

BLUES PRE-SCHOOL NURSERY

England & Wales · Charity number 1156613

Details

Other names THE BLUES

Status Registered

Legal form CIO

Registered 2014-04-10

Register [View on the Charity Commission register](#)

Contact

Address Blues Pre School Nursery
Cox's Gardens
Bishop's Stortford
Hertfordshire
CM23 3GX

Phone 01279755422

Email finance@bluespreschool.co.uk

Website www.bluespreschool.co.uk

Activities

Objects: THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY: (1) PROMOTING THEIR CARE AND SAFETY; (2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT; (3) PROMOTING THEIR HEALTH AND WELLBEING; (4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS; (5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND (6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Early Years Care and Education

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£157,242	£160,258	-	-
2024-08-31	£139,280	£150,690	-	-
2023-08-31	£95,940	£133,232	-	-
2022-08-31	£94,123	£121,615	-	-
2021-08-31	£98,499	£103,303	-	-
2020-08-31	£100,681	£87,682	-	-

Trustees

Name	Role	Appointed
Emma Louise Jeffries		2025-02-26
Jordan Shelby Guy		2025-03-28
Katie Marie Ramsay		2025-03-24
Phillip William Jeffries		2025-02-26
Sophie Eves		2023-11-30

Accounts

Blues Pre-School and Nursery
Charity Number: 1156613
Report and Accounts
For the Year Ended: 31/08/2025



Trustees	Registered Office	Independent Examiner
J Guy – Manager S Eves – Chair R Eves E Jeffries P Jeffries S Largen L Ling K Ramsay	Cox' Gardens Bishop's Stortford Herts CM23 3GX	Ascott Blake 11 Ducketts Wharf Bishop's Stortford Herts CM23 3AR

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Trustees Report

The Trustees present their report and accounts for the academic year ended 31/08/2025.

Governance + Structure

The charity is registered as a CIO and our constitution is based on the Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013.

Membership of the CIO is open to all parents/carers of pre-school children but they are not automatically members of the charity. Parents/carers sign a declaration if they wish to join. Affiliate membership is also open to anyone interested in furthering the purposes of the charity. The Trustees (min 3, max 12) are all members of the charity. Their function is to manage the affairs of the CIO and meet monthly to fulfil this function. They are appointed at the AGM and serve for 2 successive years. Every year one-third of the trustees shall retire from office but can be re-appointed for 5 successive terms. After a break of one year, the trustee may re-stand.

At the end of this academic year (2024/25) Blues has 8 trustees; this includes 1 member of staff who is the Manager at the setting. The 8 trustees, along with 2 other members of staff, form the Management Committee which oversees all business aspects of the CIO.

The Trustee Committee has been strengthened this year with the onboarding of 5 new trustees. Whilst G Varnam stepped down from her role, this did not affect the minimum number of 3 trustees needed. K Craythorne also stepped down as a Trustee in March 2025 in line with her retirement. J Guy filled this position as the new Manager and, consequently, as a Trustee.

Review of Activities

Blues Pre-School and Nursery is an educational setting for children who are not yet of statutory school age. Whilst children are at our setting, they make good progress from their starting points and in line with their own unique developmental.

We (the Trustees, Management, and Practitioners) want to ensure that every child feels valued and welcomed in our setting; this extends to their families, also. We acknowledge that for children to reach their full potential a solid partnership must be in place between the setting (Blues) and the caregivers at home.

Our aim as Trustees is to support Blues Pre-School and Nursery by making it sustainable and keep it as a much-needed option for our local families. As a non-profit pre-school and nursery, we offer an educational setting for families who would not otherwise be able to access affordable childcare. The provision offered at Blues allows family members to engage in employment opportunities whilst ensuring that the children are in an educationally supportive environment.

Listed below are our achievements from the academic year 2024/25. As a new board of trustees, we are proud of our accomplishments and believe that the next few years will see considerable growth for Blues Pre-School and Nursery.

Autumn Term

- Successful AGM in November which, after advertising on social media and the local newspaper, saw 5 people wishing to join the trustee committee. All 5 people were successfully onboarded by 6th May 2025 (<https://register-of->

charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5045934/trustees)

- Blues held their Christmas Bazaar at their setting (Cox's Gardens, CM23 3GX) which although was well attended, had minimal support in organising and running.

Spring Term

- K Craythorne was always mindful of her retirement in March and was continually organising her handover ready for the new manager; this role was advertised externally for potential candidates. There was some interest in this role but it was J Guy, the current Deputy and SENCo who was successful. J Guy began her role in March 2025.
- Blues continues to be a setting that has children attending with SEN, EYPP funding, and some applications for Inclusion Funding. The money that we receive for this is used to further develop and enhance the learning opportunities of that individual child's needs and ensures that they make at least good progress from their starting points whilst they are at the setting;
- Some of the money received as part of that SEN funding has been spent to develop a Sensory Room; this is still early days and resources are being continually added but already there is an obvious benefit for those children who need some time to self-regulate and have some quiet time away from the main room. This will prove to be a great addition to Blues and to the children who use it.
- J Guy and A Rafferty attended 'EHCP Training', and I Nese-Webb completed training for 'Anxiety leading to Behavioural Issues'; this training will be invaluable to supporting the children at Blues and their families.
- The 'Pancake Flip' raised £400 in sponsorship from our families – we are now questioning whether Christmas and Summer Fayres are worthwhile if we can fundraise so much with very little organisation.
- Parents were also invited in as part of a 'stay and play' week; a great opportunity to see their child at Blues and have an informal chat with their key worker as to how they are progressing. Key Workers are invaluable; they are the main contact for the children they work with and their guardians, and we are so fortunate with the practitioners we have here at Blues Pre-School and Nursery.
- The biggest news of the Spring Term was our Ofsted visit on 27th January 2025. This was a one-day inspection which judged us to be 'Good' across all areas (<https://files.ofsted.gov.uk/v1/file/50268982>). We, as Trustees, are immensely proud of the work that the staff do at Blues and are pleased that this was reflected in the written report. It was a big occasion, too, for most staff who had not experienced an Ofsted inspection before.

Summer Term

- As a new Board of Trustees, we took part in some training offered by Sally Gridley who manages 'The Dinky Ones Early Years Consultancy'. This was very insightful and supportive of new trustees and we have signed up to her membership with access to her website and articles, and on hand advice.
- The main 'children' events this term were the annual Sports Day, and Graduation 2025. Both events were very well attended by families and were a real showcase of our setting and what a joyous place it is for the children who attend.
- There were visits from the EHCP specialist, and the Inclusions Officer; it is worth noting this as it shows how committed we are to the needs of our children and making sure that

our provision is well suited to them and offers exactly what they need to feel safe and valued whilst they are here.

- We made links with 'Men's Shed'; a local charity who primarily take on woodwork projects. They kindly made a lid for the sandpit outside which was very reasonably priced, and we are keen to keep in touch with them for any future projects we might have. We also sent this project to the local paper to publish which was good publicity for both of us.
- The decision was made for Blues Pre-School and Nursery to take part in the Town Carnival this year instead of having our own Summer Fayre. The carnival was a success, and having a pitch afterwards enabled us to hand out flyers and chat to parents about what we offer. We had the opportunity to speak to Josh Dean, MP for Hertford and Stortford, and tell him about the upcoming Small Charities Week that we had been selected to take part in. He kindly mentioned this in Parliament asking for support; a real highlight of our year to have Blues Pre-School and Nursery mentioned in the Houses of Parliament!
- Blues Pre-School and Nursery were successful in their application to take part in Small Charities Week in June 2025. Big Give, Global's Make Some Noise, and NCVO match funded any donations we received through this. We managed to raise £5,020, with Gift Aid added on top of this. This money is going to be used to transform the outdoor area at Blues, hopefully in the Autumn Term.
- We were successful in our grant application to Stansted Airport; this will give us a further £5,000 to use towards our garden project.
- The initial forecast for September intake looks good; up by 5% on numbers. We are going to be taking 2yr olds with the possibility that some will be entitled to 30hrs of funding meaning that they could attend all day rather than just the afternoons; management staff are looking at what this will look like in terms of staffing and ratios.
- With the intake of younger children and more parents/carers returning to work, we have made the decision to offer wraparound care for Blues children, offering both a Breakfast and an After School Club. We are aware that this could start off small and run at a loss but we believe that we need to explore these options to make Blues an appealing setting for working parents.
- We ran a Holiday Club over the Summer Holidays, open to children 2yr-5yr olds who attend Blues and to those who do not. Whilst we are keen for this to be a yearly offering, we are going to review what worked well and what changes can be made moving forwards.
- T Giles (bank staff) left Blues after many years; we have recruited bank staff to replace her.
- R Eves will step down from his role as Trustee at the next AGM; he will be a loss to the Committee and we thank him for all his efforts over the past few years.

Public Benefit

When planning Blues activities for the year, the Committee has considered the Charity Commission's guidance on public benefit and is satisfied that Blues activities continue to meet the principles laid out in that guidance. This matter was very carefully reviewed as part of the process of when we initially applied for CIO status. The children who receive care and education are the main beneficiaries of our charity.

We will always continue to work closely with our families; by keeping them well informed of their child's progress, but also by supporting them in financial matters where possible – paying fees in instalments or signposting them to wider support if necessary.

We have a duty within our local community to offer more reasonably priced fees compared to the prices of private day care that we are up against. We recognise that this is a big task because private nurseries take children from under the age of one, and parents likely keep at the same

nursery until school age. We will continue to market and advertise Blues Pre-School and Nursery to remain sustainable, and keep as an option for local families.

Financial Review

This year the Charity made a net loss (£3,017) for the fifth year in a row. This net loss is the smallest over the last 5 years, comparing to £11,410 (2024), £37,292 (2023), £27,491 (2022) and £4,804 (2021). Small improvements in expenditure figures, plus significant grant and fundraising income (albeit for restricted expenditure yet to happen) have contributed to minimising the loss. If we ignore the £5.3K restricted funding income (which has not yet been spent), the loss can be considered as £8.3K over the year.

Blues income has grown by £18K (on 2024). This is attributable to the government childcare funding expansion, plus higher levels of EYPP, inclusion and SEN funding (child specific), and £9.5K raised as donations / grants. Of this £9.5K, £5.3K was solely Big Give Small Charities week (restricted funding). Voluntary snack contributions and other fundraising initiatives added £4.2K over year.

Funding income provided 85% of Blues overall income (the same as last year). EYPP, inclusion and SEN funding provided 7% of Blues overall income. Session Fee income dropped by £2K to £11K. This is reflected by more children now eligible for government funding.

Following the trend over 5 years, expenditure has increased again this year (by £9.5K). Increases in SEN/EYPP/Inclusion related expenditure, insurance, and general supplies costs have all contributed to this rise. The inflationary impact of supplies cost remains high. Staff costs increased by 4% this year (compared to 18% last year).

Blues has now had a second full year of running the new building. The repair and maintenance costs remain around £3K, with utilities (electric, water, waste, telephone/internet) around £5K each year.

Reserves

The charity ordinarily aims to put aside 10% for the contingency/sinking fund each year but for the fifth year running Blues has not made any profit to action this. Reserves have decreased slightly on last year £107K (compared to £110K) with £89K of that in cash. Note that of the £89K cash, £5.3K is ringfenced for restricted expenditure on the outdoor area in 2025/2026. There will also be a cost contribution for Blues towards the outdoor area upgrade in 2025/2026 of at least £7K, which it is hoped further grants and fundraising initiatives can be successfully obtained.

The charity aims to keep its general reserves at a level equivalent to 3-6 months of running costs. As Blues expenditure increases, the running costs have also risen to around £80K (for 6 months). Therefore, our reserves currently just cover a full 6 months requirement. Continued annual net losses will weaken this position more. The Trustee Management Committee have been keen to get new initiatives such as (breakfast and afterschool club) underway to generate more income in the long term. It is hoped that after an initial short-term hit, additional income streams can be successful. Blues continue to give thought to how income can be maximised going forward.

This report was approved and authorised for issue by the Trustees on 20th October 2025.



