

BURPHAM PRESCHOOL

England & Wales · Charity number 1190881

Details

Status Registered

Legal form CIO

Registered 2020-08-17

Register [View on the Charity Commission register](#)

Contact

Address Church Of The Holy Spirit
Burpham
New Inn Lane
Burpham
Guildford
SURREY

Phone 01483825533

Email bpschair@burphamchurch.org.uk

Website www.burphampreschool.org

Activities

Objects: TO PROVIDE EDUCATION FOR, AND PROMOTE THE DEVELOPMENT OF CHILDREN, PRIMARILY UNDER STATUTORY SCHOOL AGE, INCLUDING BY: (1) PROVIDING A RANGE OF EDUCATIONAL AND PLAY ACTIVITIES; (2) PROMOTING THEIR HEALTH AND WELLBEING, INCLUDING THEIR EMOTIONAL, SOCIAL, SPIRITUAL AND MENTAL WELLBEING; (3) PROMOTING THEIR CARE AND SAFETY; (4) PROMOTING PARTNERSHIP WITH THEIR PARENTS AND/OR CARERS.

Activities: To provide education for, and promote the development of children, primarily under statutory school age, including by:(1) providing a range of educational and play activities;(2) promoting their health and wellbeing, including their emotional, social, spiritual and mental wellbeing ;(3) promoting their care and safety;(4) promoting partnership with their parents and/or carers.

Classification

- **How:** Provides Services, Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£111,838	£105,505	-	-
2024-03-31	£109,773	£116,813	-	-
2023-03-31	£114,316	£97,014	-	-
2022-03-31	£71,357	£84,593	-	-
2021-03-31	£116,818	£43,354	-	-

Trustees

Name	Role	Appointed
Carol Lowries	Chair	2022-09-28
Claire Pocock		2022-09-28
David Agg		2020-09-09
Jennifer Scholes		2024-10-10
Rev James Hanson		2024-10-10

BURPHAM PRESCHOOL

England & Wales - Charity number 1190881

Accounts

BURPHAM PRE-SCHOOL - Reg Charity No 1190881						
Financial Statements for the Year ended 31st March 2025						
Receipts and Payments Account for the Year ended 31st March 2025						
		Unrestricted	Restricted	TOTAL	TOTAL	
		Fund	Fund	2025	2024	
		£	£	£	£	
Receipts						
Fees (Surrey C C)		90,336.65	6,015.20	96,351.85	81,696.57	
Fees (Parents)		10,465.56	0.00	10,465.56	18,926.44	
Voluntary Contributions		632.10	0.00	632.10	2,901.45	
Donations		0.00	0.00	0.00	25.98	
Gift Aid		0.00	0.00	0.00	533.82	
Registration Fees		300.00	0.00	300.00	540.00	
Fundraising Income		2,216.92	0.00	2,216.92	2,492.33	
Insurance claim		0.00	0.00	0.00	1,894.50	
Food vouchers		0.00	255.00	255.00	720.00	
Bank Interest		1,616.92	0.00	1,616.92	41.53	
		105,568.15	6,270.20	111,838.35	109,772.62	
Payments						
Staffing		84,252.86	5,760.00	90,012.86	97,241.68	
Training		212.50	140.00	352.50	635.21	
Rent (Church)		7,770.00	0.00	7,770.00	7,659.00	
Insurance		1,127.54	0.00	1,127.54	1,101.95	
Accountancy		1,200.00	0.00	1,200.00	1,185.00	
Telephone/Office Costs		189.65	0.00	189.65	220.96	
Subscriptions		918.67	0.00	918.67	556.23	
Fundraising costs		601.17	0.00	601.17	21.49	
Sport4Kids		0.00	0.00	0.00	605.00	
Computers		0.00	0.00	0.00	649.96	
Equipment		1,221.12	0.00	1,221.12	1,864.96	
Food vouchers		0.00	255.00	255.00	720.00	
Sundries		1,826.74	29.36	1,856.10	4,351.46	
		99,320.25	6,184.36	105,504.61	116,812.90	
Net Cash Surplus for the Period		6,247.90	85.84	6,333.74	-7,040.28	
Cash at Bank and in Hand 1 Apr		69,371.34	1,118.29	70,489.63	77,529.91	
Cash at Bank and in Hand 31 Mar		75,619.24	1,204.13	76,823.37	70,489.63	

Financial Statements for the Year ended 31st March 2025 (continued)						
Statement of Assets and Liabilities as at 31st March 2025						
		Unrestricted	Restricted	TOTAL	TOTAL	
		Fund	Fund	2025	2024	
		£	£	£	£	
Cash Funds						
HSBC - Current		33,770.31	1,204.13	34,974.44	30,485.71	
Metro Bank		41,620.84	0.00	41,620.84	40,003.92	
SumUp		228.09	0.00	228.09	0.00	
		75,619.24	1,204.13	76,823.37	70,489.63	
The Unrestricted Fund (the General Fund) may be used for any purpose within the aims of the Charity.						
The Restricted Fund comprises money received from Surrey County Council for particular needs and special work.						
Declaration						
The Annual Report and Accounts have been approved by the Pre-school Trustees						
Signature				Signature		
Name	Carol Lowries			Name	David Agg	
Position	Chair			Position	Treasurer	
Date				Date		

Financial Review

This year, the Preschool finances have been more difficult than the end-of-year accounts might suggest. The difficulty was primarily caused by having relatively few children from September 2024, which meant that our regular income was significantly lower than we were expecting. We suspect that this reduction in numbers may have been due to the way preschool funding changed in September 2024, meaning that more parents were looking to find preschools which could provide the full 30 hours per week, which we are not yet able to offer.

Our finances were rescued by a one-off grant of £20,800 from SCC in March 2025, which was intended to help us migrate to the new arrangements. This income appears in full in these accounts, but should not really distract from the underlying issue. The financial position was further improved by not having a paid manager through the 2024 summer term. We are extremely grateful to Carol Lowries for carrying out this role as an unpaid volunteer.

In September, we increased fees by 5% for privately funded children. We continued to ask parents for voluntary donations, which raised £632 – noticeably less than in previous years. We also ran a successful fair, which contributed to a fundraising income of £2,216.

Staffing costs increased by 5% from the previous year, with all staff receiving a 5% pay rise at the start of the year. The increase in staffing costs arose because we had two members of staff on maternity leave for much of the year – we have been refunded their maternity pay by HMRC.

As a result, the Unrestricted Fund showed a surplus of £6,247 for the year, with an end-of-year balance of £75,619.

The Restricted Fund includes the separate funding provided by SCC for additional needs and specific support work. We also purchased some equipment for the benefit of the children who received this funding. The end of year balance of the Restricted Fund is £1,204.

The aim of the reserves policy is to keep sufficient money available to retain staff for about three months in the event of a temporary/permanent closure.

Note to the Accounts

1. Related Party Transactions

The trustees received no remuneration for their role as trustees during the period.

However, Roger Inveen is employed by the charity as the Preschool Manager and the governing document, approved by the Charity Commission, provides for him to be an ex-officio trustee. His remuneration during the year for her role as Preschool Manager is made up as follows:

	1 April 24 – 31 March 25
Salary	£15,753
Pension contributions	£472
Total	£16,226

Independent examiner's report to the trustees of Burpham Preschool

I report to the trustees on my examination of the accounts of Burpham Preschool for the year ending 31st March 2025, which are set out above.

