

DUXFORD PRESCHOOL

REPORT AND ACCOUNTS
FOR THE PERIOD ENDED 31ST AUGUST 2024

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

A charitable incorporated organisation registered in England and Wales
Registered Charity no: 1165461
OFSTED Unique Reference no: EY50063



Trustees' Annual Report for the period

From

Period start date

01

09

2023

To

Period end date

31

08

2024

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 12.09.2024	
3	Catherine Dunn	Trustee	21.01.22 to present day	
4	Karla Marwood	Trustee	04.07.23 to present day	
5	Alice Thompson	Trustee	04.07.23 to present day	
6	Charlotte Tomlinson	Trustee	04.07.23 to present day	
7	Kayleigh Orrock	Trustee	18.11.24 to present day	

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.

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)

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).

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 2023-2024 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 eligible children as part of the central government's Early Years Funding program. In addition, we offer private places to those families who do not yet qualify for funding.

Following 3 years of living in temporary accommodation and a very busy summer setting up the new building, we opened our doors in September to the beginning of the first year in our new home. News of the 'new' Preschool seemingly spread far and wide with a significant increase in the number of applications for places to attend the setting. We started the year at 80% capacity (2023: 76%), which by the summer term had increased to 100% occupancy (2023: 97%). Of the 39 children on roll, 20 children left to move onto reception at the end of the Summer Term with 19 children remaining for the Autumn Term 2024.

With the new building, our wonderful staff continued to provide the children with first class support and early years education, offering a wide variety of opportunities to extend the children's learning through open-ended activities and encouraging them to become curious and independent learners. This effort was recognised by Ofsted in March 2024 when we were inspected for the first time in 6 years, who awarded us the prestigious 'Outstanding' rating. The team worked exceptionally hard to achieve this grading and it was wonderful to receive the recognition for this effort.

It would be easy to relax following this achievement, but the Preschool is determined to make an ongoing effort 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.

With the news of our grading circulating in the community, together with the roll out of funding to children aged 9m and over, the Preschool has seen a steady number of applications for future places over the year. We have noticed that the funding roll-out has changed the dynamic of the applications we are receiving. Parents are applying from outside the local area in an attempt to secure a place due to the national shortage of spaces; children are joining at a younger age as they now are entitled to funding and in many cases are applying in advance of the child being born! As a result of this increased interest, we decided to refine our admissions criteria to ensure that priority is given to local families as well as those who are only entitled to 'universal' hours at the age of 3, to ensure we continue to meet our charitable aims.

Staffing

The senior management team for the entirety of the 2023-2024 academic year comprised the Manager, two Deputies and the Business Manager. There were also 4 staff members working as Preschool Practitioners, which brings the total number of staff to 8. Unfortunately, as the end of the year, the Business Manager moved out of the area and as a result resigned. However, it was agreed that she would continue to provide Bookkeeping support, (including the funding claims and invoicing) on a self-employed home-working basis until a new Administrator or Business Manager was recruited. 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.

Fees

We made a small increase to our fee rate during the year (£7.25 for 2-year-olds and £6.75 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 (to £5.40 from £5.14), but there was a decrease in the 2-year rate (to £8.00 from £8.12). Unfortunately, Saw The Fair Funding and Consumables Supplement continued to be paid by 68% of families voluntarily, which was an increase from 44% in 2023.

Fundraising

As the reserves of the Preschool now exceed the reserves policy, the Preschool did not formally undertake any fundraising activities, with the exception of running a small teddy tombola at the village "DuxFest" event in July which raised £58 (£28.90 after expenses). Together with the annual commission from Preschool photographs (£71.26), the sale of unwanted Preschool equipment (£635), and cashback from the purchase of a new printer (£80), we raised a further £786.26 from non-operating activities.

Future

We currently have a reasonable number of children on the waiting list to join the Preschool in during the 24-25 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 and have instead had to recruit unqualified staff which has implications on our staffing ratios. This staffing difficulty 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 roll out of the funding scheme to offer funded hours to the children of families where both parents are working from 9 months old. as anticipated last year, this has resulted 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.

The funding rates set by central government continue to be at a level lower than the actual running costs of the setting. As more children are accessing funded hours, our income is naturally limited. When combined with the significant increases to the National Minimum Wage that have been made over the past few years, a careful eye must be kept on ensuring the Preschool remains sustainable.

Section E

Financial review

Brief statement of the charity's policy on reserves

Given the increase in the operational costs of the Preschool, the Preschool's Reserves Policy has been updated to keep reserves of approximately £45,000; 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. The Preschool Trustees will now begin measures to re-invest this surplus back into the charity to further its aims (i.e. to benefit the children). However, any decisions made will be mindful of the changing landscape of the Early Years Sector and will ensure that regard is given to the long-term sustainability of the setting.

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 2023-2024 year with an unrestricted surplus of income over expenditure of £60,077.51. The balance of reserves brought forward on 01/09/23 was £70,238.85 and the balance carried forward has therefore been increased to £130,316.36 as of 31/08/24.

Over the period, income totalled £191,803.80 (2023: £115,666.13), an increase of £76,137.67. It should be noted however, that during the year we received a payment of £48,922.01 from the Local Authority towards the garden refurbishment that had been undertaken in the prior financial year. Adjusting for this non-recurring income, there would have been a year-on year increase of £27,215.66 in income from operating activities.