K. Ramsay (On behalf of the Trustees of Blues Pre-School and Nursery)

Independent Examiners Statement

Independent examiner's report to the trustees of Blues Pre-School Nursery

I report to the trustees on my examination of the accounts of the Blues Pre-School Nursery for the year ended 31 August 2025.

Responsibilities and basis of report

As the charity trustees 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 accounts carried out under section 145 of the 2011 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.

Signed:



Name: ADAM AZIZ

Date: 11/11/2025

Ascott Blake Limited
11 Ducketts Wharf
Bishop's Stortford
Hertfordshire
CM23 3AR

Statement of Financial Activities

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31/08/2025

			2025	2024
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Income				
Donations, funding and legacies	147,611	5,734	153,345	135,541
Income from investments	3,896	-	3,896	3,739
Total income and endowments	151,507	-	157,242	139,280
Expenses				
Costs of generating funds				
Expenditure on raised funds	13,293	-	13,293	9,945
Expenditure on charitable activities	146,965	-	146,965	140,745
Expenditure relating to move to new premises	-	-	-	-
Total Expenses	160,258	-	160,258	150,690
Net gains on investments				
Net income	(8,751)	5,734	(3,017)	(11,410)
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	(8,751)	5,734	(3,017)	(11,410)
Total funds brought forward	109,912	-	109,912	121,322
Net funds carried forward	101,161	5,734	106,894	109,912

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Please note there is a rounding difference flowing through the 'net funds carried forward'.

Balance Sheet

BALANCE SHEET AT 31/08/2025

		2025	2024
		£	£
FIXED ASSETS	<i>Note</i>		
Tangible fixed assets	2	22,821	25,199
CURRENT ASSETS			
Other debtors	3	0	1,015
Cash at bank and in hand		88,883	86,293
		<u>88,883</u>	<u>87,308</u>
CREDITORS: Amounts falling due within one year	4	<u>4,810</u>	<u>2,596</u>
NET CURRENT ASSETS		<u>84,073</u>	<u>84,712</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>106,894</u>	<u>109,912</u>
CAPITAL AND RESERVES			
Unrestricted funds			
General fund		(1,422)	1,595
General fund – prior year adjustment			
Designated funds		102,942	108,316
Restricted funds			
Restricted fund		<u>5,374</u>	<u>0</u>
		<u>106,894</u>	<u>109,912</u>

For the year ending 31/08/2025 the CIO was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the board of trustees on 10th October 2025 and signed on their behalf by



K. Ramsay - Trustee

Notes to the Accountants

1. ACCOUNTING POLICIES

1a. Basis of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation and Apportionment of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Fixtures and Fittings straight line 15%

White Goods / Outdoor Shed straight line 20%

ICT equipment straight line 33%

Other plant and machinery straight line 33%

Contribution to development agreement for new building 4% to cover 25yr lease term

1g. Financial Instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Financial assets and liabilities are offset, and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Detailed Statement of Financial Activities

2. TANGIBLE FIXED ASSETS

	Short leasehold Properties £	Office Equipment	ICT grant funded equipment / computers £	Plant and machinery £	Total £
Cost					
At 01/09/2024	21,874	176	313	7,009	29,372
Additions	0	0	503	129	632
At 31/08/2025	21,874	176	816	7,138	30,004
Depreciation					
At 01/09/2024	1,648	59	122	2,344	4,173
For the period	1,234	117	202	1,457	3,011
At 31/08/2025	2,882	176	324	3,801	7,183
Net Book Amounts					
At 31/08/2025	18,992	0	492	3,337	22,821
At 31/08/2024	20,226	117	191	4,665	25,199

3. DEBTORS

	2025 £	2024 £
Prepayments and accrued income	0	1,015
	<u>0</u>	<u>1,015</u>

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Taxation and social security	988	135
Pension	393	255
Accounts Payable	0	35
Deferred Income	1,194	0
Accruals	1,382	1,674
Other creditors	160	498
Charge Card	692	0
	<u>4,810</u>	<u>2,596</u>

Please note there are rounding differences within the fixed asset register and creditors table.

5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £0, to the company should it be wound up. At 31/08/2025 there were 8 members.

6. RELATED PARTY TRANSACTIONS

During the year Kim Craythorne, a Trustee of the Blues Pre-School Nursery, received remuneration amounting to £13,222. This related solely to her salaried position as Manager of the pre-school. The role of Trustee is a voluntary one. Employer pension contributions of £288 were made into a defined contribution pension scheme during the year. Kim received no other benefits in the period.

Kim retired at the end of March and Jordan Guy took over as Manager, and became a voluntary Trustee (replacing Kim). During the year Jordan received remuneration amounting to £9,114. This related solely to her salaried position as Manager of the pre-school. The role of Trustee is a voluntary one. Employer pension contributions of £195 were made into a defined contribution pension scheme during the year. Jordan received no other benefits in the period.

INCOMING RESOURCES - FOR THE YEAR ENDED 31/08/2025

		2025	2024
		£	£
Incoming resources			
Incoming resources from generated funds			
Grants			
Council & Government Funding	119,561		118,169
SEN / Inclusion / EYPP Specific Funding	10,691		
		130,253	118,169
Donations			
Donations & Fundraising	2,397		2,995
Big Give donation (restricted)	5,374		0
Snack contributions (voluntary)	1,780		0
		9,551	2,995
Other			
Session & Registration Fees	11,120		13,939
Toddler Group	1,946		268
Other Income	475		717
		13,541	14,377
		153,345	135,541
Investment Income			
Deposit account interest	3,896		3,739
		3,896	3,739
		3,896	3,739
		157,242	139,280

EXPENSES - FOR THE YEAR ENDED 31/08/2025

	2025	2024
	£	£
Expenses		
Costs of generating funds		
Costs of generating voluntary income		
Fundraising costs	361	397
Playgroup supplies (snacks, cleaning/ hygiene, play items, arts & crafts, other consumables)	4,467	5,336
EYPP / DAF expenditure items	7,617	3,620
Equipment rental	593	593
DBS Costs / Reimbursements	255	
	<u>13,293</u>	<u>9,945</u>
	<u>13,293</u>	<u>9,945</u>
Charitable Activities		
Rent	1,214	1,214
Marketing & publicity	148	314
Water Rates	216	(224)
Waste removal	410	365
Heat & light	3,299	3,233
Repairs & renewals	2,937	3,007
General wages	125,232	120,277
Pension	3,864	3,734
Training	858	656
Staff well-being	161	196
Staff uniform	133	0
Insurance	937	815
Stationary, office supplies & printing	1,234	923
Telephone	897	802
Subscriptions	1,021	1,134
Professional Services (HR Consultancy)	0	1,308
Sundry expenses	213	152
Depreciation of fixed assets	2,893	2,328
Expenditure relating to move to new premises	0	0
	<u>145,667</u>	<u>140,235</u>
Governance Costs		
Accountancy	1,234	422
Bank charges	64	87
	<u>1,298</u>	<u>509</u>
	<u>160,258</u>	<u>150,690</u>

Accounts

Blues Preschool & Nursery
Charity Number 1156613
Report and Accounts
For the Year Ended 31/08/2024

Blues Preschool & Nursery
Report and Accounts
For the year Ended 31/08/2024

Trustees

K Craythorne (Manager)

G Varnam

R Eves

S Eves

Registered Office

Cox's Gardens

Bishops Stortford

Hertfordshire

CM23 3GX

Charity Number

1156613

Independent Examiner

Ascott Blake

11 Ducketts Wharf

Bishops Stortford

Hertfordshire

CM23 3AR

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

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Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

Trustees Report

The Trustees present their report and accounts for the period ended 31/08/2024

Structure Governance and Management

The charity is registered as a CIO and our constitution is based on the Pre-school Learning Alliance Model CIO Constitution for Childcare Providers 2013.

Membership of the CIO is open to all Parents/Carers of pre-school children but they are not automatically Members of the Charity. Parents/Carers sign a declaration if they wish to join. Affiliate membership is also open to anyone interested in furthering the purposes of the charity. The Trustees (min 3, max 12) are all Members of the Charity. Their function is to manage the affairs of the CIO and meet monthly to fulfil this function. They are appointed at the AGM and serve for 2 successive years. Every year one-third of the trustees shall retire from office but can be re-appointed for 5 successive terms. After a break of one year, the trustee may re-stand.

As of the end of August 2024, there were 4 trustees at Blues. This includes one staff member, the General Manager. The 4 trustees, along with 3 other staff members form the Management committee which oversees all business aspects of the CIO.

Objectives And Activities

The Pre-school aims to enhance the development and education of children primarily under statutory school age and to encourage parents to understand and provide for the needs of their children by:

- 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;
- 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 area;
- instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

The Preschool is open for 10 sessions (5 mornings and 5 afternoons) a week. The Pre-school can cater for up to 24 children in the morning and 16 children in the afternoon session.

The Blues offers the 15-hour Government-funded entitlement to 3 and 4-year-olds and the 'additional entitlement' of a further 15 hours to eligible children. We offer flexible attendance with five 3-hour sessions being popular. We have staffed provision for up to 12 children to stay for a full day (6 hours) by providing a lunch club. Families requiring additional hours can pay per session, subject to availability and suitability.

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

We also offer the 15-hour funded entitlement to eligible two-year-olds who, mainly, attend the afternoon sessions. At the start of the summer term 2024, 41% of all children attending aged 2 years were funded.

Nursery year children who start at Blues form the 'yellow group', which gives them a sense of identity; and they can use a small group room to extend their learning approach supported by members of staff.

We receive funding for children eligible for Early Years Pupil Premium (EYPP). This money must be used to further the development of the child which it relates to, and we ensure that all funding is spent while the child is in attendance at Blues.

The Pre-school provides care and education as laid down by Ofsted - Office for Standards and Education - with children working in accordance with the Early Years Foundation Stage curriculum. The pre-school was last inspected in February 2018 by Ofsted and received an "outstanding" rating for 'Personal development, behaviour and welfare' and a "good" rating in all other areas.

Parents/Carers were invited into sessions for face-to-face chats with their child's key person and most Parents/Carers were able to attend. Alternatively, the key person arranged a phone call for a catch-up. This is positively received by our families. Induction visits to look around the setting took place throughout the year.

Tapestry is successfully used across the Pre-school. Observations and photographic evidence are collated using this online learning journal. Evidence is used to moderate the Early Years Foundation Stage. Children's work is collated in their 'Special Book' and each child's progress is recorded and monitored regularly. This online learning journal is accessible to both Staff and Parents/Carers, and a key aim for the coming year is to ensure more regular journal entries are posted.

Keyworkers were able to meet face-to-face with Parents/Carers to discuss their child's two-year progress check in the Summer Term. Termly progress reports were sent home and added to Tapestry online journals along with an end-of-year report. Transition data and reports were sent to 12 local schools for our Summer Leavers. The Preschool has a website and a Facebook page which continues to be an invaluable information and communication platform over the year.

The Pre-school is well-known throughout the town and has a good reputation. Many parents travel a considerable distance to Blues because of very positive verbal recommendations.

The Trustee Management Team carried out measures to advertise and raise the profiles of the Blues by displaying flyers/posters in the local shops and supermarkets, putting eye-catching posts on the Blues Facebook page as well as other Facebook sites that Families/Carers would be looking at, and also carrying out a flyer drop in new estates of houses close to the Blues. It is hoped that these measures will increase applications for places for new children. Increasing numbers of requests for full-day sessions were noted and the Management Committee are discussing how to facilitate this, whilst maintaining high standards of education and care. Advice and support were also sought from Hertfordshire County Council Early Years Advisors. This is an ongoing discussion.

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

In January, the possibility of closing down the 'Stay and Play' sessions to open up a tenth session was discussed. The Management Team received a positive response from the staff to open up another session on a Thursday afternoon as we did not generate enough interest from the 'Stay and Play' sessions. We found that due to a lack of interest, it was no longer cost-effective to keep the 'Stay and Play' sessions open and that we would generate more income from an additional session for the nursery children.

The Pre-school keeps in touch with the Early Years Alliance through its publications and can seek advice from the Head Office when required. Online information such as training courses are offered to all staff and these are an invaluable source of support and upskilling.