Responsibilities and basis of report

As the charity trustees, 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 Burpham Preschool's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of Burpham Preschool as required by section 130 of the Act; or*
- 2. the accounts do not accord with those records; or*
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.*

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Samantha Aarvold 8 Devoil Close, Guildford, Surrey, GU4 7FG

Signed

Date

2025

BURPHAM PRESCHOOL

England & Wales - Charity number 1190881

Accounts



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE TRUSTEES OF BURPHAM PRESCHOOL

Registered charity number 1190881

For the period 1st April 2023 - 31st March 2024



Burpham Preschool

in partnership with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Reference and Administrative Information:

Charity Name: Burpham Preschool
Registered charity number 1190881
Operating address: Church of the Holy Spirit, New Inn Lane, Guildford,
Surrey GU4 7HW

Names of Trustees

Mrs Carol Lowries (appointed 16 Nov 2022, Chair from 16 March 2023)
Mr David Agg (Treasurer, appointed September 2020)
Mrs Claire Pocock (Secretary, appointed 28 September 2022)
Mrs Lucy Dean (Parent member, appointed 28 September 2022, left July 2024)
Mrs Andi Donovan (Parent member, Appointed 16 March 2023, left June 2024)
Mrs Grace Luke (Manager, ex officio, left March 2024))

Structure, Governance and Management

Type of governing document	Foundation model
Method of constitution	Charitable Incorporated Organisation
Trustee Selection method	Up to 5 nominated by Burpham Church, up to 2 appointed by trustees from parent body



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Objectives and Activities

Objectives summary

To enhance the development and education of children under statutory school age through the provision of a community group for children aged 2-4 years.

Public Benefit Statement

The following section sets out the activities and approach of the Preschool over the reporting period demonstrating the application of the Charity Commission's Public Benefit Guidance.

Main Activities Summary

We offer a safe, stimulating, enjoyable environment where children aged 2-4 can learn through play, guided activities, and interaction with other children, and develop relationships with adults outside the family. In this financial year we operated 9:15am-1:00pm on Mondays, Tuesdays, Wednesdays and Fridays, and 1.00-2:30pm on Mondays, Tuesdays, and Wednesdays.

To achieve our aims, we follow the approved national curriculum for the Early Years Foundation Stage (EYFS) so that each child can develop at their own pace with adult support, enabling them to grow in confidence and develop independence. Each child is individually supported, observed and assessed by their key worker, so that their development can be recorded and stimulated.

We work hard to communicate well with parents/carers and involve them with the Preschool as appropriate. We benefit from the online communication system for parents (mybabysdays.com) both to help them see their child's progress and keep them up to date on news and planned activities.

We operate in partnership with Burpham Church and provide the children with regular opportunities to celebrate Christian festivals in an age-appropriate way.

We ensure that all appropriate Safeguarding and Ofsted requirements are adhered to and that the children's safety and wellbeing is paramount. We also ensure that new trustees are trained for their role within the guidelines required by Ofsted and the Charity Commission.

Achievements and Performance

During the year, the trustees have generally met twice a term to support the manager and staff in the smooth running of the Preschool. Grace Luke continued as Preschool Manager (and designated Safeguarding Lead) until end March 2024. In the summer term 2024, Leanne Strudwick continued as deputy manager, leading all day-to-day activities and ensuring procedures were maintained. Carol Lowries, (chair of trustees) became 'acting manager' and DSL, Annie Edwards took on the role of SENCO.

It was an uncertain time for the staff and therefore the trustees met more frequently, to help support them and ensure preschool continued to run smoothly and provide the safe and secure environment for the children.



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

We have continued to work closely with Surrey Early Years and other professionals, who provide additional advice and support, including guidance for children with additional needs.

Autumn term

The children enjoyed a range of activities and themes, including storytelling visits from Guildford library, and a visit from the photographer.

Our main fundraising event of the year was the Autumn fayre. Parents and staff came together to put on an amazing afternoon for all the families, raising funds to purchase some new equipment for preschool. We ended the term with a Christmas service in church and party.

Grace Luke submitted her resignation in October, with a leaving of the end of March 2024. Carol Lowries consulted with Surrey Early Years regarding recommendations for the recruitment process. Carol & Jane Agg worked together on a new job description and reviewed recruitment processes and timescale. An initial advert was placed prior to Christmas, with limited response.

Spring term

During the spring term we celebrated Mother's Day, World Book Day, and held an Easter service in the church, followed by an egg hunt. We had a visit from Rev Mark Woodward, who was supporting the church. We had a very exciting time watching some chicks hatch and learning about their life cycle.

A revised advert was circulated on a local and national level, very little response from suitable candidates.

Grace left us at the end of term. We held a celebration service and end of term picnic.

We would like to record our thanks to Grace for everything she has done for preschool over the last 7 years, and we look forward to building on her legacy, as we move into a new phase for preschool.

Summer term

An interview for the managers role took place during the Easter holidays and an appointment was made, for the start of the summer term. Despite a thorough process, the appointment did not work out and the manager terminated her role after a week.

We discussed options with Surrey Early Years and it was agreed Carol Lowries would become 'acting manager' for the summer term. Carol also renewed her DSL training, to take up the role for preschool. A huge thank you goes to her, for her leadership of the team, during this turbulent time. The team continued to provide good quality care and education for our children.

We implemented some of the new changes with regards to record keeping, that had been introduced in the Early Years Foundation Stage (EYFS) early in 2024. We continued to



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

advertise for a new manager and following a successful interview process in July, Roger Inveen, was appointed to start in September 2024.

In June we were delighted to welcome Rev James Hanson to Burpham Church as our new minister. James brings a wealth of knowledge in education and we look forward to further developing our partnership with the church. James is now a regular visitor preschool and will be joining us as a trustee.

We continued our partnership work with local schools and welcomed many teachers and SENCO's to visit our children, as part of the children's preparation for moving onto primary school.

Staffing

Hayley Allum was appointed as preschool administrator for the summer term and has provided an invaluable support.

Congratulations to Annie Edwards who completed her SENCO and L3 Early years training.

Laura Bishop and Nicola Bonser are currently on maternity leave. We wish them both a wonderful family time during this time.

The whole preschool team are to be congratulated for their ongoing hard work and commitment this year. They have continued to provide a consistent and caring environment for all our children and families, despite the changes and uncertainties about the future. A huge 'thank you' to everyone!

Future plans

- To secure the future of preschool as an outstanding, caring, nurturing, Early Years provision within the community of Burpham.
- To develop the team of trustees
- To develop the partnership with Burpham church.

