

5 STEPS COMMUNITY NURSERY

England & Wales · Charity number 800206

Details

Other names SILWOOD FAMILY CENTRE

Status Registered

Legal form Other

Registered 1988-10-25

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

Contact

Address 15 Lambourne Grove
London
SE16 2RR

Phone 02072372376

Email info@5steps.org.uk

Website www.5steps.org.uk

Activities

Objects: TO ADVANCE THE EDUCATIONAL DEVELOPMENT AND CARE OF CHILDREN ESPECIALLY THOSE UNDER THE AGE OF FIVE AND TO ADVANCE THE EDUCATION OF THOSE RESPONSIBLE FOR THEIR DAY TO DAY CARE AND FOR SUCH OTHER CHARITABLE PURPOSES AS THE MANAGEMENT COMMITTEE SHALL DETERMINE.

Activities: THE NURSERY MOVED TO NEW PURPOSE BUILT PREMISES IN JANUARY 2007.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** CATCHMENT AREA OF THE CENTRE
- Lewisham
- Southwark

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£243,580	£237,828	-	-
2024-03-31	£193,041	£264,871	-	-
2023-03-31	£186,000	£245,000	-	-
2022-03-31	£191,240	£236,081	-	-
2021-03-31	£184,092	£245,673	-	-

Trustees

Name	Role	Appointed
JEAN PIALA ANN LEADER	Chair	
ABDUL-HABIB DUROJAIYE BA HONOURS		
TRACEY DOROTHY NWABIA		

Accounts



Steps Community Nursery



ANNUAL REPORT
April 2024 - March 2025

MANAGEMENT COMMITTEE

Jean Leader	Chair
Abdul Durojaiye	Treasurer
Tracey Nwabia	Management member

NURSERY STAFF

Jean Williams	Manager
Lyndsey Craig	Manager
Helen Okai	Deputy Manager
Jennifer Henry	Nursery Practitioner
Allison Pin	Nursery Practitioner- Room Leader
Karen Marshall	Admin/finance Officer
Frances Whelan	Cook

AGM REPORT 2024-2025

Chairs Report

2024-25 The nursery has seen many changes over the years in how the nursery runs. Most parents are now working from home and share in the care of their children, therefore not requiring as many fulltime places for their children.

The Government is also offering more 30 hour places to working families and the 15 hours to all children from 3 years old.

This means parents are just taking up the 15 or 30 hour places, which leaves the nursery struggling as it offers 50 hrs per week

We have tried to keep our fees at an affordable cost to the families, but as the cost of living goes up so does our fees.

We continue to offer our children the Foundation Stage curriculum, concentrating mainly on the 3 prime areas and incorporating the specific areas of learning. We also work continuously with special needs children.

The numbers of children in the nursery remains low, but parents are continually inquiring and we are slowly filling up our places

We continue to ensure the care, education, welfare and wellbeing of all the children in our care.

Jean Leader

Chair



FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2025

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Registered Charity Number

800206

Principal Address

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Rotherhithe
London
SE16 2RR

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Abdul Durojaiye - Treasurer
Tracey Nwabia

Accountants

Charles Rippin and Turner
Middlesex House
130 College Road
Harrow
Middlesex
HA1 1BQ

Bank

The Co-operative Bank PLC
Delf House
Southway
Skelmersdale
WN8 6WT

FIVESTEPS COMMUNITY NURSERY

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st MARCH 2025**

The Trustees present their report for the year ended 31st March 2025

OBJECTIVES AND ACTIVITIES

The charity's principal activity continues to be the provision of childcare facilities for the public benefit.

FINANCIAL REVIEW

The charity continued its charitable objectives. There was an increase in both grant funding and fees from parents and expenses stabilised.

FUNDRAISING POLICY

The charity is funded by fees charged in exchange for the provision of childcare facilities and grants issued by the London Borough of Lewisham.

