

DUXFORD PRESCHOOL

REPORT AND ACCOUNTS
FOR THE PERIOD ENDED 31ST AUGUST 2021

Principal Address:

Sunshine Room
Duxford Primary School
St John's Street
Duxford
CB22 4RA

Independent Examiner:

Rebecca Coles
Newton Hall,
Town Street, Newton,
Cambridge, CB22 7ZE



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2020		31	08	2021

Section A Reference and administration details

Charity name Duxford Preschool

Other names charity is known by

Registered charity number (if any) 1165461

Charity's principal address Sunshine Room
Duxford C of E Community Primary School

St. Johns Street

Duxford, Cambridge

Postcode

CB22 4RA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen Burgess	Chair	01.10.16 to present day	
2	Natalie Hanlon	Treasurer	07.03.19 to present day	
3	Sally Hodges	Trustee	30.09.19 to present day	
4	Mark Crouch	Trustee	30.09.19 to 07.04.21	
5	Catherine Dunn	Trustee	21.01.22 to present day	
6				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Local Authority Early Years Advisor	Ann Ackers	Cambridge County Council

Name of chief executive or names of senior staff members (Optional information)

Preschool Manager: Pippa Eccleston

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013, adopted on 12 th January 2016
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current members of the Committee (Trustees) at the AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Duxford Preschool is a registered charity that is run by a committee, primarily consisting of parents and carers of children in the setting. It is run as a Charitable Incorporated Organization (CIO). Our constitution requires a minimum of 3 Trustees, who have overall legal responsibility for the preschool.

The AGM often sees committee members stepping down; to ensure consistency for the Preschool, we have implemented a model which sees the majority of the financial and strategic management carried out by the Preschool Management team, with the Committee offering oversight and governance. The Committee therefore meets once a term (or more frequently as required) to discuss any issues, are in regular email contact and work collaboratively with the Preschool Management team. Trustees complete DBS checks in line with statutory requirements and induction and training take place as part of our regular meetings.

The Preschool management structure consists of one Manager, two Deputy Managers, and a Business Manager. The Preschool works regularly with many Cambridge County Council professionals, namely an Early Years Inclusion Advisor and the Local Inclusion Forum Team (consisting of Specialist Teachers, Health Visitors and Social Services representatives). We also attend Early Years Network and Briefing Sessions hosted by the Local Authority. We are additionally supported by an Early Years Improvement Advisor.

Our Preschool is on the site of the Duxford C of E Community Primary School and, although we are a separate body, we regularly meet with the Early Years team at the school to share ideas.

Trustees give their time for free and receive no financial benefit. We are a CIO to reduce the financial liability and risk to trustees. The Preschool policies and procedures are regularly reviewed and amended to reflect changes in best practice as well as statutory guidance. The environment is checked daily for H&S risk and we use risk assessments in relation to trips, activities, and equipment.

Summary of the objects of the charity set out in its governing document

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.

In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.

Our main activity is to deliver, within our fully inclusive setting for 2 ¼ –5-year olds, the Early Year Foundation Stage. In order to do this, we employ childcare managers and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to Cambridge County Council as requested.

We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy.

We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these. We follow the recommendations offered by our Cambridge County Council improvement advisor and the guidance available from the Early Years Alliance (formally the Preschool Learning Alliance).

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Overview

It is fair to say that the 20-21 academic year was another challenging year for the Preschool. Following the fire on 31st July 2020, we worked tirelessly to re-open as soon as we could with minimal disruption to our families. The Local Authority generously agreed to provide us with temporary housing in a mobile portacabin unit on the grounds of Duxford School, as well as replace all our equipment and resources that had been destroyed in the fire, and we were able to move into our new 'home' on 12th October 2020 and re-opened to the children two weeks later.

Alongside the disruption caused by the fire, we have also had to contend with continued challenges presented by Covid-19. In January the whole country went back into lockdown although this time, Early Years settings were allowed to remain open to all children. Many families however, made the decision to keep their children at home so it was a quiet beginning to 2021 at the Preschool. We have been fortunate not to have had an outbreak in the Preschool, despite many children having to take PCR tests and we are thankful to all the parents for abiding by our safety measures put in place to minimise the risk of infection.

Despite the delayed start to the term and the changes to practice caused by Covid-19, the staff have done an amazing job with the children, offering a wide variety of opportunities to extend their learning through open-ended activities and encouraging them to become curious and independent learners. Covid-19 had had a huge impact on the children's PSED skills (physical, social and emotional development) and the staff have focused extensively on supporting their friendships and social interactions.