Approved by the Trustees of Burpham Preschool on **17th October 2024** and signed on their behalf by:

Signature: *CJLowries*

Name: Mrs Carol Lowries

Position: Chair of trustees.



in partnership
with

Burpham
Preschool



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

BURPHAM PRE-SCHOOL - Reg Charity No 1190881					
Financial Statements for the Year ended 31st March 2024					
Receipts and Payments Account for the Year ended 31st March 2024					
	Unrestricted	Restricted	TOTAL	TOTAL	
	Fund	Fund	2024	2023	
	£	£	£	£	
Receipts					
Fees (Surrey C C)	66,066.98	15,629.59	81,696.57	76,181.36	
Fees (Parents)	18,926.44	0.00	18,926.44	27,189.92	
Voluntary Contributions	2,901.45	0.00	2,901.45	4,579.26	
Donations	25.98	0.00	25.98	2,050.00	
Gift Aid	533.82	0.00	533.82	0.00	
Registration Fees	540.00	0.00	540.00	505.00	
Fundraising Income	2,492.33	0.00	2,492.33	3,370.80	
Insurance claim	1,894.50	0.00	1,894.50	0.00	
Food vouchers	0.00	720.00	720.00	405.00	
Bank Interest	41.53	0.00	41.53	34.73	
	93,423.03	16,349.59	109,772.62	114,316.07	
Payments					
Staffing	76,326.30	20,915.38	97,241.68	79,440.98	
Training	515.21	120.00	635.21	1,916.45	
Rent (Church)	7,659.00	0.00	7,659.00	7,535.00	
Insurance	1,101.95	0.00	1,101.95	741.67	
Accountancy	1,185.00	0.00	1,185.00	1,020.00	
Telephone/Office Costs	220.96	0.00	220.96	154.47	
Subscriptions	556.23	0.00	556.23	371.98	
Fundraising costs	21.49	0.00	21.49	199.37	
Sport4Kids	605.00	0.00	605.00	1,650.00	
Computers	649.96	0.00	649.96	0.00	
Equipment	1,378.42	486.54	1,864.96	1,366.60	
Food vouchers	0.00	720.00	720.00	405.00	
Sundries	3,844.83	506.63	4,351.46	2,212.78	
	94,064.35	22,748.55	116,812.90	97,014.30	
Net Cash Surplus for the Period	-641.32	-6,398.96	-7,040.28	17,301.77	
Cash at Bank and in Hand 1 Apr	70,012.66	7,517.25	77,529.91	60,228.14	
Cash at Bank and in Hand 31 Mar	69,371.34	1,118.29	70,489.63	77,529.91	

Burpham Preschool Charity Number 1190881

operating from Church of the Holy Spirit, New Inn Lane, Guildford, GU4 7HW

Page 6 of 10



in partnership
with

Burpham
Preschool



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Financial Statements for the Year ended 31st March 2024 (continued)						
Statement of Assets and Liabilities as at 31st March 2024						
		Unrestricted	Restricted	TOTAL	TOTAL	
		Fund	Fund	2024	2023	
		£	£	£	£	
Cash Funds						
HSBC - Current		29,367.42	1,118.29	30,485.71	62,501.71	
Scottish Widows		0.00	0.00	0.00	14,728.20	
Metro Bank		40,003.92	0.00	40,003.92	0.00	
Petty Cash		0.00	0.00	0.00	300.00	
		69,371.34	1,118.29	70,489.63	77,529.91	
The Unrestricted Fund (the General Fund) may be used for any purpose within the aims of the Charity.						
The Restricted Fund comprises money received from Surrey County Council for particular needs and special work.						
Declaration						
The Annual Report and Accounts have been approved by the Pre-school Trustees						
Signature			Signature			
Name	Carol Lowries		Name	David Agg		
Position	Chair		Position	Treasurer		
Date			Date			



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Financial Review

The Preschool finances have been acceptable this year. Our headcount was good throughout the year, which meant that our fees – which dominate our income – were reasonably high. We increased fees by 10% for privately funded children. We continued to ask parents for voluntary donations, which raised £2,901 – less than in the previous year. We also ran a successful fair, which contributed to a fundraising income of £2,492.

Staffing costs increased by 20% from the previous year, with all staff receiving a 10% pay rise at the start of the year. The additional increase in staffing costs arose because we employed additional playworkers using money from our Restricted Fund. We continued our policy of ensuring that all staff receive at least the Living Wage as recommended by the Living Wage Foundation.

As a result, the Unrestricted Fund showed a deficit of £641 for the year, with an end-of-year balance of £69,371.

The Restricted Fund includes the separate funding provided by SCC for additional needs and specific support work. We also purchased some equipment for the benefit of the children who received this funding. The end of year balance of the Restricted Fund is £1,118.

The aim of the reserves policy is to keep sufficient money available to retain staff for about three months in the event of a temporary/permanent closure.



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Note to the Accounts

1. Related Party Transactions

The trustees received no remuneration for their role as trustees during the period.

However, Mrs Grace Luke is employed by the charity as the Preschool Manager and the governing document, approved by the Charity Commission, provides for her to be an ex-officio trustee. Her remuneration during the year for her role as Preschool Manager is made up as follows:

	1 April 23 – 31 March 24
Salary	£26,268
Pension contributions	£788
Total	£27,056



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Independent examiner's report to the trustees of Burpham Preschool

I report to the trustees on my examination of the accounts of Burpham Preschool for the year ending 31st March 2024, which are set out above.

Responsibilities and basis of report

As the charity trustees, 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 Burpham Preschool's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of Burpham Preschool as required by section 130 of the Act; or*
- 2. the accounts do not accord with those records; or*
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.*

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Samantha Aarvold 8 Devoil Close, Guildford, Surrey, GU4 7FG

Signed

Date

2024

BURPHAM PRESCHOOL

England & Wales - Charity number 1190881

Accounts



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE TRUSTEES OF BURPHAM PRESCHOOL

Registered charity number 1190881

For the period 1st April 2022 - 31st March 2023



Burpham Preschool

in partnership with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Reference and Administrative Information:

Charity Name: Burpham Preschool

Registered charity number 1190881

Operating address: Church of the Holy Spirit, New Inn Lane, Guildford, Surrey GU4 7HW

Names of Trustees

Mrs Lisa Scott (Secretary 17 August 2020 – 28 Sept 2022)

Ms Sarah Stothard (General Member, 17 August 2020 – 2 Sept 2022)

Mr Michael Bamburgh (parent member, September 2021 –22 Sept 2022)

Mr Howard Smith (parent member, 17 August 2020 – 23 Sept 2022)

Rev Joanna Levasier (Appointed Chair 17 August 2020, resigned as chair 16 March 2023)

Mrs Carol Lowries (appointed 16 Nov 2022, Chair from 16 March 2023)

Mr David Agg (Treasurer, appointed September 2020)

Mrs Claire Pocock (Secretary, appointed 28 September 2022)

Mrs Lucy Dean (Parent member, appointed 28 September 2022)

Mrs Andi Donovan (Parent member, Appointed 16 March 2023)

Mrs Grace Luke (Manager, ex officio)

Structure, Governance and Management

Type of governing document

Foundation model

Method of constitution

Charitable Incorporated Organisation

Trustee Selection method

Up to 5 nominated by Burpham Church, up to 2
appointed by trustees from parent body

Objectives and Activities

Objectives summary



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

To enhance the development and education of children under statutory school age through the provision of a community group for children aged 2-4 years.

Public Benefit Statement

The following section sets out the activities and approach of the Preschool over the reporting period demonstrating the application of the Charity Commission's Public Benefit Guidance.

Main Activities Summary

We offer a safe, stimulating, enjoyable environment where children aged 2-4 can learn through play, guided activities, and interaction with other children, and develop relationships with adults outside the family. In this financial year we operated 9:15am-1:00pm on Mondays, Tuesdays, Wednesdays and Fridays, and 1.00-2:30pm on Mondays, Tuesdays, and Wednesdays.

To achieve our aims, we follow the approved national curriculum for the Early Years Foundation Stage (EYFS) so that each child can develop at their own pace with adult support, enabling them to grow in confidence and develop independence. Each child is individually supported, observed and assessed by their key worker, so that their development can be recorded and stimulated.

