



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2019		31	Aug	2020

## Section A Reference and administration details

Charity name

Burwood Preschool

Other names charity is known by

None

Registered charity number (if any)

1166835

Charity's principal address

St Peters Institute

Faulkner's Road

Hersham

Postcode

KT12 5JB

### 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	Kirsty Hammatt	Chairman		
2	Pippa Gray	Vice Chairman	01/12/2019	
3	Clare Warne	Secretary		
4	Esther Booth	Treasurer		
5	Sue Gray			
6	Linda Miller			
7				
8				
9				
10				
11				
12				

### 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

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

Samantha Hope- Preschool Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (ICO)
Trustee selection methods (eg. appointed by, elected by)	As a committee we actively recruit new members when there is a vacancy. Current trustees vote in and appoint new trustees' members.

### 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.

There shall be no more than 10 trustees at one time, 1 of which must be parents of the Preschool (If all 10 trustees are in place with only one parent trustee elected, if another parent would like to join the committee. Where appropriate trustees will be asked to stand down to allow parent trustees the opportunity to join). 3 is the minimum number of trustees that can sit at one time. All trustees must be over 16 and must pass an enhanced DBS checked and Ofsted suitable persons check. Once voted onto the board they receive an induction and a handbook of what is expected of them.

We aim for all trustees to look after a specific area for the Preschool.

## Section C Objectives and activities

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

The objective of Burwood Preschool is to provide education and care for children aged 2-5 years old. We also offer After School care from 3.00pm to 6.00pm for children up to the age of 8.

**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)**

Burwood Preschool run a nursery in the centre of Hersham village and provides appropriate care, play and educational facilities for any child regardless of race, culture, religion, means or ability aged 2-5 years old. The preschool is a key provider of Free Early Education for two-year olds (FEET) which is in short supply in Elmbridge. We also accept FEE funding and 30 hours is offered to all who is entitled.

Due to the lack of after school care within the community in October 2017 the charity opened an after-school club extending care up to 8 years old until 6pm each day during term time. We also extended our offer to breakfast club to support the local community for full wrap around care.

The preschool supports around 52 children per year many of whom are disadvantaged or have special educational needs.

The preschool is a non-profit charity and any money not used for day-to-day business needs is re-invested back into the preschool for better equipment, and resources for all children and staff training and development.

When recruiting trustees to act on behalf of the Preschool, all trustees once voted in by existing trustees are assessed to check they are eligible to stand as trustees, will have the best interests of the preschool at all times. In addition they must complete a full enhanced DBS check as well as be a suitable person checked by Ofsted.

**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**

We were awarded £5,000 from the Sun Newspaper Charity. The Preschool was nominated by a parent for the help and support we had shown her children. The money for this was given in order to renovate the current toilets. Work for this is due in May 2021.

Breakfast club was successfully launched to support Burhill School children. This offering allows parents greater access to affordable wrap around care.

From April 2020 the Preschool, After-school club and Breakfast club were all shut due to Covid-19 restrictions. The Preschool reopened as soon as possible in June 2020 to offer spaces to any SEN children and those of key workers in order to support the community where needed. The effort of the staff of the Preschool was exceptional as they continued to go over and above to keep the Preschool open for children needing care.

Our spending for the Preschool was higher than anticipated this year due to the increased need for PPE and additional resources and equipment to ensure everyone was operating in a safe way. As one of the only Preschools in the area that remained opened, we did not charge any fees for parents who were unable to send their children into the preschool or make use of the wrap around care facilities.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The charity holds a reserve of £5000 and is held to secure our lease.

**Details of any funds materially in deficit**

N/A

### 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.

## 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)** K.Hammatt

**Full name(s)** Kirsty Hammatt

**Position (eg Secretary, Chair, etc)** Chairman

**Date** 28.06.2021

# Burwood Preschool - Account summary

Period: 1 Sept 2019 to 31 Aug 2020

Accounts		x7088	x2065	x9005	TOTAL
		Current account	Saving account	Bond Account	
Opening balan as of 1 Sep 2019		<b>26,501.79</b>	<b>35,092.79</b>	<b>5,003.56</b>	66,598.14
Income	from fees	60,125.19			60,125.19
	from Surrey council	142,918.31			142,918.31
	from Other sources	10,163.22	59.74	-3.52	10,219.44
	<b>TOTAL income</b>	<b>213,206.72</b>	<b>59.74</b>	<b>-3.52</b>	<b>213,262.94</b>
Costs	Staff costs	165,511.47			165,511.47
	Rent	20,166.65			20,166.65
	Utilities	3,224.83			3,224.83
	Property improvements	15,729.64			15,729.64
	Toys/Equipments/Book	12,718.66			12,718.66
	Others	4,341.14			4,341.14
	<b>TOTAL costs</b>	<b>-221,692.39</b>	<b>0.00</b>	<b>0.00</b>	<b>-221,692.39</b>
Transfer btwn accounts		4,280.00	-4,280.00	0.00	0.00
<b>Closing</b>	<b>as of 31 Aug 2020</b>	<b>22,296.12</b>	<b>30,872.53</b>	<b>5,000.04</b>	<b>58,168.69</b>
	check	0.00	0.00	0.00	0.00

prepared by Irina Louis ACCA

date: 22nd of June 2021

# **Burwood Preschool - Account summary**

**Period: 1 Sept 2019 to 31 Aug 2020**

Accounts		<b>x7088</b>	<b>x2065</b>	<b>x9005</b>	<b>TOTAL</b>
		<b>Current account</b>	<b>Saving account</b>	<b>Bond Account</b>	
Opening balan as of 1 Sep 2019		<b>26,501.79</b>	<b>35,092.79</b>	<b>5,003.56</b>	66,598.14
Income	from fees	60,125.19			60,125.19
	from Surrey council	142,918.31			142,918.31
	from Other sources	10,163.22	59.74	-3.52	10,219.44
	<b>TOTAL income</b>	<b>213,206.72</b>	<b>59.74</b>	<b>-3.52</b>	<b>213,262.94</b>
Costs	Staff costs	165,511.47			165,511.47
	Rent	20,166.65			20,166.65
	Utilities	3,224.83			3,224.83
	Property improvements	15,729.64			15,729.64
	Toys/Equipments/Book	12,718.66			12,718.66
	Others	4,341.14			4,341.14
	<b>TOTAL costs</b>	<b>-221,692.39</b>	<b>0.00</b>	<b>0.00</b>	<b>-221,692.39</b>
Transfer btwn accounts		4,280.00	-4,280.00	0.00	0.00
<b>Closing</b>	<b>as of 31 Aug 2020</b>	<b>22,296.12</b>	<b>30,872.53</b>	<b>5,000.04</b>	<b>58,168.69</b>
	check	0.00	0.00	0.00	0.00

prepared by Irina Louis ACCA

date: 22nd of June 2021