

DUXFORD PRESCHOOL

REPORT AND ACCOUNTS
FOR THE PERIOD ENDED 31ST AUGUST 2022

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	2021		31	08	2022

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	Catherine Dunn	Trustee	21.01.22 to present day	
5				
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
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Name of chief executive or names of senior staff members (Optional information)

Preschool Manager: Katie Draper

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

After a turbulent few years, the 2021-2022 academic year saw the Preschool return to a bit more of 'normality', opening for 38 weeks of the year, offering up-to 30 hours of early years education and care to children 2 ¼ to 5 years old. We have continued to offer 15/30 hours per week free of charge to children from the term after they turn 3, as well as those children who qualify as a Funded Two, as part of the central government's Early Years Funding scheme. In addition we offer private places to those families who do not yet qualify for funding.

We started the year at 67% capacity (2021: 61%), which by the summer term had increased to 90% occupancy (2021: 100%). Of the 36 children on roll, 18 children left to move onto reception at the end of the Summer Term with 18 children remaining for the Autumn Term 2022.

Our wonderful staff have continued to provide the children with first class support. Covid-19 has continued to have a significant 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. They have offered a wide variety of opportunities to extend their learning through open-ended activities and encouraged them to become curious and independent learners.

Ongoing effort is made each year to improve both the level of care provided to the children and the business practices employed by the Preschool. In addition to listening to staff and Committee members, the families are invited to give feedback using the annual questionnaire.

Staffing

We had several staffing changes during this academic year, beginning with the appointment of a new Manager in September following the registration of Pippa Eccleston in August 2021. Katie Draper was promoted to the position following an extensive recruitment process. Katie has a Level 5 Early Years' qualification and has many years' experience managing a day nursery in the local area so we are delighted to have her leading the team.

In February, one of our Deputy Managers (Kayleigh Kearns) decided to take on the challenge of running her own Preschool and her position was filled by Michelle Williams, a practitioner with over 30 years of experience in Early Years.

The current senior management team now comprises the Manager, two Deputies and the Business Manager. There are also 3 staff members working as Preschool Practitioners, which brings the total number of staff to 7.

We continue to strongly believe in the continuing professional development of our Staff and provided considerable opportunities for them to refresh their knowledge and qualifications in:

- Basic Child Protection including Prevent and FGM
- Food Hygiene L2
- Paediatric First Aid
- ENCO
- SENCo

The management team also attend termly Leadership & Governance Briefings, and Early Years Foundation Forums provided by the Local Authority.

Section D

Achievements and performance

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 from the Local Authority. For 3 and 4 year olds this increased to £4.37 from £4.20, and the 2-year rate increased to £5.78 from £5.57. The Fair Funding and Consumables Supplement continued to be paid by 80% of families voluntarily.

Fundraising

A small committee has meant that there has not been a focus on fundraising, but the Preschool staff attended the village DuxFest event in July, offering facepainting, glitter tattoos and sweetie bags making over £200 after expenses. Cashback from Amazon and TopCashback resulted in a further £55.

Future

Throughout this period there has been significant work with the builders and designers to design a new permanent building for the Preschool. Unfortunately, an objection raised by the Parish Council resulted in the delay to the start of the re-build works, pushing back the proposed completion date. It is now 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. Moving into a new stand-alone building will potentially give us 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 during the 23-24 academic year which is a great position to be in. 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.

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.

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 2021-2022 year with an unrestricted surplus of income over expenditure of £27,917.08. The balance of reserves brought forward on 01/09/21 was £74,381.74 and the balance carried forward has therefore been increased to £102,298.82 as of 31/08/22.

Over the period, income totalled £119,735.65 (2021: £94,088.62), an increase of £25,647. It should be noted however, that this includes an insurance claim of £12,515.45 relating to the previous year's closure, as well as £13,224.45 of income relating to the next financial period.

The Charity's principle source of income comes from the local authority for the provision of 15 or 30 hours of funded education for eligible children. This 'early years funding' income totalled £81,198.72 (2021: £60,568.23), representing 67.8% of our total income. Fees paid for additional sessions and for non—funded places totalled £20,430.96 (2021: £12,515.55) representing 17.1% of income. The Fair Funding and Consumable supplement raised a further £4,357.54 (2021: £1,986). The remaining 11.4% of income of was from a mixture of fundraising, donations, miscellaneous fees and the insurance pay-out.

