



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1st	September	2022		31st	August	2023

## 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				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Names of the trustees for the charity, if any, (for example, any custodian trustees)</b>				
	<b>Name</b>		<b>Dates acted if not for whole year</b>	

### 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 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

**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)**

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.

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.

Section D

Achievements and performance

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 toward 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	Autumn	Bonfire night
Diwali	Colours	Humpty Dumpty/Being kind
Winter	Life cycles	The Gingerbread Man
People who help us	Christmas	

## Section D

## Achievements and performance

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

Cooking  
Gardening  
Music  
Forest School  
Mindfulness sessions

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 Griffiths

Full name(s)

Lucie Howard

Mike Griffiths

Position (eg Secretary, Chair,  
etc)

Committee Member

Chairman

Date

05/06/2024

# Profit and Loss

## Lavendon Pavilion PreSchool For the year ended 31 August 2023

	2023	2022
<b>Trading Income</b>		
Adhoc Sessions	-	14.10
Children's Uniform (230)	114.75	91.75
Funded fees	48,837.18	35,882.91
Interest Income	26.65	23.55
Lunch Club	95.00	119.00
Other Revenue	1,157.78	-
Private Fees	13,180.00	9,927.31
Registration Fees	99.50	200.90
Snack Donation	338.72	140.20
<b>Total Trading Income</b>	<b>63,849.58</b>	<b>46,399.72</b>
<b>Cost of Sales</b>		
Children's Uniform (501)	361.00	487.36
<b>Total Cost of Sales</b>	<b>361.00</b>	<b>487.36</b>
<b>Gross Profit</b>	<b>63,488.58</b>	<b>45,912.36</b>
<b>Operating Expenses</b>		
Accountancy Costs	2,539.20	2,572.80
Advertising & Marketing	1,589.16	244.68
Charity Commission Return	75.00	75.00
DBS	18.60	165.80
Depreciation Expense Account	679.30	-
Director's Remuneration	2,400.00	2,200.00
Employers NI	617.29	315.09
Entertainment 100% business	310.19	96.11
Equipment/toys	270.28	42.17
General Expenses	749.85	391.79
Insurance	754.11	623.31
Membership	209.28	121.20
Mobile Phone	220.37	112.24
Office Expenses	50.58	98.08
Pavilion Rent	7,410.00	6,280.00
Pensions Costs	411.73	200.63
PSLA/OFSTED memberships	-	144.25
Recruitment	204.00	-
Repairs and Maintenance	-	9.50
Setting Improvements	480.00	-
Snacks	345.46	215.61
Staff Training	690.40	351.28
Subscriptions	12.60	-
Telephone & Internet	6.00	-

	2023	2022
Wages Expense	45,276.37	34,391.80
<b>Total Operating Expenses</b>	<b>65,319.77</b>	<b>48,651.34</b>
<b>Net Profit</b>	<b>(1,831.19)</b>	<b>(2,738.98)</b>



# Balance Sheet

## Lavendon Pavilion PreSchool

As at 31 August 2023

	31 AUG 2023	31 AUG 2022
<b>Assets</b>		
<b>Bank</b>		
Active Saver	17,461.88	21,435.23
Business Account	5,679.76	4,623.93
Petty Cash - Resources	-	372.28
Petty Cash - Snack	40.87	45.28
<b>Total Bank</b>	<b>23,182.51</b>	<b>26,476.72</b>
<b>Current Assets</b>		
Accounts Receivable	170.00	56.40
Retained Earnings	(6,818.12)	(6,818.12)
<b>Total Current Assets</b>	<b>(6,648.12)</b>	<b>(6,761.72)</b>
<b>Fixed Assets</b>		
Computer Equipment	369.00	369.00
Equipment	784.95	784.95
Fixtures and Fittings	1,799.14	-
Less Accumulated Depreciation on Computer Equipment	(184.50)	-
Less Accumulated Depreciation on Fixtures and Fittings	(494.80)	-
<b>Total Fixed Assets</b>	<b>2,273.79</b>	<b>1,153.95</b>
<b>Total Assets</b>	<b>18,808.18</b>	<b>20,868.95</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	753.90	312.19
PAYE/NI Liability	(788.78)	(61.66)
Pension Liability	118.14	62.61
Wages payable acc	-	(0.30)
<b>Total Current Liabilities</b>	<b>83.26</b>	<b>312.84</b>
<b>Total Liabilities</b>	<b>83.26</b>	<b>312.84</b>
<b>Net Assets</b>	<b>18,724.92</b>	<b>20,556.11</b>
<b>Equity</b>		
Allocated Funds	20,556.11	23,295.09
Current Year Earnings	(1,831.19)	(2,738.98)
<b>Total Equity</b>	<b>18,724.92</b>	<b>20,556.11</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
LAVENDON PAVILLION PRE SCHOOL

On accounts for the year  
ended

31/08/2023

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 / 2023**.

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:

*S Davies*

Date:

14/05/2024

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.**