



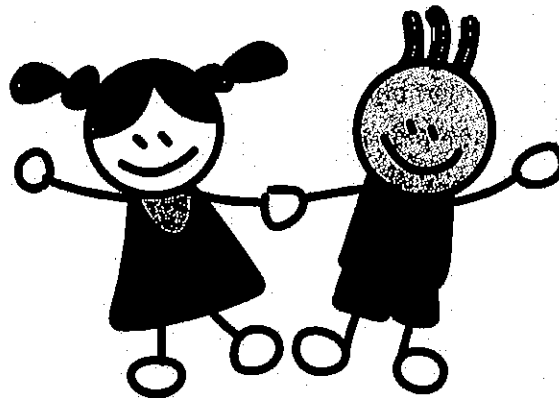
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# ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE TRUSTEES OF BURPHAM PRESCHOOL

Registered charity number 1190881

For the period 17<sup>th</sup> August 2020 - 31<sup>st</sup> March 2021



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Preschool**

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## Trustees' First Annual Report for the period 17<sup>th</sup> August 2020 - 31<sup>st</sup> 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 15<sup>th</sup> 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 17<sup>th</sup> August 2020.

On 9<sup>th</sup> 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 17<sup>th</sup> August 2020 to the adopted year end on 31<sup>st</sup> March 2021.



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## 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](http://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.

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 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 years 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 Annika 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.



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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 15<sup>th</sup> September 2021 and signed on their behalf by:

Signature:

Name: Rev'd Joanna Levasier  
Position: Chair

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		
	£	£	£		
<b>Receipts</b>					
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		
	<b>107,677.12</b>	<b>9,140.69</b>	<b>116,817.81</b>		
<b>Payments</b>					
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		
	<b>39,245.52</b>	<b>4,108.14</b>	<b>43,353.66</b>		
<b>Net Cash Surplus for the Period</b>	<b>68,431.60</b>	<b>5,032.55</b>	<b>73,464.15</b>		
Cash at Bank and in Hand 17 Aug	0.00	0.00	0.00		
<b>Cash at Bank and in Hand 31 Mar</b>	<b>68,431.60</b>	<b>5,032.55</b>	<b>73,464.15</b>		

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 15<sup>th</sup> September 2021 and were signed on their behalf by:

Signature

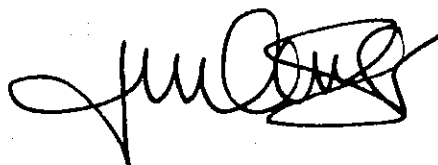


Name David Agg

Position Treasurer

Date 15/9/21

Signature



Name Rev'd Joanna Levasier

Position Chair

Date 15/9/21



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## 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





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## ***Independent Examiner's report to the trustees of Burpham Preschool***

*I report on the accounts for the period from 17<sup>th</sup> August 2020 to 31<sup>st</sup> 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 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.*

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

Signed

Date 15<sup>th</sup> September 2021