

DUXFORD PRESCHOOL

REPORT AND ACCOUNTS
FOR THE PERIOD ENDED 31ST AUGUST 2023

Principal Address:

c/o 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	2022		31	08	2023

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 04.07.2023	
4	Catherine Dunn	Trustee	21.01.22 to present day	
5	Karla Marwood	Trustee	04.07.2023 to present day	
6	Nicolas Seal	Trustee	04.07.2023 to 06.10.2023	
7	Alice Thompson	Trustee	04.07.2023 to present day	
8	Charlotte Tomlinson	Trustee	04.07.2023 to present day	
9	Steve Scott	Trustee	04.07.2023 to 11.02.2024	

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	Sienna Carter	Cambridge County Council

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.

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).

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)

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

During the 2022-2023 period, the Preschool continued to open 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 76% capacity (2022: 67%), which by the summer term had increased to 97% occupancy (2022: 90%), an excellent improvement year on year. 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 2023.

Our wonderful staff have continued to provide the children with first class support and early years education. We continued to see how children born during the Covid-19 pandemic have been impacted by the lockdowns and changes in behaviour. There has been significant impact on the children's PSED skills (physical, social and emotional development) as well as Speech and Language, and the staff have focused extensively on supporting their friendships and social interactions and engaging the support of Speech and Language Therapists where needed. 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. The senior management team continually seek to further their knowledge through involvement in groups and forums, and undertake additional CPL regularly. In addition to listening to staff and Committee members, the families are invited to give feedback using the annual questionnaire, the result of which are incorporated into practice.

This year, the AGM was held during the Summer Term and we were delighted to welcome 5 new Trustees to the Management Committee.

After two years of planning, we were very excited when work finally began on the construction of the new Preschool premises in September 2022. Work progressed quickly and there was a significant amount of work involved in liaising with the site manager to keep everything on track and to the desired specification. Almost 3 years to the day of the fire, we were handed the keys to our purpose built Preschool and the work began to get everything moved from the mobile unit and set up over the holidays ready for the new term in September.

Staffing

The current senior management team 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

Section D

Achievements and performance

- Paediatric First Aid
- ENCO
- SENCo

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

Fees

We made a small increase to our fee rate during the year (£6.50 for 2-year-olds and £6.00 for 3/4-year-olds) and also received a small increase in our rate of funding from the Local Authority. For 3 and 4 year olds this increased to £4.63 from £4.37, and the 2-year rate increased to £6.12 from £5.78.

Fundraising

A small committee for the majority of the year 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 a teddie tombola, making £238.18 after expenses. Together with commission from Preschool photographs (£80.48), the sale of unwanted Preschool equipment (£177), and cashback from Amazon Smile (£36.03), we raised a net total of £531.69.

Future

We currently have a reasonable number of children on the waiting list to join the Preschool in 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 continue to have very little interest from suitable candidates for 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 the coming academic year, especially following the announcement in March 2023 by the Government that it would be expanding the roll out of the funding scheme to offer funded hours to the children of families where both parents are working from 9 months old. It is anticipated that this will result in a surge of applications from families of children aged 2 years. Increasing the number of children in this age bracket presents a number of challenges: children require far more support especially with intimate care and their PSED which in turn affects staff deployment. Additionally, the child:staff ratio is reduced to 4:1 which results in us being able to offer fewer places for the same number of staff. If we are unable to increase our staffing, then we will have difficulty in offering places to families on our waiting list and will be unable to support our local community with their childcare needs.

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 2022-2023 year with an unrestricted loss of £32,059.97. The balance of reserves brought forward on 01/09/22 was £102,298.82 and the balance carried forward has therefore been increased to £70,238.85 as of 31/08/23.

Over the period, income totalled £115,666.13 (2022: £119,735.65), an decrease of £4,069.52. It should be noted however, that the 2022 financial year included an insurance claim payout of £12,515.45, so adjusting for this non-recurring income, there would have been a year-on year increase of £8,445.94 in income from operating activities.

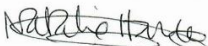
The Charity's principle source of income comes from the local authority for the provision of 15 or 30 hours of funded education for eligible children. This 'early years funding' income totalled £84,117.21 (2022: £81,198.72), representing 72.7% of our total income. Fees paid for additional sessions and for non—funded places totalled £18,445.04 (2022: £20,430.96) representing 15.6% of income. The Fair Funding and Consumable supplement raised a further £2,255.71 (2022: £4,357.54) which was a significant decrease from the previous year. The remaining 9.4% of income of was from a mixture of fundraising, donations, miscellaneous fees and income specifically related to supporting Ukrainian Refugees.

