



# Trustees' Annual Report for the period

Period start date

01 Sept 2019

Period end date

20 Jul 2020

From

To

## Section A

## Reference and administration details

Charity name

Horsmonden Kindergarten

Other names charity is known by

Registered charity number (if any)

1168296

Charity's principal address

Frances Austen Memorial Hall

Back Lane

Horsmonden

Postcode

TN12 8NJ

### 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)
ALISON ADAMS	CHAIR	Resigned Nov 2019	
ANNA CAMERON	CHAIR	Appointed Nov 2019	
YVE CHAPMAN	TREASURER	Appointed 1 Jan18	
LAUREN BUTLER	SECRETARY	Resigned July 2019	
REBECCA GORNALL	SECRETARY	Resigned Sep 2020	
KATIE BODLE		Appointed July 2019	
KIM MILLER		Resigned July 2020	
LOUISE CREASY		Appointed Jul 2019	
SARAH FIELD		Appointed Jul 2019	
SAM WATSON		Resigned July 19	
MARI HUNT		Resigned Sep 2019	
SARAH COLLINS		Resigned July 2019	
HAYLEY JANEKE		Resigned Dec 2018	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

Tina Walker and Sarah Shepherd, Co Supervisors

Becky Painter, Business 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 COMPANY
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERS AT 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.

Horsmonden Kindergarten continues to comply with the new Data Protection legislation introduced last year. This includes, but is not limited to, ensuring our archiving is up to date and securely destroying all old paperwork.

Cheeky Monkeys is for children not yet of Kindergarten age and is run, on a Monday, in the Village Hall. It has proved very popular and brings in additional income to Horsmonden Kindergarten.

## Section C Objectives and activities

### 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 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 Early Years 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

Horsmonden Kindergarten's aim is to:

- enhance the development and education of children under statutory school age, in a pre-school setting.
- To provide a safe, stimulating and happy environment.
- To work within a framework which ensures equality of opportunity of all children in our community.
-



**Commission on public benefit)**

The Kindergarten plays a key role in our local community, and we forge strong links with Horsmonden Primary school and other organisations, such as the Social Club, in the village. We have been involved in the Scarecrow competition and the Hovec Christmas Fair, where we ran the Santa's Grotto. We were visited by lots of excited children who got to meet Father Christmas. They also had the opportunity to make reindeer food for Rudolph. Being involved in our local community is important to us as well as providing enjoyable fundraising activities for our families.

Staff training over the last year has included:

- Planning for in the moment
- Safeguarding training including designated person & basic awareness
- Online Safety
- New Ofsted Framework - Quality of Education, Behaviour & Attitudes, Personal Development & Leadership and Management
- SENCO- ASD & ADHD & Intensive Interaction training.
- Positive Relationships & Social Development

Keeping up-to-date with training enables us to evaluate our practice and make necessary changes to ensure we have the best possible setting for our children.

Our extensive array of activities and stimulating environment enhance and support communication skills, social interactions, creative flair, decision making and managing feelings and emotions. We have celebrated lots of different festivals including Diwali, Remembrance Day, Christmas, Chinese New Year, Valentine's Day and Easter. This gives the children an opportunity to learn about different cultures and family traditions, through books, tasting different foods and creative activities. We have enjoyed large scale creative and sensory activities on the big field, such as painting fun, sensory play and using large natural resources for open ended play. We have used lots of exploratory play in the mud kitchen and large sandpit area. These types of activities build confidence and self-esteem, develop communication and interaction with others and creative and critical thinking.

Our curriculum planning involves individualised planning along with adult directed activities to support children's learning and progression within the Early Years Foundation Stage Framework. We ensure our planning and environment cover all areas of learning. Each child's key person individualises their planning according to their child's stage of development, interests and ideas the children themselves would like to develop. We ensure we provide the appropriate props to enhance and extend their learning based on



their needs, wants and opinions.

We follow and analyse the progress of all children's development using our progress tracker system and their well-being and involvement using the Leuven scale. This helps us as childcare practitioners to evaluate our practice and environment ensuring that we are meeting the needs of all children in our care.

