

**CHARITY NUMBER 1155715**

**BERKELEY PRE-SCHOOL**

**REPORT OF THE BOARD OF TRUSTEES  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2023**

**BERKELEY PRE-SCHOOL**

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FOR THE YEAR ENDED 31 AUGUST 2023**

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## **BERKELEY PRE-SCHOOL**

### **REFERENCE AND ADMINISTRATIVE DETAILS**

Berkeley Pre-School is a registered charity.

**Charity Registration No** 1155715. Registered on 10 February 2014

**Governing Document** Revised Constitution adopted 19 December 2019

**Ofsted registration no** EY429553

**Principal Address** c/o Berkeley Academy  
Cranford Lane  
Hounslow  
TW5 9HQ

<b>Trustees</b>	Mrs Jennifer Lewis	Chair
	Mr Peter Stumpf	
	Miss Mehmoona Yousaf	Secretary
	Mrs Anna Perszewska	
	Mrs Charlotte Davies	
	Mr Tatinder Virdee	

#### **Executive Committee**

All the trustees are included in the executive committee, which meets three times a year.

During this accounting period, the executive committee met on the following dates:

21 December 2022

24 May 2023

12 July 2023

**Chief Executive Officer** Mr Kevin Prunty

**Head of Pre School** Mrs Harpreet Panesar

<b>Bankers</b>	TSB Bank plc	Nationwide Building Society
	122 High Street	Kings Park Road Moulton Park
	Hounslow, Middlesex	Northampton
	TW3 1NA	NW3 6NW

**Independent Examiner** Merchant & Co  
Chartered Certified Accountants  
2 Craven Road  
Ealing  
London  
W5 2UA

## **BERKELEY PRE-SCHOOL**

### **Report of the Trustees for the year ended 31st August 2023**

The Trustees of the Berkeley Pre-School present their report together with the Independently Examined financial statements of the Charity for the year ended 31 August 2023.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The Pre-School is established under its Constitution based on the guidance from the Charity Commission.

### **Recruitment and Appointment of New Trustees**

Trustees are appointed in accordance with the policy, organisation and rules set out in its Constitution.

### **Risk Statement**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The major risks, both operational and financial, to which the charity is subject are assessed each year and appropriate safeguards are discussed and put in place to mitigate the charity's exposure to these risks should they crystallise. Risks are reviewed on an on-going basis.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives**

Berkeley Pre-School aims to provide the best education for children primarily aged 2 to 3 through:

- a) offering excellent play, education and care facilities, a safe stimulating and comfortable environment, fun and enjoyment and a great partnership with parents and families to maximise every child's progress and ensure they do well at every stage of their learning and life
- b) promoting a healthy lifestyle by encouraging exercise, good eating habits and building a sound foundation for well-being
- c) working in partnership with other providers to share best practice and remain at the cutting edge of innovation.

### **Principal Activity**

The principal activity is the provision of Early Years Education and Care facility for 2 to 3 year olds in half-day sessions either mornings or afternoons, term time only. This is the preferred method by which the London Borough of Hounslow fulfills its statutory duty to provide this type of service, and in particular the Early Education Entitlement (EEE). The statutory duty arises under the Childcare Act 2006 (sections 6, 7 and 11).

### **Public Benefit**

The charity's facilities are available to all 2 to 3 year old children from the local community where parents want their children to attend a Pre-School. A large proportion of its intake comes through the funded places for 2 and 3 year olds, a government scheme that ensures the most disadvantaged children get the best possible start in education.

The provision offered by Berkeley Pre-School enables the local council to meet its statutory duty to provide such facilities for that age range.

The trustees have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance as set out in its constitution.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable Activities**

The elected committee of Berkeley Pre-School works very closely with the staff of Berkeley Pre-School to achieve its aims and objectives.

The object of the charity as described in its constitution is:

To advance the education of the pupils at Berkeley Pre-School by providing and assisting in the provision of facilities for education at the school.

The key objectives for the year 2022-23 include:

To maintain and improve further the excellent quality of the education, curriculum quality, progressive and coordinated planning to ensure that all pupils make excellent progress from their starting points and to ensure a coherence of expectation, intent, implementation and impact for all children.

To maintain the quality of education as outstanding in all areas under the new EYFS inspection framework

## **BERKELEY PRE-SCHOOL**

### **Report of the Trustees for the year ended 31st August 2023**

#### **Charitable Activities (continued)**

To continue to involve parents in their children's education so all children achieve their best and are ready for the next steps in learning and development and the next phases of education.

