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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**

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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



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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



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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



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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!'



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'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

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



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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					



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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.

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



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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