STRUCTURE GOVERNANCE AND MANAGEMENT

The members of the Trustees who served during the year were:

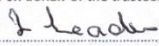
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Abdul Durojaiya - Treasurer
Tracey Nwabia

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing trust deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

 Date: 18/12/25
Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2025

	Note	2025 £	2024 £
FIXED ASSETS			
Tangible assets	11	3,057	3,596
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>369,170</u>	<u>362,879</u>
		<u>369,170</u>	<u>362,879</u>
CREDITORS			
Accruals		<u>1,500</u>	<u>1,500</u>
		<u>1,500</u>	<u>1,500</u>
NET CURRENT ASSETS		367,670	361,379
NET ASSETS		<u>370,727</u>	<u>364,975</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		<u>370,727</u>	<u>364,975</u>
		<u>370,727</u>	<u>364,975</u>

Approved by the board and signed on their behalf

J Leader

 Jean Leader - Chairman

18/12/25

 Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2025

	Restricted Funds £	Unrestricted Funds £	Total Funds 2025 £	Total Funds 2024 £
INCOMING RESOURCES				
Fee income	-	166,886	166,886	140,114
Grant income	-	73,982	73,982	48,969
Furlough	-	-	-	941
Other income	-	2,712	2,712	3,017
Fund Raising	-	-	-	-
Total incoming resources	-	243,580	243,580	193,041
RESOURCES EXPENDED				
Occupancy costs	-	27,079	27,079	24,738
Staff costs/ Pension	-	200,607	200,607	220,889
Childcare costs	-	2,725	2,725	6,255
Administration expenses/ Telephone	-	6,878	6,878	12,355
Depreciation	-	539	539	635
Total resources expended	-	237,828	237,828	264,871
Net movement in funds	-	5,752	5,752	71,831
Total funds brought forward	-	364,975	364,975	436,806
Total funds carried forward	-	370,727	370,727	364,975

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2025

1. ACCOUNTING POLICIES

Convention

These accounts have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005 (SORP 2005) and the Charities Act 2011. The principal policies which the partners have adopted within these conventions are set out below.

Revenue

Income comprises of both fees paid by the parents of children who attend the nursery and grants made by the local authority.

Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

Restricted and Unrestricted Funds

The trust holds no restricted funds.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

2. GRANTS

	2025	2024
	£	£
London Borough of Lewisham		
Nursery education grant	73,982	48,969
COVID grant	-	-
Fund raising	-	-
	<u>73,982</u>	<u>48,969</u>

3. CHILDCARE FEES

	2025	2024
	£	£
Fees received from parents	<u>166,886</u>	<u>140,114</u>

OTHER INCOME

	2025	2024
	£	£
Sundry income	-	-
Furlough	-	941
Bank interest receivable	2,712	3,017
	<u>2,712</u>	<u>3,958</u>

5. OCCUPANCY COSTS

	2025	2024
	£	£
15 Lambourne Grove		
Rent	8,166	7,000
Rates	1,166	1,111
Water	1,248	1,031
Light and Heat	7,686	8,776
Repairs and maintenance	2,942	1,600
Cleaning	5,871	5,220
	<u>27,079</u>	<u>24,738</u>

6. STAFF COSTS

	2025	2024
	£	£
Salaries	152,676	189,216
Tax ,NI & Pension	47,159	30,764
Agency	-	909
Training	772	-
	<u>200,607</u>	<u>220,889</u>

7. CHILDCARE COSTS

	2025	2024
	£	£
Toy replacements and materials	-	2,089
Equipment renewals	710	520
Outings and transport	1,199	1,182
Legal and professional fees	816	2,464
	<u>2,725</u>	<u>6,255</u>

8. ADMINISTRATION COSTS

	2025	2024
	£	£
Telephone	2,157	2,117
Provisions and fund raising	-	7,107
Insurance	1,454	1,271
Admin	1,080	295
Sundries	537	65
Entertainment	150	-
Accountancy	1,500	1,500
	<u>6,878</u>	<u>12,355</u>

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	364,975	243,580	237,828	370,727
Restricted funds				
Total	<u>364,975</u>	<u>243,580</u>	<u>237,828</u>	<u>370,727</u>

10 DEPRECIATION

	2025 £	2024 £
Fixtures and fittings	539	635
Plant and Machinery	<u>0</u>	<u>0</u>
	<u>539</u>	<u>635</u>