To further develop the cultural and social capital and physical literacy of children in the setting.

#### **Review of Activities and Achievements:**

The Pre-School was inspected by Ofsted in June 2023 and graded good in all areas. The report states: "The manager is inspirational in her leadership, she and the staff are excellent role models. Children are kind, tolerant, respectful and extremely well mannered. Staff support children's communication and language skills exceedingly well and children make excellent progress."

The Pre-School is an accredited centre for the "Let's Talk Together" programme and is now showcasing the outstanding work of staff in developing children's communication and independence skills.

The Pre-School staff are experienced and work very effectively under the excellent leadership of the Manager, Mrs Panesar. They continue to hold themselves accountable to the highest standards as set out in the current Ofsted inspection framework under the outstanding grade criteria.

All staff take part in performance management reviews and receive high quality CPD to further develop their practice and expertise. Staff took part in extensive training to prepare for the implementation of the new Early Years Foundation Stage (EYFS) curriculum and Development Matters. The Pre-School Manager was a member of the Local Authority's EYFS curriculum reforms task group and led much of the training on planning, teaching and assessment. New policies, resources and systems were introduced to support the changes in consultation with staff and parents.

The Pre-School continues to work in close partnership with Berkeley Academy, graded outstanding in all areas, to achieve its ambitions.

The Pre-School has its own website page which can be found on the Berkeley Academy website and includes its admissions policy.

The Pre-School continued to provide excellent education and support to children and families in accordance with government guidelines and throughout the lockdowns, delivering online teaching and support when necessary.

#### **Attendance**

The Pre-School is open term time only for 38 weeks and all statutory reporting is made up to 31 August. Sessions are normally either from 9.00 to 12.00 or from 12.30 to 15.30 with a very small number of children attending from 9.00 to 15.30. The Pre-School caters for a maximum of 26 children per session and 52 overall.

#### **Staffing**

During the year to 31 August 2023 the Pre-School employed 5 permanent practitioners including the Manager, the Special Educational Needs Coordinator (SENCo) and the Designated Deputy Safeguarding Lead. One casual SEN support staff funded by the Local Authority is also employed to provide 1 to 1 support for children diagnosed with SEND in line with the Local Authority SEND funding system.

All staff and Committee members have enhanced Disclosure and Barring Service and attend all statutory training. All statutory requirements for EYFS are fully met. The Pre-School Manager is Mrs Harpreet Panesar, Mrs Joanne Green is the SENCo but on long term sick leave, Mrs Harpreet Panesar is covering her role and Mrs Rana is the Designated Safeguarding Lead for the setting.

During the year to 31 August 2023:

Ms Joanne Green is on long term sick leave from November 2022.

Mrs Sarah Waine was dismissed from her permanent role at the beginning of Summer Term.

Miss Taybah Hussain has decided to go to university from September 2022. She is working for the Pre School on a casual basis.

Miss Tanya Kaur Panesar started her casual role in July 2023.

#### **FUNDRAISING AND SUPPORT**

Support is given in kind by two local Borough schools, Berkeley Academy and Cranford Community College through the work of committee members and the renting of the fully equipped educational space and information communications technology (ICT) infrastructure from Berkeley Academy.

## **BERKELEY PRE-SCHOOL**

### **Report of the Trustees for the year ended 31st August 2023**

#### **Principal Funding**

Principal funding is for Early Education Entitlement. Funding by the London Borough of Hounslow is based on funding claims for the children who take up the offer of funded places for 2 and 3 year olds and other government funding such as Pupil Premium. The remaining income is money collected from fee paying parents.

#### **FUTURE DEVELOPMENTS**

The main future developments are enhance existing resources, enhance training and to increase the space and resources available to expand the number of places to meet demand.

#### **FINANCIAL REVIEW**

##### **Financial Results**

The results for the year are set out on Pages 6 to 9, and have been prepared on the 'Receipts and Payments' basis. The net result for 2023 is a surplus of £17,026 (2022: £51,268), the reserves at the end of the year were £436,199 (2022: £417,614). Pre-School staff are enrolled into the NEST pension scheme to which the Pre-School also contributes as employer. The setting has been very successful in managing its accounts well thus securing a profit for 2022-2023 despite the many challenges faced by the sector and in the locality. The setting is very popular in the community and remains a healthy going concern.

##### **Reserves Policy**

The reserves policy of the charity, as set and reviewed by the Board of Trustees, is that the appropriate level of net current assets should be at least £50,000 based on salary costs for 3+ months. This is so that should income fall, costs can be covered for a reasonable period, and also act as a contingency against a major unexpected event arising.

