

# **BIRLEY COMMUNITY PRE SCHOOL**

(Registered Charity Number 1163022)

**Birley Community Pre School**

**Annual Report and Financial Statements**

**For the year end 31 August 2022**

# **BIRLEY COMMUNITY PRE SCHOOL**

## **Legal and administrative information**

### **Full Name**

Birley Community Pre School

### **Registered Charity Number**

1163022

### **Trustees**

Rachel Heath Chair

Councillor Karen McGowan Deputy Chair

Councillor Denise Fox

Joanne Heath

### **Registered Address**

St. Cyprians Church Hall,  
Birchvale Road  
Sheffield  
S12 4XY

### **Bankers**

Unity Trust Bank  
Nine Brindleyplace  
4 Oozells Square,  
Birmingham.  
B1 2HB

### **Accountant**

Hennessey & Co  
309 High Road  
Benfleet  
Essex  
SS7 5HA

## **BIRLEY COMMUNITY PRE SCHOOL**

### **History and development**

Birley Community Pre-School (the Company limited by guarantee) was registered in June 2013 and opened its doors to children and their families in September 2013.

Based in the same building as Birley Community Nursery School and under the leadership of the Birley Federation of Schools, it was formally known as Birley Children's Centre and received the sure start grant. It was announced that the grant was to cease making the provision unsustainable and therefore causing the closure of many Children's Centres. The staff and parents/carers were informed in April 2013 that our childcare provision would have to close at the end of term (July 2013), which would result in the loss of 10 jobs and over 60 families having to find alternative childcare places elsewhere. These families included some children with additional needs and some from vulnerable families. This would also have caused safeguarding concerns as the nursery children who access wrap-around care with us before and after their nursery sessions would have to find alternative care outside of the school building. A situation which would have proved very difficult for families with children in the Nursery and Primary school on the same site.

Parents/carers demanded a meeting with the school's Head teacher, expressing their feelings and concerns about losing a quality childcare provision where their children thrived and felt very settled. There had just been an Ofsted inspection in February 2013 with an outcome of Good. After lots of research and several staff and parent/carers meetings, it was agreed that the staff would take on the Childcare provision as a separate enterprise operating outside the school framework, with support from outside organisations, the school Head and parents/carers. We sourced several organisations who helped us with the initial set-up and Birley Community Pre-School was launched in June 2013.

The separation was managed carefully, retaining and restructuring our staff with regards to roles and responsibilities along with a salary re-structure. We agreed a peppercorn rent for the premises for the first 3 years (rent to be negotiated after this period) which enabled us to become established. Due to the uncertainty of the first year we set a very prudent budget and restricted spending to essentials resulting in a very positive first year surplus enabling Trustees to develop their Reserves policy. Our first year was very successful with staff settling into new routines and child place capacity running at between 80 and 90 percent each day.

Our ethos has always been to provide high quality, affordable, inclusive and accessible care for all children and their families and this ethos is still at the heart of our provision. We continue to create a thriving family environment where children develop and learn through a balanced and broad range of activities and experiences. Our experienced and dedicated staff team provide good role models and support for both parents/carers and children encouraging each individual child's development, enabling each child to reach their full potential giving them a positive start to their journey through school. We also look at each individual family enabling us to sign post parents/carers to various groups and other professionals to support and meet their needs. As the building is purpose built we have disabled facilities and wide doors all on a single level enabling us to offer a more inclusive and accessible childcare for all children. We also worked in partnership with other professionals to meet the wide range of needs of the children and their families.

In 2015 the Directors decided that rather than retain the company and apply for charitable status, that they would seek to incorporate as a Charitable Incorporated Organisation and dissolve the company.

Over the 6 year period we have continued to develop partnerships with parents and the community and have maintained running at 90% -95% capacity and still have a waiting list. We also continue to offer a free place short term to identified families needing support.

The original pre school space was part of the Birley Primary Academy which is now under the leadership of the Lead Academy who gave us notice to move out of the school building in 2019. The preschool relocated to St. Cyprians Church Hall in September 2020 and thanks to the hard work and dedication of the whole management and staff team we have continued to thrive. The renovations made to the hall for our arrival have allowed us to continue to run the preschool giving the same quality care and education to the children and support to all our families as we have previously. The Preschool have also developed the outside space into a wonderful enclosed area for the children to play, explore and continue their learning.

