



**Time Childcare**

## **Trustees Report 2022 - 2023**

The Street,  
Poringland  
Norwich  
Norfolk  
NR14 7RE

This report summarises Time Childcare's year from December 2022 operating as a Charitable Incorporated Organisation (Registered charity 1161477)

### **1. Trustees.**

Following Hazel Enright's resignation as chair at the end of 2022, Danielle Raja was appointed, who is a parent of a child in XT. A further volunteer trustee was appointed but was unable to continue with the role, therefore we continued for the majority of the year with three trustees, including the setting Manager. Although this meets the minimum requirements, it remains a significant risk factor to the setting's ongoing operation.

We have not succeeded in recruiting further volunteer trustees with children attending the setting despite regular advertising throughout the past 12 months.

The focus of the trustees has been the provision of high-quality pre-school and after-school care for the children of Poringland and surrounding villages, along with continued efforts to ensure service provision can operate safely in the village hall and to secure new premises.

### **2. Developments for Children**

The number of children on the roll increased this year to 166, showing improvement towards pre-pandemic numbers. The preschool provision was extended to 44 places in March 2023. The team has continued to focus on speech and language development, implementing the Every Child a Talker (ECAT) programme. Enhancements to all areas were made to offer a curiosity approach with extended open resources available at every session. Improvements to the outdoor learning environment were made, including new activities such as a water wall and a music wall, built by a volunteer.

### **3. Staffing**

There have been several staffing changes this year. New staff member and volunteer include Ellice Cornford and Stacey Keane. The team remains strong, with dedicated practitioners working across all programmes and supporting an increasing range of additional needs. Continuous professional development is encouraged, with staff completing required statutory training and additional courses.

Stella Presland, TCC Manager continues to double hat as a trustee/manager and provides the link between the trustees and staff.

### **4. Training & Collaborative work**

Time Child Care actively encourages continuous professional development of the staff. All staff are continuing to develop the ECAT's (Every Child a Talker) for speech and language development. Statutory training refreshers have been completed where required.

Time Child Care signed up for the DfE Early Years and Mentor Covid Recovery programme, with an allocated expert weekly meetings have been held and 3 improvement targets will be set and worked towards with the experts support. All staff are to complete the online Early Years Development training modules.

All staff have an annual appraisal at which their performance and professional development is discussed and agreed.

Partnership with Primary schools in the southern Framingham cluster continues with good communication around the needs of children. A robust approach to transitions has been achieved. Information is shared under appropriate protocols.



## 5. Work with parents and carers

6. Home visits completed for all parents/carers that consented and has continued to work very well. 'Parent/carer involvement' is being monitored and reviewed, Tapestry is working well and parents/carers are adding to their child's records. We are also supporting a number of families with SEN needs and working closely with foster families and associated professionals for the looked after children that attend the setting.

## 7. Grounds and Facilities

We are tenants of the Poringland Village Hall (PVH) which is owned by the church. The current building is a continued pressure for the staff who have high aspirations for the children in their care. Efforts continue to address building issues identified in a Norfolk County Council commissioned survey. Despite some repairs, significant challenges remain. We continue to work closely with the PVH trustees to ensure the building remains safe for our operations, whilst they continue to seek funding for the proposed All Saints Centre.

TCC trustees have continued to lobby the Parish Council for consideration of space and premises, with the support of the South Norfolk Infrastructure Officer. TCC Trustees continue to discuss with PVH trustees on plans for the All Saints Centre regarding the suitability and sustainability of the space allocated to childcare provision, the associated funding required for construction and timelines to achieve.

## 8. Finance

A realistic budget was set for 2022-23 taking into account statutory minimum wage increases. This was to ensure the charity continues to cover its costs, operating as a not-for-profit organisation and to ensure appropriate ratios, training for staff and provision for children. The charity received a slight income in grants and with fundraising has ended the year with a Loss of £10,696.