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2024	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2025	<u>35,000</u>	<u>157</u>	<u>35,157</u>
Depreciation			
At 1st April 2024	31,404	157	31,561
Charge for the year	539	0	539
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2025	<u>31,943</u>	<u>157</u>	<u>32,100</u>
Net book value			
At 31st March 2025	<u>3,057</u>	<u>0</u>	<u>3,057</u>
At 31st March 2024	<u>3,596</u>	<u>0</u>	<u>3,596</u>

12 CASH AT BANK AND IN HAND

	2025 £	2024 £
Co-operative 65251124	199,169	195,595
Co-operative 65396144	168,950	166,238
Cash in hand	1,051	1,046
	<u>369,170</u>	<u>362,879</u>

Section 1 – The learning and development requirements

1.1. This section defines what providers must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure they are ready for year 1. The learning and development requirements are informed by the best available evidence on how children learn and reflect the broad range of skills, knowledge and attitudes children need as foundations for good future progress. Early years providers must guide the development of children's capabilities with a view to ensuring that children in their care complete the EYFS ready to benefit fully from the opportunities ahead of them.

1.2. The EYFS learning and development requirements comprise:

- the seven areas of learning and development and the educational programmes (described below)
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the reception year
- the assessment requirements (when and how practitioners must assess children's achievements, and when and how they should discuss children's progress with parents and/or carers)

Development Matters⁶, non-statutory curriculum guidance for the EYFS, is available to support providers in their delivery of the EYFS learning and development requirements.

As this document is non-statutory, Ofsted and inspectorates of independent schools will not have regard to it in carrying out inspections and it is up to providers to decide how they approach the curriculum.

The areas of learning and development

1.3. There are seven areas of learning and development that must shape educational programmes in early years settings.

All areas of learning and development are important and inter-connected.

5 Providers offering care exclusively before and after school or during the school holidays for children who normally attend reception (or older) class during the school day (see paragraph 3.41) do not need to meet the learning and

development requirements. However, providers offering care exclusively before and after school or during the school holidays for children younger than those in the reception class age range, should continue to be guided by, but do not have to meet, the learning and development requirements. All such providers should discuss with parents and/or carers (and other practitioners/ providers as appropriate, including school staff/teachers) the support they intend to offer.

6 <https://www.gov.uk/government/publications/development-matters--2> 8 1.4.

1.4. Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development

1.5. Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Level..... **CHILD'S INDIVIDUAL BEHAVIOUR PLAN** NO.....
From.....TO.....

NAME: D.O.B..... AGE: YRS MTHS.....

EARLY YEARS PROVISION.....REVIEW DATE
.....

Areas of need. Targets and Current Behaviour Level	Methods, strategies and resources to be used. Who will work on the target? When? With what equipment?	How far have the targets been met? Comments on progress and future needs.

Targets agreed by (signature) Parent/Carer Keyworker

Review agreed by (Initials).....

COME TO 5 STEPS

Come to 5 Steps come to 5 Steps

And you'll have a lovely time

We do painting

We do drawing

And we have a story time

All the children come together

And play in harmony

Caring sharing, bringing,

Giving, showing kindness everywhere

Gentle hands and

Soft voices

Are what we practice every day

So if you want to come to 5 Steps

Then you must be very kind

British Values

British Values are a set of five values introduced to keep children safe and promote their welfare.

1. Democracy Making decisions together and listening to children's and parent's voices. At 5 Steps parent questionnaires are completed twice a year. Children are given opportunities to make decisions about choice of activities and resources they play with. This gives opportunities to develop enquiring minds in an atmosphere where questions are valued.

2. Rule of law Understanding that rules matter, as cited in Personal Social and Emotional Development. We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and the consequences when rules are broken.

3. Individual liberty Freedom for all, for example reflecting on their differences and understanding that we are free to have different opinions. Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching.

4. Mutual respect Treat others as you want to be treated. Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

5. Tolerance of those of Different Faiths and Beliefs

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try foods from other cultures and we encourage parents and carers to participate and support.



ACKNOWLEDGEMENTS

**Early Years Service
(Education Dept. London Borough Lewisham)**

Voluntary & Statutory Nurseries

Early Years Training Provision

Pre-School Learning Alliance

NDNA

Charles Rippin & Turner - Accountants

The Management committee

The staff

The Parents

The Children

FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2025

Status

The organisation is a charity.