We work hard to communicate well with parents/carers and involve them with the Preschool as appropriate. We benefit from the online communication system for parents (mybabysdays.com) both to help them see their child's progress and keep them up to date on news and planned activities.

We operate in partnership with Burpham Church and provide the children with regular opportunities to celebrate Christian festivals in an age-appropriate way.

We ensure that all appropriate Safeguarding and Ofsted requirements are adhered to, and that the children's safety and wellbeing is paramount. We also ensure that new trustees are trained for their role within the guidelines required by Ofsted and the Charity Commission.

Achievements and Performance

This year we have been largely able to return to pre-COVID activities whilst keeping the benefits of subdividing our open plan setting, dedicating some to our 2yr old group and a further area for additional needs support. All children, now spend more time in their smaller, key groups as well as having time in altogether activities.

During the year, the management team has met twice a term to support the manager and staff in the smooth running of the Preschool. Mrs Grace Luke continues as our Preschool Manager (and designated Safeguarding Lead). During the 2022 summer term, Mrs Rebecca Hughes was the Assistant Manager, assistant DSL and Preschool SENCO, before her resignation at the end of this academic year. Mrs Tracy Bundy also left at the end of the summer term, both moving to work in the local primary school.

We began the academic year in September 2022, with Mrs Leanne Strudwick taking on the role of Assistant Manager and assistant DSL, and Mrs Grace Luke taking on the SENCO



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

role, which at present she is still doing. There were various changes within the trustees at the AGM in September. We said goodbye to our secretary assistant chair and two parent trustees and were pleased to welcome a new parent trustee – Mrs Lucy Dean and a new secretary, Mrs Claire Pocock.

As we entered the new academic year in Sept 2022, we had 3 key workers supported by 2 playworker. We were very pleased to appoint Mrs Nicola Bonser as an additional keyworker in November 2022.

During this financial year we worked with 5 children with SEN, completing an Educational Health Care Plan for 1 child who was starting school in September 2022. The other 4 children remain with us.

We had 16 children leave at the end of July 2022, and began the Autumn 2022 term with 15 x 3-4 yr olds and 9 x 2-year-olds, rising to 23 x 3-4yr olds and 5 x 2yr olds in January 2023.

The staff team continues in-house training, and this year have particularly focused on speech and Language, as well as Positive Touch, with 3 of our staff attending a Positive Touch Training Day. The team continues to teach Makaton signing to all the children and this is used by all staff in communication.

We were pleased to have been able to run several parent and preschool events in this year. In June 2022 we invited dads and grandads to join us for sausage butties, a short service celebrating Father's Day, and activities in the Preschool with the children. We also marked the "graduation" of 16 children at our Leavers' Service in July 2022

This year, for our major fundraising event, we initiated a Harvest Fair in conjunction with Burpham Church. This event was highly successful; well attended by parents, church members and people from the local community. We were very pleased to have raised over £3000 from the afternoon as well as build strong relationships across different communities. Particular thanks go to Mrs Karen Haimes for all her hard work organising such a fantastic set of raffle prizes, as well as co-ordinating the help with the various stalls etc on the day. Some trustees, parents and staff also enjoyed a wine tasting evening in October and we are grateful to our treasurer for organising the event which provided a good opportunity to build relationships between the different groups.

We enjoyed celebrating Harvest with the children coming into church in October 2022 and Christmas with children and parents at a Nativity service in December 2022. March 2023 saw us welcoming mums and grandmas to celebrate Mothers' Day as well as welcoming the children into church at the end of term to celebrate Easter.

Towards the end of the Spring term 2023, Grace Luke, the Preschool manager took time off on planned sick leave for a knee operation and on the first day of her absence we were advised that Ofsted would be coming in the next day. The newly appointed Preschool



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Chair of Trustees, deputy manager and staff team rose to the occasion, and we are really pleased to advise that Burpham Preschool was awarded a GOOD in all areas by the inspector following her visit on 21st March 2023. Some comments from the Ofsted report include the following paragraphs:

“Children excitedly enter the pre-school for the day ahead. They are safe and secure and display a very firm sense of belonging. Children have good bonds with all staff members who are kind and attentive. Each child is viewed as a unique individual, and this helps children to have confidence in their own characteristics of learning. Children feel valued and respected through the genuine interest that the staff team take in speaking to the children each day.”

“The leadership within the pre-school is strong. All staff have a good level of understanding of their roles and responsibilities. They are enthusiastic and passionate about ensuring that each and every child has the best possible early years' experience. Staff receive regular supervisions and training to support their practice, to become more reflective in how they can strengthen opportunities for their assigned key children.”

“Partnerships with parents are a particular strength of the setting. Every effort is taken to continually build good relationships and open ways of communication, to involve parents in their children's development and achievements. Parents are very complimentary of the time and immense effort staff members take to discuss their child's day at pre-school.”

Sample of Parents comments to Ofsted

‘Dear Ofsted,

Burpham Preschool has made my child's life. She absolutely loves it.

The activities are wonderfully linked into a theme. She enjoyed experiencing the Great Barrier reef.

Gracie and her team know my child and are aware of her individual targets. They ensure she makes progress in her own time.

My child wishes every day was a preschool day.’

‘All of the staff are excellent, they have an outstanding knowledge of each of my children and knew their likes and dislikes and strengths and weaknesses. They tailored their care and how they got them ready for school to suit their individual personalities. Their genuine care for each of the children is what I love most about the preschool.’

‘Thank you Burpham Pre-school for all the hard work, all the sweet moments, all the smiles and happiness you give to our children and to us! Thank you!’



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

'I'd also like to acknowledge the level of work that everyone puts in to make the preschool so special. As an ex-teacher, I know how hard it can be, but from the daily reports to the fundraising events, I'm left stunned at how much they do for such little recognition. We, the parents, see how tirelessly they work, and I'm certain that my daughter will have a great head start when she starts school because of her experience at this preschool.'

'I can't rate the setting more highly. My son has been attending the preschool for just over a year, having just turned two years old. The staff have helped him grow and develop into such a confident little boy, well on his way to starting to prepare him for a school setting from a young age.'

'Both my children walk in with a smile and come out full of beans, they're both truly happy here and we would recommend Burpham Pre School without a doubt. It's a lovely setting, spacious, colourful and clean and it really has a community feel about it. Grace and her team are fantastic, they genuinely care about the children and their development, as well as supporting us parents when it sometimes gets too much!'