Public Benefit

When planning Blues activities for the year, the Committee has considered the Charity Commission's guidance on public benefit and is satisfied that the pre-school's activities continue to meet the principles laid out in that guidance. This matter was very carefully reviewed as part of the process of applying for CIO status. The children who receive care and education are the main beneficiaries of our charity. We work closely with families, offering support and information regarding the developmental progress of their child and signposting/help with social and financial matters e.g. some families may need to pay fees in instalments.

Achievement And Performance

We have had another exciting year at Blues. Following on from our move into Cox's Gardens in October 2022, we have continued to have Boyntons attend the nursery to deal with any snagging issues that needed to be done to the building.

At the start of Term and during our first INSET day, all Risk Assessments, and health and safety checks were completed. This also included having our heating, fire equipment and Air Conditioning checked as well as, all equipment PAT tested. Our Policies have also been reviewed. The start of the summer term saw more children start compared to 2022-2023.

Staff appraisals were completed at the beginning of the year and staff supervisions are undertaken regularly.

The Autumn Term included the Walk to Work week in October which encouraged staff to walk to work wherever possible. All staff undertook a Paediatric First Aid Course during the INSET day. We received visits from Herts For Learning Early Years Consultant. These visits focused on the new building and settling in, funding for the 2-year-old children as well as Safe Guarding review and audits.

The children enjoyed a free sports session during the Autumn Term. This led to further sessions being booked for one child using EHCP funding.

We organised some fundraiser events during the Autumn and Winter Terms. These included a sponsored Treasure Hunt, a Family Photography Session and the Christmas Bazaar. The Christmas

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

Bazaar was put temporarily on hold until we could get more parental help. We raised a total of £2995 for these events.

We continued to have the 'Stay and Play' sessions open on Thursdays during the Autumn term. Each week saw the number of families attending fluctuate. It was at this time that we considered closing down the 'Stay and Play', to add an afternoon session on Thursdays. No decision was made at this time.

During December we opened the nursery to parents/carers for our Nativity play. This included one morning session and an afternoon session on an alternative day. We ended the term with a Christmas Party that was enjoyed by the children and staff.

In January, further discussions were held in regards to holding an additional session open in place of the 'Stay and Play' session. Again positive responses were received from staff and the Management Team to closing down the 'Stay and Play' sessions.

After the February Half Term, we organised another Recycling Clothes collection. We had a great response from this and raised £140. We were also able to obtain some new resources this term including our new playhouse in the garden, Water Wall, and musical instruments as well as donations of bags of sand for the new sand pit. Our Easter Raffle this year raised £165.

Sadly, at the end of the Summer term, we said goodbye to a longstanding staff member who moved on to new ventures. We thanked them for all their hard work and dedication to Blues over the years and wish them well in the future.

In July we held our Summer Fete. Despite the heavy rain, we had a good turnout of parents and children. We had lots of games, prizes and plenty of food on offer. We received a most generous offer from a child's parents to cover the cost of the bouncy castle which was very appreciated. We raised a total of £440.

Fundraising money is a vital part of our funding stream for the general running of the preschool. The rise in the cost of living has adversely affected the budget.

Staff used the summer term INSET days to write end-of-year reports for all children attending the Blues. Transition reports for children moving on to school nursery or reception classes were also prepared. The SENCO oversaw and collated all reports and information required by families of children with SEND who were moving to new settings. This is a huge piece of work, with some documents requiring extensive information from Blues and other professionals, in addition to meeting with teachers and professionals for these children to ensure a smooth transition into their next settings. Many thanks to Christine for carrying out this task so competently and supporting all staff.

The last week of term saw us saying goodbye to another group of children, graduating to start reception in September but also goodbye to Christine our deputy and SENCO. Christine helped to do a handover with our new deputy Jorden to take over in September.

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

The Blues remained fully staffed over the year with all staff members being appropriately qualified and experienced. Annabelle has now completed her apprenticeship and is now a fully qualified Early Years Practitioner. We also took on Neve as additional bank staff.

The Staff Appraisal System is in place and meetings were held with each member each term.

Staff are required to carry out certain specific core training but can also access online training courses to support their individual professional development via the Early Years Alliance website, NoodleNow, and Herts for Learning. Staff and Trustees also have been able to access guidance and support for updating policies. The Manager and Deputy had access to visits from an HCC Early Years Consultant which were very useful.

Regular communication is sent to Parents/Carers to keep them informed of any changes at the preschool, as well as updates and newsletters being posted on the website, via our Facebook page and Eschooly.

The policies of the preschool are being regularly updated on a rolling basis or according to need. Monthly Management meetings are used to discuss and/or ratify those being updated. The Admissions policy and Disciplinary policies have been completed.

The Trustees would like to thank all staff for their willingness to volunteer to help with unexpected moves and for their help in making the new building such a wonderful environment for children's learning, development and play. The Trustees very much appreciate all their hard work.

Once again, we find the need to actively seek several new Trustees. It has become increasingly harder to find adults who are willing to volunteer and give their time to support the preschool. We have two possible interested parties who may be joining us in the new year. However, we would be very interested to hear from anyone who has experience in Management or HR.

Financial Review

Overall, this year the Charity made a net loss for the fourth year in a row. This was of £11,410 compared to £37,292 (net loss 2023) and £27,491 and £4,804 for the years prior to this. Fortunately, the loss is smaller than the previous two years. Efforts to increase income such as introducing the Thursday afternoon session have helped and more initiatives are being rolled going forward.

Child numbers have steadily risen over the year and combined with the government expansion to childcare funding (to include 2-year-old working families from April 2024), Blues has seen its income grow this year by over £43K (on 2023), a rise of 45%. Increased EYPP funding and SEN funding (specific to children) has also contributed to Blues increased income. Funding income provided 85% of Blues overall income, compared to 77% last year.

On the other side, expenditure has also increased significantly. Staff costs have increased by 18% this year. The government increases to national minimum living wage in April 2024 (9.8% increase

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

applied to majority of staff wages) impacted this. Blues also saw a greater number of staff required in the Summer term (due to staff shortages, and higher intake of children) which resulted in additional overtime / holiday pay. The added pressure on staff must also be noted.

This year, Blues has seen the full financial year building maintenance costs, which included garden maintenance, and general repairs and item replacement. New items were purchased for the outdoor area in Spring / Summer. Great efforts have been put into fundraising this year, and coupled with the generosity of our pre-school families, the fundraising income tripled on last year.

Blues also paid for some professional HR consultancy to review our staff contracts in light of onboarding new staff and aligning everyone to the same contract terms.

Reserves:

The charity ordinarily aims to put aside 10% for the contingency/sinking fund each year but for the fourth year running Blues has not made any profit in order to action this. Reserves have remained steady at £110K with £86K of that in cash.

The charity aims to keep its general reserves at a level equivalent to 3-6 months of running costs. As Blues expenditure increases, the running costs have also risen to around £70K (for 6 months). Therefore, our reserves currently cover this requirement, but further annual net losses will continue to see this position weakened. The Trustee Management Committee continue to identify new possibilities to generate income, and we are hopeful that new trustees can contribute towards this and reverse the trend.

This report was approved and authorised for issue by the Trustees on 5th November 2024 and signed on its behalf by:



Sophie Eves

Trustee

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

Independent Examiners Statement

Independent examiner's report to the trustees of Blues Pre-School Nursery

I report to the trustees on my examination of the accounts of the Blues Pre-School Nursery for the year ended 31 August 2024.

Responsibilities and basis of report

As the charity trustees 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 accounts carried out under section 145 of the 2011 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.

Signed:



Name: ADAM AZIZ

Date: 06/11/2024

Ascott Blake Limited
11 Ducketts Wharf
Bishop's Stortford
Hertfordshire
CM23 3AR

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

Statement of Financial Activities

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31/08/2024

			2023	2023
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Income				
Donations, funding and legacies	135,541	-	135,541	93,824
Income from investments	3,739	-	3,739	2,116
Total income and endowments	139,280	-	139,280	95,940
Expenses				
Costs of generating funds				
Expenditure on raised funds	9,945	-	9,945	7,411
Expenditure on charitable activities	139,291	1,454	141,195	121,081
Expenditure relating to move to new premises	-	-	-	4,740
Total Expenses	149,236	1,454	151,140	133,232
Net gains on investments			23	
Net income	(9,956)	(1,454)	(11,410)	(37,292)
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	(9,956)	(1,454)	(11,410)	(37,292)
Total funds brought forward	119,868	1,454	121,322	158,615
Net funds carried forward	109,912	-	109,912	121,323

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

Balance Sheet

BALANCE SHEET AT 31/08/2024

		2024	2023
		£	£
FIXED ASSETS	<i>Note</i>		
Tangible fixed assets	2	25,199	26,477
CURRENT ASSETS			
Other debtors	3	1,015	0
Cash at bank and in hand		86,293	97,063
		87,308	97,063
CREDITORS: Amounts falling due within one year	4	2,596	2,219
NET CURRENT ASSETS		84,712	94,844
TOTAL ASSETS LESS CURRENT LIABILITIES		109,912	121,322
CAPITAL AND RESERVES			
Unrestricted funds			
General fund		1,595	11,551
General fund – prior year adjustment			
Designated funds		108,316	108,316
Restricted funds			
Restricted fund		0	1,454
		109,912	121,322

For the year ending 31/08/2024 the CIO was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the board of trustees on 5th November 2024 and signed on their behalf by



.....
Sophie Eves - Trustee

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

Notes to the Accounts

1. ACCOUNTING POLICIES

1a. Basis of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation and Apportionment of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Fixtures and Fittings straight line 15%

White Goods / Outdoor Shed straight line 20%

ICT equipment straight line 33%

Other plant and machinery straight line 33%

Contribution to development agreement for new building 4% to cover 25 year lease term

1g. Financial Instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Financial assets and liabilities are offset, and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

Detailed Statement of Financial Activities

2. TANGIBLE FIXED ASSETS

	Short leasehold Properties	Office Equipment	ICT grant funded equipment / computers	Plant and machinery	Total
	£		£	£	£
Cost					
At 01/09/2023	21,874		313	6,135	28,322
Additions	0	176	0	874	1,050
At 31/08/2024	21,874	176	313	7,009	29,372
Depreciation					
At 01/09/2023	788		17	1,039	1,844
For the period	860	59	104	1,305	2,328
At 31/08/2024	1,648	59	122	2,344	4,172
Net Book Amounts					
At 31/08/2024	20,226	117	191	4,665	25,199
At 31/08/2023	21,086	-	296	5,096	26,477

3. DEBTORS

	2024	2023
	£	£
Prepayments and accrued income	1,015	0
	1,015	0

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Taxation and social security	135	677
Pension	255	-
Accounts payable	35	-
Accruals	1,674	1,510
Charge Card	-	32

Blues Preschool & Nursery

Report and Accounts

For the year Ended 31/08/2024

Other creditors	498	-
	<u>2,596</u>	<u>2,219</u>

5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £0, to the company should it be wound up. At 31/08/2024 there were 4 members.

6. RELATED PARTY TRANSACTIONS

During the year Kim Craythorne, a Trustee of the Blues Pre-School Nursery, received remuneration amounting to £29,334. This related solely to her salaried position as Manager of the pre-school. The role of Trustee is a voluntary one. Employer pension contributions of £693 were made into a defined contribution pension scheme during the year. Kim received no other benefits in the period.