We have given additional support for children with speech and language and English as an additional language supporting their well-being and their transition to school.

Unfortunately in March 2020, due to the Covid-19 pandemic, the Kindergarten went into lockdown along with the rest of the country. We ensured through this stage that stories and activities were published on our Facebook page. This helped us to support our children and families, suggest ideas and activities and to keep in communication with them throughout this difficult time. The Supervisors and Administrator constantly kept up to date with the information being published by the government and Public Health England. We adhered to the necessary stipulations put in place. The building was deep cleaned, we communicated with parents and put in place all of the necessary paperwork to ensure Kindergarten was a Covid secure environment. We were ready to open for a small group of children from the beginning of June and more staff returned to work at the end of June to enable us to welcome more children back to Kindergarten. We worked in consistent bubbles and followed a rigorous risk assessment and cleaning schedule to ensure everybody was as safe as possible.

We were sad to say goodbye to Sarah R after 13 years of working at Kindergarten. She had great energy and enthusiasm within the work place. We now have Sarah S who is Co-Supervisor with Tina and Becky has become Business Manager. Hayley will be SENCO and we look forward to welcoming a new member of staff to join our team in January.

Our aims for the forthcoming year are to:

- To ensure we keep up to date with government guidance with regards to Covid-19 and provide a Covid-19 secure environment.
- Continue to enhance the development and education of children under statutory school age, in a pre-school setting following Ofsted regulations
- To use the online observation system Tapestry effectively and encourage parents to use this system.
- Continue to advertise and promote our setting. We are focusing on our marketing and advertising at Kindergarten to ensure we have a steady flow of children.
- Continue to keep our website up to date.



- We have an increased number of two year olds and will ensure resources and activities are suitable for their needs
- Continue to form good links with our local school and community.
- Fostering links with our training collaboration Connex to develop and keep up to date with staff personal development.

To conclude, our school year didn't end as we had quite expected but in these challenging times we were able to adapt, prioritise and continue to provide a safe and welcoming environment for all our families. This was due to the hard work, commitment and dedication of our staff team and our Committee.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

- Ensuring Kindergarten was Covid Safe once we were able to re-open.
- Supporting parents during closure with on-line stories and activities

## Section E

## Financial review

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

#### Reserves policy

1. Horsmonden Kindergarten is a registered charity, offering pre-school education and nursery places for children aged 2 to school age. The Kindergarten is run by a Management Committee, which actively undertakes fund-raising activities to create extra income towards play equipment, improvements and ongoing improvements and investment.
2. Annual income from fees should, in general, meet the annual budgeted costs of the Kindergarten. In years of low numbers of children (largely determined by local population), reserves may be used (supplemented by additional fundraising) to meet the general running costs of the kindergarten.
3. The Committee has reviewed the Kindergarten's need for reserves in line with guidance issued by the Charity Commission and the Early Years Alliance. The Kindergarten needs reserves to:
  - i) Meet statutory redundancy liabilities should the Kindergarten have to close;
  - ii) Ensure there are sufficient cash reserves in the current account to cover day to day running costs;



	<p>iii) Ensure continuity of service provision by: a. meeting unexpected costs such as cover for illness or maternity leave ; b. covering running costs during periods of lower income</p> <p>iv) Maintain the building and Locket Green in a safe and secure manner for the protection and enjoyment of the children, and to maintain play resources and equipment</p> <p>v) Meet the cost of repairs to the fabric of the building which are essential to retain the building's integrity (it is the committee's desire that such expenditure could be immediately met without prejudicing the day-to- day running of the Kindergarten).</p> <p>4. The Committee are committed to keeping the equivalent of 3-4 months operating expense in reserve. The Committee believes that this level of reserves is prudent and necessary to ensure that the Kindergarten can run efficiently and meet future needs.</p> <p>5. Horsmonden Kindergarten has no restricted funds, and therefore all cash balances can be considered to be part of reserves. In the event of reserves falling significantly below the target level, the Kindergarten will aim to restore the reserves as soon as possible by increasing fundraising, increasing earned income, or reducing expenditure.</p> <p>6. Similarly, if reserves are significantly above the target level, the Committee will put in place a plan as soon as possible, aiming to eliminate the excess within four years by spending money to enhance the quality of Kindergarten provision, or otherwise further the aims of the Kindergarten, or by reducing fundraising. The Committee will not, however, take any steps that might call into question the ability of the Kindergarten to continue as a financially viable operation in the long term.</p> <p>7. The Committee will monitor the level of reserves regularly, and review the reserve policy and position at least annually.</p>
<b>Details of any funds materially in deficit</b>	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

