under 100).

Expected: Child has generally met most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score of at least 100).

Exceeding: Child has met and/or surpassed most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score *ideally* at 110 or above, though teacher judgement also factors in).

DfE's Key Stage 1 and Key Stage 2 specifications eliminate Science from the official testing phase. Key Stage 2 sampling tests are only administered to a handful of students nationally.

HSEC has used a commercially available, unofficial SATS papers as blueprints for our internal Key Stage 2 Science SATS. All other papers have been based on the official 2019 papers. We have based this year's assessment on 2021 SATS papers. No Key Stage 1 Science SATS were administered as the papers have been scrapped. Our teachers had to adopt a new way of assessing learning during the scholastic scheme.

As a home education support Centre, parents are able to opt out of SATs testing for their children should they choose.

Below are the results of the previous year's results and this year's results (2022-23).

Reception ELG 2022- 2023:

| Scores | Student NO | Communication and language | Physical Development | Personal, Social and Emotional Development | Literacy | Mathematics | Understanding the World | Expressive Arts & Design |
|---|------------|----------------------------|----------------------|--|----------|-------------|-------------------------|--------------------------|
| 2 (Expected) | 17 | 88% | 100% | 100% | 36% | 60% | 94% | 100% |
| 1 (Emerging) | 17 | 12% | 0% | 0% | 64% | 40% | 6% | 0% |
| A (Unable to assess or where exemption applies) | 17 | 0% | 0% | 0% | 0% | 0% | 0% | 0% |

Year 6 SATS

| | Student No | Reading/ SPAG | Student No | Writing | Student No | Numeracy |
|--------------|------------|---------------|------------|---------|------------|----------|
| 2015 Level 4 | 10 | 100% | 9 | 90% | 9 | 90% |

| | | | | | | |
|-------------------|----|------|----|------|----|------|
| 2016 Level 4 | 11 | 100% | 11 | 100% | 11 | 82% |
| 2017 Level 4 | 13 | 85% | 13 | 46% | 13 | 69% |
| 2018 Level 4 | 5 | 100% | 5 | 100% | 5 | 100% |
| 2019 Level 4 | 14 | 71% | 14 | 71% | 14 | 86% |
| 2020-21 Level 4 | 10 | 90% | 10 | 80% | 10 | 90% |
| 2021-22 Level 4 | 11 | 100% | 11 | 91% | 11 | 91% |
| 2022-2023 level 4 | 14 | 93% | 14 | 86% | 14 | 100% |

Year 2 SATS

| | Student No | SPAG | Student No | Writing | Student No | Numeracy |
|-----------|------------|------|------------|---------|------------|----------|
| 2016-2017 | 14 | 50% | 14 | 50% | 14 | 57% |
| 2018-2019 | 16 | 56% | 16 | 44% | 16 | 63% |
| 2019-20 | 9 | 100% | 9 | 100% | 9 | 100% |
| 2020-21 | 11 | 64% | 12 | 75% | 12 | 58% |
| 2021-22 | 18 | 56% | 18 | 56% | 18 | 61% |
| 2022-2023 | 18 | 67% | 18 | 65% | 18 | 72% |

Co-curricular activities

In the home education support section we cover the core subjects although we do not have some coverage of other subjects through integration within our core subjects (Literacy, Numeracy, Science and Computing). Due to our part time hours this is not always possible and not our intention to provide all or significantly all of a child's education at Headstart. Parents are made aware from the outset that our Centre is not a school. Due to the high level of demand we also provide Arabic and Islamic studies to all pupils as separate sessions within our hours on certain days.

Trips and Projects

Primary Years Department:

At Headstart Education Centre, trips are valuable experiences which challenge children through means that are not always available in a classroom setting. Approximately once every term, pupils are taken on trips affording them hands-on experiences, bringing to life dry facts and, hopefully, enhancing their knowledge and understanding of literature, mathematics, science, religions, and the world more generally. Experiential learning must remain an integral part of our learning style and we aim to plan our outings in such a way that they reflect and augment the learning expectations within the classroom. Visits and trips are designed and/or chosen to build upon children's prior knowledge, help them acquire new skills, improve and facilitate social interaction with members of the wider public world, and of course for fun and play!

Not only do our children create fond memories to help them in later life, but they experience learning within both real and unexpected contexts.

Headstart children had the opportunity to visit a variety of places as part of trips and outings throughout the year.

