

WILLESBOROUGH BAPTIST PRE-SCHOOL

England & Wales · Charity number 1175202

Details

Other names	WILLESBOROUGH BAPTIST CHURCH PRE -SCHOOL, WILLESBOROUGH BAPTIST PRE -SCHOOL
Status	Registered
Legal form	CIO
Registered	2017-10-17
Register	View on the Charity Commission register

Contact

Address	Willesborough Baptist Church Hythe Road Willesborough Ashford TN24 0QR
Phone	01233632739
Email	preschool@willesboroughbaptist.church

Activities

Objects: 2.1 THE ADVANCEMENT OF THE EDUCATION (INCLUDING SPIRITUAL DEVELOPMENT) OF CHILDREN BELOW COMPULSORY SCHOOL AGE, AND 2.2 THE PROVISION OF FACILITIES FOR RECREATION FOR SUCH CHILDREN IN THE INTEREST OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE BY: PROVIDING FOR ALL CHILDREN WITHOUT DISCRIMINATION A SAFE AND SATISFYING PRE-SCHOOL WITH A CHRISTIAN ENVIRONMENT WHERE CHRISTIAN BELIEFS AND VALUES ARE PROMOTED AND UPHELD. THIS WILL BE IN ACCORDANCE WITH THE MISSION OF THE CHURCH WHICH SEEKS TO PROVIDE SERVICES TO THE COMMUNITY AND TO PROVIDE CHRISTIANITY WITHIN IT

Activities: The advancement of the education (including spiritual development) of children below compulsory school age and the provision of facilities for recreation in the interest of social welfare and to improve quality of life and to provide for all children without discrimination a safe and satisfying pre-school.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, The General Public/mankind

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£143,787	£142,980	-	-
2023-08-31	£121,040	£149,283	-	-
2022-08-31	£130,224	£130,001	-	-
2021-08-31	£123,612	£92,887	-	-
2020-08-31	£82,863	£94,025	-	-

Trustees

Name	Role	Appointed
Rev Mark Stephen Hirst	Chair	2020-06-29
Chloe Cocklin		2026-01-21
Grainne Kelly Carolan Boylan		2021-09-08
JUDITH BODDY		2015-09-07
Katherine Mary Lillicrap		2021-09-06
Kathryn Mary Moyles		2022-10-06
Sarah Elizabeth Williams		2022-09-19
Sonya Perks		2020-06-29

WILLESBOROUGH BAPTIST PRE-SCHOOL

England & Wales - Charity number 1175202

Accounts

Willesborough Baptist Preschool

Charity number: 1175202

Annual report and end of year financial statements

Year ending August 2024

TRUSTEES ANNUAL REPORT AND ACCOUNTS

For the Year Ended 31st August 2024

Structure, Governance and Management

The Preschool is managed by a Trustee Committee and operates under the Charitable Incorporated Organization (CIO) structure. The Preschool re-registered with Ofsted in December 2020, under registration number EY2609381. The Trustee Committee comprises a Chair, Vice Chair, and five additional trustees, some of whom are members of Willesborough Baptist Church, and one is a former parent of a child who attended the Preschool.

The management team of the Preschool includes a Preschool Manager, Deputy Manager, and a Senior Early Years Educator, who is also the Special Educational Needs and/or Disability Coordinator (SENDCo).

- Preschool Manager: Mrs. Oluwatoyin Aina (appointed September 2023)
- Preschool Deputy Manager: Jo Senior
- Senior Early Years Educator: Emma Hilden (appointed July 2024)

In addition, the Preschool has a staff team that includes four Key Practitioners. One member has recently acquired her Level 3 Early Years Educator qualification, while another is in training for Level 2 (to complete in May 2024) and plans to continue to Level 3 in the next academic year. The Preschool also employs one member of bank staff who is called upon during peak times or staff absences.

The Trustee Committee and the Management team meet three to four times a year to review the operation of the Preschool.

Management Responsibilities:

The management team is responsible for the administration of the Preschool, including payroll (administered with the help of an accountant trustee), pension schemes, staff management, and ensuring the children's progress, learning, and safety. These responsibilities are carried out in accordance with relevant legislation, including the General Data Protection Regulation (GDPR) and Ofsted requirements, as well as following the Statutory Framework for the Early Years Foundation Stage (2021), with amendments as necessary.

The Preschool aims to support each child's development and learning journey, ensuring they are ready for the next stage of their education.

Preschool Daily Operations:

The Preschool operates between 8:30 AM to 4:30 PM on Monday, Wednesday, Thursday, and Friday. However, changes will be implemented for the 2025/2026 academic year, with the

Preschool opening from Tuesday to Friday and closing on Monday, maintaining the same hours.

