

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 2024

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 Ms 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 2024 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 £151.6K (2023: £88.4K). As at 31 July 2024, the reserves stood at £906.9K.

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 arrangement 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 suits families who have chosen to educate their children otherwise. 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.

Headstart Education Centre is medium sized organisation 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 and reference 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 home education arrangement department only operates from 8.50am-1.00pm Monday to Thursday during part of the calendar year. 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 home education ethos enables 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 support provided to pupils
- To provide childcare for more babies
- To increase pupil numbers in both early years & primary years
- To continue to improve & expand the site where the centre is based
- To access training to improve 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
- 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

Child numbers and fees

During the year 2023/24 we had the following number of children:

Under 2yr: 1

EY (2yr olds) EY (3/4yr olds): 79 (AM + PM)

Year R: 23

Year 1: 18

Year 2: 22

Year 3: 21

Year 4: 18

Year 5: 12

Year 6: 12

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 2023-24 were:

Primary Years & Reception home-education (non-subsidised): £3,800.00 per annum

Reception (15 hours non-subsidised): £2,594.00 per annum

3-4yr olds Reception or EY (non-subsidised 30hrs) £5,856.00 per annum

3-4yr olds Reception or EY (with grant): Free + £83 per year snack fees

2-4yr olds (non-grant): £2,928 per annum

Additional hours: £9/hr (non-grant 2yr olds), £6/hr (non-grant 3-4 yr olds)

9 months - 2-year-olds (with grant): Free + £83 per year snack fee

The maximum subsidised fee we offered students in 2023/24 were:

Primary Years & Reception £2,191 per annum

Reception: £1,531 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 sponsored **2 children** during the year and 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 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 by Tutor Judgement 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).

As a home education support Centre, parents are able to opt out of SATs testing for their children should they choose and homework has always been option. However, it has been suspended until further clarity around this has been acquired from the DfE.

Below are the results of the previous year's results and this year's results for Year 6 (2023-24).

Reception ELG 2023- 2024:

Scores	Student NO	Communication and language	Physical Development	Personal, Social and Emotional Development	Literacy	Mathematics	Understanding the World	Expressive Arts & Design
2 (Expected)	21	95%	95%	100%	62%	52%	100%	95%
1 (Emerging)	21	5%	5%	0%	33%	43	0%	0%
A (Unable to assess or where exemption applies)	21	0%	0%	0%	5%	5%	0%	5%

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%
2023-2024 Level	11	100%	11	100%	11	91%

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%
2023-2024	n/a	n/a	n/a	n/a	n/a	n/a

In the home education support section, we cover the core subjects (English, Maths, 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. Our provision does not offer a broad range of subjects like schools and we do not offer subject teaching in History, Geography, PE, Music, Citizenship, RE, Art or other subjects. Parents are made aware from the outset that our Centre is not a school. Due to our ethos, we also provide Lessons in Quran as separate sessions within our short hours on certain days.

Trips and Projects

Primary Years Department:

At Headstart Education Centre, trips are valuable life experiences which open's children's life skills as part of recreation and fun activities. Approximately once every term, pupils are taken on trips affording them hands-on life experiences which create fond memories to help them in later life. Trip days are short and we end by our usual home time.

Headstart children had the opportunity to visit a variety of places throughout the year.

Creative biscuit – Ceramics Café (Yr 1 and 2)

The trip to the Creative Biscuit (The Ceramics Café) in South Woodford included an opportunity for children to spend the day at a ceramic's art studio designing and painting their own Plate. Once dry, the custom-made item were collected and given out to each child.

Discovery Centre- Stratford (Reception)

Children had the opportunity to explore a space-themed, immersive exhibition based on the book 'The box Rocket' created with award-winning illustrator Dapo Adeola. The Box Rocket saw the class travel on an intergalactic adventure in a homemade rocket ship, arriving on a peculiar planet where they must complete an important mission. During the sessions, pupils were invited to explore the immersive exhibition space and take part in a facilitated workshop which includes games, stories and craft activities celebrating creativity, individuality and imagination.