INCOMING RESOURCES FOR THE YEAR ENDED 31/08/2024

	2024 £	2023 £
Incoming resources		
Incoming resources from generated funds		
Grants		
Council & Government Funding	118,169	74,285
	<u>118,169</u>	<u>74,285</u>
Donations		
Donations & Fundraising	2,995	918
Thorley Pre-School Closure donation (restricted)		3,000
	<u>2,995</u>	<u>3,918</u>
Other		
Session & Registration Fees	13,939	14,911
Toddler Group	268	467
Other Income	717	243
	<u>14,377</u>	<u>15,621</u>
	<u>135,541</u>	<u>93,824</u>
Investment Income		
Deposit account interest	3,739	2,116
	<u>3,739</u>	<u>2,116</u>
	<u>3,739</u>	<u>2,116</u>
	<u>139,280</u>	<u>95,940</u>

Blues Preschool & Nursery

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For the year Ended 31/08/2024

EXPENSES FOR THE YEAR EDED 31/08/2024

	2024	2023
	£	£
Expenses		
Costs of generating funds		
Costs of generating voluntary income		
Fundraising costs	397	447
Playgroup supplies (snacks, cleaning/hygiene, play items, arts & crafts, other consumables)	5,336	6,180
EYPP / DAF expenditure items	3620	Not split out
Equipment rental	593	783
	9,945	7,411
	9,945	7,411
Charitable Activities		
Rent	1,214	1,277
Marketing & publicity	314	416
Water Rates	(224)	331
Waste removal	365	372
Heat & light	3,233	3,169
Repairs & renewals	3,007	535
General wages	120,277	101,967
Pension	3,734	2,889
Training	656	1,321
Staff well-being	196	0
Insurance	815	1,063
Stationary, office supplies & printing	923	549
Telephone	802	1,338
Subscriptions	1,134	2,029
Professional Services (HR Consultancy)	1,308	
Sundry expenses	152	872
Depreciation of fixed assets	2,328	1,824
Expenditure relating to move to new premises	0	4,740
	140,235	124,690
Governance Costs		
Accountancy	422	973
Bank charges	87	159
	509	1,132
	150,690	133,232

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Report and Accounts
For the year Ended 31/08/2024

Accounts

Blues Preschool Nursery
Charity Number: 1156613
REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2023

Blues Preschool Nursery

REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2023

TRUSTEES

K Craythorne
G Varnam
R Eves
S Eves

REGISTERED OFFICE

Cox's Gardens
Bishop's Stortford
Hertfordshire
CM23 3GX

CHARITY NUMBER

1156613

INDEPENDENT EXAMINER

Ascott Blake
11 Ducketts Wharf
Bishop's Stortford
Hertfordshire
CM23 3AR

Blues Preschool Nursery
REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2023

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Blues Preschool Nursery
TRUSTEES' REPORT
FOR THE YEAR ENDED 31/08/2023

The trustees present their report and accounts for the period ended 31/08/2023

STRUCTURE GOVERNANCE AND MANAGEMENT

The charity is registered as a CIO and our constitution is based on the Pre-school Learning Alliance Model CIO Constitution for Childcare Providers 2013.

Membership of the CIO is open to all Parents/Carers of -pre-school children but they are not automatically Members of the Charity. Parents/Carers sign a declaration if they wish to join. Affiliate membership is also open to anyone who is interested in furthering the purposes of the charity. The Trustees (min 3, max 12) are all Members of the Charity. Their function is to manage the affairs of the CIO and meet monthly to fulfil this function. They are appointed at the AGM and serve for 2 successive years. Every year one third of the Trustees shall retire from office but can be re-appointed for 5 successive terms. After a break of one year the Trustee may re-stand.

At Blues, at the end of August 2023, there were 4 Trustees and one Staff member (Manager). Along with 3 other Staff members they form the **Trustee Management committee** which oversees all business aspects of the CIO. There continues to be an urgent need to find new Trustees to support the Blues, and we are continually seeking new Trustees.

The Blues Parents and Friends Association (BPFA) remains inactive despite renewed requests for support and help. This is an area that we are again concentrating our efforts on and are encouraging Parents/Carers over the coming year once again to get involved.

Christmas events for Parents/Carers to attend took place, with children's Christmas activities and a Christmas bazaar (organised by Blues staff) raising £306.

OBJECTIVES AND ACTIVITIES

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age and to encourage parents to understand and provide for the needs of their children by:

- 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;
- 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 area;
- instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2023

The Pre-school is open for 9 sessions (5 morning and 4 afternoons) a week with the tenth session, a Thursday afternoon, being currently dedicated to a 'Play and Stay' group.

The Pre-school can cater for up to 24 children in the morning session and 16 children in the afternoon session.

The Blues offers the 15 hour Government free funded entitlement to 3 and 4 year olds and the 'additional entitlement' of a further 15 hours to eligible children. We offer flexible attendance with five 3-hour sessions being popular. We also have staffed provision for **up to 12** children to stay for a full day (6 hours) by providing a supervised lunch club. Families requiring additional hours can pay per session, subject to availability and suitability.

We also offer the 15 hour funded entitlement to eligible two year olds who, mainly, attend the afternoon sessions. At the start of the Summer term, 57% of all children attending aged 2 years were funded.

We receive funding for children eligible for Early Years Pupil Premium (EYPP). This money must be used to further the development of the child to which it relates, and we ensure that all funding is spent while the child is in attendance at Blues.

Nursery year children who stay at Blues form the 'yellow group', which gives them a sense of identity, and they can use a small group room to extend their learning approach supported by members of staff.

The Pre-school provides care and education as laid down by OFSTED - Office for Standards and Education - with children working in accordance with the Early Years Foundation Stage curriculum. The pre-school was last inspected in February 2018 by Ofsted and received an "outstanding" rating for 'Personal development, behaviour and welfare' and a "good" rating in all other areas.

Parents/Carers were invited into sessions for face-to-face chats with key person and to be with their child should they wish. Most Parents/Carers were able to attend for short period of time or keyperson arrange a phone call for catch up. This is positively received by our families.

Induction sessions and visits to look around the setting took place throughout the year.

Tapestry is successfully used across the Preschool. Observations and photographic evidence are collated using this online learning journal. Evidence is used to moderate the Early Years Foundation Stage. Children's work is collated in their 'Special Book' and each child's progress is recorded, monitored regularly. This online learning journal is accessible to both Staff and Parents/Carers, and a key aim for the coming year is to ensure more regular journal entries are posted.

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2023

Keyworkers were able to meet face to face with Parents/Carers to discuss their child's two years progress check in the Summer Term. Termly progress reports were sent home and added to Tapestry on-line journals, along with an end of year report. Transition data and reports were sent to 12 local schools for our Summer leavers.

The Pre-school has a website and a Facebook page which continues to be an invaluable information and communication platform over the year.

The Pre-school is well known throughout the town and has a good reputation. Many Parents/Carers travel a considerable distance to Blues because of very positive verbal recommendations.

The long awaited move to new premises in the Autumn term, along with some continuing effects from the Covid pandemic resulted in a temporary dip in numbers of children attending in the Autumn term. Numbers steadily improved over the remaining year. Occupancy was not close to capacity in the Autumn term but three quarters full in the Spring term and in the Summer term. Lunch Club numbers reflected the above occupancy rates in both Autumn & Spring terms.

The Trustee Management Team carried out measures to advertise and raise the profile of the Blues by displaying flyers/posters in local shops & supermarkets, putting eye catching posts on the Blues Facebook page as well as other Facebook sites that Families/Carers would be looking at, and also carrying out a flyer drop in a new estate of houses close to the Blues. It is hoped that these measures will increase applications for places for new children.

Increasing numbers of requests for full day sessions were noted and the Management Committee are discussing how to facilitate this, whilst maintaining high standards of education and care. Advice and support was also sought from HCC Early Years Advisors. This is an ongoing discussion.

The 'Stay and Play' toddler sessions had to be put on temporary hold in the first half of the Autumn term due to unexpected issues with the move to new premises. However, these were soon up and running in the Spring term with many new families attending. Those enquiring about places at the Blues are recommended to attend the 'Stay & Play' sessions. The toddler group is important for the sustainability of the pre-school and directly impacts the occupancy in the Autumn term as it provides continuity of a source of young children feeding in at the bottom of the register.

The Pre-school keeps in touch with the Preschool Learning Alliance through its publications and can seek advice from Head Office when required. On-line information such as training courses are used by all staff and are an invaluable source of support and upskilling.

Blues Preschool Nursery
TRUSTEES' REPORT
FOR THE YEAR ENDED 31/08/2023

PUBLIC BENEFIT

When planning Blues activities for the year, the Committee has considered the Charity Commission's guidance on public benefit and is satisfied that the pre-school's activities continue to meet the principles laid out in that guidance. This matter was very carefully reviewed as part of the process of applying for CIO status. The children who receive care and education are the main beneficiaries of our charity. We work closely with families, offering support and information regarding the developmental progress of their child and signposting/help with social and financial matters e.g. some families may need to pay fees by instalments.

ACHIEVEMENT AND PERFORMANCE

This year has been unexpectedly hectic and stressful but also very exciting for the Pre-school.

The long awaited move to the new purpose built new premises at Cox's Gardens was set for during the Summer holidays. Staff gave up their time to move all the equipment and resources from the old to the new building. Exciting plans for the first days and weeks of the new year in the new building were made.

Last minute issues arising from the move to the new building and associated lease signing, meant that Blues could not move into the new building on the original planned date. The Trustee Management committee therefore had to make the difficult decision to delay the start of term. Parents/Carers were immediately informed of this decision and were very supportive and understanding. The Preschool was very grateful for the BSBHS agreeing to us moving back into the old premises temporarily, although this did incur extra costs in rent and transportation. The Preschool staff volunteered to move essential resources back to the old building, and opening was 8 days later than expected. The Committee is very thankful to all the staff and their hard work for making this happen and allowing Blues to continue in the interim.

The Lease for the new building was signed on the 21st October and we opened the doors to children, parents and carers after the half term holiday, on Monday 31st October. Everyone was very excited to at last be in the building and we were all delighted at how wonderful it looked.

Christmas events went ahead, with a Christmas Bazaar (raising £306) and a Christmas party arranged by Blues staff.

The Spring term saw everyone settled well into the lovely new building and Stay & Play sessions resumed. Some 'snagging' issues remained with the new building, but these were swiftly addressed by the Builders - at no cost to the Blues. In February the Trustee Management Committee had to make the difficult decision to increase the hourly rate to £6.50 for children attending the Preschool. Unfortunately, the rise in running costs (electricity etc) had put an extra strain on the already tight budget. This increase was in line with other similar establishments in the area.

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2023

The smart new logo uniform for the Blues Staff and pupils was ready in March and all staff given their own set to wear in sessions. This is available online for Parents/Carers to order for their children to wear in sessions too.

Sadly, at the end of Spring term we said goodbye' to a longstanding Staff member who moved onto new ventures. We thanked them for all their hard work and dedication to Blues over the years and wish them well in the future.

At last, the long awaited Blues official 'Opening celebration' for the new building took place in the Summer term. Past Trustees, staff and other people who had worked so hard to ensure that the Blues were able to move to the new purpose built site and continue to be a successful provider of early years care and education were invited, along with parents/carers and children. The ribbon was cut by Maureen Smith and Laura Griffiths (previous Trustees) followed by a morning of fun activities, teas & cakes and 'tours' of the building. We would like to thank everyone for all their help and support in making this event so successful.

A 'Coronation' celebration afternoon event was well attended by staff, Parents/Carers and family members, with plenty of cakes being available.

Staff used the Summer term INSET day to write end of year reports for all children attending the Blues. Transition reports for children moving on to school nursery or reception classes were also prepared. The SENCO oversaw the and collated all reports and information required by families of children with SEND who were moving to new setting. This is a huge piece of work, with some documents requiring extensive information from Blues and other professionals, in addition to meeting with teachers and professionals for these children to ensure a smooth transition into next settings. Many thanks to Chris for carrying out this task so competently and supporting all staff.

Stay and Play sessions were quiet but several new families attended. Families who attended would shortly be joining in September 2023, so this was an ideal time to answer any questions.

Following notice of the intended resignation at the end of the year of the Blue's Finance Officer, Louisa, an advert was placed locally which elicited a good response. Interviews were held and an appointment made. Louisa kindly agreed to work them in July, to ensure a smooth transition. We welcome Caroline to the Blues team.

In addition, the Trustee Management Committee agreed to create a new Office Administrator post for 5 hours per week from September 2023, in order to improve parental communications and relieve some of the workload from the Manager. An appointment was made from the candidates for the Finance Officer's job. We welcomed Shauna to the Blues Team in June.