Maximum Capacity and Flexibility:

The Preschool can accommodate up to 32 children per session, but the target is to maintain a maximum of 29 children per session due to space constraints.

Objectives and Activities

The core objectives of the Preschool are as follows:

1. To provide a safe, welcoming, and non-discriminatory environment for all children.
2. To foster children's development and education through a balance of child-initiated play, adult-initiated play, and adult-led activities.
3. To promote kindness and understanding among children, encouraging respect for others.
4. To nurture children's independence and self-confidence, particularly in the three prime areas of the Statutory Framework for Early Years Foundation Stage.
5. To build strong partnerships with parents and carers to meet each child's individual needs.

Achievement and Performance

Enrollment and Attendance:

The number of children on roll has consistently been at full capacity throughout the academic year, with a total of 42 children attending. The hours of attendance have varied to provide flexibility for parents, with children occasionally increasing their hours in subsequent terms.

Support for Children with English as an Additional Language (EAL):

The Preschool has provided additional support for children who speak English as an additional language, including the use of Makaton, dual-language books for parents, and ongoing encouragement for sharing information.

Staff Training:

Staff members have participated in various training programs via an online platform, enhancing their skills and knowledge. Some of the courses completed include:

Anti-Racism in Early Years

- Appropriate touching
- Continuous Provision
- Let's Create in a World of Play
- Working in Partnership with Parents etc.

Transition Support:

The Preschool has received strong support from the local primary school, facilitating a smooth transition for children starting school in September. The Preschool works in close collaboration with the school to ensure the children's development is well-supported during this important time.

Curriculum and Planning:

The Preschool's curriculum follows the Statutory Framework for the Early Years Foundation Stage, ensuring that all areas of learning are covered. Activities and daily planning are designed with the Development and Characteristics of Learning in mind, and assessments are recorded to ensure that children's needs are met. The Preschool's planning takes into account the prime and specific areas of learning, ensuring a well-rounded educational experience for each child.

Funding and Financial Performance

The Preschool continues to receive various types of government funding, including:

- 15 hours of universal entitlement for 3- and 4-year-olds
- 15 hours of extended funding for eligible 3- and 4-year-olds
- 15 hours of Free for Two funding
- 15 hours of Working Parents Entitlement
- Early Years Pupil Premium for eligible children

Specific purchases have been made using this funding to support the needs of the children.

Development Plan and Monitoring:

The Preschool has an ongoing development plan that is reviewed regularly. The tracking system within the online learning journal is used to monitor children's progress, ensuring that resources, equipment, and training are up to date to maintain a safe, educational environment.

Conclusion

The Trustees and management of the Preschool continue to work collaboratively to provide a nurturing, safe, and enriching environment for all children. We are committed to offering a high standard of care and education while maintaining flexibility for the families we serve. The Preschool is focused on continued improvement, and we will continue to monitor and evaluate our services to meet the needs of the children and community.

This report outlines the key activities, achievements, and ongoing plans for the Preschool as we look forward to another successful year ahead. The Trustees and management team express their gratitude to the staff, parents, and wider community for their continued support.

Signed

Mark Hirst
Chair of Trustees

WILLESBOROUGH BAPTIST PRESCHOOL
YE 31 AUGUST 2024

	<u>2024</u>	<u>2023</u>
Opening Balance - Barclays Bank	£6,691.40	14,121.89
Opening Balance - CAF Bank	£18,478.36	40,215.20
Opening Balance - CAF Savings Account	1,010.61	1,000.65
Opening Balance - Petty Cash	£980.16	66.11
	<u>27,160.53</u>	<u>55,403.85</u>
Income - Subsidy	£120,212.73	82,750.96
Income - Fees	£21,972.16	38,127.42
Income - Misc	1,602.22	161.16
Total Income	<u>£143,787.11</u>	<u>121,039.54</u>
Expenditure - Wages	£118,190.04	122,434.05
Expenditure - Overheads/Equipment	11,092.62	12,342.20
Expenditure - Rent	£10,800.00	11,200.00
Expenditure - Staff Training & Development	£2,469.40	2,457.11
Expenditure - Misc	427.61	849.50
Total Expenditure	<u>£142,979.67</u>	<u>149,282.86</u>
Closing Balance - Barclays Bank	£3,923.55	6,691.40
Closing Balance - CAF Bank	£22,806.32	18,478.36
Closing Balance - CAF Savings Account	£1,035.57	1,010.61
Closing Balance - Petty Cash	£202.53	980.16
	<u>£27,967.97</u>	<u>27,160.53</u>
<u>Misc Income</u>		
Donations	£1,517.97	71.50
Bank interest	£84.25	89.66
	<u>£1,602.22</u>	<u>161.16</u>
<u>Overheads/Equipment</u>		
Resources	£3,504.28	5,122.39
Food	£1,121.31	327.68
Travel	£7.80	-
Health/Safety	£501.56	930.43
Office Costs	£714.17	1,472.46
Bookkeeping	£4,682.66	3,947.50
Insurance	£560.84	541.74
	<u>£11,092.62</u>	<u>12,342.20</u>
<u>Misc Expenditure</u>		
Education People	£427.61	828.00
Donation	-	21.50
	<u>£427.61</u>	<u>849.50</u>