Approved by the Trustees of Burpham Preschool on 25/09/2023 and signed on their behalf by:

Signature: *CJLowries*

Name: Mrs Carol Lowries

Position: Chair



in partnership
with

Burpham
Preschool



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

BURPHAM PRE-SCHOOL - Reg Charity No 1190881					
Financial Statements for the Year ended 31st March 2023					
Receipts and Payments Account for the Year ended 31st March 2023					
	Unrestricted	Restricted	TOTAL	TOTAL	
	Fund	Fund	2023	2022	
	£	£	£	£	
Receipts					
Fees (Surrey C C)	56,990.19	19,191.17	76,181.36	48,646.22	
Fees (Parents)	27,189.92	0.00	27,189.92	20,131.52	
Voluntary Contributions	4,579.26	0.00	4,579.26	451.19	
Donations	2,050.00	0.00	2,050.00	0.00	
Gift Aid	0.00	0.00	0.00	173.51	
Registration Fees	505.00	0.00	505.00	880.00	
Fundraising Income	3,370.80	0.00	3,370.80	430.24	
Food vouchers	0.00	405.00	405.00	630.00	
Bank Interest	34.73	0.00	34.73	14.68	
	94,719.90	19,596.17	114,316.07	71,357.36	
Payments					
Staffing	67,085.78	12,355.20	79,440.98	66,668.54	
Training	1,691.45	225.00	1,916.45	672.47	
Rent (Church)	7,535.00	0.00	7,535.00	7,805.00	
Insurance	741.67	0.00	741.67	700.58	
Accountancy	1,020.00	0.00	1,020.00	1,020.00	
Telephone/Office Costs	154.47	0.00	154.47	301.66	
Subscriptions	371.98	0.00	371.98	477.36	
Fundraising costs	199.37	0.00	199.37	84.74	
Sport4Kids	1,650.00	0.00	1,650.00	0.00	
Computers	0.00	0.00	0.00	199.00	
Equipment	1,185.69	180.91	1,366.60	3,884.06	
Food vouchers	0.00	405.00	405.00	630.00	
Sundries	1,778.32	434.46	2,212.78	2,149.96	
	83,413.73	13,600.57	97,014.30	84,593.37	
Net Cash Surplus for the Period	11,306.17	5,995.60	17,301.77	-13,236.01	
Cash at Bank and in Hand 1 Apr	58,706.49	1,521.65	60,228.14	73,464.15	
Cash at Bank and in Hand 31 Mar	70,012.66	7,517.25	77,529.91	60,228.14	



in partnership
with

Burpham
Preschool



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Financial Statements for the Year ended 31st March 2023 (continued)						
Statement of Assets and Liabilities as at 31st March 2023						
		Unrestricted	Restricted	TOTAL	TOTAL	
		Fund	Fund	2023	2022	
		£	£	£	£	
Cash Funds						
HSBC - Current		54,984.46	7,517.25	62,501.71	45,234.67	
Scottish Widows		14,728.20	0.00	14,728.20	14,693.47	
Petty Cash		300.00	0.00	300.00	300.00	
		70,012.66	7,517.25	77,529.91	60,228.14	
The Unrestricted Fund (the General Fund) may be used for any purpose within the aims of the Charity.						
The Restricted Fund comprises money received from Surrey County Council for particular needs and special work.						
Declaration						
The Annual Report and Accounts have been approved by the Pre-school Trustees						
Signature			Signature			
Name	Carol Lowries		Name	David Agg		
Position	Chair		Position	Treasurer		
Date			Date			



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Financial Review

The Preschool finances have been much stronger this year than in the previous year. Our headcount was good throughout the year, which meant that our fees – which dominate our income – were high. In addition, we lost two members of staff in the summer and were only able to replace one of them. Although good for the finances, this puts a higher workload on the staff and is not sustainable in the long term.

We continue to have a significant number of 2-year-old children, so this appears to be a permanent change from before the pandemic. These children require more staff to meet the Ofsted staffing ratio, so we have continued to increase our rates for 2-year-olds to allow us to afford this.

As a result, the Unrestricted Fund showed a surplus of £11,306 for the year, with an end-of-year balance of £70,012.

At the start of the year, we decided to restart our policy of asking parents for voluntary donations, which raised £4,579. We also ran a successful fair, which contributed to a fundraising income of £3,370.

Staffing costs increased by 10% from the previous year, with all staff receiving a pay rise at the start of the year. We have continued our policy of ensuring that all staff receive at least the Living Wage as recommended by the Living Wage Foundation.

The Restricted Fund includes the separate funding provided by SCC for additional needs and specific support work. We employed two Playworkers throughout the year, with a third (actually a job share) starting at the end of the year. We also purchased some equipment for the benefit of the children who received this funding. The end of year balance of the Restricted Fund is £7,517.

The aim of the reserves policy is to keep sufficient money available to retain staff for about three months in the event of a temporary/permanent closure.



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Note to the Accounts

1. Related Party Transactions

The trustees received no remuneration for their role as trustees during the period.

However, Mrs Grace Luke is employed by the charity as the Preschool Manager and the governing document, approved by the Charity Commission, provides for her to be an ex-officio trustee. Her remuneration during the year for her role as Preschool Manager is made up as follows:

	1 April 22 – 31 March 23
Salary	£23,567
Pension contributions	£707
Total	£24,274



in partnership
with

Burpham
Preschool



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Independent examiner's report to the trustees of Burpham Preschool

I report on the accounts for the period from 1st April 2022 to 31st March 2023 which are set out above.

Respective responsibilities of the trustees and independent examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- *examine the accounts under section 145 of the 2011 Act;*
- *follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and*
- *state whether particular matters have come to my attention.*

Basis of independent examiner's statement

My examination was carried out in accordance with the 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matters have come to my attention

- 1. which give me reasonable cause to believe that in any material respect the requirements*
 - *to keep accounting records in accordance with s.130 of the 2011 Act; or*
 - *to prepare accounts which accord with these accounting records**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.*

Samantha Aarvold 8 Devoil Close, Guildford, Surrey, GU4 7FG

Signed

Date

2023

BURPHAM PRESCHOOL

England & Wales - Charity number 1190881

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE TRUSTEES OF BURPHAM PRESCHOOL

Registered charity number 1190881

**For the period 1st April 2021 - 31st
March 2022**



**Burpham
Preschool**

in partnership with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS



Reference and Administrative Information:

Charity Name: Burpham Preschool
Registered charity number 1190881
Operating address: Church of the Holy Spirit, New Inn Lane, Guildford,
Surrey GU4 7HW

Names of Trustees

Rev Joanna Levasier (Chair, elected 17 August 2020)
Mrs Lisa Scott (Secretary elected 17 August 2020)
Ms Sarah Stothard (General Member, elected 17 August 2020)
Mr David Agg (Treasurer, appointed September 2020)
Mr Michael Bambrough (parent member, appointed September 2021)
Mr Howard Smith (parent member, appointed 17 August 2020)
Mrs Grace Luke (Manager, ex officio)

Structure, Governance and Management

Type of governing document	Foundation model
Method of constitution	Charitable Incorporated Organisation
Trustee Selection method	Up to 5 nominated by Burpham
Church, up to 2	appointed by trustees from parent body

Objectives and Activities

Objectives summary

To enhance the development and education of children under statutory school age through the provision of a community group for children aged 2-4 years.

Public Benefit Statement

The following section sets out the activities and approach of the Preschool over the reporting period demonstrating the application of the Charity Commission's Public Benefit Guidance.

Main Activities Summary

We offer a safe, stimulating, enjoyable environment where children aged 2-4 can learn through play, guided activities, and interaction with other children, and develop relationships with adults outside the family.

In the summer 2020 and Autumn 2021 the Preschool offered the COVID-restricted timetable of 15 hours: 9:15am-1:00pm on Mondays, Tuesdays, Wednesdays and Fridays. We were pleased to reopen our afternoon sessions at the start of 2022, and are now offering our Pre-COVID 19½ hours a week: operating 9:15am-1:00pm on Mondays, Tuesdays, Wednesdays and Fridays, and 1.00-2:30pm on Mondays, Tuesdays, and Wednesdays.

To achieve our aims, we follow the approved national curriculum for the Early Years Foundation Stage (EYFS) so that each child can develop at their own pace with adult support, enabling them to grow in confidence and develop independence. Each child is individually supported, observed and assessed by their key worker, so that their development can be recorded and stimulated.