2019-20 has not been a good year financially and we ended with a deficit of £13,703 versus a profit of £22453 in 2018-19.

However, included in this income for 2018-19 is £6804 of funding received from the KCC in August, before our financial year end, which was for the year commencing September 2019. If we remove this amount from our deficit for 2019-2020 the actual deficit is only £6899 and the profit for 2018-19 is reduced correspondingly to £15,649.

The impact of COVID19 resulted in the closure of Kindergarten from 23 March 2020 to 1 June 2020, at which time we re-opened for a small number of children on a very reduced number of hours until the end of term.



charity;

- investment policy and objectives including any ethical investment policy adopted.

Although we continued to receive our funding from the KCC this limited our access to the Job Retention Scheme, however we continued to pay our very valuable staff throughout this difficult time.

No fees were collected during the period of closure which also impacted our income

In addition we were unable to do any Fundraising, which is a major requirement for Kindergarten, if we wish to have additional funds to enable us to continue to invest in the development of the local pre school children.

Due to this financial result we must be vigilant in respect of our costs to ensure that Horsmonden Kindergarten remains a viable operation for the future children of Horsmonden.

Because of our limited Fundraising abilities the income from this source for 2019-2020 was only £2272 down from £5104.00 in the previous year. We are currently looking at ways to promote Socially Distanced Fundraising events for the foreseeable future and have several in the pipeline before the end of this year.

We experienced reasonably good levels of attendance throughout 2019-2020 and are hopeful that this will continue into 2020-2021.

The impact of the government's policy of 30 hours free childcare for eligible families does affect us financially, however we continue to offer to all eligible families, where we have capacity in the sessions.

We will continue to identify ways to increase income to create a more sustainable business model for the future including:

- from September last year we implemented a charge, for funded children, for the Kindergarten's Lunch Club. This is charged at the usual hourly rate and was received well by the parents and will remain in place.
- increased use of our website and social media to promote our setting
- a sustained programme of fundraising events
- introducing a 'regular giving' scheme for friends of Kindergarten

We have further capacity for 2020-2021, and are currently using our Website and Facebook page to promote the vacancies we have. Given the financial results for 2019-2020 and the lower volumes of children/hours so far this year we need to contain our costs for 2020-21



### How did we achieve our income?

	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>
Fees	78,718	128,400	97,680
EYPP funding	660	1,076	0
SEN funding	300	597	0
Fundraising income	2,272	5,104	5,890
Donations	2,095	2,000	1,131
Gift aid	0	117	0
Interest	106	91	60
Merchandise	203	578	534
Party hire	0	0	0
Misc.	1216	167	855
Toddler group	689	1,013	741
Training	252	0	0
JRS Grant	3,888		
<b>Total</b>	<b>90,400</b>	<b>139,143</b>	<b>106,891</b>

### What costs did we incur?

	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>
Wages	84,082	90,508	78,993
EYPP expenses	150	1,065	0
SEN expenses	0	495	0
Administration	1,663	1,468	1,755
Advertising	0	0	0
Cleaning	2,453	2,773	2,039
Equipment	748	813	340
Fundraising expense	85	693	617
Insurance	2,406	3,961	4,015
Maintenance	2,636	2,500	2,031
Miscellaneous	1,413	996	1,090
Play resources	1,027	1,954	1,854
Printing & postage	335	556	318
Refreshments	396	1,182	1,390
Subscriptions/V.Hall hire	881	1,084	740
Telephone	608	579	431
Training	594	698	338
Utilities	4,626	5,403	4,185
<b>Total</b>	<b>104,103</b>	<b>116,728</b>	<b>100,134</b>