Registered Charity Number

800206

Principal Address

15 Lambourne Grove
Rotherhithe
London
SE16 2RR

Trustees

Jean Leader - Chairman
Abdul Durojaiye - Treasurer
Tracey Nwabia

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FIVESTEPS COMMUNITY NURSERY

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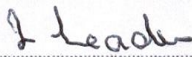
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Five Step Community Nursery

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NET ASSETS		<u>370,727</u>	<u>364,975</u>
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Approved by the board and signed on their behalf

J Leader

 Jean Leader - Chairman

18/12/25
 Date

Five Step Community Nursery

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COVID grant	-	-
Fund raising	-	-
	<u>73,982</u>	<u>48,969</u>

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	2025	2024
	£	£
Fees received from parents	<u>166,886</u>	<u>140,114</u>

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9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
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Restricted funds	-	-	-	-
Total	364,975	243,580	237,828	370,727

10 DEPRECIATION

	2025 £	2024 £
Fixtures and fittings	539	635
Plant and Machinery	0	0
	539	635

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2024	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2025	35,000	157	35,157
Depreciation			
At 1st April 2024	31,404	157	31,561
Charge for the year	539	0	539
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2025	31,943	157	32,100
Net book value			
At 31st March 2025	3,057	0	3,057
At 31st March 2024	3,596	0	3,596

12 CASH AT BANK AND IN HAND

	2025	2024
	£	£
Co-operative 65251124	199,169	195,595
Co-operative 65396144	168,950	166,238
Cash in hand	1,051	1,046
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STRUCTURE GOVERNANCE AND MANAGEMENT

The members of the Trustees who served during the year were:

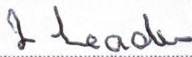
Jean Leader - Chairman
Abdul Durojaiya - Treasurer
Tracey Nwabia

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing trust deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

 Date: 18/12/25
Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2025

	Note	2025 £	2024 £
FIXED ASSETS			
Tangible assets	11	3,057	3,596
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	369,170	362,879
		<u>369,170</u>	<u>362,879</u>
CREDITORS			
Accruals		1,500	1,500
		<u>1,500</u>	<u>1,500</u>
NET CURRENT ASSETS		367,670	361,379
NET ASSETS		<u>370,727</u>	<u>364,975</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		370,727	364,975
		<u>370,727</u>	<u>364,975</u>

Approved by the board and signed on their behalf

J Leader

 Jean Leader - Chairman

18/12/25
 Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2025

	Restricted Funds £	Unrestricted Funds £	Total Funds 2025 £	Total Funds 2024 £
INCOMING RESOURCES				
Fee income	-	166,886	166,886	140,114
Grant income	-	73,982	73,982	48,969
Furlough	-	-	-	941
Other income	-	2,712	2,712	3,017
Fund Raising	-	-	-	-
Total incoming resources	-	243,580	243,580	193,041
RESOURCES EXPENDED				
Occupancy costs	-	27,079	27,079	24,738
Staff costs/ Pension	-	200,607	200,607	220,889
Childcare costs	-	2,725	2,725	6,255
Administration expenses/ Telephone	-	6,878	6,878	12,355
Depreciation	-	539	539	635
Total resources expended	-	237,828	237,828	264,871
Net movement in funds	-	5,752	5,752	- 71,831
Total funds brought forward	-	364,975	364,975	436,806
Total funds carried forward	-	370,727	370,727	364,975

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2025

1. ACCOUNTING POLICIES

Convention

These accounts have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005 (SORP 2005) and the Charities Act 2011. The principal policies which the partners have adopted within these conventions are set out below.

Revenue

Income comprises of both fees paid by the parents of children who attend the nursery and grants made by the local authority.

Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

Restricted and Unrestricted Funds

The trust holds no restricted funds.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

2. GRANTS

	2025 £	2024 £
London Borough of Lewisham		
Nursery education grant	73,982	48,969
COVID grant	-	-
Fund raising	-	-
	<u>73,982</u>	<u>48,969</u>

3. CHILDCARE FEES

	2025 £	2024 £
Fees received from parents	<u>166,886</u>	<u>140,114</u>

OTHER INCOME

	2025	2024
	£	£
Sundry income	-	-
Furlough	-	941
Bank interest receivable	2,712	3,017
	<u>2,712</u>	<u>3,958</u>

5. OCCUPANCY COSTS

	2025	2024
	£	£
15 Lambourne Grove		
Rent	8,166	7,000
Rates	1,166	1,111
Water	1,248	1,031
Light and Heat	7,686	8,776
Repairs and maintenance	2,942	1,600
Cleaning	5,871	5,220
	<u>27,079</u>	<u>24,738</u>

6. STAFF COSTS

	2025	2024
	£	£
Salaries	152,676	189,216
Tax ,NI & Pension	47,159	30,764
Agency	-	909
Training	772	-
	<u>200,607</u>	<u>220,889</u>

7. CHILDCARE COSTS

	2025	2024
	£	£
Toy replacements and materials	-	2,089
Equipment renewals	710	520
Outings and transport	1,199	1,182
Legal and professional fees	816	2,464
	<u>2,725</u>	<u>6,255</u>

8. ADMINISTRATION COSTS

	2025	2024
	£	£
Telephone	2,157	2,117
Provisions and fund raising	-	7,107
Insurance	1,454	1,271
Admin	1,080	295
Sundries	537	65
Entertainment	150	-
Accountancy	1,500	1,500
	<u>6,878</u>	<u>12,355</u>

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	364,975	243,580	237,828	370,727
Restricted funds	-	-	-	-
Total	364,975	243,580	237,828	370,727

10 DEPRECIATION

	2025 £	2024 £
Fixtures and fittings	539	635
Plant and Machinery	0	0
	539	635

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2024	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2025	35,000	157	35,157
Depreciation			
At 1st April 2024	31,404	157	31,561
Charge for the year	539	0	539
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2025	31,943	157	32,100
Net book value			
At 31st March 2025	3,057	0	3,057
At 31st March 2024	3,596	0	3,596

12 CASH AT BANK AND IN HAND

	2025	2024
	£	£
Co-operative 65251124	199,169	195,595
Co-operative 65396144	168,950	166,238
Cash in hand	1,051	1,046
	<u>369,170</u>	<u>362,879</u>

Accounts



Steps Community Nursery



ANNUAL REPORT
April 2023 - March 2024

MANAGEMENT COMMITTEE

Jean Leader	Chair
Abdul Durojaiye	Treasurer
Tracey Nwabia	Management member

NURSERY STAFF

Jean Williams	Manager
Lyndsey Craig	Manager
Helen Okai	Deputy Manager
Jennifer Henry	Nursery Practitioner
Towana Hall	Nursery Practitioner
Allison Pin	Nursery Practitioner- Room Leader
Jenaya McIntosh	Nursery Practitioner
Karen Marshall	Admin/finance Officer
Frances Whelan	Cook
Hannah Nwabia	Cleaner

AGM REPORT 2023-2024

Chairs Report

2023-24 has had many ups and downs , but more downs than ups.

Since the cOVID Pandemic we have still not recovered and the number of children remains low.

April 2023 we had 23 children on roll. Half of them part timers and 10 members of staff including Admin, cook and Cleaner.

We have seen a great change in the take up of full time places, which causes a big dent in our finances and we are using our reserve funds to keep the nursery going.

Parents are still working from home and share in the care of their children, therefore not requiring as many full time places.

We offer fulltime and part-time places, to children from 6 months to 5 years.

We offer the 15hrs free entitlement to children from 9 months and 2 year 3 and 4 years free entitlement of 15 hrs and 30 hrs to 3-4 years.

We have tried to keep our fees at an affordable cost to the families, but as the cost of living goes up so does our fees.

We continue to offer our children the Foundation Stage curriculum, concentrating mainly on the 3 prime areas and incorporating the specific areas of learning

Many of our 3 and 4 year olds left us in September. We were left with 12 children on register and we are slowly getting more children into the nursery. At the end of 2024 the number of children increased to 24

We continue to ensure the care, education, welfare and wellbeing of all the children in our care.

