



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2020		31	08	2021

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	Millie Richards Clack	Co-Chair	Nov 2020 – Oct 2021	Helen Whittaker
	Fiona Vernazza	Co-Chair	Nov 2020 – Oct 2021	Helen Whittaker
2	Evelyn Marktl	Treasurer	Nov 2020 – Oct 2021	Lateefah Elcock
3	Helen Whitaker	Secretary	Oct 2020 – Oct 2021	Emma Whitaker
4	Oliver Evans	Member	Oct 2020 – Oct 2021	Emma Whitaker
5	Lindsay Ramsay	Member	Oct 2020 – Oct 2021	Kelly Girling
6	Sinead Mattock	Member	Oct 2020 – Oct 2021	Emma Whitaker
7	Erin L Taylor	Member	Oct 2020 - Oct 2021	Kelly Girling
8	Lateefah Elcock	Member	Oct 2020 – Oct 2021	Kelly Girling
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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 September 2020 we still had children in bubbles and promoted more outdoor sessions to reduce the spread in covid-19, and to promote more outdoor learning which also benefits the 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 online with a platform we have started to use called Tapestry.

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

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 recruited Sofia Alves one of our students after a successful period spent with us during her Level 3 Early Years Practitioner placement as a temporary member of staff with the guarantee of going onto a permanent contract September 2021

Beth Aggus acted as Head of Preschool in the absence of Kelly Girling who was on Maternity Leave and Kelly Girling returned in July 2021

Uzma Shuya acted as Deputy in the absence of Marcella Balind who was on Maternity Leave.

Marcella Balind resigned from The Village Preschool E17.

The Covid Pandemic continued to impact the setting with the number of children in attendance lower than previous years. Despite the challenges of the ongoing Pandemic the Preschool remained open throughout the academic year with. New processes were implemented on an ongoing basis to meet the requirements such as adapting the setting's arrival and departure processes and having the children outside as much as possible.

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, potentially to take place in September 2021.

Outings – Summer trip was unfortunately cancelled due to the uncertainty of the rising cases of covid.

Extra Curriculum – Weekly we had Petite Productions in to do extra curriculum singing, acting and dancing with the children on a Thursday morning for an hour, we as the pre school covered the cost of this and from September 2021 we will start to charge the parents/carers a fee of £1.50 to cover the cost of this session.

Events – At the end of the summer term we were able to hold a summer fun day, we didn't make any money from this but as a thank you to all of the parents for the support during the pandemic.

Staff Training – Staff continue to use noodle online training, we also had everyone do first aid training in March 2021.

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 accounts are still set up online via QuickBooks, set up with banking to access, this is still a more modern and efficient way of managing our accounts and we are finding it highly useful.

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.

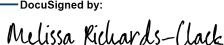
Our main source of income is from government funding, due to covid-19 restrictions other funding this year has been very limited.

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>  <small>4D822E41C7BE464...</small>	
Full name(s)	Mrs Melissa Richards Clack	
Position (eg Secretary, Chair, etc)	Chair	
Date	4 th May 2022	

Registration: 1173999

THE VILLAGE PRE-SCHOOL E17

UNAUDITED ACCOUNTS FOR THE YEAR ENDED

31 AUGUST 2021



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 2021

**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 31/08/2021.

**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
BEDCFE982B2A4EF...

Date: May 9, 2022

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 2021**

	31st August 2021	31st August 2021	31st August 2021	31st August 2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
RECEIPTS				
Fees	25,238		25,238	15,954
Fundraising	0		0	72
Other Income	0		0	881
Snack money	1,582		1,582	839
LBWF-FEEG	106,914		106,914	108,686
Bank Interest	9		9	17
Total	133,743	0	133,743	126,449
PAYMENTS				
Rent	15,455		15,455	13,266
Staff Pay	86,832		86,832	95,397
Payroll fees	319		319	387
Snack	1,185		1,185	1,396
Membership and insurance	1,693		1,693	1,268
Activities and Materials	6,227		6,227	1,101
Training	2,451		2,451	645
Administration	2,466		2,466	749
Equipment	3,492		3,492	1,469
Staff expenses	2,412		2,412	1,161
Cleaning	849		849	248
Office and IT expenses	2,004		2,004	1,419
Marketing	100		100	374
Special grant spending	0		0	45
Sundry expenses	680		680	659
Total	126,165	0	126,165	119,584
Net receipts	7,578	0	7,578	6,865
Funds beginning of year	133,648	0	133,648	126,783
Funds this year end	141,226	0	141,226	133,648

THE VILLAGE PRE-SCHOOL E17**Reg: 1173999****STATEMENT OF ASSETS AND LIABILITIES****As At 31 August 2021**

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
Cash funds:				
Current account	92,103	0	92,103	<i>92,139</i>
Savings account	40,026		40,026	<i>40,017</i>
Petty cash	42		42	<i>42</i>
Total cash funds	132,171	0	132,171	<i>132,198</i>
Other monetary assets:				
Debtors	9,055		9,055	<i>1,450</i>
Total funds	141,226	0	141,226	<i>133,648</i>

Signed on behalf of the charity's trustees

DocuSigned by:

 4D822E41C7BE464.....

Name: **Milli Richards-Clack**Date: **May 9, 2022**

Registration: 1173999

THE VILLAGE PRE-SCHOOL E17

UNAUDITED ACCOUNTS FOR THE YEAR ENDED

31 AUGUST 2021



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

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BECDFE982B2A4EF...

Date: May 9, 2022

Name:

KHAIRUL AZIZ

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

FCCA

Address:

44 HOWARD ROAD

LONDON

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Name: **Milli Richards-Clack**Date: **May 9, 2022**