Over the same period, expenditure totalled £91,818.57 (2021: £91,946.59). Our main expenditure is in our Staffing Costs, which at £77,618.98 (2021: £70,087.75) accounted for 84.5% all costs. Our next largest expenditure was rent, totalling £5,671.20 (2021: £5,063.20) which is 6.4% of our costs, with all additional running expenses of the preschool accounting for the remaining 9.3% (£8,528.39).

Section F

Other optional information

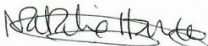
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Section G

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	26 th January 2023	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Duxford Preschool

On accounts for the year
ended

31 August 2022

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 / 2022**.

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 2022

	Notes	Unrestricted	Restricted	Total 2022	Total 2021
		£	£	£	£
Income					
Early Years Funding		81,199	-	81,199	60,568
Invoiced Fees		20,431	-	20,431	12,516
Early Bird Income		-	-	-	-
Forest School Supplement		-	-	-	698
Fair Funding & Consumables Fee		4,358	-	4,358	1,986
Registration Fee		460	-	460	80
DAF & SENIF		-	-	-	2,838
Uniform Sales		90	-	90	543
Fundraising		313	-	313	111
Grants		-	-	-	-
Donations		177	-	177	10,866
Gift Aid		-	-	-	-
Special Events		-	-	-	-
COVID-19 Job Retention Scheme		-	-	-	466
COVID-19 SSP		193	-	193	-
Insurance Claim Pay-out		12,515	-	12,515	3,417
Total Income		119,736	-	119,736	94,089
Less Operating Expenses					
Wages Pensions PAYE		77,619	-	77,619	70,088
Rent	3	5,671	-	5,671	5,063
Telephone & Internet		401	-	401	420
Website & Email		174	-	174	160
Toys & Resources		1,160	-	1,160	911
Furniture & Equipment		745	-	745	248
Forest School Equipment		-	-	-	41
Art & Craft Consumable		317	-	317	212
Snacks		590	-	590	496
Stationery & Postage		399	-	399	657
Health & Hygiene Equipment		383	-	383	779
Recruitment		72	-	72	-
Repairs & Maintenance		152	-	152	193
End of Term Gifts		437	-	437	266
Special Events		585	-	585	120
Marketing & Advertising		-	-	-	-
Insurance		1,016	-	1,016	994
Professional Fees		465	-	465	320
DBS Checks		156	-	156	312
Subscriptions		75	-	75	192
Uniform & Clothing		93	-	93	654
Payroll & Accountancy Services		401	-	401	508
Staff Training		845	-	845	1,733
Fundraising Expenses		62	-	62	-
Bank Charges		1	-	1	-
Fire Refurbishment Expenses		-	-	-	7,579
Total Operating Expenses		91,819	-	91,819	91,947
Surplus/Deficit		27,917		27,917	2,142
Cash balances b/f		74,382	-	74,382	72,240
Balances c/f		102,299	-	102,299	74,382

DUXFORD PRESCHOOL
REGISTERED CHARITY NO 1165461
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2022

	Notes	2022	2021
		£	£
RESERVES			
Balance b/f		74,382	72,240
Excess income over expenditure		27,819	2,142
Total reserves		102,299	74,382
CASH FUNDS			
Current Banking Account		102,299	74,382
Savings Account		-	-
Total cash funds		102,299	74,382
LIABILITIES			
Rent	3	2,034	1,636
Independent Examination		180	180
Early Years Funding for 2022-2023	4	13,244	-
Total liabilities		15,458	1,816
FUNDS OF THE CHARITY			
Restricted funds		-	-
Unrestricted funds		102,299	72,240
Total charity funds		102,299	74,382

Notes to the accounts for the year ended 31st August 2022.

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 £2,034 of Reserves for this liability.

4 EARLY YEARS FUNDING

£13,244.25 of Early Years Funding relating to Autumn Term 2022 was received on 31st August 2022.