In mid-June a child at Forest School made their way into the shallow river on the boundary of the site unaccompanied. They were removed from the water unharmed within minutes and following our procedures the incident was reported to Ofsted and the Charities Commission immediately. Ofsted suspended our registration pending their enquiries and the Preschool was closed for a period of 4 weeks while we reviewed all our procedures, policies, risk assessments and practices. As a result, we came to the decision to stop offering Forest School as part of our provision. Ofsted returned to review our changes and were extremely satisfied with our response, lifting our suspension on 14th July.

Numbers

The preschool started the year at 61% capacity, and by the summer term we had 100% occupancy which given the challenges of the year, was an amazing position to be in. 24 children left to move onto reception at the end of the Summer Term which left 13 children for the Autumn Term 2021.

Fees

We made no increase to our fee rate during the year (£6.00 for 2-year-olds and £5.50 for 3/4-year-olds), although we did receive a small increase in our rate of funding for 3 and 4 year olds to £4.20 from £4.14. The Fair Funding and Consumables Supplement of 50p per funded was introduced in September, with 65% of families choosing to pay this.

Fundraising

Following the fire, a JustGiving Donations page was started by a member of the local community and the donations rapidly grew to approximately £21,000. We were completely overwhelmed by the generosity of our neighbours and the Preschool received 1/3 share of these funds, alongside other donations from individuals and company who wanted to support our cause. This money has been spent on some of the additional costs incurred in setting up the Preschool

Section D

Achievements and performance

from scratch and the remaining funds have been designated to cover costs that will be incurred when we move into our permanent home.

Staff

Our wonderful staff have continued to provide the children with first class support, and the team welcomed new practitioners in October; Katie Draper, Chloe Jeggo and Tracey Taylor.

Heather Nedzynski (Forest School Leader) left in June to pursue her interests in running Forest School for home educated children, and Pippa Eccleston (Manager) resigned in August to spend more time supporting her family.

Following a thorough recruitment process, we were delighted to promote Katie Draper to the Manager's role (from end of September 21). Katie has a Level 5 Early Years' qualification and has many years' experience managing a day nursery in the local area.

Future

Pippa and Natalie worked closely with the Architects and Developers chosen by the Local Authority during the year, to design a new permanent building for the Preschool. Although there have been some small delays to the planning, it is hoped that the new structure will be ready for occupation by Easter 2023. The new space will be double the size of the existing mobile unit, offering 100m² of floor space for the children to enjoy together with a dedicated laundry, kitchen, office, meeting room, 'quiet room' and huge outdoor space. It is extremely exciting to see the ideas come together, and the new space offers a lot of opportunity for the Preschool. Whilst the current mobile unit is occupied with a licence granting the use of the space between certain hours only, the new building is likely to be offered on a leasehold basis which means that the Preschool will have the ability to extend our opening hours and number of weeks that we're open a year. Duxford does not offer any year-round provision for early years aged children, so it would be fantastic to be able to offer this facility to the local community.

We currently have a reasonable number of children on the waiting list to join the Preschool in during the 21-22 academic year which is a great position to be in following the uncertainties of the last two years. However, our rate of growth could be limited if we're unable to recruit staff as we have had very little interest from suitable candidates for two Practitioner Roles that have been advertised. This reflects other settings' experiences up and down the country, and recruitment is likely to be our biggest challenge during this academic year.

Following our engagement with Ofsted at the end of last year, we are also expecting an inspection at some point during the Autumn Term.

Section E

Financial review

Brief statement of the charity's policy on reserves

There has been no change to the Preschool's Reserves Policy which aims to keep reserves of approximately £33,000; a contingency sum which provides for 1 terms expenditure and redundancy obligations.

Accumulated funds now exceed the Early Years Alliance recommendation to hold 3 months' running costs in reserve. Ordinarily we would take measures to reduce these funds by re-investing any surplus back into the charity to further its aims (i.e. to benefit the children). However, we are aware that the Preschool will need to purchase large play equipment for the outside area of the new Preschool and will retain these funds for this purpose.

The Trustees have reviewed these uncertainties and are satisfied that the current level of reserves are sufficient to ensure the continued operation of the Preschool, especially in light of the current pandemic.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We ended the 2020-2021 year with an unrestricted surplus of income over expenditure of £2,142. The balance of reserves brought forward on 01/09/20 was £72,240 and the balance carried forward has therefore been increased to £74,382 as of 31/08/21.

Over the period, income totalled £94,089 (2020: £103,275), which was a decrease of £9,186. However, during the 2020 period, a significant portion of the income related to Covid-19 grants, insurance claims and donations following the fire. Additionally, following the Preschool closure in June 2021, £15,121 of Early Years Funding and Fee Income was refunded to the Local Authority and Parents, considerably reducing income from charitable activities through the year.

