

BIRLEY COMMUNITY PRE SCHOOL

(Registered Charity Number 1163022)

Birley Community Pre School

Annual Report and Financial Statements

For the year end 31 August 2023

BIRLEY COMMUNITY PRE SCHOOL

Legal and administrative information

Full Name

Birley Community Pre School

Registered Charity Number

1163022

Trustees

Rachel Heath Chair
Rebecca Price Deputy Chair
Councillor Karen McGowan
Councillor Denise Fox
Joanne Heath
Stephen Nichols

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. This situation 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 schools 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 as a Limited Company 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.

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

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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. We moved the preschool into St. Cyprians Church Hall in 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
- 7)

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 once again continued to run at an average of 95% capacity each term. We have been able to offer places to children from around 46 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.

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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 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, safeguarding 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.

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

We have continued to work hard over the past year to be able to purchase new equipment and resources to enable us to provide a wealth of activities and experiences for all the children to encourage and support a broad learning base. This now gives us an excellent bank of appropriate resources to deliver the Early Years Statutory Framework.

This year we have continued to improve our outdoor provision with the purchase of a bright red fire engine climbing frame. We have also purchased some additional walkways and ladders that can be attached to the fire engine to make it more challenging for our older children. We have collected a box of additional resources such as fire and police role play outfits, hats, water hose, books, clip boards and chalk boards etc that will extend the children's communication, vocabulary, role play scenarios and much more.

We continue to hold face to face parent/carers sessions at the end of each academic term 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.

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 as a donation in 2017.

In the financial year under consideration charitable activities have generated a surplus of £10,033 (2022 loss £3,676) resulting in total of reserves carried forward of £136,885 (2022 £125,310).

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 31/8/23 were £152,651 six months would equate to £76,325.5. Current reserves stand at £65,800 in

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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 4/5/24 and signed on behalf of the trustees by

Signed 

Name RACHAEL HGATH. (PRINT)

Signed 

Name KAREN MCGOWAN (PRINT)

BIRLEY COMMUNITY PRE SCHOOL



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date

01/09/2022

To

Period end date



31/08/2023

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 £
A1 Receipts					
Sales (Funds)	164,191	-	-	164,191	151,622
Misc Income	35	-	-	35	345
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	164,226	-	-	164,226	151,967
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	164,226	-	-	164,226	151,967
A3 Payments					
Wages	128,948	-	-	128,948	123,827
Pension Contributions	5,116	-	-	5,116	4,900
Other Staff Costs	1,846	-	-	1,846	1,324
Room Running Costs	8,730	-	-	8,730	9,354
Insurance	1,093	-	-	1,093	2,156
Phone, Postage & Stationery	28	-	-	28	29
Legal & Professional	2,083	-	-	2,083	2,899
Repairs, renewals, maintenance & rent	4,570	-	-	4,570	11,583
Bank charges	197	-	-	197	200
Bad debts	40	-	-	40	629
	152,651	-	-	152,651	155,643
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	152,651	-	-	152,651	155,643
Net of receipts/(payments)	11,575	-	-	11,575	3,676
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	125,310	-	-	125,310	128,986
Cash funds this year end	136,885	-	-	136,885	125,310

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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 £
B1 Cash funds	Bank	136,878	-	-
	Cash	7	-	-
		-	-	-
	Total cash funds		136,885	-
(agree balances with receipts and payments account(s))		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	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	14/5/24	
		K MCGOWAN	14/5/24	



**Report to the trustees/
members of**

Birley Community Pre School

**On accounts for the year
ended**

31.08.2023

**Charity no
(if any)**

1163022

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Date:

17/5/24

Name:

Salman Ali Moazzam

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

FCCA #1932250

Address:

Hennessey & Co

309 High Road, Benfleet

SS7 5HA