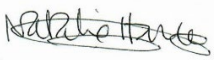
The Charity's principal source of income comes from the local authority for the provision of 15 or 30 hours of funded education for eligible children. This 'early years funding' income totalled £106,191.35 (2023: £84,117.21), representing 55.5% of our total income, or 74.3% of our adjusted income. Fees paid for additional sessions and for non-funded places totalled £24,383.00 (2023: £18,445.04) representing 12.7% of income or 17% of adjusted income. The Fair Funding and Consumable supplement raised a further £2,255.71 (2023: £3,351.75) which was an increase of £1,096.04 from the previous year. The remaining 11.33% of income was from a mixture of fundraising, donations, miscellaneous fees, income specifically related to supporting Ukrainian Refugees and a small payout from the removals firm for damage caused during the move.

Over the same period, expenditure totalled £131,726.29 (2023: £147,726.10). Whilst initially this suggests a decrease in operational expenditure, it should be noted that the prior year included one-off costs relating to the garden refurbishment. Excluding this from the prior year comparison would result in a prior year spend of £102,726.10, and therefore an increase in operational expenditure of £29,000.19. £19,869.93 is directly attributable to an increase in the wage and salary costs, £3,922.01 as the final balance of the garden refurbishments, with the remaining increase evenly distributed across the remaining operating expenses. Staffing costs as a percentage of overall expenditure remains consistent at 78.5% (2023: 81.27% of adjusted expenditure). Our next largest expenditure was rent, totalling £6,036.36 (2023: £8,070.00) with all additional running expenses of the preschool accounting for the remaining 8.3% (£22,330.91 2023: £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	23 rd May 2025	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Duxford Preschool

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1199768

Set out on pages

1 to 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31st August 2024**

Responsibilities and
basis of report

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

RGles

Date:

09/06/2025

Name:

Rebecca Coles

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 2024

	Notes	Unrestricted	Restricted	Total '24	Total '23
		£	£	£	£
Income					
Early Years Funding		106,191	-	106,191	84,117
Invoiced Fees		24,383	-	24,383	18,445
Fair Funding & Consumables Fee		3,352	-	3,352	2,256
Registration & Late Fee		925	-	925	280
Ukraine Funding		6,550	-	6,550	5,950
Uniform Sales		127	-	127	303
Fundraising		844	-	844	658
Donations		48,922	-	48,922	3,518
Gift Aid		151	-	151	-
Special Events		-	-	-	140
Insurance Claim Pay-out		358	-	358	-
Total Income		191,803	-	191,803	115,666
Less Operating Expenses					
Wages Pensions PAYE		103,359	-	103,359	83,489
Rent	3	6,036	-	6,036	8,070
Telephone & Internet		422	-	422	371
Website & Email		169	-	169	250
Toys & Resources		606	-	606	1,038
Furniture & Equipment		4,105	-	4,105	2,297
Art & Craft Consumable		327	-	327	416
Snacks		780	-	780	643
Stationery & Postage		209	-	209	458
Health & Hygiene Equipment		791	-	791	373
Repairs & Maintenance		630	-	630	146
End of Term Gifts		1,108	-	1,108	448
Special Events		25	-	25	1,259
Marketing & Advertising		537	-	537	-
Insurance		1099	-	1099	1,047
Professional Fees		419	-	419	350
DBS Checks		102	-	102	254
Subscriptions		365	-	365	225
Uniform & Clothing		73	-	73	562
Payroll & Accountancy Services		444	-	444	428
Staff Training		689	-	689	474
Fundraising Expenses		30	-	30	127
Ukraine Funding Spend		5,476	-	5,476	-
Fire Refurbishment Expenses		3,922	-	3,922	45,000
Total Operating Expenses		131,726	-	131,726	147,726
Surplus/Deficit		60,078		60,078	-32,060
Cash balances b/f		70,239	-	70,239	102,299
Balances c/f		130,316	-	130,316	70,239

DUXFORD PRESCHOOL
REGISTERED CHARITY NO 1165461
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2024

	Notes	2024	2023
		£	£
RESERVES			
Balance b/f		70,239	102,299
Excess income over expenditure		60,078	(32,060)
Total reserves		130,316	70,239
CASH FUNDS			
Current Banking Account		130,316	70,239
Savings Account		-	-
Total cash funds		130,316	70,239
LIABILITIES			
Provision for Rent & Utilities	3	7,000	0
Independent Examination		180	180
Early Years Funding for 2024-2025	4	22,972	16,540
PAYE & NI	5	90	16,540
Total liabilities		30,343	16,720
FUNDS OF THE CHARITY			
Restricted funds		-	-
Unrestricted funds		130,316	70,239
Total charity funds		130,316	70,239

Notes to the accounts for the year ended 31st August 2024.

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 PROVISION FOR RENT & UTILITIES

Following the move into the new building in September 2023, there has yet to be an agreement reached with respect of the new rent and utilities costs. The Trustees have therefore made a provision of £7,000 for this as a reasonable estimate of the new charges that may be charged in the 2024-2025 year, for 2023-2024.

4 EARLY YEARS FUNDING

£22,972.41 of Early Years Funding relating to Autumn Term 2024 was received on 28th August 2024.

5 PAYE & NI

£90.35 relating to PAYE and NI costs for August 2023 were paid in September 2024.