We work hard to communicate well with parents/carers and involve them with the Preschool as appropriate. We benefit from the online communication system for parents (mybabysdays.com) both to help them see their child's progress and keep them up to date on news and planned activities.

We operate in partnership with Burpham Church and provide the children with regular opportunities to celebrate Christian festivals in an age-appropriate way.

We ensure that all appropriate Safeguarding and Ofsted requirements are adhered to and that the children's safety and wellbeing is paramount. We also ensure that new trustees are trained for their role within the guidelines required by Ofsted and the Charity Commission.

Achievements and Performance

This year has again been impacted by COVID19 although not as significantly as the previous financial year. The children were kept in their key group bubbles for the summer term in 2021, but returned to a more open arrangement in September 2021. We have maintained some of the benefits experienced from the smaller groups during the COVID restrictions and have separated off a section of our open plan setting, dedicated to our 2 year old group. All children,

now spend more time in their smaller, key groups as well as having time in altogether activities.

During the year, the management team has met two or three times a term to support the manager and staff in the smooth running of the Preschool. The Assistant Manager has generally been in attendance.

Mrs Grace Luke continues as our Preschool Manager (and designated Safeguarding Lead), ably supported by Mrs Rebecca Hughes as the Assistant Manager, assistant DSL and Preschool SENCO. She attends regular meetings to ensure we access the best outside agency help that is available.

At the start of the academic year in September 2021, we were pleased to welcome a new parent trustee – Mr Michael Bambrough.

In the summer term 2021 our Manager and Assistant manager were ably assisted by two employed keyworkers (one working for her NVQ level 3 in childcare) and two supporting play workers. We were also delighted to offer a 2 day a week childcare placement for a student at Guildford college. In September 2021, we welcomed Ms Ashlee Carter onto the staff team, and were also able to take on a foreign student as part of an exchange programme. In October Mrs Jo Surun, former playworker, came in regularly as a volunteer to assist the team.

In January 2022 we were pleased to welcome Mrs Laura Bishop as a new Keyworker. From January Ms Ashlee Carter moved to a formal apprentice role who also began working on her NVQ level 3 in childcare, but at February half term, she decided to take a 6 month break from her role at Preschool. We were grateful to Mrs Jo Surun for stepping up to take this on for the rest of the academic year.

During this financial year we worked with three children with specific SEN, completing an Educational Health and Care Plan for one child, and working towards submitting another.

We had 9 children leave at the end of July 2021, and began the Autumn term with 14 3-4 year-olds, and 9 2-year-olds, rising to 17 3-4 year-olds and 13 2-year-olds in January 2022.

The staff team continues in-house training from time to time, and this year have particularly focused on sensory processing. The team worked hard to implement the EYFS changes in September 2021. The team continues to teach the children Makaton signing to all the children and this is used by all staff in communication.

Many events continued to be impacted by COVID concerns and so the Leavers service in July 2021 and Christmas Nativity in December 2021 welcomed parents but seated socially distanced. We were very pleased to run our Mother's Day service in March 2022 without any restrictions. Whilst we were not able to run trips this year, we did not let COVID stop many of our regular in-house activities and the children were still able to grow vegetables in their key groups and spend much time in our outside areas.

We remain very grateful to all the parents for their support and encouragement throughout the year and thank them again for their support in making this such a happy and positive environment.

Financial Review

The Preschool finances have continued to be significantly affected by Covid-19, primarily because the number of children attending has remained lower than needed. There has been a notable shortage of applications from 3/4-year-old children, so we have taken a larger number of 2-year-old children to maximise headcount. Unfortunately, 2-year-old children require a higher staffing ratio, so we have had to employ additional staff to remain compliant.

As a result, the Unrestricted Fund showed a deficit of £9,725.11 for the year, with an end-of-year balance of £58,706.49. This is still a healthy amount, provided that the number of children attending returns to pre-Covid levels.

We continued our policy of not asking parents for voluntary contributions during the pandemic.

The amount received from Surrey County Council (SCC), for Early Years Universal and Extended Offer Funding, has been lower than would normally be expected. This relates directly to a fall in the number of children who attend the Preschool and are eligible for the funding. The amounts received from parents was higher than in previous years, reflecting the increased number of 2-year-old children.

Staffing costs increased during the year, as we recruited additional staff to meet the required staffing ratio. All staff received an annual pay rise. We have adopted a policy of ensuring that all staff receive at least the Living Wage as recommended by the Living Wage Foundation.

Because of Covid, there were no fundraising events during the year.

The Restricted Fund includes the separate funding provided by SCC for additional needs and specific support work. We employed 2 Playworkers during the summer term in 2021, and we purchased some equipment for the benefit of the children who received this funding. The end of year balance of the Restricted Fund is £1,521.65.

The aim of the reserves policy is to keep sufficient money available to retain staff for about three months in the event of a temporary/permanent closure.

Approved by the Trustees of Burpham Preschool on and signed on their behalf by:

Signature:



Name: Rev'd Joanna Levasier
Position: Chair

BURPHAM PRESCHOOL - Reg Charity No 1190881

Financial Statements for the Year ended 31st March 2022

Receipts and Payments Account for the Year ended 31st March 2022

	Unrestric ted Fund £	Restric ted Fund £	TOTAL 2022 £	TOTAL 2021 £
Receipts				
Fees (Surrey C C)	44,174.96	4,471.26	48,646.22	27,852.22
Fees (Parents)	20,131.52	0.00	20,131.52	9,480.50
Voluntary Contributions	451.19	0.00	451.19	707.50
Gift Aid	173.51	0.00	173.51	0.00
Registration Fees	880.00	0.00	880.00	520.00
Fundraising Income	430.24	0.00	430.24	87.70
Food vouchers	0.00	630.00	630.00	0.00
Bank Interest	14.68	0.00	14.68	7.45
Transfer from old charity - 1032299	0.00	0.00	0.00	78,162.44
	66,256.10	5,101.26	71,357.36	116,817.81
Payments				
Staffing	60,498.64	6,169.90	66,668.54	35,033.79
Training	672.47	0.00	672.47	311.50
Rent (Church)	7,805.00	0.00	7,805.00	4,620.00
Insurance	700.58	0.00	700.58	610.22
Accountancy	1,020.00	0.00	1,020.00	510.00
Telephone/Office Costs	301.66	0.00	301.66	91.95
Subscriptions	477.36	0.00	477.36	261.97
Fundraising costs	84.74	0.00	84.74	0.00
Computers	199.00	0.00	199.00	236.89
Equipment	2,209.66	1,674.40	3,884.06	681.06
Food vouchers	0.00	630.00	630.00	300.00
Sundries	2,012.10	137.86	2,149.96	696.28
	75,981.21	8,612.16	84,593.37	43,353.66
Net Cash Surplus for the Period	-9,725.11	3,510.90	13,236.01	73,464.15
Cash at Bank & in Hand 1 Apr	68,431.60	5,032.55	73,464.15	0.00
Cash at Bank & in	58,706.49	1,521.65	60,228.14	73,464.15

Hand 31 Mar

Financial Statements for the Year ended 31st March 2022 (continued)

Statement of Assets and Liabilities as at 31st March 2022

	Unrestric ted Fund £	Restric ted Fund £	TOTAL 2022 £	TOTAL 2021 £
Cash Funds				
HSBC - Current	43,713.02	1,521.65	45,234.67	58,485.36
Scottish Widows	14,693.47	0.00	14,693.47	14,678.79
Petty Cash	300.00	0.00	300.00	300.00
	58,706.49	1,521.65	60,228.14	73,464.15
Other Monetary Assets				
Sundry Debtors	0.00	0.00	0.00	20.00
Gift Aid	0.00	0.00	0.00	173.25
	0.00	0.00	0.00	193.25
Liabilities				
HMRC	1,007.12	0.00	1,007.12	909.08
Sundry Creditors	588.54	126.32	714.86	635.84
	1,595.66	126.32	1,721.98	1,544.92

Declaration

The Financial Statements were approved by the Preschool Trustees on
... and were signed on their behalf by:

Signature

Signature



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Name David Agg
Position Treasurer
Date

Name Rev'd Joanna Levasier
Position Chair
Date

Independent Examiner's report to the trustees of Burpham Preschool

I report on the accounts for the period from 1st April 2021 to 31st March 2022 which are set out on pages 6-8.

