

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**

	<u>###</u>	<u>###</u>
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	121,039.54	130,223.51
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	149,282.86	130,001.41
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:

Gower

Date:

18.6.24

Name:

JOANNA GOWER

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

Address:

25 PONDMORE WAY

ASTFORD

KENT TN25 4LU