



# Trustees' Annual Report for the period

		Period start date		Period end date		
<b>From</b>	1st	September	2019	<b>To</b>	31st	August 2020

## Section A Reference and administration details

Charity name

Lavendon Pavilion Pre-School

Other names charity is known by

Registered charity number (if any)

1152573

Charity's principal address

63a High Street

Lavendon

Olney, Buckinghamshire,

MK46 4HA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Louise O'Boyle	Chairman		Any trustees can nominate and then they are voted on at the AGM or a committee meeting
2	Lucie Howard	Finance		
3	Mike Griffiths	Secretary		
4				
5				
6				
7				
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PSLA Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Committee members are nominated at Pre-school AGM, they can also be appointed by

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Lavendon Pavilion Pre-school is registered with OFSTED (reg.no.EY463628) and is a member of the Pre-School Learning Alliance

The Pre-School has a childcare protection policy in place which includes carrying out Criminal Records Bureau checks for trustees and any new or existing members of staff.

All Trustees and staff sign and agree to confidentiality and code of conduct and statements. All staff and trustees are familiar with the settings safeguarding policy and the current EYFS guidelines.

We pay Lucie Howard, who is a bookkeeper, to do our accounts, payroll and prepare the charity commission return, she is paid for this role.

This year the committee stood down at an EGM and no new volunteers came forward, it was agreed the preschool would be changed to a Company Limited By Guarantee, the company was formed but we are waiting on a new Ofsted application. This has been a difficult process as our applications have disappeared on 2 occasions.

The Pre-School has close links with Lavendon Combined School. There are regular trips made from pre-school to Lavendon School to make the transition to school smooth. The reception teacher also comes into preschool to spend time with the children in the summer term before the children start school.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

THE AIMS OF THE PRE-SCHOOL ARE 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:

(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY

(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS

(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Lavendon Pre-School is a small, friendly committee managed pre-school providing a varied, interesting and informative Early Years education and childcare for children between the age of two to five years from Lavendon and the surrounding villages.

We offer 15 and 30 hours free government funding per week for children aged 3-4 years, additional hours are also available. We currently have funded 2 year olds attending the Pre-school that meet the current 'Time for 2's' funding criteria.

The Pre-School employs 4 part-time staff (Leader, Deputy Leader and Assistants) during the year to provide a daily morning sessions (9am to 12pm) and an afternoon session (12pm-3pm) Monday to Friday. Full days are available. We also introduced a lunch club to allow the morning children to stay for an extra hour 12-1pm for lunch.

We welcome all children within the age range regardless of personal circumstance, gender, faith, cultural background and lingual ability.

The Pre-School is located in the heart of the village adjacent to the village playing field providing an excellent location for outdoor activities and involvement in community events.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### Summary of the main achievements of the charity during the year

Numbers have been higher at the beginning of this academic year than last year as less children were school age. Numbers have not grown as much throughout the year due to Covid-19. As pupil numbers increase the Pre-School increases staff hours to ensure ratios are maintained. All sessions are covered by a minimum of 2 qualified members of staff plus 1 additional staff member as ratios require. All staff are already fully qualified or working towards childcare qualifications. There have been less opportunities for volunteers due to Covid-19 for 5 months of the year.

Covid-19 restrictions meant a reduction in opening hours and tighter restrictions on numbers. All children who wanted to attend were given a place; some parents decided to keep their children at home. This also meant that the usual summer events were unable to go ahead.

Parents were invited in for stay and play sessions, share a story time and wow days. throughout the first two terms. We also managed a leavers picnic on the field.

The Pre-school follows the EYFS statutory framework and has covered the topics within sessions including the following.

Some of the things covered this year were:

#### **Autumn:**

Helping Each Other  
People Who Help Us  
Remembrance Day  
Children in Need  
Christmas  
Visit to the local shop and mobile library.

#### **Spring:**

Winter and Arctic Animals  
Chinese New Year  
Music  
Spring  
World Book Week

#### **Summer:**

Fairytales  
Senses  
Trip to the Copse (nature site)  
Hygiene  
Diversity and different families  
Seaside

Over lockdown we provided activities for parents to do at home with their children to support learning they would have been doing in preschool. We also created Going to School and Summer activity packs to help keep the children entertained.

#### **Throughout the Year**

Sound of the week  
Sport activities  
Music and Movement  
Science and Experiments  
Tennis Skills  
Busy Bakers  
Sparkling Stars drama and dance  
Woody Bugs

## Section D

## Achievements and performance

We continue to follow in the moment planning so activities are planned based on children's interests.

We continued with our lunch club to extend the morning session until 1pm and registration fees for new children which paid for a welcome pack and t-shirt for each child. In order to provide a more wholesome snack we also asked for snack donations.

A significant contribution is made by the committee members who provide a management and fundraising service to the Pre-School.

The committee ran a fund raising event - santa's grotto and Christmas crafts. Other events were postponed due to Covid-19. Events are planned to involve the pre-school children, their families and other members of the local community.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We have reserve funds to cover maternity, sick pay and if we had to close, 3 months running costs and redundancy.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Principle sources of funds** are funding payments from Milton Keynes Council for eligible 2 year olds and 3 and 4 year olds who receive their 15 or 30 hours of funding. We also receive fees from parents who pay for additional hours or 2 year olds not eligible for funding. We have received funds from fundraising outlined in section D. We also received a grant from the Parish Council to help pay for the garden update.