Barking Park (Reception

The reception class visited Barking Park they travelled by bus. For some of the children, it was their first experience using public transport, and Alhamdulillah they all enjoyed it. The children had a chance to see various wildlife such as various types of birds, ducks, swans, and squirrels. They saw squirrels and crows interact with each other in nature and they all were very excited to see it. They were also informed about animal and water safety and how Islam teaches us to be kind to Allah's creation. The children then got to play in a sand area that consisted of a climbing rope, a long slide, and swings. They loved interacting with the sand and played their own pirate treasure hunt game using the pirate ship.

Eastbrookend Country Park Years 1-6)

Children took part in various activities at the country park. Such as Minibeast search and Activities identification. The children were left to explore and collect insects in their little pots. Guides were provided to identify the less common insects that were discovered. They took part in animal search with the aid of binoculars, the children pursued to identify various lake animals and birds in their natural habitat. Children were provided with a checklist, adding to their eagerness to recognize the animals as fast as they could. During the Habitat features activity, they hunted down the various features found in a habitat, deep within the forest. The children were amazed to find mushrooms and berries! Children had an opportunity to put their knowledge into practice and created a habitat for either a fox, squirrel, or hedgehog.

Jurassic world exhibition

Students were immersed in the world of dinosaurs and were in awe of the captivating scenes. children saw the life-size dinosaur pounce for its lunch. Students raced to find the most fossils buried deep within the sand using their handy tools. Children boarded the ferry to Island Nebular and walked across the massive Jurassic World gates. Children walked under a majestic Brachiosaurus and came face-to-face with ferocious raptors. The children got a rare up-close look at the most vicious dinosaur of them all, the Tyrannosaurus rex. The Exhibition immersed the children in scenes inspired by the film. The children enjoyed seeing the dinosaurs come to life.

Legoland family trip – End of year Eid outing

Children and their families went to Legoland as our end-of-year Eid outing.

Development of Reading and Phonics:

This year was an undoubted success in the development of reading within the Centre. Our aim was to try and find ways of helping tutors to become more confident and skilled at inspiring their students to decode and segment words to read better. One way of doing this was to train and provide tutors with different strategies, approaches and methods to developing phonics, such as modelling, using action, making the correct sounds and a variety of resources that developed tutor's confidence in teaching and delivering phonics sessions and made them more reflective about their practice. The teachers have used visual and interactive resources to tap into the children's' love of reading.

Development of Writing:

We select appropriate writing materials that help tutors plan and stimulate learning, such as 'writing guides'. This helped tutors structure their lessons and develop their understating of each writing genre, which they were then able to reflect back to the children. The interactive CD-ROM provided hands on, practical, activities that stimulated and made each writing sessions enjoyable.

We feel that writing should have a genuine purpose that responds to real life issues and situations to help pupils feel more engaged. Therefore we incorporated simple project weeks, such as crisis around the world, letter writing, persuasive writing, etc. These created emotions and empathy which stimulated good writing. All these above factors and more, had a great impact on children's overall performance, which resulted in the SAT's results please see above.

Science

Hands-on resources were used in different science units where practical activities and detailed exploration of topics were required. Tutors were successful in catering for learners who engage well with visuals and hands-on learning. Pupils have conducted exciting experiments to develop their skills in enquiry, decision-making, problem-solving and self- evaluation. Staff delivered interactive CPD sessions and shared their great practice with the team.

Computing

This area has always been a focus for Headstart, we train our staff to ensure they are competent in the computing curriculum. Every lesson is carefully matched to curriculum objectives. Tutors follow ready-made lesson plans from Scholastic guides; this saves time with flexible ready-to-go resources.

This year we struggled to conduct computing lessons due to a lack of working laptops. Tutors had to use computing lessons as support sessions. We have addressed this issue and have ordered new laptops for children to use next year.

Continued Professional Development

HSEC PY has made a very concerted effort, this year, to better our classroom craft and general educational and pedagogical knowledge and skills to cater for home-educated children. Our teachers are continually developing the teaching skills needed to carry out meaningful learning for our students during this year. To that end, we have been engaging in weekly CPD sessions designed around all of the core elements of teaching and pedagogy. Staff has been undergoing training sessions centered on the following this year:

- Assessment for Learning
- Behaviour for Learning
- Reading for enjoyment
- Learning Objectives & Success Criteria
- Lesson Planning-Features of a good lesson
- Big Maths/Mental Maths

- Supporting SEND Pupils/Supporting slower learners
- Teachers voice and wellbeing
- Numeracy Maths topics – How to raise attainment

Though not an exhaustive list, we believe it is important that HSEC maintain a culture of improved learning through a marriage of managerial support and individual self-reflection. Our staff seem to have responded positively to these measures and, despite the litany of observations, book looks and learning walks this year, seem intent on improving their own practice and providing a better standard of education to home educated children.

