

## **Trustees Annual Report and Accounts for the year ended 31<sup>st</sup> 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>



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

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").

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:

27.5.22

Name:

JOANNA GOWER

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

Chartered Accountant.

Address:

25 PONDMORE WAY, ASHFORD KENT  
TN25 4LU