These accounts were approved by the trustees on the 6th June 2025 and signed on their behalf by Judith Boddy

Signed by Judith Boddy, Treasurer
6th June 2025

**Independent Examiner's Report to the trustees of
Willesborough Baptist Preschool**

I report on the accounts for the year ended 31st March 2024 which are set out in the annual report and end of year financial statements

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the Charities Act. To follow the procedures laid down by the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in, any material respect the requirements to keep accounting records in accordance with section 130 of the Charities Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charity Act, have not been met or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

signed:



dated: 25th June 2025

Mrs Lesley Grove FMAAT
Accuracy Accounts
Sunnyside, Church Lane
Petham
Canterbury
Kent. CT4 5RD

WILLESBOROUGH BAPTIST PRE-SCHOOL

England & Wales - Charity number 1175202

Accounts

Trustees Annual Report and Accounts for the year ended 31st August 2023

Structure, Governance and Management

The Preschool is operated under a Trustee Committee. The Committee has changed to a Charitable Incorporated Organization (CIO) and the Preschool re-registered with Ofsted in December 2020. Our new EY number is 2609381 (details have been updated online on the charity commission site). The trustee Committee consists of a Chair, Vice Chair and six other trustees, some are members of Willesborough Baptist Church, and one is a previous parent of a child who attended the Preschool. The management of the Preschool comprises of a Preschool Manager, Deputy Manager, and an Assistant Deputy Manager. The Preschool Manager post is held by (Mrs. Oluwatoyin Aina), who has been in post since September 2023, the Preschool Deputy Manager post is held by Jo Senior while the Assistant deputy Manager post was held by Zoe Bush up till 24th May. Both Deputies took the position in November 2023. Prior to the appointment of both Jo Senior and Zoe Bush, in January 2023 the team changed due to staff leaving which led to some changes. During that period, we appointed Kelly Price as the Room Leader. The Trustee Committee and the Management meet up three times a year.

The management is responsible for the administration, bursary duties including payroll (this is done alongside an accountant), a pension scheme, management of the Preschool staff, daily planning to ensure that all children progress, learning, and development are kept healthy and safe. These responsibilities are all carried by adhering to Legislation, which includes the General Data Protection Regulation and Ofsted requirements and by following the Statutory Framework for Early Years Foundation Stage 2021, this enables the staff to encourage, model and teach the children to obtain knowledge and skills to progress through Preschool and be ready for their next learning journey. The management team are assisted by the SENDCO and four other members of staff. Four members of staff are Key Practitioners, two are doing an apprenticeship programme while the Manager carries out administration duties. We also employ two members of bank staff, as and when required, to assist when staff are off ill or during our busier times, such as transition time during the summer term.

Our opening hours continue to be the same as before, to offer a service to the local community. Offering opening hours from 8:30am to 4:30pm, Monday, Wednesday, Thursday & Friday. We offer all day sessions, morning sessions from 8.30am to 12.30pm and afternoon sessions from 1pm to 4.30pm. This allows for some flexibility for all parents/carers. Due to our re-registration with Ofsted, we can have up to 32 children in any one session time, we however aim towards having a maximum of 29 children per session given the floor space we have.

Objectives and Activities

The objectives of the Preschool are -

- to provide a safe and satisfying Preschool experience for all children without any discrimination.
- to provide children with new learning experiences, enhance their development and education through child-initiated play, adult-initiated play, and adult led activities.
- to promote an understanding of others and to develop an attitude of kindness.
- to encourage independence and self confidence in the three prime areas of the Statutory Framework for Early Years Foundation Stage.
- to work in partnership with parents and carers to be able to meet the individual needs of each child.

Achievement and Performance

The number of children on roll has stayed at full capacity most of the time during this academic year. We have had a total of 42 children on roll, the hours in which these children attended have varied to allow for flexibility for all parents. However, each child has their own set of hours, sometimes some children have increased their hours in the next term.

The additional support offered for our children who speak English as an additional language has been provided with the use of Makaton, books with dual language to give to parents and general encouragement from the parents and children to share information. We also introduce numbers, letters, and shapes for the week. We have adopted the introduction of Makaton signs of the term, which is currently being reviewed, and these are used throughout the day to increase the children's vocabulary and communication skills.

