



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2022		31	Aug	2023

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	Clare Warne	Secretary		
3	Esther Booth	Treasurer		
4	Jennifer Parker			
5	Kate Pavier	Vice Chair		
6	Karen Bearman			
7	Sue Grey		Until 1/05/2023	
8	Sylvia Francis		Until 1/05/2023	
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 preschool 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.

The preschool has continued to grow the offering of both after school care and breakfast club (early drop off) to support the local primary school. This has been further extended to support Preschool children and has continued to hold a waiting list.

We also offer holiday club provision during half terms, Easter and two weeks during the summer months.

The preschool supports around 52 children per year many of whom are disadvantaged or have special educational needs. We continue to receive a high level of children from the travelling community and other minority groups within the local community.

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, means for all children and staff training and development.

When recruiting trustees to act on behalf of the Preschool all trustees when 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 and must complete a full enhanced DBS check as well as be a suitable person checked by Ofsted. This year we have a full board of committee members.

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

Since building the outdoor office and meeting room the additional support this has continue to provide has been significant.

We have been able to fundraise and replace a number of the garden toys including a new kitchen, climbing frame and sand pit. This has further supported the children's core skills.

After school club and breakfast club continue to operate at full capacity, which enables parents to access this level of care in the community. Holiday Clubs have now become fully established and our reputation for this has grown over the last year. We continue to take great focus on Forest School activities within these sessions to support children without outdoor space and increase learnings of the outside world.

Our employment staffing costs have increased again this year due to additional staffing and qualified staff for the after school provision as well as supporting the pledge to pay the real living wage.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity holds a reserve of £5000.

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

27.06.2024

Burwood Preschool - Account Summary
Period: 1 Sept 2022 to 31 Aug 2023

Accounts

		x7088	x2065	x9005	TOTAL
		Current account	Saving account	Bond Account	
<u>Opening balance</u>	<u>as of 1 Sep 2022</u>	<u>51,356.85</u>	<u>40,387.82</u>	<u>5,000.97</u>	<u>96,745.64</u>
<u>Income</u>	From Fees: Preschool, Breakfast, Afterschool and Holiday Clubs	155,405.06			155,405.06
	From Surrey Council	141,578.68			141,578.68
	From Other Sources	3,058.75	427.60	51.90	3,538.25
	TOTAL income	300,042.49	427.60	51.90	300,521.99
<u>Costs</u>	Staff costs	225,829.29			225,829.29
	Rent	23,311.66			23,311.66
	Utilities	3,954.87			3,954.87
	Property maintenance	849.20			849.20
	Toys/Equipments/Books/ Activities/ Food/ Cleaning	25,058.92			25,058.92
	Others: Insurance, DBS, OFSTED, Software, Subscriptions and Stationary	10,149.42			10,149.42
	TOTAL costs	- 289,153.36	-	-	- 289,153.36
Transfer btwn accounts		1.11	37.78	- 38.89	-
<u>Closing</u>	<u>as of 31 Aug 2023</u>	<u>62,244.87</u>	<u>40,853.20</u>	<u>5,013.98</u>	<u>108,112.05</u>
	check	- 0.00	-	-	- 0.00

prepared by Irina Louis FCCA
Date: 28th of June 2024

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