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2023

In June our long-standing Admissions Officer Amy gave notice of her intention to resign at the end of the year. It was agreed by the Management Team/Trustees that the post should include more daytime working hours in order for increased availability for communications with both Parents/Carers and also Blues Management staff. An appointment was made and we welcomed Shauna to the role. Amy kindly carried out some handover sessions with Shauna to ensure a smooth transition.

July saw the 'Graduation Ceremony' for those children leaving the Blues. This was followed by the Sports afternoon to which all parents/Carers were invited. Open mornings for prospective Parents/Carers also took place before each new term intake.

The Blues remained fully staffed over the year with all staff members being appropriately qualified and experienced. A new Early Years practitioner was appointed following the resignation of a member of staff at the end of the Spring term. This was an internal appointment and as a result a new Lunch Supervisor post was advertised and we welcomed a new member of staff, Jessica at the beginning of the Summer term. Replacement of 2 staff members who left in July 2022 was postponed in Autumn 2022 (due to low child numbers in Autumn term) and filled by Claire in January 2023.

The Staff appraisal system is in place and termly meetings were held with each member.

Staff are required to carry out certain specific core training but can also access online training courses to support their own professional development via the Preschool Learning Alliance website, NoodleNow and Herts for Learning.

Staff and Trustees have also been able to access guidance and support for updating policies.

The Manager & Deputy had access to visits from an HCC Early Years Consultant which were very useful.

Regular communication is sent to Parents/Carers to keep them informed of any changes at the preschool, as well as updates and newsletters being posted on the website and Facebook page. However, feedback from some Parents/Carers at the end of the year indicated that on occasions, contacting and gaining responses from Blues has been unsatisfactory. The Management Team will act immediately and ensure steps are taken to improve this important area.

The staff team, have organised a few fundraising events during the year, raising £918. The fund raising events that were held: an Easter Prize Draw which raised £32; a Christmas Bazaar which raised £306.13; a Coronation Tea party; a photo session at the Graduation ceremony; and a Goldfish sponsorship (which raised a whopping £320!) In addition, a 'Cash for Clothes' initiative gained a fantastic response from Parents/Carers and raised £164, but receipt of payment is delayed until next financial year.

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2023

The Blues were delighted to receive a donation of IT equipment from a local IT company. The company also helped with the installation and setting up of the equipment in the Blues office. We extended our thanks to ITVET for their very kind donation and support.

Fundraising money is a vital part of our funding stream for the general running of the pre-school. The rise in the cost of living has adversely affected the budget.

The policies of the pre-school are being regularly updated on a rolling basis or according to need. Monthly Management meetings are used to discuss and/or ratify those being updated. The Admissions policy and Disciplinary policies have been completed.

Maintenance of the building and fixing of 'snags' was regularly and efficiently carried out by the builders. The Blues have undertaken some essential maintenance work such as fencing and gardening etc.

Despite all of the upheaval of the year, we continue to be a successful provider of early years care and education.

The Trustees would like to thank all staff for their willingness to volunteering to help with unexpected moves and with making new building such a wonderful environment for children's learning, development, and play. The Trustees very much appreciate for all their hard work.

Once again, we find that we need to actively seek several new Trustees as we will be losing two existing Trustees in November. It has become increasingly harder to find adults who are willing to volunteer and give their time to support the Preschool. We have one possible interested party who may be joining us in the new year. However, we would be very interested to hear from anyone who has experience in Management or HR.

FINANCIAL REVIEW

Autumn term expenditure was dominated by the move to Cox's Gardens and signing of the new lease.

Sheds and white goods purchased in the 2021/2022 financial year were installed, along with new signage. Some additional internal furniture and safety equipment was required to be purchased later in Autumn and Spring.

As a result of the move, increased expenditure was incurred, including £21.5K contribution towards the new building (as part of the development agreement with Herts County Council) and £4.7K additional move related expenditure.

Overall, the Charity made a net loss of £37,292 (2022 £27,491 net loss, 2021 £4,804 net loss).

Blues Preschool Nursery
TRUSTEES' REPORT
FOR THE YEAR ENDED 31/08/2023

Rising costs across all areas of Pre-school purchasing have added extra financial pressure to Blues and we have seen increases in rent and utilities, and everyday playgroup supplies. Alongside this, child numbers were low throughout the year. Towards the end of the Summer, efforts were focussed on enrolments, and we start the new financial year in a stronger position with regard to government funding.

Staff continue to face challenges with higher numbers of children requiring behavioural support throughout the year, which has meant increased staffing (and associated cost) as we moved through the terms, but additional SEN specific government funding was secured for all 3 terms.

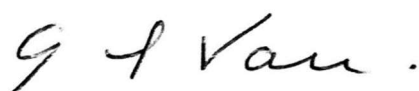
Universal government increases to national minimum living wage in April 2023 reflected a 9.7% increase. This uplift was applied fairly to all staff salaries, and the impact on the Blues annual salary cost was £4.7K more than last year. This is a national issue that is particularly hard hitting across the whole Early Years sector, with government early years funding rates not rising accordingly.

Reserves:

The charity ordinarily aims to put aside 10% for the contingency/sinking fund each year but for the third year running we have not made a profit to action this. Our reserves stand at £108K (down from £158K last year), largely due the new building, move and lease costs (most of which were anticipated), but also as a result of supplementing our income while children numbers and subsequent funding was low. Cash flow and forecast expenditure / income is reviewed monthly in the Trustee Management Committee meeting.

The charity aims to keep its general reserves at a level equivalent to 3-6 months of running costs (broadly £33-66K) so if the annual net losses continue, then the reserves will be weakened in the short term. The Trustee Management Committee will be looking at budgeting and possible new ways to generate income in the coming months, and we continue to be positive about the Pre-School's future and its ability to excellently benefit the local community.

This report was approved and authorised for issue by the Trustees on 29th January 2024 and signed on its behalf by:



.....
Gill Varnam
Trustee

Blues Preschool Nursery

Independent Examiner's Report to the Trustees of Blues Pre-School Nursery

I report to the trustees on my examination of the accounts of the Blues Pre-School Nursery for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees 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 accounts carried out under section 145 of the 2011 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.

Signed:



Name:

ADAM AZIZ

Date:

17/1/2024

Ascott Blake Limited
11 Ducketts Wharf
Bishop's Stortford
Hertfordshire
CM23 3AR

Blues Preschool Nursery

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31/08/2023

			2023	2022
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Income				
Income from generated funds				
Donations, funding and legacies	90,824	3,000	93,824	93,270
Income from investments	2,116	-	2,116	853
Total income and endowments	92,940	3,000	95,940	94,123
Expenses				
Costs of generating funds				
Expenditure on raised funds	7,411	-	7,411	5,631
Expenditure on charitable activities	119,536	1,546	121,081	111,180
Expenditure relating to move to new premises	4,740	-	4,740	4,804
Total Expenses	131,687	1,546	133,232	121,615
Net gains on investments				
Net income	(38,747)	1,454	(37,292)	(27,492)
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	(38,747)	1,454	(37,292)	(27,492)
Total funds brought forward	158,615	-	158,615	186,106
Net funds carried forward	119,868	1,454	121,323	158,615

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Blues Preschool Nursery

BALANCE SHEET AT 31/08/2023

		2023	2022
		£	£
FIXED ASSETS	<i>Note</i>		
Tangible fixed assets	2	26,477	3,499
CURRENT ASSETS			
Other debtors	3	0	257
Cash at bank and in hand		97,063	158,270
		<u>97,063</u>	<u>158,527</u>
CREDITORS: Amounts falling due within one year	4	<u>2,219</u>	<u>3,409</u>
NET CURRENT ASSETS		<u>94,844</u>	<u>155,117</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>121,322</u></u>	<u><u>158,616</u></u>
CAPITAL AND RESERVES			
Unrestricted funds			
General fund		11,551	89
General fund – prior year adjustment			
Designated funds		108,316	158,527
Restricted funds			
Restricted fund		<u>1,454</u>	<u>-</u>
		<u><u>121,322</u></u>	<u><u>158,616</u></u>

For the year ending 31/08/2023 the CIO was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the board of trustees on 29th January 2024 and signed on their behalf by

G I Varnam

.....
Gill Varnam - Trustee

Blues Preschool Nursery

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31/08/2023

1. ACCOUNTING POLICIES

1a. Basis of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation and Apportionment of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Fixtures and Fittings straight line 15%

White Goods / Outdoor Shed straight line 20%

ICT equipment straight line 33%

Other plant and machinery straight line 33%

Contribution to development agreement for new building 4% to cover 25 year lease term

1g. Financial Instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Financial assets and liabilities are offset, and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Blues Preschool Nursery

2. TANGIBLE FIXED ASSETS

	Short leasehold Properties	ICT grant funded equipment	Plant and machinery	Total
	£	£	£	£
Cost				
At 01/09/2022	374	803	3,146	4,323
Additions	21,500	313	2,989	24,802
At 31/08/2023	21,874	1,116	6,135	29,125
Depreciation				
At 01/09/2022	-	803	21	824
For the period	788	17	1,018	1,824
At 31/08/2023	788	820	1,039	2,648
Net Book Amounts				
At 31/08/2023	21,086	296	5,096	26,477
At 31/08/2022	374	-	3,125	3,499

3. DEBTORS

	2023	2022
	£	£
Prepayments and accrued income	0	257
	<u>0</u>	<u>257</u>

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Taxation and social security	677	1,583
Pension	-	375
Accounts payable	-	552
Accruals	1,510	-
Charge Card	32	-
Other creditors	-	900
	<u>2,219</u>	<u>3,409</u>

Blues Preschool Nursery

5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £0, to the company should it be wound up. At 31/08/2023 there were 4 members.

6. RELATED PARTY TRANSACTIONS

During the year Kim Craythorne, a Trustee of the Blues Pre-School Nursery, received remuneration amounting to £29,363. This related solely to her salaried position as Manager of the pre-school. The role of Trustee is a voluntary one. Employer pension contributions of £692 were made into a defined contribution pension scheme during the year. Kim received no other benefits in the period.

Blues Preschool Nursery

INCOMING RESOURCES FOR THE YEAR ENDED 31/08/2023

	2023	2022
	£	£
Incoming resources		
Incoming resources from generated funds		
Grants		
Council & Government Funding	74,285	78,807
	74,285	78,807
Donations		
Donations & Fundraising	918	1,018
Thorley Pre-School Closure donation (restricted)	3,000	
	3,918	1,018
Other		
Session & Registration Fees	14,911	12,536
Toddler Group	467	314
Other Income	243	595
	15,621	13,445
	93,824	93,270
Investment Income		
Deposit account interest	2,116	853
	2,116	853
	2,116	853
	95,940	94,123

Blues Preschool Nursery

EXPENSES FOR THE YEAR EDED 31/08/2023

	2023	2022
	£	£
Expenses		
Costs of generating funds		
Costs of generating voluntary income		
Fundraising costs	447	-
Playgroup supplies	6,180	5,199
Equipment rental	783	432
	<u>7,411</u>	<u>5,631</u>
	<u>7,411</u>	<u>5,631</u>
 Charitable Activities		
Rent	1,277	-
Marketing & publicity	416	27
Water Rates	331	359
Waste removal	372	214
Heat & light	3,169	2,756
Repairs & renewals	535	1,450
General wages	101,967	97,305
Pension	2,889	2,738
Training	1,321	540
Insurance	1,063	1,330
Stationary & office supplies	549	447
Telephone	1,338	583
Subscriptions	2,029	948
Sundry expenses	872	793
Depreciation of fixed assets	1,824	288
Expenditure relating to move to new premises	4,740	4,804
	<u>124,690</u>	<u>114,582</u>
 Governance Costs		
Accountancy	973	1,241
Bank charges	159	161
	<u>1,132</u>	<u>1,402</u>
	<u>133,232</u>	<u>121,615</u>

Accounts

Blues Preschool Nursery

**Charity Number: 1156613
REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2022**

Blues Preschool Nursery
REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2022

TRUSTEES

K Craythorne
J Patel
G Varnam
I Mann

REGISTERED OFFICE

Cox's Gardens
Bishop's Stortford
Hertfordshire
CM23 3GX

CHARITY NUMBER

1156613

INDEPENDENT EXAMINER

Ascott Blake
11 Ducketts Wharf
Bishop's Stortford
Hertfordshire
CM23 3AR

Blues Preschool Nursery
REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2022

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Blues Preschool Nursery
TRUSTEE'S REPORT
FOR THE YEAR ENDED 31/08/2022

The trustees present their report and accounts for the period ended 31/08/2022:

STRUCTURE GOVERNANCE AND MANAGEMENT

The charity is registered as a CIO and our constitution is based on the Pre-school Learning Alliance Model CIO Constitution for Childcare Providers 2013.