Jean Leader

Chair

Section 1 – The learning and development requirements

1.1. This section defines what providers must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure they are ready for year 1. The learning and development requirements are informed by the best available evidence on how children learn and reflect the broad range of skills, knowledge and attitudes children need as foundations for good future progress. Early years providers must guide the development of children's capabilities with a view to ensuring that children in their care complete the EYFS ready to benefit fully from the opportunities ahead of them.

1.2. The EYFS learning and development requirements comprise:

- the seven areas of learning and development and the educational programmes (described below)
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the reception year
- the assessment requirements (when and how practitioners must assess children's achievements, and when and how they should discuss children's progress with parents and/or carers)

Development Matters⁶, non-statutory curriculum guidance for the EYFS, is available to support providers in their delivery of the EYFS learning and development requirements.

As this document is non-statutory, Ofsted and inspectorates of independent schools will not have regard to it in carrying out inspections and it is up to providers to decide how they approach the curriculum.

The areas of learning and development

1.3. There are seven areas of learning and development that must shape educational programmes in early years settings.

All areas of learning and development are important and inter-connected.

5 Providers offering care exclusively before and after school or during the school holidays for children who normally attend reception (or older) class during the school day (see paragraph 3.41) do not need to meet the learning and

development requirements. However, providers offering care exclusively before and after school or during the school holidays for children younger than those in the reception class age range, should continue to be guided by, but do not have to meet, the learning and development requirements. All such providers should discuss with parents and/or carers (and other practitioners/ providers as appropriate, including school staff/teachers) the support they intend to offer.

6 <https://www.gov.uk/government/publications/development-matters--2> 8 1.4.

1.4. Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development

1.5. Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

COME TO 5 STEPS

Come to 5 Steps come to 5 Steps

And you'll have a lovely time

We do painting

We do drawing

And we have a story time

All the children come together

And play in harmony

Caring sharing, bringing,

Giving, showing kindness everywhere

Gentle hands and

Soft voices

Are what we practice every day

So if you want to come to 5 Steps

Then you must be very kind

British Values

British Values are a set of five values introduced to keep children safe and promote their welfare.

1. Democracy Making decisions together and listening to children's and parent's voices. At 5 Steps parent questionnaires are completed twice a year. Children are given opportunities to make decisions about choice of activities and resources they play with. This gives opportunities to develop enquiring minds in an atmosphere where questions are valued.

2. Rule of law Understanding that rules matter, as cited in Personal Social and Emotional Development. We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and the consequences when rules are broken.

3. Individual liberty Freedom for all, for example reflecting on their differences and understanding that we are free to have different opinions. Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching.

4. Mutual respect Treat others as you want to be treated. Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

5. Tolerance of those of Different Faiths and Beliefs

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try foods from other cultures and we encourage parents and carers to participate and support.

ACKNOWLEDGEMENTS

**Early Years Service
(Education Dept. London Borough Lewisham)**

Voluntary & Statutory Nurseries

Early Years Training Provision

Pre-School Learning Alliance

NDNA

Charles Rippin & Turner - Accountants

The Management committee

The staff

The Parents

The Children



Steps Nursery



FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

FIVESTEPS COMMUNITY NURSERY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2024

The Trustees present their report for the year ended 31st March 2024

OBJECTIVES AND ACTIVITIES

The charity's principal activity continues to be the provision of childcare facilities for the public benefit.

FINANCIAL REVIEW

The charity continued its charitable objectives. There was an increase in both grant funding and fees from parents and expenses stabilised.

FUNDRAISING POLICY

The charity is funded by fees charged in exchange for the provision of childcare facilities and grants issued by the London Borough of Lewisham.

STRUCTURE GOVERNANCE AND MANAGEMENT

The members of the Trustees who served during the year were:

Jean Leader - Chairman
Abdul Durojaiya - Treasurer
Tracey Nwabia

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing body deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

.....*J Leader*..... Date: *6-1-25*
Jean Leader - Chairman of the Trustees

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2024

Status

The organisation is a charity.

Registered Charity Number

800206

Principal Address

15 Lambourne Grove
Rotherhithe
London
SE16 2RR

Trustees

Jean Leader - Chairman
Abdul Durojaiye - Treasurer
Tracey Nwabia

Accountants

Charles Rippin and Turner
Middlesex House
130 College Road
Harrow
Middlesex
HA1 1BQ

Bank

The Co-operative Bank PLC
Delf House
Southway
Skelmersdale
WN8 6WT

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2024

1. ACCOUNTING POLICIES

Convention

These accounts have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005 (SORP 2005) and the Charities Act 2011. The principal policies which the partners have adopted within these conventions are set out below.