Staff have undergone training programs such as Prevent duty training, First Aid Training, Designated Safeguarding Lead training and Safeguarding Training, Food Safety & Hygiene and Makaton training. We have signed up for an online training portal where staff can access various training courses to enhance their ability and knowledge to meet the needs of the children in our care more. Some of the trainings accessed so far are:

- Special Educational Needs and Disability Coordinator (SENDCo)
- Autism and ADHD in Girls
- Awareness of Sign Language
- Motivating Boys in Early Years
- Characteristics of Effective Teaching and Learning
- Child Development
- Continuous provision plan
- Encouraging Positive Behaviour etc.

We also received a high level of support from our local feeder primary school to assist with transition for our children who are due to start school in September. The development and Characteristics of Learning of the Statutory Framework for Early Years is embedded in the delivery of activities and daily planning, along with assessments which are recorded to ensure improved planning which meets the level of need for all children. All sessions are planned to take the prime and specific areas of learning into consideration.

The Preschool has been successful in obtaining funding the:

- 15 hours universal entitlement for 3- and 4-year-olds
- 15 hours extended funding for eligible 3- and 4-year-olds.
- 15 hours Free for two funding
- 15 hours Working Parents Entitlement and
- Early Years Pupil Premium for eligible children. Specific purchases have been made in accordance with the needs of the children.

The Preschool has a development plan in place and continues to evaluate the

opportunities that are available for our children. This is monitored using the tracking system on the online learning journal that we use to record children's observations.

Appropriate resources, equipment and training for new knowledge enable all the staff to keep themselves, the children and the pre-school a safe educational environment.

WILLESBOROUGH BAPTIST CHURCH PRESCHOOL

FINANCIAL SUMMARY FOR YEAR ENDING 31ST AUGUST 2023

	###		###
Opening Balance - Barclays Bank	14,121.89		38,598.15
Opening Balance - CAF Bank	40,215.20		15,336.20
Opening Balance - CAF Savings Account	1,000.65		1,000.01
Opening Balance - Petty Cash	66.11		247.39
	<u>55,403.85</u>		<u>55,181.75</u>
Income :			
Subsidy	82,750.96	104,646.80	
Fees	38,127.42	20,760.00	
Misc	161.16	4,816.71	
Total Income	<u>121,039.54</u>	<u>130,223.51</u>	
Expenditure :			
Wages	122,434.05	107,969.92	
Overheads/Equipment	12,342.20	7,932.31	
Rent	11,200.00	8,750.00	
Staff Training & Development	2,457.11	1,806.11	
Misc	849.50	3,543.07	
Total Expenditure	<u>149,282.86</u>	<u>130,001.41</u>	
Closing Balance - Barclays Bank	6,691.40		14,121.89
Closing Balance - CAF Bank	18,478.36		40,215.20
Closing Balance - CAF Savings Account	1,010.61		1,000.65
Closing Balance - Petty Cash	980.16		66.11
	<u>27,160.53</u>		<u>55,403.85</u>

Misc Income

Donations	71.50
Bank interest	89.66
	<u>161.16</u>

Overheads/Equipment

Resources	5122.39
Food	327.68
Health/Safety	930.43
Office	1472.46
Bookkeeping	3947.50
Insurance	541.74
	<u>12342.20</u>

Misc Expenditure

Education People	828.00
Donation	21.50
	<u>849.50</u>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: Willesborough Baptist Church Pre-School

On accounts for the year ended

31 August 2023

Charity no (if any)

1143686

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 DD / MM / YYYY.

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: [Signature]

Date: 18.6.24

Name: JOANNA GOWER

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

[Empty box]

Address:

25 PONDMORE WAY
ASTFORD
KENT TN25 4LL

WILLESBOROUGH BAPTIST PRE-SCHOOL

England & Wales - Charity number 1175202

Accounts

Trustees Annual Report and Accounts for the year ended 31st August 2022

Structure, Governance and Management

The Preschool is operated under a Trustee Committee. The Committee has changed to a Charitable Incorporated Organisation (CIO) and the Preschool has re-registered with Ofsted in December 2020. Our new EY number is 2609381 (details have been updated online on the charity commission site). The trustee Committee consists of a Chair and three other trustees, some are members of Willesborough Baptist Church, and one is a previous parent of a child who attended the Preschool. The management of the Preschool comprises of a Preschool Manager, Preschool Room Leader, and Assistant Room Leader. The Preschool Manager post is held by (Sonya Perks, nee Jones), who has been in post since January 2015 and the Preschool Room Leader post is held by (Teresa Webb) who has been in post for 19 years. We introduced a new role in the Preschool at this time – Assistant Room Leader, and this post is held by Emma Swadling who has been with the preschool since 2015. However, held this post since September 2021, in an acting capacity whilst starting a Level 5 leadership course. The Trustee Committee and the Management meet up three times a year.

