



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2019		31	08	2020

## Section A Reference and administration details

**Charity name**

The Village Pre-School E17 CIO

**Other names charity is known by**

N/A (but previously known as The Village Playgroup 1031388)

**Registered charity number (if any)**

1173999

**Charity's principal address**

Walthamstow cricket club

48a Greenway Avenue

London

**Postcode**

E17 3QN

### 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	Emma Whitaker	Chair	May 2018 – Oct 2020	Sarah Dewar
2	Millie Richards-Clack	Treasurer	Oct 2018 – Current	Emma Whitaker
3	Denise Boudreau	Secretary	Oct 2018 – Oct 2020	Manisha Ferdinand
4	Manisha Ferdinand	Member	Oct 2018 – Oct 2020	Sarah Dewar
5	Julian Harley	Member	Oct 2018 – Oct 2020	Manisha Ferdinand
6	Helen Waites	Member	Oct 2018 – Current	Manisha Ferdinand
7	Emma Baker	Member	Oct 2019- Oct 2020	Annum Ayyub
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17				
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### 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)**

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## 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)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Appointed by AGM by those present

**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.

The committee are given an induction session and information pack, outlining their managerial responsibilities, giving details of important processes that need to be carried out and explaining where further information and online training can be found. The committee oversee the Pre-School Manager and Administrator. The manager oversees the rest of the staff team, including the Deputy Manager. The Pre-School is also part of the Waltham Forest Pre-School Network, a group, comprising other pre-schools in the borough which meets 6 times a year to share and disseminate important information regarding management, educational matters and policy changes at both a local and national level.

Committee are made aware of the various policies at the Pre-School regarding safeguarding of children, health and safety and risk management.

## Section C Objectives and activities

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

The Village Pre-School key objectives are the development and education of pre-school children, 2+. It works for the benefit of the public, specifically the local residents surrounding the Pre-School. Care and safety of the children is of utmost importance to the Pre-School, as well as establishing an understanding of health and well-being through sport and nutrition. The Pre-School provides social activities on site for the parents and families to create a inclusive and supportive community for all of the users. Outside of the pupils, the Pre-School provides development and training to the team to further the aims of the EYFS.

**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)**

**Main Purpose** - The Village Pre-School aims to:

- Provide high quality care and education for children below statutory school age
- Work in partnership with parents to help children to learn and develop
- Add to the life and well-being of its local community
- Offer children and their parents a service which promotes equality and values diversity

The Pre-School does this by running sessions from 09.00am – 12 noon and 12 noon – 3.00pm, Monday to Friday over 38 weeks.

Due to Covid-19 and restrictions in place we have not been able to offer any additional sessions such as breakfast and after school club.

We have space for 35 3-Year olds but sessions are usually a mix of 2-4 Year olds. As a result, we normally have 25-30 children attend each session, admission to pre-school is based on date of birth and priority given to older children. From June 2020 to August 2020 we had a significant reduced number of children on site due to re-opening following pandemic, we had 2 bubbles of only 10 children.

The Pre-School is fully inclusive and has several children with additional needs on roll. Children are helped to settle in by being assigned a Key person who also makes a 'Learning Journal' Profile book with observations and photos of their Key Children which is shared with parents.

**The Village Pre-School works for the public benefit by having as its objectives the development and education of pre-school children. The trustees have regard to the guidance on the public benefit issued by the Charity Commission.**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

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

Everything is running smoothly with pre-school staff members and the senior management of the club with our current opening times;

Days are now 09.00am – 3.00pm (term time)

Website, social media and good word of mouth has helped us to maintain a steady number of families using our services at the setting, with a healthy waiting list.

We had a level 2 childcare student with us from September 2019 until March 2020 (Pre-School Closure and Covid-19)

**Special Needs** – We continue to cater for children with special needs, with continued support from the area Senco throughout the year.

**Forest School** – Forest school sessions continued on a Wednesday morning whatever the weather, our forest school leader Beth has supported staff to encourage them to develop an interest of outdoor surroundings which in turn has benefited the children. We also made a decision to follow this ethos throughout covid-19 encouraging as much time outdoors as possible. It's a very popular session, so much that we are now discussing additional days for the future and have discussed talks about training another member of staff Indra to be trained at Level 3.

**Outings** – Summer trip was unfortunately cancelled due to Covid-19, possibilities of next year if and once we overcome the current pandemic.

**Extra Curriculum** - John Webb continued to provide Music sessions for the children until December 2020.

Due to covid-19 we had no extra curriculum activities with the restrictions in place.

**Events** – Other events include, Halloween party, Christmas activity day, pancake day, Chinese New Year, Mother's Day tea activities  
There were also termly parent consults, however these were switched to online due to the pandemic and parents were able to offer their feedback.

**Staff Training** – Staff continue to use noodle online training, however when we were forced for closure March 2020, staff were asked to do several courses online from home.

