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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**

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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 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



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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 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.



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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



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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.

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	



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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						



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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.

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



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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