### **Structure, governance and management**

The charity was incorporated on 5 August 2015 and its constitution governs it. Its legal status is that of a Charitable Incorporated Organisation (CIO) Charity number 1163022. Overall management of the Charity is the responsibility of the trustees who are elected and co-opted under the terms of its constitution. Day to day operations are delegated to a team of employees led by the Pre-School Manager.

### **Charitable Objectives**

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

### **Summary of main activities**

The charity continues to provide a trusted and stable service to families living in the local community and surrounding areas. A welcoming and enriched learning environment is provided for our families and their children, supported by a long-standing team of dedicated and qualified professional staff. Children are enabled to successfully explore and experiment in a safe and welcoming environment to develop their skills within the Early Years Statutory Framework.

### **Summary of main achievements during the period**

This year we have again continued to run at an average of 95% capacity each term. We have been able to offer places to children from around 60 families each week. This includes children who receive government funding for a 2-year-old place and also those children who receive government funding for 3 and 4-year-old 15 and 30 hours places. We also cater for several children with variety of additional needs. These can vary from visual impairment, hearing impairment, physical disabilities and children who are being assessed and may be on the special educational needs spectrum. Some of these children are signposted to us by other professionals that we work with such as Sheffield Inclusion Team. Some of these children stay with us for their 15 or 30 funded hours when they become 3 years old as the families and professionals see that we can support their needs. We also offer a free place for a short period of time if we identify a family or families who need additional support due to personal reasons (hospital stay/marriage break-up/death of a parent) or who are in severe hardship whilst we work with other professionals and agencies to develop a support package. This is dependent on the availability of spaces at the time.

We work closely with other professionals to ensure we identify, sign-post and support all our families as a unit, not just the children. All staff attend regular training to develop their

## **BIRLEY COMMUNITY PRE SCHOOL**

continuous professional development as well as attending in-house training and moderation several times a year. All staff hold up-to-date paediatric first aid and food hygiene. The manager and deputy manager and 2 room staff all hold advanced safeguarding certification and all staff have undergone safeguarding training and regular refresher training.

As we progressed through the Covid pandemic, we have so far, been able to stay open to support our children and families, retain all our valuable staff and stay financially stable to secure our future.

### **Summary of the main activities undertaken for the public benefit**

In making decisions and exercising powers or duties in connection with the above activities, the trustees have had regard, where relevant, to the guidance on public benefit issued by the Charity Commission.

### **Future activities**

After coming through the covid pandemic the Government and Early Years Professionals have identified a drop in young children's speech, language and communication skills. In order for our setting to develop these key skills we have implemented several initiatives to ensure that all our children are meeting their development milestones and full potential.

We have purchased several small rucksacks which contain a named bear or similar, a diary, a reading/picture book, game or threading card. There is also a laminated card explain to parents/carers what the rucksack is for and how to use it to get maximum benefit. Each key worker has a rucksack which they in turn, share with their key children. The children take the rucksack home and look after the bear for a week, taking him shopping, to the park, having a picnic, visiting grandparents etc. This promotes lots of lovely language and social skills. The child can then share their book with family members or at bedtime and play the games and practice their early fine motor skills with the threading card. We ask the parent/carer to write a small paragraph about what their child/family has done with the bear etc each day. We can then share the experience with the child when they bring the rucksack back encouraging further language, social and recall skills.

For our older children (3.5 – 4 year olds) we have reintroduced our reading club. Each child has their own book bag which contains a book of their choice from our reading collection, a word tin and a game or puzzle from the book. We have a bank of laminated words and put the main 2 or 3 words from their chosen book in their word tin. Their bag also has a laminated card for parent/carers explain how they can help their child's early reading and fine motor skills. There is a diary which we ask parents/carers to write a small paragraph about how they got on with the book etc and what the child understood and if they are enjoying practicing the words in their tin. The child can again share this with other family members which expands their social and communication skills. The child can then change their book as often as they like.