The reconciled closing balances in the accounts were as follows:

	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>
Cash Account	1072.33	931.19	195.40
Santander Current Account 1	13,623.64	27,584.47	12,536.52
CAF current Account	344.07	191.52	550.13
Santander Deposit Account (reserves)	20,584.63	20,478.24	13,721.61
<b>Total funds</b>	<b><u>35,624.67</u></b>	<b><u>49,185.45</u></b>	<b><u>27,033.66</u></b>

The old Santander accounts are now closed and are now removed from this report

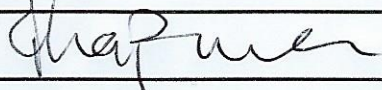
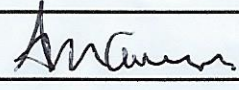
## Section F Other optional information

We are very grateful for all of the donations we receive, for the help we receive with cleaning of toys and support with fundraising. The committee, parents and staff are so valuable to us to enable the smooth running of Kindergarten and for this we are truly thankful.

## 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)	YVONNE ELIZABETH CHAPMAN	ANNA MARY CAMERON
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR
Date	16.4.2021	



**Horsmonden Kindergarten**  
**Year to date: 31st August 2020**

	Actual Results	Year to Date Budgeted Results	Variance	Prior year Actual	Variance
<b>INCOME</b>					
Fees	78,718	76,616	2,103	128,400	-49,682
EYPP Funding	660	710	-50	1,076	-415
SEN Funding	300	300	0	597	-297
Fundraising income	2,272	2,272	0	5,104	-2,833
Donations	2,095	2,039	55	2,000	94
Gift Aid	0	0	0	117	-117
Interest	106	50	56	91	16
JRS Grant	3,888	0	3,888	0	3,888
Merchandise	203	203	0	578	-375
Miscellaneous	1,216	1,216	0	167	1,050
Toddler Group	689	689	0	1,013	-324
Training	252	252	0	0	252
<b>TOTAL INCOME</b>	<b>90,400</b>	<b>84,347</b>	<b>6,053</b>	<b>139,143</b>	<b>-48,743</b>
<b>EXPENSES</b>					
Wages	84,082	80,507	-3,575	90,508	-6,426
Payroll & Accounts	1,604	1,628	24	1,408	196
Advertising	0	0	0	0	0
Bank Charges	60	60	0	60	0
Building Repairs	0	0	0	0	0
Cleaning	2,453	2,109	-344	2,773	-320
Equipment	748	593	-155	813	-65
EYPP Expenses	150	480	330	1,065	-915
Fundraising Expense	85	85	0	693	-609
Insurance	2,406	2,684	279	3,961	-1,555
Maintenance	2,636	3,097	462	2,500	136
Misc	1,413	1,681	268	996	417
Play Resources	1,027	1,009	-18	1,954	-927
PPS	335	504	170	556	-221
Refreshments	396	380	-16	1,182	-786
SEN Expenses	0	100	100	495	-495
Subscriptions	602	521	-81	553	48
Telephone	608	608	0	579	28
Training	594	594	0	698	-104
Utilities	4,626	5,791	1,165	5,403	-777
Village Hall Hire	279	163	-116	531	-252
<b>TOTAL EXPENSES</b>	<b>104,103</b>	<b>102,594</b>	<b>-1,509</b>	<b>116,728</b>	<b>-12,626</b>
<b>OVERALL TOTAL</b>	<b>-13,703</b>	<b>-18,246</b>	<b>4,544</b>	<b>22,415</b>	<b>-36,118</b>









# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

HORSMONDEN KINDERGARTEN

On accounts for the year  
ended

31.8.2020

Charity no  
(if any)

1168296.

Set out on pages

(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 31/08/2020

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 Act or
- the accounts do not accord with the accounting records

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:

Gemma Freeman

Date:

19.5.21

Name:

GEMMA FREEMAN

Relevant professional  
qualification(s) or body  
(if any):

Address:

ARALEA COTTAGE, LOVERS LANE, GOODHURST,  
KENT, TN17 1JE.