Over the same period, expenditure totalled £147,726.10 (2022: £91,818.57). This was expected and in accordance with the Trustees' decision to invest in the design and installation of an amazing garden space in the new premises, £45,000 of the £48,922 cost was paid in this financial year. Adjusting for this one off item, expenditure relating to ongoing operations for the period was £102,276.10. Our main expenditure continues to be our Staffing Costs, which at £83,489.09 (2022: £77,618.98) accounted for 81.27% of our adjusted expenditure (56.5% of all costs). Our next largest expenditure was rent, totalling £8,070.00 (2022: £5,671.20) which is 7.9% of our adjusted costs, with all additional running expenses of the preschool accounting for the remaining 10.9% (£11,167.01).

Section F**Other optional information****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	15 th May 2024	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Duxford Preschool

On accounts for the year
ended

31 August 2023

Set out on pages

1 to 12

(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 / 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 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 2023

	Notes	Unrestricted	Restricted	Total 2023	Total 2022
		£	£	£	£
Income					
Early Years Funding		84,117	-	84,117	81,199
Invoiced Fees		18,445	-	18,445	20,431
Fair Funding & Consumables Fee		2,256	-	2,256	4,358
Registration Fee		280	-	280	460
DAF & SENIF		-	-	-	-
Ukraine Funding		5,950	-	5,950	-
Uniform Sales		303	-	303	90
Fundraising		658	-	658	313
Grants		-	-	-	-
Donations		3,518	-	3,518	177
Gift Aid		-	-	-	-
Special Events		140	-	140	-
COVID-19 SSP		-	-	-	193
Insurance Claim Pay-out		-	-	-	12,515
Total Income		115,666	-	115,666	119,736
Less Operating Expenses					
Wages Pensions PAYE		83,489	-	83,489	77,619
Rent	3	8,070	-	8,070	5,671
Telephone & Internet		371	-	371	401
Website & Email		250	-	250	174
Toys & Resources		1,038	-	1,038	1,160
Furniture & Equipment		2,297	-	2,297	745
Art & Craft Consumable		416	-	416	317
Snacks		643	-	643	590
Stationery & Postage		458	-	458	399
Health & Hygiene Equipment		373	-	373	383
Recruitment		-	-	-	72
Repairs & Maintenance		146	-	146	152
End of Term Gifts		448	-	448	437
Special Events		1,259	-	1,259	585
Marketing & Advertising		-	-	-	-
Insurance		1,047	-	1,047	1,016
Professional Fees		350	-	350	465
DBS Checks		254	-	254	156
Subscriptions		225	-	225	75
Uniform & Clothing		562	-	562	93
Payroll & Accountancy Services		428	-	428	401
Staff Training		474	-	474	845
Fundraising Expenses		127	-	127	62
Bank Charges		-	-	-	1
Fire Refurbishment Expenses	4	45,000	-	45,000	-
Total Operating Expenses		147,726	-	147,726	91,819
Surplus/Deficit		(32,060)		(32,060)	27,917
Cash balances b/f		102,299	-	102,299	74,382
Balances c/f		70,239	-	70,239	102,299

DUXFORD PRESCHOOL
REGISTERED CHARITY NO 1165461
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2023

	Notes	2023	2022
		£	£
RESERVES			
Balance b/f		102,299	74,382
Excess income over expenditure		(32,060)	27,819
Total reserves		70,239	102,299
CASH FUNDS			
Current Banking Account		70,239	102,299
Savings Account		-	-
Total cash funds		70,239	102,299
LIABILITIES			
Rent	3	-	2,034
Independent Examination		180	180
Garden Design and Installation	4	3,388	
Early Years Funding for 2023-2024	5	16,540	13,244
Total liabilities		20,108	15,548
FUNDS OF THE CHARITY			
Restricted funds		-	-
Unrestricted funds		70,239	102,229
Total charity funds		70,239	102,229

Notes to the accounts for the year ended 31st August 2023.

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

£2,034 of rent for the prior financial year was paid during this period.

4 FIRE REFURBISHMENT

A final balance of £3,388.01 remains due in respect of the garden design and installation works.

5 EARLY YEARS FUNDING

£16,539.78 of Early Years Funding relating to Autumn Term 2023 was received on 30th August 2023.