Membership of the CIO is open to all Parents/Carers of pre-school children but they are not automatically Members of the Charity. Parents/Carers sign a declaration if they wish to join. Affiliate membership is also open to anyone who is interested in furthering the purposes of the charity. The Trustees (min 3, max 12) are all Members of the Charity. Their function is to manage the affairs of the CIO and meet monthly to fulfil this function. They are appointed at the AGM and serve for 2 successive years. Every year one third of the Trustees shall retire from office, but can be re-appointed for 5 successive terms. After a break of one year the Trustee may re-stand. Due to the ongoing impact of COVID this year, the monthly Management meetings have been conducted online, via Teams or Zoom, for most of the year.

At Blues, at the end of August 2022, there were 3 Trustees -3 affiliate Members and one Staff member. Along with 3 other Staff members they form the Management committee which oversees all business aspects of the CIO.

As a result of ongoing COVID restrictions, the Blues Parents and Friends Association (BPFA) continued to be unable to meet or organise fundraising and other events. This is an area that we are now concentrating our efforts on and will be encouraging parents/carers over the coming year once again to get involved.

OBJECTIVES AND ACTIVITIES

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age and to encourage parents to understand and provide for the needs of their children by:

- 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;
- 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 area;
- instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The pre-school is open for 9 sessions (5 morning and 4 afternoons) a week with the tenth session, a Thursday afternoon, being dedicated to a 'Play and Stay' group. The pre-school can cater for up to 24 children in the morning session and 16 children in the afternoon session. The Blues offers the 15-hour Government funded entitlement to 3- and 4-year-olds and the 'additional entitlement' of a further 15 hours to eligible children. We offer flexible attendance with five 3-hour sessions being popular. We also have provision for a limited number of children to stay for a full day (6 hours) by providing a lunch club. The limitation is due to the small size of the lunch room. Children may pay to attend additional hours. We also offer the 15 hour funded entitlement to eligible two year olds who, mainly, attend the afternoon sessions. We receive funding for children eligible for Early Years Pupil Premium (EYPP). This money must be used to further the development of the child to which it relates and we ensure that all funding is spent while the child is in attendance at Blues.

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2022

The pre-school's 'yellow group' room is available to the group of children who stay at pre-school for their nursery year. This gives these children a sense of identity and is a place where they can focus on their activities.

As a result of the continuing COVID pandemic, some Government restrictions and guidelines continued to have an impact and necessitated an enforced temporary short term closure at the beginning of the spring term.. However the occurrence of recorded cases has reduced considerably over the year and although some protocols are still followed, it is no longer of a high concern.

The pre-school provides care and education as laid down by OFSTED - Office for Standards and Education - with children working in accordance with the Early Years Foundation Stage curriculum. The pre-school was last inspected in February 2018 by Ofsted and received an "outstanding" rating for 'Personal development, behaviour and welfare' and a "good" rating in all other areas.

As a result of a continuing number of cases of COVID locally during the first half of the year, the preschool decided that sadly parents/carers could not be invited to help in any sessions, which was the norm pre-COVID. The pre-school was also not able to hold an Open Morning. During each half term, every family received a call from the key worker for their child, in order to keep lines of communication open. The lessening impact of COVID as the year progressed meant that restrictions on face-to-face meetings with parents/carers could be gradually reduced. In June, parents/carers were invited in to sessions once again to be able to talk with the key worker assigned to their child in person, and to spend some time with their child in the setting. Most parents/carers were able to attend for a short period of time and this was positively received by our families. Key workers were also able to discuss a child's two years progress check in-person with parents in the summer term in most cases. Induction sessions and visits to look around the setting were also reinstated by June.

Tapestry is now fully embedded and is successfully used across the preschool. Observations and photographic evidence are collated using this online learning journal. This evidence is used to monitor each child against the Early Years Foundation Stage. The children's work is collated in their 'Special Book'. Each child's progress is recorded, monitored and accessed by both Staff and Parents. Termly progress reports were sent home and added to the Tapestry on-line journals.

The pre-school has a website and a Facebook page which continued to be an invaluable information and communication platform over the year.

The pre-school is well known throughout the town and has a good reputation. Many parents/carers travel a considerable distance to Blues because of very positive verbal recommendations. This has helped greatly in maintaining numbers of children on the register throughout some periods of closure and restricted access for parents/carers.

Occupancy was around 60% of capacity in the autumn term and two thirds full in the spring term. The increase from autumn to spring is in line with the trend of past years. However, in the summer term we would normally see an increase again in occupancy but numbers remained the same this year from spring to summer which was disappointing.

Lunch Club was close to capacity in all terms, with a waiting list, and restrictions on spaces for lunch space unfortunately affected new requests for all day sessions. This is an area that Blues aims to be addressing in the future when the move to the new site takes place in autumn 2022

The 'Stay and Play' toddler sessions resumed in September and were well attended, with a mixture of new and previous families attending. Those enquiring about places at the Blues are recommended to attend the 'Stay & Play' sessions. The toddler group is important for the sustainability of the pre-school and directly impacts the occupancy in

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2022

the autumn term as it provides continuity of a source of young children feeding in at the bottom of the register. Unfortunately sessions had to be temporarily suspended in December and again in January due to outbreaks of COVID cases but resumed in February and were well received and well attended for several weeks and into the summer term.

The pre-school keeps in touch with the Preschool Learning Alliance through its publications and can seek advice from Head Office when required via its membership subscription.

PUBLIC BENEFIT

When planning Blues activities for the year, the Committee has considered the Charity Commission's guidance on public benefit and is satisfied that the pre-school's activities continue to meet the principles laid out in that guidance. This matter was very carefully reviewed as part of the process of applying for CIO status. The children who receive care and education are the main beneficiaries of our charity. We work closely with families, offering support and information regarding the developmental progress of their child and signposting/help with social and financial matters e.g. some families may need to pay fees by instalments.

ACHIEVEMENT AND PERFORMANCE

It has been another busy although somewhat challenging year for the pre-school, with some ongoing effects of COVID. We continue to successfully provide quality early years care and education and are well regarded in the area.

The easing of COVID restrictions and a significant reduction in the number of recorded cases in the area at the start of the year enabled all staff and pupils to return fully in September. Some ongoing precautions are still taken regularly to ensure the safety and wellbeing of staff and pupils – such as regular hand washing and use of antibacterial sprays & wipes. Staff continued to carry out lateral flow tests regularly until well into the spring term while remaining alert to any signs of COVID throughout the whole year.

Despite these measures, there was a rise in cases of COVID at the end of the autumn term. Sadly, it was necessary to cancel parent/carer attendance at Christmas events although children's Christmas activities went ahead. It was also necessary to close the preschool for a short while at the beginning of the spring term due to a number of positive cases of COVID.

Stay and Play sessions began again in September and, apart from a short enforced break at the end of the autumn and beginning of spring terms, have been well attended.

Staff continue to access online training courses to support their professional development via the Preschool Learning Alliance website, NoodleNow and Herts for Learning. These have been felt to be extremely beneficial. Staff and Trustees have also been able to access guidance and support for updating policies.

In the autumn term a member of staff became an Apprenticeship Practitioner at the preschool. As a result, the Lunchtime Supervisor job was advertised and a new member of staff appointed and, following an induction, started working with us in March.

The staff team, has organised a few small fundraising events and activities during the year but, sadly, the opportunity to fundraise continued to be limited due to ongoing COVID-19 outbreaks. The fundraising events that were held included a sponsored Scavenger Hunt in the autumn term, an Easter Prize Draw and a Christmas raffle. Each raised a modest amount but enough to purchase an outdoor table and bench set for the children.

Fundraising money is a vital part of our funding stream for the general running of the pre-school. Looking forward to the imminent move to the new site, we will need concentrate our efforts next year on encouraging parents/carers once again to get involved in order to boost funds.

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2022

The policies of the pre-school continue to be updated on a rolling basis or according to need. The COVID policy was updated to reflect ongoing changes to Government advice and guidelines. The Health & Safety policy has also been updated following the Manager and Deputy Manager attending Safeguarding training.

Maintenance of the building and grounds continued to be an on-going task. Some essential maintenance work was carried out during the year such as plumbing and fencing etc.

Sadly, at the end of the year we had to say goodbye to 2 longstanding members of Staff who moved on to new ventures. We thank both of them for all their hard work and dedication to the Blues Preschool over the years and wish them well in the future. We are delighted to report that we appointed a new Deputy Manager from within the staff team at Blues.

We will be actively seeking new Trustees to join our committee. It has become increasingly harder to find adults who are willing to volunteer and give their time to support the Preschool but without this kind of support, Blues will be unable to continue operating. We have one possible interested party who may be joining us in the new year.

The proposed move to the new premises at Cox's Gardens became a reality this year. As with all projects of this nature there have been a number of delays but building work commenced in April with a view to the building being ready for occupancy in time for the start of the autumn term 2022.

During the year, regular meetings were held with HCC project managers to discuss details and costings and, in November 2021, the Blues Manager signed documents regarding installing and connecting the power supply for the new build. The completion date for the new building was then given as June 2022.

In January 2022 decisions regarding flooring options and interior finishes were finalised and at last, in April the ground works finally began at the new site. In May, the Blues Manager and Finance Officer visited the site and the main structure of the building was in place and all was on schedule. By June the roof was on the new building, with water, power, telephone and internal fittings due to be installed imminently. The new site was now registered and a post code had been allocated. With the project looking to be completed on schedule, TBSHS were informed that the Blues were looking to vacate the current premises during the summer holidays. Although some delays to the original schedule were experienced, Blues was able to commence delivery from the new premises in Cox's Gardens during October 2022.

With the move to a new site and a new building, it was felt that a new logo for the Blues Preschool would be appropriate. Several different designs and colourways were produced and discussed. Eventually a decision was made and the new logo has been added to the Blues website and newsletter. A larger version will be displayed at the new building when the move is completed.

Once again, this financial year, Blues has seen a number of changes and developments - not only the continuing impact of COVID-19, but also the imminent move to the new site and building. The Trustees and staff have worked hard to ensure the smooth running of the setting and the safety and continued learning of the children, resulting in the preschool being ready for the exciting start of the new academic year in the brand new building.

The Trustees would like to publicly express their thanks to all the staff for their commitment, dedication and hard work during what has been another challenging and stressful year.

FINANCIAL REVIEW

The COVID-19 pandemic has continued to present some challenges this year, with forced closures, some restrictions and the requirement for additional procedures still in place at the start of the year, and continued expenditure on

Blues Preschool Nursery

TRUSTEES' REPORT FOR THE YEAR ENDED 31/08/2022

personal protective equipment and additional cleaning products. For the period we were forced to close, we were fortunate to be able to claim an amount of statutory sick pay back from HMRC to offset some of the loss incurred as a result of the closure. Following the pandemic, we suffered a significant drop in numbers while some parents remained cautious about sending their children to childcare settings, and others have less need for structured childcare while flexible working arrangements have become more the norm. This has been noted nationally across other settings. Blues has also incurred some expenses relating to the prospective move to its new site, which have been itemised in the accounts as they are considered to be separate to the normal day to day running of the pre-school. While numbers remained low, challenges were faced by our staff team in dealing with behaviour, an impact of the pandemic on this cohort of children that has been felt in settings all over. This has required us to dedicate more staff time to managing the behaviour in the setting in order to keep all staff and children safe and to help the children develop and learn to cope. This has understandably hit our bottom line, together with the necessary uplift in salaries as a result of the increase in the national wage in April.