Early Years Department

This year has been challenging year for Early Years with the manager being on a course and requiring cover on site. This year our three sessions AM, PM and 15 minutes of Quran as optional sessions were a great success.

This Year we worked closely with staff to prepare for our upcoming Ofsted inspection.

This year we did not have any baby intakes. Our two-year-olds settled in really well with the older children and it has been overall very positive. We are still aiming to keep parental involvement as strong as the previous years and have managed this really well.

We have used the physical area in unit 7 as part of our nursery which allows children open physical play in the setting; and to provide children more space for physical activities. However, this is under review for 2 and 3 year olds and we will need to evaluate how to make the Unit 7 safer before using the space for nursery aged children next year.

We worked alongside the Primary Years to ensure the transition for the children is easy should parents wish to home-educate their children within Headstart. We also work with local schools should parents decide to send their child to school, we believe this will lead to a significant improvement in the children. In our Reception group, the majority of the children met their targets at the end of the year.

This year we have assessed children to find any gaps early and we have ensured that staff recognise each child's ability and aim our best to achieve their full potential, especially in reading and phonic areas as we have revised our phonic and reading assessment for Reception class.

This year we started with a good number of children. Our aim is to facilitate more children in our setting. We are running the 30 free hours giving parents the flexibility to choose the hours and allow the optional lunch.

This year our Early Years and Reception Team worked closely with LA SENCO. We have the opportunity to refer children to early help. This helped children to be identified sooner if any needs needed attention.

We were unable to continue with our termly trips this year but we intend to take nursery children on more trips next academic year with parent's support, thus allowing us to take along our youngest children. Our reception staff will continue taking children out using public transport.

Other Organisations

Our centre is based in an accessible high-profile part of the community. We let out our venue at a low price to other community-based projects. Presently we have a madrasah, Arabic classes, a tuition group, holiday club and a martial arts organisation that run separately from us by hiring our venue. This helps provide revenue to our organization in keeping the expenses manageable and provides accessible facilities to families and children in the community. These organizations are independent and NOT governed or affiliated to Headstart.

Training

Primary Years Department:

At the beginning of each academic year, the induction and introductory training are delivered to staff. This is to ensure that staffs (teaching and non-teaching) are acquainted with the centre's policies and procedures. On the other hand, staff are sent to external training related to children's learning and understanding. Tutors would then deliver a session back on site so that all staff can collectively be trained up in new or improved skills. All staff receive health and safety, fire and safeguarding training. Key staff are also provided with training on fire risk assessment, paediatric first aid, child protection, prevent duty and safeguarding and safer recruitment.

Staff are supported by the members of the management through regular observations, guidance, feedback and support. Teaching and non-teaching staff are provided with appropriate and adequate materials for effective performance of tasks, along with academic and teaching skills courses on line such reading materials found on the DFE website, You-tube clips on outstanding teaching methods.

Not being a school, Headstart does not have automatic access to training provided by schools funded by the government, therefore our staff and management team spend time to further their own knowledge and skills around good practice which would be suited to our specific type of provision.

Early Years Department

We support our practitioners on a regular basis by sending them on regular training with the local council and also providing in-house training based on how to extend children's learning and development according to the children's needs.

Staff are supported by management through regular observations, guidance, feedback, and support. At the beginning of each academic year, we delivered training to staff on induction and carry out regular supervision meetings. This is to ensure that staff are acquainted with the centre's policies and procedures.

We take on students who are mentored by our manager and supported by our staff. They learn all aspects of a practitioner's role working alongside the practitioner. The students are encouraged to support children in their play, language, and communication skills through different activities. They are provided with guidance and support to complete important observations.

FUTURE PLANS

All our tutoring staff now have their own work laptops, although the setting up of server VPN intranet is yet to be established for all staff. We hope to ensure all staff have access to the new server on-site and at home. Internet connection is still proving unstable in the staff room despite having direct internet cabling.

Parents, Children and staff have also donated generously this year for the UWT Afghanistan project during Ramadhan. We are proud to say that we raised approximately £15,797.79 in total that will families in crisis. We intend to continue supporting good causes next year.