Additional to the reserve for running cost, the Board of Trustees accumulated reserves of £386,199 to enable future capital works.

##### **Trustees' Responsibilities**

The accounts have been drawn up on the 'receipts and payments' basis in accordance with charity regulations for small charities.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Pre-School has created and ratified key financial management policies to that effect.

#### **On behalf of the Board of Trustees:**

**Mrs Jennifer Lewis**

(Chair of Board of Trustees)

Date: 24th April 2025

**INDEPENDENT EXAMINER'S REPORT  
to the Trustees of Berkeley Pre-School**

I report to the trustees on my examination of the accounts of Berkeley Pre-School ('the charity') for the year ended 31 August 2023 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As the trustees of the charity 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

**Independent examiner's statement**

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

- \* accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- \* the accounts do not accord with those records.

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.

**Mr Ketan Ramesh Patel FCCA**

Merchant & Co  
2 Craven Road  
Ealing  
London  
W5 2UA

Date: 25th April 2025

## Berkeley Pre-School

### Receipts & payments accounts - Summary for year to 31st August 2023

	2023	2022
	£	£
Total receipts	194,653	194,819
Total payments	<u>177,627</u>	<u>143,551</u>
Surplus of the year	17,026	51,268
Cash balance brought forward	<u>440,690</u>	<u>389,422</u>
<b>Cash balance carried forward</b>	<b><u>457,716</u></b>	<b><u>440,690</u></b>

## Berkeley Pre-School

### Receipts for the year to 31st August 2023

	2023	2022
	£	£
Interest on Nationwide Building Society Account	1,086	91
Zumba classes for pupil	420	-
Fees from parents	21,135	14,745
Early Education Entitlement (EEE) funding from the London Borough of Hounslow	<u>172,012</u>	<u>179,983</u>
<b>Total receipts</b>	<b><u>194,653</u></b>	<b><u>194,819</u></b>

## Berkeley Pre-School

### Payments for the year to 31st August 2023

		2023	2022
	Notes	£	£
Staff costs		157,141	124,490
Payroll provision		250	245
Training		350	1,636
Educational resources and materials		1,781	2,425
Information communications technology (ICT) including 'Wi-Fi'		1,097	381
Consumables		635	719
Ofsted registration		70	70
Site costs charges	1	10,779	10,779
Insurance		1,194	1,160
Zumba classes for pupils		420	-
Waterproof panelling		2,400	-
Independent examination fee		1,224	1,026
General expenditure		<u>286</u>	<u>620</u>
<b>Total payments</b>		<b><u>177,627</u></b>	<b><u>143,551</u></b>

1 These payments relate to charges raised by the Berkeley Academy which provides the accommodation, energy and caretaking that this charity has the use of.

The provision of a room, energy and caretaking on the premises of Berkeley Academy was agreed when the Pre-School was set up.

Berkeley Academy is making a termly charge of 4.75% of certain premises costs e.g. cleaning and caretaker.

## Berkeley Pre-School

### Statement of Assets & Liabilities at 31st August 2023

	Notes	31 August 2023 £	31 August 2022 £
<b>ASSETS (all unrestricted)</b>			
Bank - Current Account & Instant Saver Account	4	<u>457,716</u>	<u>440,690</u>
<b>LIABILITIES payable within one year</b>			
Deferred income			
Fees received in advance from London Borough of Hounslow		<u>20,000</u>	<u>22,000</u>
Creditors and accruals			
London Borough Hounslow	5	281	50
Berkeley Academy	6	120	-
Independent Examinations of Financial Statements		<u>1,116</u>	<u>1,026</u>
		<u>1,517</u>	<u>1,076</u>

These accounts were approved on 24th April 2025 and signed on behalf of the Board of Trustees by

**Mrs Jennifer Lewis**

(Chair of Board of Trustees)

#### 1. Accounting Policies

These accounts have been prepared under the historical cost convention, on a 'receipts and payments' basis.

2. No amounts were paid to Trustees in the year, other than bona fide reimbursements.

#### 3. Related parties

This charity is registered in the UK.

There are no other related parties than Berkeley Academy and Cranford Community College.

For transactions with Berkeley Academy see Note 1 on page 8.

4. Total figure for Nationwide Business Instant Saver £100,127 and TSB Current Account £357,589.

5. Schools and Commercial HR Advisory Traded Service (2023: Contribution to training for a designated safeguarding lead).

6. Charge for contribution to End of year summer party.