During the year the Charity made a net loss of £27,491 (2021: net loss of £4,804). The Charity aims ordinarily to put aside 10% for the contingency fund but this has not been possible again this year for the reasons outlined above. The Charity aims to keep its general reserves at a level equivalent to 3 to 6 months of running costs and at the year-end they were still comfortably within these limits. As noted above, the Charity will be re-locating its operations in the short term and the Charity has a contingency fund to meet the potential costs of the restructuring. The trustees consider that the balance of £158,547 at the year-end is a reasonable amount to more than meet these potential costs.

This report was approved and authorised for issue by the Trustees on 21st November 2022 and signed on its behalf by:



.....
Gill Varnam
Trustee

Blues Preschool Nursery

Independent examiner's report to the trustees of Blues Pre-School Nursery

I report to the trustees on my examination of the accounts of the Blues Pre-School Nursery for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity trustees 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 accounts carried out under section 145 of the 2011 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.

Signed:



Name:

Adam Aziz

Date:

9/3/2023

Ascott Blake Limited
11 Ducketts Wharf
Bishop's Stortford
Hertfordshire
CM23 3AR

Blues Preschool Nursery

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31/08/2022

			2022	2021
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Income				
Income from generated funds				
Donations and legacies	93,270	-	93,270	97,411
Income from investments	853	-	853	1,087
Total income and endowments	94,123	-	94,123	98,498
Expenses				
Costs of generating funds				
Expenditure on raised funds	5,631	-	5,631	7,112
Expenditure on charitable activities	110,912	268	111,180	96,190
Expenditure relating to move to new premises	4,804	-	4,804	-
Total Expenses	121,347	268	121,615	103,302
Net gains on investments				
Net income	(27,224)	(268)	(27,492)	(4,804)
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	(27,224)	(268)	(27,492)	(4,804)
Total funds brought forward	185,834	268	186,102	190,842
Net funds carried forward	158,611	-	158,611	186,038

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Blues Preschool Nursery

BALANCE SHEET AT 31/08/2022

		2022 £	2021 £
FIXED ASSETS	<i>Note</i>		
Tangible fixed assets	2	3,499	641
CURRENT ASSETS			
Other debtors	3	257	321
Cash at bank and in hand		158,265	187,817
		<u>158,522</u>	<u>188,138</u>
CREDITORS: Amounts falling due within one year	4	<u>3,409</u>	<u>2,677</u>
NET CURRENT ASSETS		<u>155,112</u>	<u>185,461</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>158,611</u>	<u>186,102</u>
CAPITAL AND RESERVES			
Unrestricted funds			
General fund		84	28,095
General fund – prior year adjustment			64
Designated funds		158,527	157,674
Restricted funds			
Restricted fund		<u>-</u>	<u>268</u>
		<u>158,611</u>	<u>186,102</u>

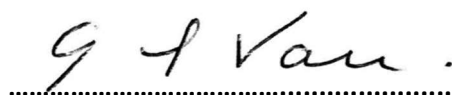
For the year ending 31/08/2022 the CIO was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the board of trustees on 21 November 2022 and signed on their behalf by



Gill Varnam - Trustee

Blues Preschool Nursery

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31/08/2022

1. ACCOUNTING POLICIES

1a. Basis of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation and Apportionment of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Fixtures and Fittings straight line 15%

ICT equipment straight line 33%

Other plant and machinery straight line 33%

Blues Preschool Nursery

1g. Financial Instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Financial assets and liabilities are offset, and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

2. TANGIBLE FIXED ASSETS

	Short leasehold Properties £	ICT grant funded equipment £	Plant and machinary £	Total £
Cost				
At 01/09/2021	374	803		1,177
Additions	-	-	3,146	3,146
At 31/08/2022	374	803	3,146	4,323
Depreciation				
At 01/09/2021	-	536	-	536
For the period	-	267	21	288
At 31/08/2022	-	803	21	824
Net Book Amounts				
At 31/08/2022	374	-	3,125	3,499
At 31/08/2021	374	267	-	641

3. DEBTORS

	2022 £	2021 £
Prepayments and accrued income	257	321
	<u>257</u>	<u>321</u>

Blues Preschool Nursery

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Taxation and social security	1,583	1,059
Pension	375	196
Accounts payable	552	622
Other creditors	900	800
	<u>3,409</u>	<u>2,677</u>

5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £0, to the company should it be wound up. At 31/08/2022 there were 4 members.

6. RELATED PARTY TRANSACTIONS

During the year Kim Craythorne, a Trustee of the Blues Pre-School Nursery, received remuneration amounting to £27,210. This related solely to her salaried position as Manager of the pre-school. The role of Trustee is a voluntary one. Employer pension contributions of £627 were made into a defined contribution pension scheme during the year. Kim received no other benefits in the period.

Blues Preschool Nursery

INCOMING RESOURCES FOR THE YEAR ENDED 31/08/2022

	2022 £	2021 £
Incoming resources		
Incoming resources from generated funds		
Grants		
Council & Government Funding	78,807	80,362
Tesco Bags of Help grant funding	<u>-</u>	<u>-</u>
	78,807	80,362
Donations		
Donations & Fundraising	<u>1,018</u>	<u>1,419</u>
	1,018	1,419
Other		
Session & Registration Fees	12,536	15,101
Toddler Group	314	-
Other Income	<u>595</u>	<u>529</u>
	<u>13,445</u>	<u>15,630</u>
	<u>93,270</u>	<u>97,411</u>
Investment Income		
Deposit account interest	<u>853</u>	<u>1,087</u>
	<u>853</u>	<u>1,087</u>
	<u>853</u>	<u>1,087</u>
	<u>94,123</u>	<u>98,499</u>

Blues Preschool Nursery

EXPENSES FOR THE YEAR EDED 31/08/2022

	2022 £	2021 £
Expenses		
Costs of generating funds		
Costs of generating voluntary income		
Fundraising costs	-	115
Playgroup supplies	5,199	6,565
Equipment rental	432	432
	<u>5,631</u>	<u>7,112</u>
	<u>5,631</u>	<u>7,112</u>
 Charitable Activities		
Marketing & publicity	27	269
Rates	359	383
Waste removal	214	362
Heat & light	2,756	2,949
Repairs & renewals	1,450	1,230
General wages	97,305	81,659
Pension	2,738	2,074
Training	540	479
Insurance	1,330	1,162
Stationary & office supplies	447	665
Telephone	583	571
Subscriptions	948	888
Sundry expenses	793	2,000
Depreciation of fixed assets	288	268
Expenditure relating to move to new premises	4,804	-
	<u>114,582</u>	<u>94,959</u>
 Governance Costs		
Accountancy	1,241	1,080
Bank charges	161	152
	<u>1,402</u>	<u>1,232</u>
	<u>121,615</u>	<u>103,303</u>

Accounts

Blues Preschool Nursery

**Charity Number: 1156613
REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2021**

Blues Preschool Nursery

**REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2021**

TRUSTEES

K Craythorne

S Day

J Patel

A Lahanmi

G Varnam

REGISTERED OFFICE

London Road

Bishop's Stortford

Hertfordshire

CM23 3LU

CHARITY NUMBER

1156613

INDEPENDENT EXAMINER

Ascott Blake

11 Ducketts Wharf

Bishop's Stortford

Hertfordshire

CM23 3AR

Blues Preschool Nursery
REPORT & ACCOUNTS
FOR THE YEAR ENDED 31/08/2021

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Blues Preschool Nursery

TRUSTEE'S REPORT FOR THE YEAR ENDED 31/08/2021

The trustees present their report and accounts for the period ended 31/08/2021:

STRUCTURE GOVERNANCE AND MANAGEMENT

The charity is registered as a CIO and our constitution is based on the Pre-school Learning Alliance Model CIO Constitution for Childcare Providers 2013.

Membership of the CIO is open to all parents of pre-school children but they are not automatically Members of the Charity. Parents sign a declaration if they wish to join. Affiliate membership is also open to anyone who is interested in furthering the purposes of the charity. The Trustees (min 3, max 12) are all Members of the Charity. Their function is to manage the affairs of the CIO and meet monthly to fulfil this function. They are appointed at the AGM and serve for 2 successive years. Every year one third of the trustees shall retire from office, but can be re-appointed for 5 successive terms. After a break of one year the trustee may re-stand.

Due to COVID, the monthly Management meetings had been conducted online, via Teams or Zoom.

At Blues, at the end of August 2021, there were 5 trustees - 4 affiliate members and one staff member. Along with 3 other staff members they form the Management Committee which oversees all business aspects of the CIO. However, 2 trustees will be leaving the Management Committee at the AGM and do not wish to re-stand. We would like to thank them both their hard work and support over the years and wish them well in the future.

As a result of COVID lockdown and restrictions, the Blues Parents and Friends Association (BPFA) has been unable to meet or organise fundraising and other events. This is an area that we will concentrate our efforts on over the coming year and encourage parents once again to get involved.

OBJECTIVES AND ACTIVITIES

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age and to encourage parents to understand and provide for the needs of their children by:

- 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;
- 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 area;
- instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The Pre-school is open for 9 sessions (5 morning and 4 afternoons) a week with the tenth session, a Thursday afternoon, being dedicated to a 'Play and Stay' group. The Pre-school can cater for up to 80 children and the toddler group for a further 20. The Blues offers the 15-hour Government free funded entitlement to 3- and 4-year-olds and the 'additional entitlement' of a further 15 hours to eligible children. We offer flexible attendance with five 3-hour sessions being popular. We also have provision for a limited number of children to stay for a full day (6 hours) by providing a lunch club. The limitation is due to the small size of the lunch room. Children may pay to attend additional hours. We also offer the 15-hour funded entitlement to eligible 2-year-olds who, mainly, attend the afternoon sessions. We receive funding for children eligible for Early Years Pupil Premium (EYPP). This money must be used to further the development of the child to which it relates and we ensure that all funding is spent while the child is in attendance at Blues.

The pre-school's 'yellow group' room is available to the group of children who stay at pre-school for their nursery year. This gives these children a sense of identity and is a place where they can focus on their activities.

Blues Preschool Nursery

As a result of the ongoing COVID pandemic over the past year, various Government restrictions and guidelines continue to impact on the way in which The Blues has been able to operate. This has necessitated some changes to day-to-day practice.

The pre-school provides care and education as laid down by OFSTED - Office for Standards and Education - with children working in accordance with the Early Years Foundation Stage curriculum. The pre-school was last inspected in February 2018 by OFSTED and received an "outstanding" rating for 'Personal development, behaviour and welfare' and a "good" rating in all other areas.

Due to COVID 19 restrictions, the way that staff communicated with Parents/Carers continued to be adapted. This involved more telephone or online conversations, and face-to-face meetings were unable to be held.

Induction sessions and visits to look around the setting also had to be cancelled. However, the pre-school staff created an in-depth 'Welcome Pack' for new parents which contained information as well as photos of the setting. 2 new families requested an outdoor visit which was able to be facilitated at the end of the summer term.

During each half term every family received a call from the Key Worker for their child, in order to keep lines of communication open. The response has been very positive and this model will be taken forward. Tapestry is now fully in place across the preschool. Observations and photographic evidence are collated using this online learning journal. Evidence is used to moderate the Early Years Foundation Stage. Children's work was collated in their 'Special Book'. Each child's progress is recorded, monitored and accessed by staff and parents.

Key Workers have been unable to meet face to face with parents to discuss their child's two years progress check but this has been carried out via phone conversations. Termly progress reports were sent home and added to Tapestry online journals.

As a result of rises in the number of cases of COVID locally, the pre-school decided that parents could not be invited to help in any sessions. The pre-school also cancelled their open morning for prospective parents. The pre-school is well known throughout the town and has a good reputation. Many parents travel a considerable distance to Blues because of very positive verbal recommendations. This has helped greatly in maintaining the number of applications for places throughout the period of closure and restricted access for parents.

The pre-school has a website and the Facebook page which has been an invaluable information and communication platform during the past year.

Occupancy was average in the autumn term, being three quarters full. Increases in the spring and summer terms resulted in close to capacity for morning sessions and almost capacity in afternoon sessions. This is in line with the trend of past years. Lunch Club was at capacity in both spring and summer terms, with a waiting list in the spring term.