We hope to extend our childcare services to neighbouring boroughs.

Statement of Trustees' Responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In so far as we are aware:

- There is no relevant information of which the charitable company's examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

In preparing the Trustees Report, the Trustees' have taken advantage of the exemption available to small companies and have not prepared a strategic report.

Approved by the Board on 02 January 2024 and signed on their behalf by:

Khalil Attan

Chairman

Independent Examiner's Report to The Trustees of

Headstart Education Centre

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Naveed Sharif

.....
02 January 2024

Name: Naveed Sharif FCCA
Professional Body: Association of Chartered Certified Accountants

Address: TSP Professional Services
1B Highview Parade, Redbridge Lane East, Ilford, Essex, IG4 5ER

Headstart Education Centre
Statement of Financial Activities
Including Income & Expenditure Account
for the year ended 31 July 2023

| | Notes | Unrestricted Funds 2023 £ | Restricted Funds 2023 £ | Total Funds 2023 £ | Total Funds 2022 £ |
|------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income and endowments from: | | | | | |
| Donations and grants | | 4,626 | | 4,626 | 180 |
| Charitable activities | | | | | |
| Fees, including NEG | | 450,795 | | 450,795 | 428,285 |
| Fundraising events | | 2,616 | | 2,616 | 17,119 |
| Other Income | 2 | 75,818 | | 75,818 | 69,165 |
| Total income | | 533,855 | | 533,855 | 514,750 |
| Expenditure on: | | | | | |
| Charitable activities: | 3 | 329,460 | | 329,460 | 272,302 |
| Other costs | 4 | 115,961 | | 115,961 | 124,671 |
| Total expenditure | | 445,421 | | 445,421 | 396,973 |
| Net income/expenditure | | 88,434 | | 88,434 | 117,777 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 666,912 | | 666,912 | 549,135 |
| Total funds carried forward | | 755,346 | | 755,346 | 666,912 |

Headstart Education Centre
Registered No: 6366283
Balance Sheet
as at 31 July 2023

| | Notes | 2023 £ | 2022 £ |
|---|-------|----------------|----------------|
| Fixed assets | | | |
| Investments | 9 | <u>648,656</u> | <u>613,656</u> |
| | | 648,656 | 613,656 |
| Current assets | | | |
| Debtors | 10 | 294,553 | 236,091 |
| Cash at bank and in hand | | <u>156,080</u> | <u>99,427</u> |
| | | 450,633 | 335,518 |
| Creditors: amounts falling due within one year | 11 | (343,943) | (282,262) |
| Net current assets | | <u>106,690</u> | <u>53,256</u> |
| Net total assets | | <u>755,346</u> | <u>666,912</u> |
| Charity funds | | | |
| Unrestricted funds | 12 | <u>755,346</u> | <u>666,912</u> |
| Total charity funds | | <u>755,346</u> | <u>666,912</u> |

The trustees, who are also the directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

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

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board of the Trustees on 02 January 2024 and were signed below on its behalf by:

Khalil Attan

.....

Chairman

Headstart Education Centre
Notes to the Accounts
for the year ended 31 July 2023

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Accounting convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition, effective 1 January 2019) - (Charities SORP (FRS102)), and the Companies Act 2006.

Headstart Education Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). These financial statements have been drawn up in the historical accounting basis.

Critical accounting judgements and estimates

In preparing these financial statements, management has made judgements, estimates and assumptions that affect the application of the charities accounting policies and the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Preparation of accounts on a going concern basis

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

In reaching this conclusion, the trustees have considered the impact of Covid-19 on the Charity and have reviewed cash flow forecasts covering a period of more than one year from the date of approval of these accounts.

Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

Trade debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Fund Accounting: Funds held by the charity are:

Unrestricted funds: These are general funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds: These are funds subject to specific trusts generally declared by the donor or funds raised for a specific purpose.

