

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
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Canterbury
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