

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

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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



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