During the same period, expenditure totalled £91,947 (2020: £84,368) representing an increase of approximately 8.2% on last year. This was primarily due to fire refurbishment expenses of £7,579 and a small increase in staffing costs following the rise in the NMW in April. However, we were extremely fortunate not to have incurred significant refurbishments costs following the fire; our insurance only covered us for £10,000 of losses but the Local Authority paid for approximately £45,000 of furniture, equipment, and resources.

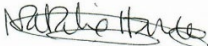
Section F Other optional information

During the financial year, the Trustee were made aware of a savings account held in the name of Duxford Playgroup with a balance of £1,214. These funds had not been transferred when the charity re-registered at Duxford Preschool. This account has now been closed and the funds transferred to the Preschool. As a result, the comparative balances for 2019-2020 have been re-stated to include this balance in the reserves held by the Preschool.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Natalie Hanlon	
Position (e.g. Secretary, Chair, etc)	Treasurer for the period	
Date	6 th June 2022	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Duxford Preschool

On accounts for the year
ended

31 August 2021

Set out on pages

1 to 11

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2021**.

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 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 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:

Name:

Rebecca Coles FCCA

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

ACCA

Address:

Newton Hall, Town Street

Newton, Cambridge

CB22 7ZE

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

n/a

DUXFORD PRESCHOOL
REGISTERED CHARITY NO 1165461
RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 AUGUST 2021

	Notes	Unrestricted	Restricted	Total 2021	Total 2020
		£	£	£	£
Income					
Early Years Funding		60,568	-	60,568	60,587
Invoiced Fees		12,516	-	12,516	15,777
Early Bird Income		-	-	-	245
Forest School Supplement		698	-	698	663
Fair Funding & Consumables Fee		1,986	-	1,986	-
Registration Fee		80	-	80	-
DAF & SENIF		2,838	-	2,838	500
Uniform Sales		543	-	543	-
Fundraising		111	-	111	279
Grants		-	-	-	1,000
Donations		10,866	-	10,866	1,430
Gift Aid		-	-	-	18
Special Events		-	-	-	442
COVID-19 Job Retention Scheme		466	-	466	2,434
COVID-19 Discretionary Grant		-	-	-	10,000
Insurance Claim Pay-out		3,417	-	3,417	9,900
Total Income		94,089	-	94,089	103,275
Less Operating Expenses					
Wages Pensions PAYE		70,088	-	70,088	68,226
Rent	3	5,063	-	5,063	5,930
Telephone & Internet		420	-	420	307
Website & Email		160	-	160	174
Toys & Resources		911	-	911	617
Furniture & Equipment		248	-	248	539
Forest School Equipment		41	-	41	35
Art & Craft Consumable		212	-	212	141
Snacks		496	-	496	710
Stationery & Postage		657	-	657	692
Health & Hygiene Equipment		779	-	779	714
Recruitment		-	-	-	-
Repairs & Maintenance		193	-	193	771
End of Term Gifts		266	-	266	177
Special Events		120	-	120	539
Marketing & Advertising		-	-	-	-
Insurance		994	-	994	604
Professional Fees		320	-	320	1,249
DBS Checks		312	-	312	104
Subscriptions		192	-	192	72
Uniform & Clothing		654	-	654	-
Payroll & Accountancy Services		508	-	508	410
Staff Training		1,733	-	1,733	2,104
Fundraising Expenses		-	-	-	-
Bank Charges		-	-	-	14
Fire Refurbishment Expenses		7,579	-	7,579	238
Total Operating Expenses		91,947	-	91,947	84,368
Surplus/Deficit		2,142		2,142	18,907
Cash balances b/f		72,240	-	72,240	53,333
Balances c/f		74,382	-	74,382	72,240

DUXFORD PRESCHOOL
REGISTERED CHARITY NO 1165461
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2021

	Notes	2021	2020
		£	As restated £
RESERVES			
Balance b/f		72,240	53,333
Excess income over expenditure		2,142	18,907
Total reserves		74,382	72,240
CASH FUNDS			
Current Banking Account		74,382	71,026
Savings Account		-	1,214
Total cash funds		74,382	72,240
LIABILITIES			
Rent	3	1,636	1,373
Independent Examination		180	150
Total liabilities		1,816	1,523
FUNDS OF THE CHARITY			
Restricted funds		-	-
Unrestricted funds		74,382	72,240
Total charity funds		74,382	72,240

Notes to the accounts for the year ended 31st August 2021.

1 ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared on the receipts and payments basis.

Income

All income is included at the time of receipt.

Expenses

All expenditure is accounted for at the time of payment.

2 EQUIPMENT

All equipment purchased by the charity is included under these headings as an expense. No items have been capitalised.

3 RENT

Due to administrative reasons, the landlord did not invoice for rent during the financial year. The Trustees have therefore designated £1,636 of Reserves for this liability.