The management is responsible for the administration, bursary duties including payroll, a pension scheme, management of the Preschool staff, daily planning to ensure that all children progress, learning, and development are kept healthy and safe. These responsibilities are all carried by adhering to Legislation, which includes the General Data Protection Regulation and Ofsted requirements and by following the Statutory Framework for Early Years Foundation Stage 2021, this enables the staff to encourage, model and teach the children to obtain knowledge and skills to progress through Preschool and be ready for their next learning journey. The management team are assisted by the SENCO and seven other members of staff. Five members of staff are Key Practitioners, one member of staff is an apprenticeship, and one member of staff carries out administration duties. We also employ two members of bank staff, as and when required to assist when staff are off ill or during our busier times, such as; transition time during the summer term.

Our opening hours continue to be the same as before, to offer a service to the local community. Offering opening hours from 8:30am to 4:30pm, Monday, Wednesday, Thursday & Friday. We offer all day sessions, morning sessions from 8.30am to 12.30pm and afternoon sessions from 1pm to 4.30pm. This allows for some flexibility for all parents/carers. Due to our re-registration with Ofsted we can have up to 32 children in any one session time.

Objectives and Activities

The objectives of the Preschool are -

- to provide a safe and satisfying Preschool experience for all children without any discrimination.
- to provide children with new learning experiences, enhance their development and education through child-initiated play, adult-initiated play and adult led activities.
- to promote an understanding of others and to develop an attitude of kindness.
- to encourage independence and self confidence in the three prime areas of the Statutory Framework for Early Years Foundation Stage.
- to work in partnership with parents and carers to be able to meet the individual needs of each child.

Achievement and Performance

The number of children on roll has stayed at full capacity most of the time during this academic year. We have had a total of 44 children on roll, the hours in which these children attended has varied to allow for flexibility for all parents. However, each child has their own set of hours, sometimes some children have increased their hours in the next term.

The additional support offered for our children who speak English as an additional language has been provided with the use of Makaton, books with dual language to give to parents and general encouragement from the parents and children to share information. We also introduce words for the week and two Makaton signs for week, these are used throughout the day to increase the children's vocabulary and communication skills.

Staff have undergone training programs such as; Prevent duty training, First Aid Training, Safeguarding, Food Safety & Hygiene and Makaton training. One member of staff has completed Early Years qualification – Level 2. The development and Characteristics of Learning of the Statutory Framework for Early Years is embedded in the delivery of activities and daily planning, along with assessments which are recorded to ensure improved planning which meets the level of need for all children. All sessions are planned to take the prime and specific areas of learning into consideration.

We have one child with Special Education Needs and have been successful in obtaining SENIF funding for this child to assist with special recourses to allow this child to have as similar access to their learning as their peers where deemed possible. The Preschool has been successful in obtaining funding for the 3 and 4 year olds and the Free for two funding and 30 hours funding for those families that are eligible. Specific purchases have been made in accordance to the needs of the children.

The Preschool has a development plan in place and continues to evaluate the opportunities that are available for our children. This is monitored through progress reports and observations. Appropriate resources, equipment and training for new knowledge enables all the staff to keep themselves, the children and the pre-school a safe educational environment.

WILLESBOROUGH BAPTIST CHURCH PRESCHOOL

FINANCIAL SUMMARY FOR YEAR ENDING 31ST AUGUST 2022

31.08.22

Opening Balance - Barclays Bank	38,598.15
Opening Balance - CAF Bank	15,336.20
Opening Balance - CAF Savings Account	1,000.01
Opening Balance - Petty Cash	247.39
	<u>55,181.75</u>

Income :

Subsidy	104,646.80	
Fees	20,760.00	
Misc	4,816.71	
Total Income		130,223.51

Expenditure :

Wages	107,969.92	
Overheads/Equipment	7,932.31	
Rent	8,750.00	
Staff Training & Development	1,806.11	
Misc	3,543.07	
Total Expenditure		130,001.41

Closing Balance - Barclays Bank	14,121.89
Closing Balance - CAF Bank	40,215.20
Closing Balance - CAF Savings Account	1,000.65
Closing Balance - Petty Cash	66.11
	<u>55,403.85</u>

31.08.21

24,295.66

-

-

160.99

24,456.65

114,375.89

9,203.00

32.93

123,611.82

82,087.36

4,100.65

6,000.00

698.71

-

92,886.72

38,598.15

15,336.20

1,000.01

247.39

55,181.75

Misc Income

Donations	511.28
Bank interest	5.43
Grants	4300.00
	<u>4816.71</u>

Overheads/Equipment

Resources	2034.60
Food	425.62
Health/Safety	971.16
Office	1274.28
Bookkeeping	2706.00
Insurance	520.65
	<u>7932.31</u>

Misc Expenditure

Sensory room	3000.00
Bookshelves	535.07
Donation	8.00
	<u>3543.07</u>



Section A Independent Examiner's Report

Report to the trustees/ members of

Willesborough Baptist Church Pre-School

On accounts for the year ended

31 August 2022

Charity no (if any)

1143686

Set out on pages

Page 1 No matters of concern highlighted

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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").

