



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	September	2021		31st	August	2022

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	Committee Member		Any trustees can nominate and then they are voted on at the AGM or a committee meeting
2	Lucie Howard	Finance		
3	Mike Griffiths	Chairman		
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

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. We also pay the chairman for time to carry out staff appraisals and time in preschool.

We are still waiting for OfSTED to approve our application by the Company Limited By Guarantee to be registered as an early year provider. We have been trying to do this now for 5 years without success.

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 trustee 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. Whilst numbers allow we also operate 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 were sustainable at the beginning of this academic year and have increased by the end of the year. This has been helped by more of the new housing development in the village being finished. We expect numbers to improve going forward as lots of families with small children are moving in. 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.

All children who wanted to attend were given a place; activities have gone back to normal towards the end of the academic year after Covid-19 but we have remained open due to the government rule changes for Early Years.

We pride ourselves in providing a variety of exciting activities and opportunities for the children. These are provided to capture the children's interests and help them to grow in independence and confidence, as well as gain knowledge and enthusiasm towards learning.

Our curriculum is inclusive and celebrates diversity. The aim is to guide our children to become responsible citizens of the future.

We follow the children's interests, as well as the EYFS statements.

Activities & Themes included:

All about me	Bonfire Night	Hibernation
Dinosaurs	Healthy Eating	Shapes
Diwali	Transport	Life Cycles of People
Winter	Chinese New Year	Clothes
Hand Washing	Spring	Life Cycles of Plants
Life in the Sea	Halloween	Autumn
Christmas	Life Cycles of Animals	
Starting School		

During our learning journey, we offer a range of further opportunities to ignite our children's interests such as:-

Cooking
Gardening
Music
Forest School

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 service to the Pre-School.

Due to a lack of committee members we have not done any fundraising for preschool this year, but we have raised money for other charities including Children in Need.

The planning work for the garden is complete and the garden is finally booked to be completely overhauled at the beginning of next year. This will now be funded by S106 Money via the Parish Council.

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.
We have also been putting money by to do the garden project.

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.

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 – unqualified staff to do their qualifications.
- Forest School to be run by an outside entity.
- To continue to improve resources, particularly the outdoor space at the pre-school.
- Complete the garden upgrade
- Buy new outdoor equipment as part of the garden upgrade.
- 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

Signature(s)

L.Howard

M Griffith

Full name(s)

Lucie Howard

Mike Griffith

Position (eg Secretary, Chair, etc)

Committee Member

Chairman

Date

05/06/2023

Profit and Loss

Lavendon Pavilion PreSchool For the year ended 31 August 2022

2022

Turnover

Adhoc Sessions	14.10
Children's Uniform (230)	91.75
Funded fees	35,882.91
Interest Income	23.55
Lunch Club	119.00
Private Fees	9,870.91
Registration Fees	200.90
Snack Donation	140.20
Total Turnover	46,343.32

Gross Profit	46,343.32
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Administrative Costs

Accountancy Costs	2,752.80
Advertising & Marketing	244.68
Charity Commission Return	75.00
Children's Uniform (501)	337.36
DBS	165.80
Director's Remuneration	2,200.00
Employers NI	315.09
Entertainment 100% business	96.11
Equipment/toys	11.00
General Expenses	380.29
Insurance	623.31
Membership	121.20
Mobile Phone	112.24
Office Expenses	31.59
Pavilion Rent	6,280.00
Pensions Costs	200.63
PSLA/OFSTED memberships	144.25
Repairs and Maintenance	100.00
Snacks	175.07
Staff Training	351.28
Wages Expense	34,211.80
Total Administrative Costs	48,929.50

Operating Profit	(2,586.18)
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Profit on Ordinary Activities Before Taxation	(2,586.18)
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Profit after Taxation	(2,586.18)
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Balance Sheet

Lavendon Pavilion PreSchool As at 31 August 2022

31 AUG 2022

Fixed Assets

Tangible Assets

Computer Equipment	369.00
Equipment	784.95
Total Tangible Assets	1,153.95

Total Fixed Assets	1,153.95
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Current Assets

Cash at bank and in hand

Active Saver	21,435.23
Business Account	4,623.93
Petty Cash - Resources	372.28
Petty Cash - Snack	45.28
Total Cash at bank and in hand	26,476.72

Accounts Receivable	56.40
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Total Current Assets	26,533.12
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Creditors: amounts falling due within one year

Accounts Payable	312.19
PAYE/NI Liability	(61.66)
Pension Liability	62.61
Wages payable acc	(0.30)
Total Creditors: amounts falling due within one year	312.84

Net Current Assets (Liabilities)	26,220.28
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Total Assets less Current Liabilities	27,374.23
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Net Assets	27,374.23
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Capital and Reserves

Retained Earnings	6,818.12
Allocated Funds	23,295.09
Current Year Earnings	(2,738.98)
Total Capital and Reserves	27,374.23



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
LAVENDON PAVILLION PRE SCHOOL

**On accounts for the year
ended**

31/08/2022

**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 / 2022**.

**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:

3/5/2023

Name:

Simon Davies

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

FCCA – Member 0309741

Address:

Rapture Accounts Ltd, 58b High Street, Stony Stratford, Milton Keynes,
Bucks, MK11 1AQ

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.