The Natural History Muesum (Yrs 3-6)

Pupils attended a work shop on ocean Life and habitats. The trip included an immersive show experience highlighting the importance of the oceans and why it's never been more vital to help protect this amazing habitat. Children explored the Attenborough Studio which was an introduction to or recap of nature-based topics. The staff and children were seated in an amphitheatre style space and the show was presented by one of the museum's experts.

The Planetarium (Yr 3-6)

This trip provided the children with the opportunity of exploring and experiencing the wonders of the universe. They also watched a show called 'we are the guardians.' This unique opportunity allowed children to get an insight into a world outside of our planet.

Nursey and Primary Department Chessington family trip – End of year Eid outing

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

Early 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 children 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 we updated resources buying into an updated synthetic phonics programme. The new Jolly phonics scheme supported our tutor's confidence in teaching and delivering phonics sessions and made them more reflective about their practice. The tutors 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. We feel that writing should have a genuine purpose that responds to real life issues and situations to help pupils feel more engaged.

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. Children 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. Tutors refer to ready-made plans from Scholastic guides.

This year we struggled to conduct computing lessons due to a lack of working laptops and technical issues. Tutors had to use computing lessons as support sessions.

Continued Professional Development

Our tutors are continually developing their skills needed to carry out meaningful learning for our children during this year. To that end, we have been engaging in weekly in house CPD sessions. Staff have been undergoing training sessions centered on the following this year:

- Assessment for Learning
- Behaviour for Learning
- Cognition and how children learn.
- Learning Objectives & Success Criteria
- Lesson Planning-Features of a good lesson
- Big Maths/Mental Maths
- Supporting Pupils/Supporting slower learners
- Risk Assessing the Environment- on site and offsite
- Home Education and what it means for us
- 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 seem intent on improving their own practice and providing a better standard of education to home educated children and supporting parents.

Early Years Department

This year has been a challenging year for Early Years, especially with the change in management mid-year. Despite this it was a great success. We had an Ofsted inspection this year, and alhamdulillah, we received a 'Good' rating in all areas.

In terms of our enrolment, we had one baby this year. Our two-year-olds settled in exceptionally well with the older children, contributing to an overall positive atmosphere. We remain committed to maintaining strong parental involvement, as in previous years, and have successfully managed to do so.

We utilised the Unit 7 giving children ample room for physical activities.

We collaborated closely with the Primary Years team to facilitate a smooth transition for children whose parents chose to home-educate within Headstart next year. Additionally, we work with local schools to support parents who decide to send their child to school, believing this will significantly benefit the children's development. Most children in our Reception group met their targets by the end of the year.

Our assessments identified any gaps early, enabling us to recognise each child's abilities and help them reach their full potential, especially in reading and phonics. We revised our phonics and reading assessments for the reception class to better support this goal.

We started the year with a good number of children and aim to welcome even more into our setting. We offer 30 free hours, providing parents with flexible options and the choice of an optional lunch.

Our Early Years and Reception teams worked closely with the LA SENCO, allowing us to refer children to early help and identify needs sooner.

While we were unable to continue with our termly trips this year, we plan to take nursery children on more trips next academic year, with parental support, to include our youngest children. Our reception staff will continue to take children out using public transport. Children are regularly taken to the local park for play.

Overall, it has been a productive year, and we look forward to building on these successes in the coming academic year.

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 benefiting 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 Home Education 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 especially the Early Years staff. 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.

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 working towards childcare qualifications 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.

Three of EY staff will complete their EYITT this year and our new EY manager also started her level 5 early years lead practitioner course which will be complete next August.

FUTURE PLANS

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 7 April 2025 and signed on their behalf by:

A handwritten signature in dark ink, appearing to read 'K. Attan', with a stylized flourish at the end.

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 2024.

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.