Independent examiner's statement

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.

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:

Joanna Gower

Date:

6-6-23

Name:

JOANNA GOWER

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

Address:

25 PONDMORE WAY
ASHFORD
TN25 4LU

WILLESBOROUGH BAPTIST PRE-SCHOOL

England & Wales - Charity number 1175202

Accounts

Trustees Annual Report and Accounts for the year ended 31st August 2021

Structure, Governance and Management

The Pre-School is operated under a Trustee Committee. The Committee has changed to a Charitable Incorporated Organisation (CIO) and the Pre-School has re-registered with Ofsted in December 2020. Our new EY number is 2609381 (details have been updated online on the charity commission site). The trustee Committee consists of a Chair and three other trustees, some are members of Willesborough Baptist Church and one is a parent of a child who attends the Pre-School. The management of the Pre-School comprises of a Pre-School Manager and two Pre-School Play Leader's. The Pre-School Manager post is held by (Sonya Perks, nee Jones), who has been in post since January 2015 and the Pre-School Play Leader post is held by (Teresa Webb) who has been in post for 19 years. The Pre-School Play Leader reduced her hours, so we promoted a second Pre-School Leader (Karen Wallace who has been at the Pre-School since 2017 and a Level 3 Key practitioner). The Trustee Committee and the Management meet up three times a year. *However, during this year due to the Covid 19, we have carried out some meetings virtually or a combination. Communication has been constant via email due to the various changes that have been implemented to keep in line with the government guidelines during the pandemic.*

The management is responsible for the administration, bursary duties including payroll, a pension scheme, management of the Pre-School staff, daily planning to ensure that all children progress, learning, and development are kept healthy and safe. These responsibilities are all carried by adhering to Legislation, which includes the General Data Protection Regulation and Ofsted requirements and by following the Statutory Framework for Early Years Foundation Stage 2021, this enables the staff to encourage, model and teach the children to obtain knowledge and skills to progress through Pre-School and be ready for school. The Pre-School Manager and Pre-School Leaders are assisted by the SENCO and seven other members of staff. Five members of staff are Key Practitioners, one member of staff is an apprenticeship, and one member of staff carries out administration duties. We also employed 3 members of bank staff, one in April 2020 and two in May 2020, this assist

us when staff are off ill or during our busier times, such as; transition time during the summer term.

As of September 2020, the Pre-School changed the opening hours again to support our new model. As we continue to be a Pre-School that cares to offer a service to the local community, we are now offering opening hours from 8:30am to 4:30pm, Monday, Wednesday, Thursday & Friday. We offer all day sessions, morning sessions from 8.30am to 12.30pm and afternoon sessions from 1pm to 4.30pm. This allows for some flexibility for all parents/carers. Also, due to our re-registration with Ofsted we can now have up to 32 children in any one session time.

Objectives and Activities

The objectives of the Pre-School are -

- to provide a safe and satisfying Pre-School experience for all children without any discrimination.
- to provide children with new learning experiences, enhance their development and education through child-initiated play, adult-initiated play and adult led activities.
- to promote an understanding of others and to develop an attitude of kindness.
- to encourage independence and self confidence in the three prime areas of the Statutory Framework for Early Years Foundation Stage.
- to work in partnership with parents and carers to be able to meet the individual needs of each child.

Achievement and Performance

The number of children on roll has stayed at full capacity most of the time during this academic year. We have had a total of 43 children on roll, the hours in which these children attended has varied to allow for flexibility for all parents. However, each child has their own set of hours, sometimes some children have increased their hours in the next term.

The preschool closed its premises at the end of March 2020 due to the Covid 19 pandemic, during this time, we kept in contact with staff, the majority of which were furloughed. We also kept in contact with parents and sent regular offer of home activities via email and online. We then returned back in June 2020 for all of our children, however, not all returned

as they felt they would prefer to keep their children at home. All parents and staff were informed of our procedures and measures that we put in place to keep all safe. However, most of the children that returned were children whose parents were key workers, a few more children did return before the summer holidays, but not all. Most of our staff returned back to work and we only had 2 of our members of staff on furlough at this time.