## 9. Trustee Plans for the Next Year 2023 – 2024.

- Continue to monitor the budget to ensure the charity is financially secure and in line with the plan which will enable funding for training and resources.
- Continue to lobby Poringland Parish Council to seek land to build a purpose built childcare provision.
- Continue to work closely with PVH trustees to ensure the building remains safe for our operations and to agree forward plan for premises.
- Continue to work with the manager/team to explore opportunities for maximising income (operational revenue, fundraising and grants)
- Recruit further trustees who will be able to give the warranted time to the role, maintain a good level of communication and create a level of succession planning
- Follow the timetable for the review and agreement of policies
- Continue to support staff in achieving their qualifications which in turn will enhance provision.

## 10. Acknowledgements.

The trustees would like to thank everyone at Time Childcare for their continued dedication and hard work over the last year, ensuring the children remain the focus of the charity's work.

Danielle Raja  
**Chair of Trustees.**

**Time Childcare**

Reg Charity 1161477

**Income and expenditure Report for the year ending 31st August 2023**

	2023 £	2022 £
<b>Income</b>		
Fees	120,489	97,901
Fundraising	1,535	891
Grants	91,104	95,102
Interest received	158	13
Other Income	323	117
Correction to prior year income	-	-
<b>Total Income</b>	<b>213,610</b>	<b>194,023</b>
<b>b/f</b> Current acc	<b>27,850</b>	<b>26,281</b>
Deposit acc	<b>28,034</b>	<b>28,021</b>
Cash	<b>0</b>	<b>0</b>
Other Balance Sheet Items	<b>0</b>	<b>0</b>
	<b>269,494</b>	<b>248,326</b>
<b>Expenditure</b>		
Premises	16,276	16,769
Wages	186,518	157,553
Repairs	2,320	-
Training	237	582
Motor expenses	-	7
Equipment	6,989	6,284
Fundraising costs	1,158	1,439
Uniforms	528	352
Consumables (including milk)	4,434	3,939
Insurance	1,079	856
Administration & subscriptions	3,792	2,300
Professional services	510	2,160
Other expenses	466	203
<b>Total Expenditure</b>	<b>224,306</b>	<b>192,442</b>
<b>c/f</b> Current accs	<b>16,996</b>	<b>27,850</b>
Deposit acc	<b>28,192</b>	<b>28,034</b>
Cash	<b>0</b>	<b>0</b>
Other Balance Sheet Items	<b>0</b>	<b>-</b>
<b>Net Income/(Expenditure)</b>	<b>269,494</b>	<b>248,326</b>

**Time Childcare**

Reg Charity 1161477

**Income and expenditure Report for the year ending 31st August 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
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Other Income	323	117
Correction to prior year income	-	-
<b>Total Income</b>	<b><u>213,610</u></b>	<b><u>194,023</u></b>
<b>Expenditure</b>		
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Professional services	510	2,160
Other expenses	466	203
<b>Total Expenditure</b>	<b><u>224,306</u></b>	<b><u>192,443</u></b>
<b>Net Income/(Expenditure)</b>	<b><u>(10,696)</u></b>	<b><u>1,580</u></b>

**Time Childcare**

Reg Charity 1161477

**Balance Sheet  
as at 31st August 2023**

Notes	2023 £	2022 £
<b>Current assets</b>		
Other debtors	-	-
Bank/building society balances	45,188	55,884
Cash in hand	0	0
	<u>45,188</u>	<u>55,884</u>
<b>Current liabilities</b>		
Other creditors	-	-
	<u>-</u>	<u>-</u>
<b>Net Current Assets</b>	45,188	55,884
<b>Net Assets</b>	<u>45,188</u>	<u>55,884</u>
<b>Capital account</b>		
Balance at start of period	55,884	54,304
Income/(Loss) for the period	(10,696)	1,580
	<u>45,188</u>	<u>55,884</u>

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Time Childcare

**On accounts for the year  
ended**

31 August 2023

**Charity no  
(if any)**

1161477

**Set out on pages**

1 - 3

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:** N Fowler

**Date:** 09/11/2023

**Name:** Nicola Fowler, NJF Accounts Ltd

<b>Relevant professional qualification(s) or body (if any):</b>	Fellow of the Association of Chartered Certified Accountants Associate of the Chartered Institute of Taxation
<b>Address:</b>	21 Springfields
	Poringland, Norwich
	NR14 7RG

Section B	Disclosure
	<p>Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities’ Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees’ annual report.)</p>

**Give here brief details of any items that the examiner wishes to disclose.**