7 April 2025

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 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Income and endowments from:					
Donations and grants		623		623	4,626
Charitable activities					
Fees, including NEG		622,872		622,872	450,795
Fundraising events		4,665		4,665	2,616
Other Income	2	88,229		88,229	75,818
Total income		<u>716,389</u>		<u>716,389</u>	<u>533,855</u>
Expenditure on:					
Charitable activities:	3	431,155		431,155	329,460
Other costs	4	133,674		133,674	115,961
Total expenditure		<u>564,829</u>		<u>564,829</u>	<u>445,421</u>
Net income/expenditure		151,560		151,560	88,434
Reconciliation of funds					
Total funds brought forward		755,346		755,346	666,912
Total funds carried forward		<u>906,906</u>		<u>906,906</u>	<u>755,346</u>

Headstart Education Centre
Registered No: 6366283
Balance Sheet
as at 31 July 2024

	Notes	2024 £	2023 £
Fixed assets			
Investments	9	<u>648,656</u>	<u>648,656</u>
		648,656	648,656
Current assets			
Debtors	10	316,877	294,553
Cash at bank and in hand		<u>255,235</u>	<u>156,080</u>
		572,112	450,633
Creditors: amounts falling due within one year	11	(313,862)	(343,943)
Net current assets		<u>258,250</u>	<u>106,690</u>
Net total assets		<u>906,906</u>	<u>755,346</u>
Charity funds			
Unrestricted funds	12	<u>906,906</u>	<u>755,346</u>
Total charity funds		<u>906,906</u>	<u>755,346</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 7 April 2025 and were signed below on its behalf by:



Khalil Attan (Chairman)

Headstart Education Centre
Notes to the Accounts
for the year ended 31 July 2024

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	2024	2023
		£	£
	Babies Creche	8,415	6,050
	Investment Income	44,705	42,416
	Re-imbursements	3,047	3,632
	Venue hire	32,062	23,720
		<u>88,229</u>	<u>75,818</u>
3	Charitable activities		
	Children's refreshments	7,131	6,228
	Donations and sponsorships	12,697	10,037
	Educational resources	21,439	17,261
	Staff costs	387,194	291,705
	Trips	2,694	4,230
		<u>431,155</u>	<u>329,460</u>
4	Other costs		
	Advertising	20	511
	Bank charges	208	189
	Cleaning	164	88
	IT and Internet expenses	3,729	1,346
	Legal and Professional fees	24,824	1,108
	Light and Heat	7,334	6,331
	Premises maintenance costs	22,581	6,847
	Printing, postage and stationery	5	1,976
	Rent, rates and Insurance	72,855	96,663
	Telephone	1,952	901
		<u>133,674</u>	<u>115,961</u>
5	Staff costs and numbers		
	Staff remuneration	376,391	284,775
	Employers National Insurance	-	243
		<u>376,391</u>	<u>285,018</u>

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

	No. (2024)	No. (2023)
Charity Manager	1	1
Teaching staff	24	21
Coordinators	2	2
Lunchtime/snack assistants	4	2
Admin staff	3	2
Cleaning staff	4	3
	<u>38</u>	<u>31</u>

All employees are paid less than £60,000.

6 Transactions involving Trustees or other related party

Ms Z Khanom-Trustee:

(a) In the interest of the Charity, an amount totalling £38,842 (2023: £24,428) was paid to Ms Z Khanom as part of service agreement fees.

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 2023	54,222
Additions	-
At 31 July 2024	<u>54,222</u>
Depreciation	
At 1 August 2023	54,222
Charge for the year	-
At 31 July 2024	<u>54,222</u>
Net book value	
At 31 July 2024	-
At 31 July 2023	<u>-</u>

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

9 Investments

Market value as at 1 August 2023	648,656
Additions at cost	-
Disposals	-
Unrealised gain/(loss)	-
Market value as at 31 July 2024	648,656
<i>Historical cost</i>	<i>648,656</i>

The trustees are satisfied there has been no material movement in value between the date of acquisition and 31 July 2024.

10 Debtors	2024 £	2023 £
Fees receivable	298,473	277,705
Other debtors	18,404	16,848
	<u>316,877</u>	<u>294,553</u>

11 Creditors: amounts falling due within one year	2024 £	2023 £
Suppliers	2,707	28,338
Other taxes and social security costs	-	701
Accruals and deferred income	221,284	250,000
Other creditors	89,872	64,904
	<u>313,862</u>	<u>343,943</u>

12 Movement in funds	At 01/08/2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31/07/2024 £
Unrestricted funds	755,346	716,389	(564,829)	-	906,906
Total funds	<u>755,346</u>	<u>712,799</u>	<u>(561,239)</u>	<u>-</u>	<u>906,906</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