15/ 30 Hour Funding continued. Some parents now pay their fees using tax-free childcare and others continue to use childcare vouchers.

## Section E Financial review

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

The Pre-School holds a contingency fund of around £40,000 in a savings account to act as a safety net for emergencies and possible redundancies if the business were to close.

The Village Pre-School is now online via QuickBooks, set up with banking to access in August 2020 and track parents' payments for fees, we find this is a more modern and efficient way of managing our accounts.

### Details of any funds materially in deficit

### 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.

Our main source of income is from government funding, due to covid-19 restrictions other funding this year has been very limited.

Upon closure we had to furlough 2 members of staff for the short fall that we could not make up, therefore we had a furlough grant from HMRC to the total of £1,807.30.

Usually we have a Summer Fair to fund an end of term trip for the children, but again due to the pandemic we were unable to have the Summer Fair or the trip this year with restrictions.

## 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)	<small>DocuSigned by:</small> <i>Milli Richards-Clack</i>	
Full name(s)	<small>1F124A38145D416...</small> Mrs Melissa Richards-Clack	
Position (eg Secretary, Chair, etc)	Chair	
Date	24 <sup>th</sup> May 2021	

**Registration: 1173999**

**THE VILLAGE PRE-SCHOOL E17**

**UNAUDITED ACCOUNTS FOR THE YEAR ENDED**

**31 AUGUST 2020**



**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  
THE VILLAGE PRE-SCHOOL E17

**On accounts for the year  
ended**

31 AUGUST 2020

**Charity no  
(if any)**

1173999

**Set out on pages**

3-4

(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:**

DocuSigned by:  
Khairul Aziz  
BEDCFE962B2A4EF...

**Date:**

May 25, 2021

**Name:**

KHAIRUL AZIZ

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

FCCA

**Address:**

44 HOWARD ROAD

LONDON

E17 4SJ

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.




**THE VILLAGE PRE-SCHOOL E17****RECEIPTS AND PAYMENTS****For the year ended 31 August 2020**

	31st August 2020	31st August 2020	31st August 2020	31st August 2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>RECEIPTS</b>				
Fees	15,954		15,954	27,313
Fundraising	72		72	2,075
Other Income	881		881	1,049
Snack money	839		839	692
Special grants	0		0	20,766
LBWF-FEEG	108,686		108,686	109,277
Pupil Premium funding	0		0	516
Bank Interest	17		17	14
<b>Total</b>	<b>126,449</b>	<b>0</b>	<b>126,449</b>	<b>161,702</b>
<b>PAYMENTS</b>				
Rent	13,266		13,266	15,520
Staff Pay	95,397		95,397	93,720
Payroll fees	387		387	832
Food and petty cash expenses	1,396		1,396	1,153
Membership and insurance	1,268		1,268	1,170
Activities and Materials	1,101		1,101	2,075
Training	645		645	708
Fundraising Costs	0		0	81
Administration	749		749	2,272
Equipment	1,469		1,469	3,392
Staff expenses	1,161		1,161	0
Cleaning	248		248	0
Office and IT expenses	1,419		1,419	0
Marketing	374		374	0
Charitable donation	0		0	72
Special grant spending	0	45	45	1,496
Sundry expenses	659		659	1,908
<b>Total</b>	<b>119,539</b>	<b>45</b>	<b>119,584</b>	<b>124,399</b>
<b>Net receipts/(payments)</b>	<b>6,910</b>	<b>(45)</b>	<b>6,865</b>	<b>37,303</b>
<b>Funds beginning of year</b>	<b>126,738</b>	<b>45</b>	<b>126,783</b>	<b>89,480</b>
<b>Funds this year end</b>	<b>133,648</b>	<b>0</b>	<b>133,648</b>	<b>126,783</b>

**THE VILLAGE PRE-SCHOOL E17****Reg: 1173999****STATEMENT OF ASSETS AND LIABILITIES****As At 31 August 2020**

	2020 Unrestricted	2020 Restricted	2020 Total	2019 Total
<b>Cash funds:</b>				
Current account	92,139	0	92,139	84,580
Savings account	40,017		40,017	40,000
Petty cash	42		42	203
<b>Total cash funds</b>	<b>132,198</b>	<b>0</b>	<b>132,198</b>	<b>124,783</b>
<b>Other monetary assets:</b>				
Other debtors	1,450		1,450	2,000
<b>Total funds</b>	<b>133,648</b>	<b>0</b>	<b>133,648</b>	<b>126,783</b>

Signed on behalf of the charity's trustees

DocuSigned by:  
  
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Name: **Milli Richards-Clack**

Date: May 25, 2021

**Registration: 1173999**

**THE VILLAGE PRE-SCHOOL E17**

**UNAUDITED ACCOUNTS FOR THE YEAR ENDED**

**31 AUGUST 2020**



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

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qualification(s) or body  
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