

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

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

### **Income :**

Subsidy	104,646.80	
Fees	20,760.00	
Misc	<u>4,816.71</u>	
<b>Total Income</b>		<b>130,223.51</b>

### **Expenditure :**

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

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

**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>



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

Willenhborough 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 31 August 2022.

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:

Joanna Gower

Date:

6-6-23

Name:

JOANNA GOWER

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

Address:

25 PONDMORE WAY

ASHTON

TN25 4LL