The 'Stay and Play' toddler group sadly remained closed for the year, again as a result of rises in the number of cases of COVID locally. The toddler group is important for the sustainability of the pre-school and directly impacts the occupancy in the autumn term as it provides continuity of a source of young children feeding in at the bottom of the register.

The pre-school keeps in touch with the Preschool Learning Alliance through its publications and can seek advice from Head Office when required.

PUBLIC BENEFIT

When planning Blues activities for the year, the Committee has considered the Charity Commission's guidance on public benefit and is satisfied that the pre-school's activities continue to meet the principles laid out in that guidance. This matter was very carefully reviewed as part of the process of applying for CIO status. The children who receive care and education are the main beneficiaries of our charity. We work closely with families, offering support and

Blues Preschool Nursery

information regarding the developmental progress of their child and signposting/help with social and financial matters e.g., some families may need to pay fees by instalments.

ACHIEVEMENT AND PERFORMANCE

Despite ongoing restrictions and effects of COVID-19, the pre-school continued to be an effective provider of early years care and education, with positive feedback given by parents when restrictions eased.

In December 2020 the pre-school was forced to close early due to a number of reported COVID-19 cases. In January 2021, a further lockdown was imposed by the Government and the pre-school closed to all children and staff as there were no 'key worker' parents who required us to provide sessions for their children.

As previously agreed by the management committee, all staff continued to receive full pay during the closure and undertook alternative tasks and training from home.

The pre-school re-opened again in February. Most children returned, with the rest back by March 2021. All staff continued the intensive cleaning regime and the time taken for this had to be factored into the timetable, with Wednesday morning being used for this to take place.

All staff also continued carry out Lateral Flow Tests on a regular basis.

Unfortunately, it was decided that Stay and Play sessions remain suspended, as it was difficult to meet all COVID restrictions.

In the spring term, an existing member of staff moved from being a Lunchtime Supervisor to being a Practitioner at the pre-school. As a result, the Lunchtime Supervisor job was advertised and a new member of staff was appointed. This staff member also carried out some 1-1 work with a specific child.

Regular communication via email and half termly newsletters were sent to parents to keep them informed of any changes at the pre-school, as well as updates being posted on the website and Facebook page. This has been essential throughout the year for the staff to keep in touch with the children and their families.

The staff team have organised a few fundraising events during the year. However, the opportunity to fundraise continued to be limited due to the impact of COVID-19 and our usual events were unfortunately again unable to take place. The fundraising events that were held – a Christmas raffle and a sponsored event in half term - raised a modest amount.

Fundraising money is a vital part of our funding stream for the general running of the pre-school. A proportion of funds continued to have to be spent on essential cleaning equipment and PPE. We will need to concentrate our efforts next year on encouraging parents once again to get involved in order to boost funds.

The policies of the pre-school continue to be updated on a rolling basis or according to need, with the COVID-19 policy sent out to parents for their information regarding what would happen in the event of confirmed cases of COVID-19.

Maintenance of the building and grounds continues to be an on-going task. Some essential maintenance work was carried out during the year such as repairing toilets, fencing etc. The staff continued to work together to clean on a regular basis to ensure that safe measures were in place with regard to COVID-19.

We have again been actively seeking new Trustees and an advertisement was placed in a local community magazine and on our website. This is alongside the existing advert on the Do-it website. We had one interested party as a result of our advertising and this is being followed up.

Discussion concerning the proposed move to the new premises at Cox's Gardens has been ongoing over the past year. However, the project has been significantly delayed due to The Bishop's Stortford High School having to re-tender their new build and gain planning permission. Inevitably, this has had an impact on the expected date for the new pre-

Blues Preschool Nursery

school building to be completed. Several meetings were held on-line between Herts County Project Managers and pre-school staff and trustees to discuss details and costings.

This project is now underway and we expect that the move into the new building could take place in June 2022.

Despite the ongoing constraints of COVID restrictions and Government guidelines, the pre-school continued to manage occupancy levels to ensure that there were sufficient younger children attending in the afternoon so that there could be continuity when the older children leave.

It is envisaged that the 'Stay & Play' session can be reinstated as soon as possible and this will be regularly reviewed at management meetings.

Once again, this year the Blues has seen a number of changes and developments due to the ongoing impact of COVID-19. The trustees and staff have worked hard to ensure the smooth running of the setting and the safety and development of the children, resulting in the pre-school being open for the majority of the academic year.

The Trustees would like to publicly express their thanks to all the staff for their commitment, dedication and hard work during what has been another very challenging and stressful time.

FINANCIAL REVIEW

The COVID-19 pandemic has continued to present some challenges this year, with a forced closure, many restrictions for safe re-opening, continued high expenditure on personal protective equipment and additional cleaning products. For the period we were forced to close, we were fortunate to be able to claim an amount of statutory sick pay back from HMRC to offset some of the loss incurred as a result of the closure. We have remained mindful that the surplus from the prior year would likely be required to assist in covering the additional expenses that have been incurred as a result of the COVID-19 pandemic.

During the year the Charity made a net loss of £4,804 (2020: surplus of £12,999). The Charity aims ordinarily to put aside 10% for the contingency fund but this has not been possible this year for the reasons outlined above. The Charity aims to keep its general reserves at a level equivalent to 3 to 6 months of running costs and at the year-end they were comfortably within these limits. As noted above, the Charity will be re-locating its operations (or, in the event of that doing so would not be financially viable, will need to meet redundancy costs) in the short term and may also continue to incur additional costs or higher costs as a result of the pandemic. The Charity has a contingency fund to meet the potential costs of the restructuring. The trustees consider that the balance of £157,674 at the year-end is reasonable amount to meet these potential costs.

This report was approved and authorised for issue by the Trustees on 8th November 2021 and signed on its behalf by:



.....
Anita Lahanmi
Trustee

Blues Preschool Nursery

Independent Examiner's Report to the Trustees of Blues Pre-School Nursery

I report to the trustees on my examination of the accounts of the Blues Pre-School Nursery for the year ended 31 August 2021.

Responsibilities and basis of report

As the charity trustees 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 accounts carried out under section 145 of the 2011 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.

Signed: 

Name: ADAM AZIZ

Date: 04/11/2021

Ascott Blake Limited
11 Ducketts Wharf
Bishop's Stortford
Hertfordshire
CM23 3AR

Blues Preschool Nursery

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31/08/2021

			2021	2020
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Income				
Income from generated funds				
Donations and legacies	97,411	-	97,411	99,150
Income from investments	1,087	-	1,087	1,531
Total income and endowments	98,498	-	98,498	100,681
Expenses				
Costs of generating funds				
Expenditure on raised funds	7,112	-	7,112	4,668
Expenditure on charitable activities	95,922	268	96,190	83,014
Total Expenses	103,034	268	103,302	87,682
Net gains on investments				
Net income	(4,536)	(268)	(4,804)	12,999
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	(4,536)	(268)	(4,804)	12,999
Total funds brought forward	190,306	536	190,842	177,843
Net funds carried forward	185,770	268	186,038	190,842

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Blues Preschool Nursery

BALANCE SHEET AT 31/08/2021

			2021 £	2020 £
FIXED ASSETS	<i>Note</i>			
Tangible fixed assets	2		641	909
CURRENT ASSETS				
Other debtors	3	321	-	
Cash at bank and in hand		187,817	191,608	
		<u>188,138</u>	<u>191,608</u>	
CREDITORS: Amounts falling due within one year	4	<u>2,677</u>	<u>1,675</u>	
NET CURRENT ASSETS			<u>185,461</u>	<u>189,933</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>186,102</u></u>	<u><u>190,842</u></u>
CAPITAL AND RESERVES				
Unrestricted funds	6			
General fund		28,095		33,719
General fund – prior year adjustment		64		
Designated funds		157,674		156,587
Restricted funds	7			
Restricted fund		<u>268</u>		<u>536</u>
		<u><u>186,102</u></u>		<u><u>190,842</u></u>

For the year ending 31/08/2021 the CIO was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the board of trustees on 8th November 2021 and signed on their behalf by



.....
Anita Lahanmi - Trustee

Blues Preschool Nursery
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/08/2021

1. ACCOUNTING POLICIES

1a. Basis of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation and Apportionment of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Fixtures and Fittings straight line 15%
ICT equipment straight line 33%
Other equipment straight line 25%

Blues Preschool Nursery

1g. Financial Instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Financial assets and liabilities are offset, and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

2. TANGIBLE FIXED ASSETS

	Short leasehold Properties £	ICT grant funded equipment £	Total £
Cost			
At 01/09/2020	374	803	1,177
Additions	-	-	-
At 31/08/2021	374	803	1,177
Depreciation			
At 01/09/2020	-	268	268
For the period	-	268	268
At 31/08/2021	-	536	536
Net Book Amounts			
At 31/08/2021	374	267	641
At 31/08/2020	374	535	909

3. DEBTORS

	2021 £	2020 £
Prepayments and accrued income	321	-
	321	-

Blues Preschool Nursery

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Taxation and social security	1,059	682
Pension	196	143
Accruals	622	-
Other creditors	800	850
	<u>2,677</u>	<u>1,675</u>

5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £0, to the company should it be wound up. At 31/08/2021 there were 5 members.

6. UNRESTRICTED FUNDS

	Brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Carried forward £
General fund	33,719	97,411	(103,035)	-	28,095
Contingency	156,213	1,087	-	-	157,300
Fixed Assets	374	-	-	-	374
	<u>190,306</u>	<u>98,498</u>	<u>(103,034)</u>	<u>-</u>	<u>185,769</u>

7. RESTRICTED FUNDS

	Brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Carried forward £
Grant funding	£	£	£	£	£
Tesco Bags of Help	536	-	(268)		268

8. RELATED PARTY TRANSACTIONS

During the year Kim Craythorne, a Trustee of the Blues Pre-School Nursery, received remuneration amounting to £25,011. This related solely to her salaried position as Manager of the pre-school. The role of Trustee is a voluntary one. Employer pension contributions of £563 were made into a defined contribution pension scheme during the year. Kim received no other benefits in the period.

Blues Preschool Nursery

INCOMING RESOURCES FOR THE YEAR ENDED 31/08/2021

	2021 £	2020 £
Incoming resources		
Incoming resources from generated funds		
Grants		
Council & Government Funding	80,362	89,379
Tesco Bags of Help grant funding	<u>-</u>	<u>-</u>
	80,362	89,379
Donations		
Donations & Fundraising	<u>1,419</u>	<u>1,140</u>
	1,419	1,140
Other		
Session & Registration Fees	15,101	7,327
Toddler Group	-	497
Trips & Events	-	239
Other Income	<u>529</u>	<u>568</u>
	15,630	8,631
	<u>97,411</u>	<u>99,150</u>
Investment Income		
Deposit account interest	<u>1,087</u>	<u>1,531</u>
	1,087	1,531
	<u>1,087</u>	<u>1,531</u>
	<u>98,499</u>	<u>100,681</u>

Blues Preschool Nursery

EXPENSES FOR THE YEAR EDED 31/08/2021

	2021 £	2020 £
Expenses		
Costs of generating funds		
Costs of generating voluntary income		
Fundraising costs	115	10
Playgroup supplies	6,565	4,108
Equipment rental	432	432
Events & trip costs	-	118
	<u>7,112</u>	<u>4,668</u>
	<u>7,112</u>	<u>4,668</u>
Charitable Activities		
Marketing & publicity	269	411
Rates	383	168
Waste removal	362	275
Heat & light	2,949	2,273
Repairs & renewals	1,230	968
General wages	81,659	71,654
Pension	2,074	1,600
Training	479	934
Insurance	1,162	1,155
Stationary & office supplies	665	351
Telephone	571	688
Subscriptions	888	523
Sundry expenses	2,000	703
Depreciation of fixed assets	268	315
	<u>94,959</u>	<u>82,018</u>
Governance Costs		
Accountancy	1,080	845
Professional fees	-	-
Bank charges	152	151
	<u>1,232</u>	<u>996</u>
	<u>103,303</u>	<u>87,682</u>