

CHARITY NUMBER 1155715

BERKELEY PRE-SCHOOL

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

FOR THE YEAR ENDED 31 AUGUST 2024

BERKELEY PRE-SCHOOL

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FOR THE YEAR ENDED 31 AUGUST 2024**

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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

Trustees	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:

07 December 2023

18 April 2024

17 July 2024

Chief Executive Officer Mr Kevin Prunty

Head of Pre School Mrs Harpreet Panesar

Bankers	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 2024

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 2024.

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 fulfils 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 2023-24 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 2024

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 2024 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 2024 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 2024:

Joanne Green has been on long-term sickness since November 2022. After the contractual review hearing held on 11 December 2023, employment was terminated with 12 January 2024 being the last day

Farah Deebea Worked on a casual basis and finished 9 December 2024.

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

Tanya Panesar continued her casual role until the end of 28 June 2024

Naila Ishtiaq has been on long term sickness since 23 April 2024

Jelena Lanina left on 20 October 2023 and was replaced by Jasleen Bharij, who started on 21 November 2023

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Report of the Trustees for the year ended 31st August 2024

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.

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 2024 is a surplus of £12,248 (2023: £17,026), the reserves at the end of the year were £467,367 (2023: £436,199). 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 2023-2024 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 £417,367 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 preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The trustees are responsible for keeping sufficient and 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: 25th June 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 2024 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: 26th June 2025

Berkeley Pre-School

Receipts & payments accounts - Summary for year to 31st August 2024

	2024	2023
	£	£
Total receipts	215,145	194,653
Total payments	<u>202,897</u>	<u>177,627</u>
Surplus for the year	12,248	17,026
Cash balance brought forward	<u>457,716</u>	<u>440,690</u>
Cash balance carried forward	<u>469,964</u>	<u>457,716</u>

Berkeley Pre-School

Receipts for the year to 31st August 2024

	2024	2023
	£	£
Interest on Nationwide Building Society Account	2,206	1,086
Zumba classes for pupil	1,250	420
Fees from parents	28,996	21,135
Early Education Entitlement (EEE) funding from the London Borough of Hounslow	<u>182,693</u>	<u>172,012</u>
Total receipts	<u>215,145</u>	<u>194,653</u>

Berkeley Pre-School

Payments for the year to 31st August 2024

		2024	2023
	Notes	£	£
Staff costs		176,733	157,141
Payroll provision		278	250
Training		-	350
Educational resources and materials		2,358	1,781
Information communications technology (ICT) including 'Wi-Fi'		966	1,097
Consumables		765	635
Ofsted & ICO registration		70	70
Site costs charges	1	16,169	10,779
Insurance		1,252	1,194
Zumba classes for pupils		1,400	420
Waterproof panelling		-	2,400
Independent examination fee		-	1,224
General expenditure		<u>2,906</u>	<u>286</u>
Total payments		<u>202,897</u>	<u>177,627</u>

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 2024

	Notes	31 August 2024 £	31 August 2023 £
ASSETS (all unrestricted)			
Bank - Current Account & Instant Saver Account	4	<u>469,964</u>	<u>457,716</u>
LIABILITIES payable within one year			
Deferred income			
Fees received in advance from London Borough of Hounslow		<u>-</u>	<u>20,000</u>
Creditors and accruals			
London Borough Hounslow	5	281	281
Berkeley Academy	6	-	120
Independent Examinations of Financial Statements		<u>2,316</u>	<u>1,116</u>
		<u>2,597</u>	<u>1,517</u>

These accounts were approved on 25th June 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 £100,000 and TSB Current Account £369,964.

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