We have now re-established holding face to face parent/carer sessions at the end of each term and at the end of the academic year and encourage all parents/carers to attend to celebrate and share in their children's development, milestones and next steps. Parents/carers are asked to complete a questionnaire and on evaluation we take appropriate action to improve our services and setting for both the children and their families.

All staff have continued to work through a variety of online and zoom training to support and update their personal development and knowledge to maintain high quality teaching. We



## BIRLEY COMMUNITY PRE SCHOOL

also hold in-house training days as well as some face to face training sessions which are slowly coming back after the covid pandemic.

All of the above together with our dedicated staff team contributes to us upholding our Ofsted Inspection judgement of "Outstanding" on 4<sup>th</sup> July 2018.

### Financial Review


From September 2013 and prior to its incorporation as CIO in September 2015, Birley Community Pre School operated as a Limited Company and the reserves accumulated from this operation £50,000) were received by the CIO as a donation in 2017.

In the financial year under consideration charitable activities have generated a loss of £3,676 (2021 surplus of £10,033) resulting in total reserves carried forward of £125,310 (2021 £128,986).


### Policy on Reserves

The trustees have developed a reserves policy which recognises the issues to be considered in assessing future liabilities. They have identified an amount equal to six months operating costs as giving a suitable buffer. Given total operating expenses for the year ending 31/8/22 were £155,643 6 months would equate to £77,822. Current reserves stand at £47,488.50 in excess of the required amount. The policy will be reviewed every other year, at minimum by the Trustees, or sooner if warranted by internal or external events or changes.

Approved by the trustees on 27 June 2023 and signed on behalf of the trustees by

Signed 

Name RACHEL HEATH. (PRINT)

Signed 

Name Karen McGowan. (PRINT)



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Birley Community Pre School

On accounts for the year  
ended

31.08.2022

Charity no  
(if any)

1163022

Set out on pages

8-9

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31.08.2022**.

As the charity's 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 Trust's 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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:

Date: 27-6-2023

Name: Salman Ali Moazzam

Relevant professional  
qualification(s) or body  
(if any):

FCCA #1932250

Address:

Hennessey & Co

309 High Road, Benfleet

SS7 5HA



## Receipts and payments accounts

CC16a

For the period  
from

31/03/2021

To

31/03/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Sales (Funds)	151,622	-	-	151,622	143,811
Misc Income	345	-	-	345	-
JRS Grants	-	-	-	-	9,387
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>151,967</b>	<b>-</b>	<b>-</b>	<b>151,967</b>	<b>153,198</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>151,967</b>	<b>-</b>	<b>-</b>	<b>151,967</b>	<b>153,198</b>
<b>A3 Payments</b>					
Wages	123,827	-	-	123,827	113,180
Pension Contributions	4,900	-	-	4,900	4,552
Other Staff Costs	1,324	-	-	1,324	155
Room Running Costs	9,354	-	-	9,354	16,220
Insurance	2,156	-	-	2,156	-
Phone, Postage & Stationery	29	-	-	29	201
Legal & Professional	2,899	-	-	2,899	1,530
Repairs, renewals, maintenance & rent	11,583	-	-	11,583	7,217
Bank charges	200	-	-	200	188
Bad debts	629	-	-	629	78
<b>Sub total</b>	<b>155,643</b>	<b>-</b>	<b>-</b>	<b>155,643</b>	<b>143,165</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>155,643</b>	<b>-</b>	<b>-</b>	<b>155,643</b>	<b>143,165</b>
<b>Net of receipts/(payments)</b>	<b>- 3,676</b>	<b>-</b>	<b>-</b>	<b>- 3,676</b>	<b>10,033</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>128,986</b>	<b>-</b>	<b>-</b>	<b>128,986</b>	<b>118,953</b>
<b>Cash funds this year end</b>	<b>125,310</b>	<b>-</b>	<b>-</b>	<b>125,310</b>	<b>128,986</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank	125,302	-	-
	Cash	8	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>125,310</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Clients receipts in advance	Unrestricted		
	Trade Creditors	Unrestricted		
	PAYE	Unrestricted		
	Pension	Unrestricted		
	Net Wages	Unrestricted		

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	R. HEATH	27/6/23
K McGowan	K McGowan	27-6-23