The **expenditure has supported the key objectives** by providing resources and staffing for the preschool to ensure all children have access to the EYFS standards.

## Section F

## Other optional information

### Future Plans for the Pre-School

- To invest further in the staff development and training.
- To continue to improve resources, particularly the outdoor space at the pre-school.
- To create greater awareness of the pre-school in the local community.
- For the pre-school to grow in numbers particularly supporting funded 2's.
- Continue to develop relationships with Lavendon School to ensure smooth transition for pre-school leavers.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>L Howard</i>	<i>L O'Boyle</i>
<b>Full name(s)</b>	Lucie Howard	Louise O'Boyle
<b>Position (eg Secretary, Chair, etc)</b>	Committee Member	Chairman
<b>Date</b>	22/06/2021	

# Profit and Loss

Lavendon Pavilion PreSchool  
For the year ended 31 August 2020

Prepared by LEO Bookkeeping Services Ltd

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3	Profit and Loss
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# Profit and Loss

## Lavendon Pavilion PreSchool For the year ended 31 August 2020 Cash Basis

	2020	2019
<b>Turnover</b>		
Adhoc Sessions	373.40	40.50
Children's Uniform (230)	120.55	218.50
Early Start	3.50	12.00
Funded fees	35,844.97	31,651.69
Fundraising	531.35	264.80
Interest Income	22.32	-
Lunch Club	147.00	54.00
Other Revenue	3,465.38	-
Private Fees	6,995.45	5,764.80
Registration Fees	40.00	120.00
Snack Donation	129.50	104.40
<b>Total Turnover</b>	<b>47,673.42</b>	<b>38,230.69</b>
<b>Gross Profit</b>	<b>47,673.42</b>	<b>38,230.69</b>
<b>Administrative Costs</b>		
Accountancy Costs	2,555.34	2,401.20
Advertising & Marketing	250.48	366.34
Charity Commission Return	75.00	100.00
Children's Uniform (501)	178.30	240.30
DBS	103.60	51.80
Entertainment 100% business	-	123.64
Equipment/toys	-	155.42
Fundraising Expenses	59.60	128.93
General Expenses	458.10	612.51
Insurance	504.11	505.20
Membership	25.00	101.80
Mobile Phone	108.24	106.97
Office Expenses	110.10	192.99
Pavilion Rent	4,422.00	6,156.00
Pensions Costs	97.11	128.15
PSLA/OFSTED memberships	178.00	100.00
Publications	14.70	-
Recruitment	-	171.00
Repairs and Maintenance	525.47	-
Setting Improvements	-	3,207.78
Snacks	99.75	129.77
Staff Training	458.13	490.16
Staff Uniform	-	58.20
Trips	-	120.00

	2020	2019
Wages Expense	30,067.37	24,962.11
Covid-19 Related Expenses	234.78	-
<b>Total Administrative Costs</b>	<b>40,525.18</b>	<b>40,610.27</b>
<b>Operating Profit</b>	<b>7,148.24</b>	<b>(2,379.58)</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>7,148.24</b>	<b>(2,379.58)</b>
<b>Profit after Taxation</b>	<b>7,148.24</b>	<b>(2,379.58)</b>

# Balance Sheet

Lavendon Pavilion PreSchool  
As at 31 August 2020

Prepared by LEO Bookkeeping Services Ltd

# Contents

3	Balance Sheet
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# Balance Sheet

Lavendon Pavilion PreSchool

As at 31 August 2020

Cash Basis

	31 AUG 2020	31 AUG 2019
<b>Fixed Assets</b>		
<b>Tangible Assets</b>		
Equipment	784.95	784.95
<b>Total Tangible Assets</b>	<b>784.95</b>	<b>784.95</b>
<b>Total Fixed Assets</b>	<b>784.95</b>	<b>784.95</b>
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
Active Saver	11,158.10	11,135.78
Business Account	10,372.41	3,249.69
Petty Cash - Resources	23.30	35.30
Petty Cash - Snack	25.64	23.95
<b>Total Cash at bank and in hand</b>	<b>21,579.45</b>	<b>14,444.72</b>
<b>Total Current Assets</b>	<b>21,579.45</b>	<b>14,444.72</b>
<b>Creditors: amounts falling due within one year</b>		
Pension Liability	-	13.51
<b>Total Creditors: amounts falling due within one year</b>	<b>-</b>	<b>13.51</b>
<b>Net Current Assets (Liabilities)</b>	<b>21,579.45</b>	<b>14,431.21</b>
<b>Total Assets less Current Liabilities</b>	<b>22,364.40</b>	<b>15,216.16</b>
<b>Net Assets</b>	<b>22,364.40</b>	<b>15,216.16</b>
<b>Capital and Reserves</b>		
Retained Earnings	6,812.36	13,812.36
Allocated Funds	8,403.80	3,783.38
Current Year Earnings	7,148.24	(2,379.58)
<b>Total Capital and Reserves</b>	<b>22,364.40</b>	<b>15,216.16</b>



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

LAVENDON PAVILLION PRE SCHOOL

On accounts for the year  
ended

31/08/2020

Charity no  
(if any)

1152573

Set out on pages

CCXX R1 accounts (ss) & R2 accounts (ss)

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2020**.

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:

17/5/2021

Name:

Simon Davies

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

FCCA – Member 0309741

Address:

Rapture Accounts Ltd, 3 Blundells Road, Bradville, Milton Keynes,  
Bucks, MK13 7HA

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.