The additional support offered for our children who speak English as an additional language has been provided with the use of Makaton, books with dual language to give to parents and general encouragement from the parents and children to share information. We have also introduced words for the week and two Makaton signs for week, these are used throughout the day to increase the children's vocabulary and communication skills. *Again, during the pandemic, further conversations did take place particularly with our children's parents who have additional needs to support the children and the families.*

Staff have undergone short training programs such as; Prevent duty training, First Aid Training, Safeguarding and Makaton training. One member of staff has now completed studying an Early Years qualification - level 3. The development and Characteristics of Learning of the Statutory Framework for Early Years is embedded in the delivery of activities and daily planning, along with assessments which are recorded to ensure improved planning which meets the level of need for all children. All sessions are planned to take the prime and specific areas of learning into consideration. *Due to the pandemic, it was difficult to assess those children who went onto primary school, particularly those who did not return, discussions took place with all the primary schools that they were attending and detailed information was forwarded on to each appropriate school after the discussions. We have a very good working relationship with the main feeder school and had further conversations again in the September 2020.*

We have four children with Special Education Needs, we have supported these children with various resources and implemented intervention programmes that support them in small groups. We also support the families on a regular basis by using Targeted plans to allow the children to have a similar access to their learning as their peers where deemed possible.

The Pre-School has been successful in obtaining funding for the 3 and 4 year olds and the Free for two funding and 30 hours funding for those families that are eligible. Specific purchases have been made in accordance to the needs of the children.

The Pre-School has a development plan in place and continues to evaluate the opportunities that are available for our children. This is monitored through progress reports and observations. Appropriate resources, equipment and training for new knowledge enables all the staff to keep themselves, the children and the Pre-school a safe educational environment.

WILLESBOROUGH BAPTIST CHURCH PRESCHOOL
 FINANCIAL SUMMARY FOR YEAR ENDING 31ST AUGUST 2021

	31.08.21	31.08.20
Opening Balance - Bank	24,295.66	35,520.43
Opening Balance - Petty Cash	160.99	98.86
	<u>24,456.65</u>	<u>35,619.29</u>
Income :		
Subsidy	114,375.89	69,560.48
Fees	9,203.00	6,498.50
Misc	32.93	6,803.64
Total Income	<u>123,611.82</u>	<u>82,862.62</u>
Expenditure :		
Wages	82,087.36	85,952.98
Overheads/Equipment	4,100.65	2,939.89
Rent	6,000.00	3,808.00
Staff Training & Development	698.71	1,262.83
Misc	-	61.56
Total Expenditure	<u>92,886.72</u>	<u>94,025.26</u>
Closing Balance - Barclays Bank	38,598.15	24,295.66
Closing Balance - CAF Bank	16,336.21	-
Closing Balance - Petty Cash	247.39	160.99
	<u>55,181.75</u>	<u>24,456.65</u>



Section A Independent Examiner's Report

Report to the trustees/ members of

Willesborough Baptist Church Pre-School

On accounts for the year ended

31 August 2021

Charity no (if any)

1143686

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 DD / MM / YYYY.

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: JOYNER

Date: 27.5.22

Name: JOANNA GOWER

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

Chartered Accountant.

Address:

25 PONDMORE WAY, ASHFORD KENT TN25 4LU

WILLESBOROUGH BAPTIST PRE-SCHOOL

England & Wales - Charity number 1175202

Accounts

Trustees Annual Report and Accounts for the year ended 31st August 2020

Willesborough Baptist Pre-School

Structure, Governance and Management

The Pre-School is operated under a Trustee Committee; the Trustee Committee consists of a Chair and three other trustees, some are members of the Willesborough Baptist Church and one is a parent of a child who attends the Pre-School. The management of the Pre-School comprises of a Pre-School Manager and a Pre-School Play Leader. The Pre-School Manager post is held by (Sonya Jones), who has been in post since January 2015 and the Pre-School Play Leader post is held by (Teresa Webb) who has been in post for 19 years. The Trustee Committee and the Management meet three times a year. *However, during this year due to the Covid-19, we have carried out some meetings virtually or a combination. Communication has been fairly constant via email due to the various changes that have been implemented to keep in line with the government guidelines during the pandemic.*

The management is responsible for the administration, bursary duties including payroll, a pension scheme, management of the Pre-School staff, daily planning, learning, development and to ensure that all children progress and are kept healthy and safe. These responsibilities are all carried by adhering to Legislation, which includes the General Data Protection Regulation and Ofsted requirements and by following the Statutory Framework for Early Years Foundation Stage 2017. This enables the staff to encourage, model and teach the children to obtain knowledge and skills to progress through Pre-School and be ready for school. The Pre-School Manager and Pre-School Leader are assisted by the SENCO and seven other members of staff. Five members of staff are Key Practitioners, one member of staff is an apprenticeship and one member of staff carries out administration duties.