Respective responsibilities of the trustees and independent examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting recordshave 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.



Samantha Aarvold 8 Devoil Close, Guildford, Surrey, GU4 7FG

Signed
2022

Date

August

BURPHAM PRESCHOOL

England & Wales - Charity number 1190881

Accounts



in partnership
with

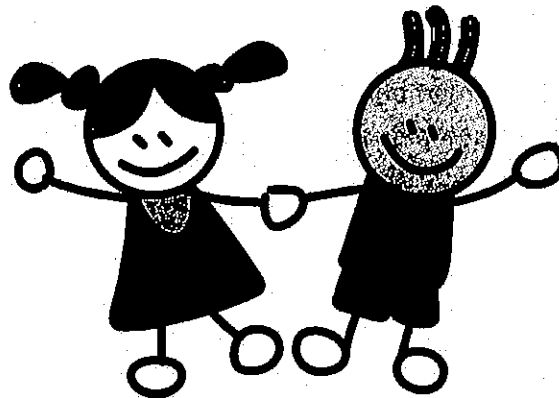


BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE TRUSTEES OF BURPHAM PRESCHOOL

Registered charity number 1190881

For the period 17th August 2020 - 31st March 2021



**Burpham
Preschool**

in partnership with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Trustees' First Annual Report for the period 17th August 2020 - 31st March 2021

Reference and Administrative Information:

Charity Name: Burpham Preschool

Registered charity number 1190881

Operating address: Church of the Holy Spirit, New Inn Lane, Guildford, Surrey GU4 7HW

Names of Trustees who managed the charity from date of registration to 15th September 2021

Rev Joanna Levasier (Chair, elected 17 August 2020)

Mrs Lisa Scott (Secretary elected 17 August 2020)

Ms Sarah Stothard (General Member, elected 17 August 2020)

Mr David Agg (Treasurer, appointed September 2020)

Mrs Nicky Geraghty (parent member, appointed September 2020)

Mr Howard Smith (parent member, appointed 17 August 2020)

Mrs Grace Luke (Manager, ex officio)

Structure, Governance and Management

Type of governing document	Foundation model
Method of constitution	Charitable Incorporated Organisation
Trustee Selection method	Up to 5 nominated by Burpham Church, up to 2 appointed by trustees from parent body

Burpham Preschool, charity number 1190881 was registered on 17th August 2020.

On 9th September 2020, the assets and management of the unincorporated Burpham Pre-school (registered charity number 1032299) were transferred over to this new CIO. This was done as a seamless transfer, with all contracts, employments and operating arrangements, including the bank accounts, novated from the old charity to the new CIO. The relevant authorities and contacts were advised of the new charity details. Ofsted required new registration which was completed on 26 November 2020, with old charity being deregistered.

This report covers the period from initial registration on 17th August 2020 to the adopted year end on 31st March 2021.



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Objectives and Activities

Objectives summary

To enhance the development and education of children under statutory school age through the provision of a community group for children aged 2-4 years.

Public Benefit Statement

The following section sets out the activities and approach of the Preschool over the reporting period demonstrating the application of the Charity Commission's Public Benefit Guidance.

Main Activities Summary

We offer a safe, stimulating, enjoyable environment where children aged 2-4 can learn through play, guided activities, and interaction with other children, and develop relationships with adults outside the family. In previous years the former Pre-school offered 19½ hours a week: operating 9:15am-1:00pm on Mondays, Tuesdays, Wednesdays and Fridays, and 1.00-2:30pm on Mondays, Tuesdays, and Wednesdays. However, following the introduction of COVID19 cleaning procedures, the Preschool has only been offering 15 hours, operating 9:15am-1:00pm on Mondays, Tuesdays, Wednesdays and Fridays.

To achieve our aims, we follow the approved national curriculum for the Early Years Foundation Stage (EYFS) so that each child can develop at their own pace with adult support, enabling them to grow in confidence and develop independence. Each child is individually supported, observed and assessed by their key worker, so that their development can be recorded and stimulated.

We work hard to communicate well with parents/carers and involve them with the Preschool as appropriate. We benefit from the online communication system for parents (mybabysdays.com) both to help them see their child's progress and keep them up to date on news and planned activities.

We operate in partnership with Burpham Church and provide the children with regular opportunities to celebrate Christian festivals in an age-appropriate way.

We ensure that all appropriate Safeguarding and Ofsted requirements are adhered to and that the children's safety and wellbeing is paramount. We also ensure that new trustees are trained for their role within the guidelines required by Ofsted and the Charity Commission.

Achievements and Performance

The most significant event in the financial year has clearly been the impact of COVID19 and the subsequent lockdowns and complex cleaning procedures. This has been a difficult time for staff and families, and we are extremely proud of how well our team has risen to the challenges presented and continued their excellent preschooler provision despite the difficulties.

At the start of the academic year in September 2020, we were pleased were pleased to welcome two new parent trustees and Mr David Agg as our new treasurer.

During the year, the management team has met two or three times a term to support the manager and staff in the smooth running of the Preschool. The Assistant Manager has generally been in attendance.



in partnership
with

**Burpham
Preschool**



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Mrs Grace Luke continues as our Preschool Manager (and designated Safeguarding Lead), ably supported by Mrs Rebecca Hughes as the Assistant Manager, assistant DSL and Preschool SENCO. She attends regular meetings to ensure we access the best outside agency help that is available.

During the Autumn term we were able to put an Educational Health and Care Plan into place for one child, and we are in the process of putting another into place for a second child. We work closely with the school to ensure smooth transition for the children concerned.

The staff team meets regularly for in-house training and have looked at various subjects including behaviour, speech language and communication. They are currently working through the new EYFS changes that will be implemented from September 2021. The team continues to learn Makaton signing and have introduced a "sign of the week" which they practise with the children each morning. This is not only fun and is a helpful way to communicate with every child, but particularly assists those children who are less confident, and those with additional speech and language needs.

We began the academic year with two employed keyworkers, an assistant manager, and manager. With all the uncertainty around because of COVID19, numbers were low at the start of the Autumn term, and we began with only 14 children on the register. We were pleased that numbers grew rapidly with a number of 2 year olds joining us. This was a difficult time for parents having to leave their children for the first time without being able to come into the building. To help prepare for this we made videos showing life at Preschool, introducing Keyworkers and doing a virtual tour. These were sent to all the parents to share with their children so that they could be more prepared before they started in September. We very quickly needed extra help with our 2 year olds, and Miss Anneka Wells joined us for a term (while waiting for a full time position elsewhere) as a playworker, helping to support a child with additional needs.