Leasing

Rentals payable are charged on a time basis over the term of the lease.

| | | | |
|----------|----------------------------------|----------------|----------------|
| 2 | Other Income | 2023 | 2022 |
| | | £ | £ |
| | Creche | 6,050 | 9,278 |
| | Investment Income | 42,416 | 30,868 |
| | Re-imbursements | 3,632 | 5,794 |
| | Venue hire | 23,720 | 23,225 |
| | | <u>75,818</u> | <u>69,165</u> |
| 3 | Charitable activities | | |
| | Children's refreshments | 6,228 | 6,107 |
| | Donations and sponsorships | 10,037 | 14,250 |
| | Educational resources | 17,261 | 12,987 |
| | Staff costs | 291,705 | 233,067 |
| | Trips and outings | 4,230 | 5,891 |
| | | <u>329,460</u> | <u>272,302</u> |
| 4 | Other costs | | |
| | Advertising | 511 | 540 |
| | Bank charges | 189 | 288 |
| | Cleaning | 88 | 167 |
| | IT and Internet expenses | 1,346 | 1,580 |
| | Legal and Professional fees | 1,108 | 4,139 |
| | Light and Heat | 6,331 | 5,019 |
| | Premises maintenance costs | 6,847 | 14,368 |
| | Printing, postage and stationery | 1,976 | 3,929 |
| | Rent, rates and Insurance | 96,663 | 93,696 |
| | Telephone | 901 | 946 |
| | | <u>115,961</u> | <u>124,671</u> |
| 5 | Staff costs and numbers | | |
| | Staff remuneration | 284,775 | 226,697 |
| | Employers National Insurance | 243 | - |
| | | <u>285,018</u> | <u>226,697</u> |

In aggregate the average number of full and part time persons employed during the year was as follows:

| | No. (2023) | No. (2022) |
|----------------------------|------------|------------|
| Charity Manager | 1 | 1 |
| Teaching staff | 21 | 19 |
| Coordinators | 2 | 2 |
| Lunchtime/snack assistants | 2 | 2 |
| Admin staff | 2 | 2 |
| Youth workers | 0 | 0 |
| Cleaning staff | 3 | 2 |
| | <u>31</u> | <u>28</u> |

All employees are paid less than £60,000.

6 Transactions involving Trustees or other related party

Mrs Z Khanom-Trustee:

(a) In the interest of the Charity, amount totalling £6,116 (2022: £2,082) was payable directly to relevant service providers by the Charity for Mrs Z Khanom's childcare and domestic assistance, educational fees (for dependent children), travel and other costs. For the avoidance of doubt, the Charity contracts with and pays the relevant service providers directly.

(b) Mrs Z Khanom was paid an amount of £24,428 (2022: £19,024) as wages.

(c) An amount of £1,000 (2022: £1,356) was paid to non-dependent related parties.

7 Taxation

As a registered charity, Headstart Education Centre is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XT38118

8 Tangible fixed assets

| | Fixtures & Equipment £ |
|-----------------------|---------------------------------|
| Cost | |
| At 1 August 2022 | 54,222 |
| Additions | - |
| At 31 July 2023 | <u>54,222</u> |
| Depreciation | |
| At 1 August 2022 | 54,222 |
| Charge for the year | - |
| At 31 July 2023 | <u>54,222</u> |
| Net book value | |
| At 31 July 2023 | - |
| At 31 July 2022 | <u>-</u> |

All the company's fixed assets are used to support charitable activities.

9 Investments

| | |
|--|----------------|
| Market value as at 1 August 2022 | 613,656 |
| Additions at cost | 35,000 |
| Disposals | - |
| Unrealised gain/(loss) | - |
| Market value as at 31 July 2023 | 648,656 |
| <i>Historical cost</i> | 648,656 |

The trustees are satisfied there has been no material movement in value between the date of acquisition and 31 July 2023.

| 10 Debtors | 2023 £ | 2022 £ |
|-----------------|----------------|----------------|
| Fees receivable | 277,705 | 223,152 |
| Other debtors | 16,848 | 12,939 |
| | <u>294,553</u> | <u>236,091</u> |

| 11 Creditors: amounts falling due within one year | 2023 £ | 2022 £ |
|---|----------------|----------------|
| Suppliers | 28,338 | 29,297 |
| Other taxes and social security costs | 701 | 12,898 |
| Accruals and deferred income | 250,000 | 192,237 |
| Other creditors | 64,904 | 47,830 |
| | <u>343,943</u> | <u>282,262</u> |

| 12 Movement in funds | At 01/08/2022 £ | Incoming resources £ | Outgoing resources £ | Transfers £ | At 31/07/2023 £ |
|----------------------|-----------------------|----------------------------|----------------------------|----------------|-----------------------|
| Unrestricted funds | 666,912 | 533,855 | (445,421) | - | 755,346 |
| Total funds | <u>666,912</u> | <u>533,855</u> | <u>(445,421)</u> | <u>-</u> | <u>755,346</u> |

13 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10.00