As of September 2017, the Pre-School changed the opening hours. This was due to the government initiative of offering 30 hours free child care to parents who are eligible. We have always been a Pre-School that cares to offer a service to the local community, which is why the Pre-School is now offering opening hours from 8:30am to 4:00pm, Monday,

Wednesday, Thursday & Friday. We offer all day sessions, morning or afternoon sessions and core times sessions, 9am – 2pm. This allows for some flexibility for all parents/carers. However, the Pre-School can only have 26 children at any one time.

Objectives and Activities

The objectives of the Pre-School are -

- to provide a safe and satisfying Pre-School experience for all children without any discrimination.
- to provide children with new learning experiences, enhance their development and education through child-initiated play, adult-initiated play and adult-led activities.
- to promote an understanding of others and to develop an attitude of kindness.
- to encourage independence and self confidence in the three prime areas of the Statutory Framework for Early Years Foundation Stage.
- to work in partnership with parents and carers to be able to meet the individual needs of each child.

Achievement and Performance

The number of children on roll has stayed at full capacity most of the time during this academic year. We have had a total of 37 children on roll; the hours in which these children attended has varied to allow for flexibility for all parents. However, each child has their own set of hours, sometimes some children have increased their hours in the next term.

The preschool closed its premises at the end of March 2020 due to the Covid-19 pandemic; during this time, we kept in contact with staff, the majority of which were furloughed. We also kept in contact with parents and sent regular offers of home activities via email and online. We then returned back in June 2020 for all of our children. However, not all returned as they felt they would prefer to keep their children at home. All parents and staff were informed of our procedures and measures that we put in place to keep all safe. However, most of the children that returned were children whose parents were key workers, a few more children did return before the summer holidays, but not all. Most of our staff returned back to work and we only had 2 of our members of staff on furlough at this time.

The additional support offered for our children who speak English as an additional language has been given with the use of Makaton and books with dual language to give to parents. We also provide additional speech and language activities which we use to support the children and partnership with the parents to encourage further learning at home. *Again, during the pandemic, further conversations did take place particularly with our children's parents who have additional needs to support the children and the families.*

Staff have undergone short training programs such as; Prevent duty training, First Aid Training, Safeguarding and Makaton training. One member of staff has now completed studying an Early Years qualification - level 3. The development and Characteristics of Learning of the Statutory Framework for Early Years is embedded in the delivery of activities and daily planning, along with assessments which are recorded to ensure improved planning which meets the level of need for all children. All sessions are planned to take the prime and specific areas of learning into consideration. *Due to the pandemic, it was difficult to assess those children who went onto primary school, particularly those who did not return; discussions took place with all the primary schools that they were attending and detailed information was forwarded on to each appropriate school after the discussions. We have a very good working relationship with the main feeder school and had further conversations again in September 2020.*

We currently have one child with Special Education Needs. We will be looking at obtaining SENIF funding for this child to assist with special recourses to allow this child to have as similar access to their learning as their peers, wherever deemed possible. The Pre-School has been successful in obtaining funding for the 3- and 4-year-olds and the Free for two funding and 30 hours funding for those families that are eligible. Specific purchases have been made in accordance to the needs of the children.

The Pre-School has a development plan in place and continues to evaluate the opportunities that are available for our children. This is monitored through progress reports and observations. Appropriate resources, equipment and training for new knowledge enables all the staff to keep themselves, the children and the pre-school a safe educational environment.

WILLESBOROUGH BAPTIST CHURCH PRESCHOOL

FINANCIAL SUMMARY FOR YEAR ENDING 31ST AUGUST 2020

	<u>31.08.20</u>	<u>31.08.19</u>
Opening Balance - Bank	35,520.43	27,234.06
Opening Balance - Petty Cash	98.86	152.01
	<u>35,619.29</u>	<u>27,386.07</u>
Income :		
Subsidy	69,560.48	104,035.82
Fees	6,498.50	6,612.50
Misc	6,803.64	657.23
Total Income	<u>82,862.62</u>	<u>111,305.55</u>
Expenditure :		
Wages	85,952.98	83,673.65
Overheads/Equipment	2,939.89	5,516.44
Rent	3,808.00	10,540.00
Staff Training & Development	1,262.83	1,862.60
Misc	61.56	1,479.64
Total Expenditure	<u>94,025.26</u>	<u>103,072.33</u>
Closing Balance - Bank	24,295.66	35,520.43
Closing Balance - Petty Cash	160.99	98.86
	<u>24,456.65</u>	<u>35,619.29</u>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Willesborough Baptist Church Pre-School

On accounts for the year ended

31 August 2020

Charity no (if any)

1143686

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").

Independent examiner's statement

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.

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:

Joanna Gower

Date:

31-8-21

Name:

JOANNA GOWER

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

Chartered Accountant.

Address:

25 Sandmore Way Ashford Kent TN25 4LU