Although we were unable to do our usual December visit to RHS Wisley gardens, we were able to go ahead with our Nativity service. The parents were all seated socially distanced, and the children were also kept in their own bubbles for the service. Although it was very different to previous years there were lots of very positive comments fed back to us from the parents – everyone seemed very grateful for the opportunity to gather and see a little bit of what goes on at Preschool. The Christmas fair was postponed for a future non-COVID19 year.

January 2021 saw another country-wide lockdown, and although the schools were closed, Early Years remained open for all children. Burpham Preschool therefore remained open, and we continued in our bubbles, taking great care to keep everyone as safe as we possibly could. We had one case of COVID19 in preschool which meant a 10 day closure, but thankfully this did not spread and we have remained open for the rest of the time. We were joined in January by Mrs Jo Surun and Mrs Clare Stewart as playworkers, to assist where needed.

Having to implement COVID19 restrictions has given us the opportunity to reflect on past practices and work out how best to move forward. We are conscious that the small groups have worked exceptionally well for us and plan to continue this way of working in the future. We feel that the children have had a unique opportunity to form much closer friendships with the others in their key group as well as a close relationship with their own Keyworker. Overall, this has also given an opportunity to grow in confidence. The resources have been played with in a much more 'in depth' way, adding greater value to the children's learning.



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Looking ahead, we are expecting that even when restrictions lift, we will spend more time in our smaller key groups, ensuring those strong bonds can continue to be formed.

We remain very grateful to all the parents for their support and encouragement throughout the year and thank them again for their support in making this such a happy and positive environment.

Financial Review

This charity was established on 17 August 2020. On 9 September 2020, all assets and liabilities of the old charity: Burpham Pre-school (Charity No 1032299) were transferred to this charity. These accounts therefore show payments and receipts from 9 September 2020 until 31 March 2021, plus the transfer of financial assets from the old charity. The start-of-period balances (at 17 August 2020) are zero. Financially the Preschool has remained secure with an end-of-year unrestricted surplus of £68,431.60.

Having reduced our staffing levels, as 2 keyworkers resigned over the summer holidays and were not replaced, we took on a temporary play worker for October – December 2020, and then two additional part-time play workers at the start of 2021 for the rest of the academic year. The amount received from SCC for Early Years Universal and Extended Offer Funding has been lower than would normally be expected. This relates directly to a fall in the number of children who attend the Preschool and are eligible for the funding. The amounts received from parents has remained at normal levels. Expenditure on equipment was significantly below expected levels. This reflects the greatly reduced activity during the period. Because of Covid, there were no fundraising events during the period.

Staffing costs were only slightly reduced from those of the previous charity in the previous year, as we continued to pay our staff at the normal rate, reflecting the fact that SCC had continued our funding. We agreed a new salaried contract with the Preschool Manager, to reflect the full scope of her job. We also paid our staff to work some extra hours to set up and clear away in accordance with the Covid guidelines.

The Restricted Fund includes the separate funding provided by SCC for additional needs and specific support work. The end of year surplus is £5,032.55. This is higher than usual, because of a change in how SCC provides this funding. Until summer 2020, we invoiced in arrears for specific staffing. However, under the new system, SCC provide us with an amount of money in advance, for us to use as we see fit.

The aim of the reserves policy is to keep sufficient money available to retain staff for about three months in the event of a temporary/permanent closure.

Approved by the Trustees of Burpham Preschool on 15th September 2021 and signed on their behalf by:

Signature:

Name: Rev'd Joanna Levasier

Position: Chair



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Financial Statements for the Period from 17th August 2020 to 31st March 2021					
Receipts and Payments Account for the Period from 17th August 2020 to 31st March 2021					
	Unrestricted	Restricted	TOTAL		
	Fund	Fund	Aug20-Mar21		
	£	£	£		
Receipts					
Fees (Surrey C C)	23,519.12	4,333.10	27,852.22		
Fees (Parents)	9,480.50	0.00	9,480.50		
Voluntary Contributions	707.50	0.00	707.50		
Registration Fees	520.00	0.00	520.00		
Fundraising Income	87.70	0.00	87.70		
Bank Interest	7.45	0.00	7.45		
Transfer from old charity - 1032299	73,354.85	4,807.59	78,162.44		
	107,677.12	9,140.69	116,817.81		
Payments					
Staffing	32,014.65	3,019.14	35,033.79		
Training	241.50	70.00	311.50		
Rent (Church)	4,620.00	0.00	4,620.00		
Insurance	610.22	0.00	610.22		
Accountancy	510.00	0.00	510.00		
Telephone/Office Costs	91.95	0.00	91.95		
Subscriptions	152.39	109.58	261.97		
Computers	236.89	0.00	236.89		
Equipment	111.60	569.46	681.06		
Food vouchers	0.00	300.00	300.00		
Sundries	656.32	39.96	696.28		
	39,245.52	4,108.14	43,353.66		
Net Cash Surplus for the Period	68,431.60	5,032.55	73,464.15		
Cash at Bank and in Hand 17 Aug	0.00	0.00	0.00		
Cash at Bank and in Hand 31 Mar	68,431.60	5,032.55	73,464.15		



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Financial Statements for the Period from 17th August 2020 to 31st March 2021 (continued)					
Statement of Assets and Liabilities as at 31st March 2021					
		Unrestricted	Restricted	TOTAL	
		Fund	Fund	2021	
		£	£	£	
Cash Funds					
HSBC - Current		53,452.81	5,032.55	58,485.36	
Scottish Widows		14,678.79	0.00	14,678.79	
Petty Cash		300.00	0.00	300.00	
		68,431.60	5,032.55	73,464.15	
Other Monetary Assets					
Sundry Debtors		20.00	0.00	20.00	
Gift Aid		173.25	0.00	173.25	
		193.25	0.00	193.25	
Liabilities					
HMRC		909.08	0.00	909.08	
Sundry Creditors		635.84	0.00	635.84	
		1,544.92	0.00	1,544.92	
The Unrestricted Fund (the General Fund) may be used for any purpose within the aims of the Charity.					
The Restricted Fund comprises money received from Surrey County Council for particular needs and special work.					

Declaration

The Financial Statements were approved by the Preschool Trustees on 15th September 2021 and were signed on their behalf by:

Signature

Name David Agg

Position Treasurer

Date 15/9/21

Signature

Name Rev'd Joanna Levasier

Position Chair

Date 15/9/21



in partnership
with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Financial Statements for the Period from 17th August 2020 to 31st March 2021 (continued)

Note to the Accounts

1. Related Party Transactions

The trustees received no remuneration for their role as trustees during the period.

However, Mrs Grace Luke is employed by the charity as the Preschool Manager and the governing document, approved by the Charity Commission, provides for her to be an ex-officio trustee. Her remuneration during the year for her role as Preschool Manager is made up as follows:

	17 Aug 20 – 31 March 21
Salary	£13,600
Pension contributions	£1,088
Total	£14,688



in partnership
with

Burpham
Preschool



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

Independent Examiner's report to the trustees of Burpham Preschool

I report on the accounts for the period from 17th August 2020 to 31st March 2021 which are set out on pages 6-8.

Respective responsibilities of the trustees and independent examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting recordshave 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.

Martin A L Jones, BSc, ACA 9 Jersey Close, Guildford, Surrey, GU4 7FJ

Signed

Date 15th September 2021