Revenue

Income comprises of both fees paid by the parents of children who attend the nursery and grants made by the local authority.

Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

Restricted and Unrestricted Funds

The trust holds no restricted funds.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

2. GRANTS

	2024	2023
	£	£
London Borough of Lewisham		
Nursery education grant	48,969	24,940
COVID grant	-	0
Fund raising	-	0
	<u>48,969</u>	<u>24,940</u>

3. CHILDCARE FEES

	2024	2023
	£	£
Fees received from parents	<u>140,114</u>	<u>160,853</u>

4. OTHER INCOME

	2024	2023
	£	£
Sundry income	-	-
Furlough	941	41
Bank interest receivable	3,017	476
	<u>3,958</u>	<u>518</u>

5. OCCUPANCY COSTS

	2024	2023
	£	£
15 Lambourne Grove		
Rent	7,000	7,078
Rates	1,111	-
Water	1,031	794
Light and Heat	8,776	7,129
Repairs and maintenance	1,600	1,785
Cleaning	5,220	-
	<u>24,738</u>	<u>16,785</u>

6. STAFF COSTS

	2024	2023
	£	£
Salaries	189,216	179,364
Tax & NI	30,764	28,688
Agency	909	1,231
Training	-	840
	<u>220,889</u>	<u>210,123</u>

7. CHILDCARE COSTS

	2024	2023
	£	£
Toy replacements and materials	2,089	2,502
Equipment renewals	520	1,780
Outings and transport	1,182	1,371
Legal and professional fees	2,464	1,541
Group activities	-	-
	<u>6,255</u>	<u>7,194</u>

8. ADMINISTRATION COSTS

	2024	2023
	£	£
Telephone	2,117	1,938
Provisions and fund raising	7,107	5,621
Insurance	1,271	1,212
Admin	295	373
Sundries	65	20
Accountancy	1,500	1,500
Post and stationery	-	-
	<u>12,355</u>	<u>10,664</u>

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	436,806	193,041	264,871	364,975
Restricted funds	-	-	-	-
Total	436,806	193,041	264,871	364,975

10 DEPRECIATION

	2024 £	2023 £
Fixtures and fittings	635	747
Plant and Machinery	0	0
	635	747

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2023	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2024	35,000	157	35,157
Depreciation			
At 1st April 2023	30,769	157	30,926
Charge for the year	635	0	635
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2024	31,404	157	31,561
Net book value			
At 31st March 2024	3,596	0	3,596
At 31st March 2023	4,231	0	4,231

12 CASH AT BANK AND IN HAND

	2024	2023
	£	£
Co-operative 65251124	195,595	69,866
Co-operative 65396144	166,238	363,221
Cash in hand	1,046	988
	<u>362,879</u>	<u>434,075</u>

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2024

	Restricted Funds £	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
INCOMING RESOURCES				
Fee income	-	140,114	140,114	160,853
Grant income	-	48,969	48,969	24,940
Furlough	-	941	941	41
Other income	-	3,017	3,017	476
Fund Raising	-	-	-	-
Total incoming resources	-	193,041	193,041	186,311
RESOURCES EXPENDED				
Occupancy costs	-	24,738	24,738	16,785
Staff costs/ Pension	-	220,889	220,889	210,123
Childcare costs	-	6,255	6,255	7,194
Administration expenses/ Telephone	-	12,355	12,355	10,664
Depreciation	-	635	635	747
Total resources expended	-	264,871	264,871	245,513
Net movement in funds	-	- 71,831	- 71,831	- 59,202
Total funds brought forward	-	436,806	436,806	496,008
Total funds carried forward	-	364,975	364,975	436,806

Five Step Community Nursery

Balance sheet at 31st March 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Tangible assets	11	3,596	4,231
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>362,879</u>	<u>434,075</u>
		<u>362,879</u>	<u>434,075</u>
CREDITORS			
Accruals		<u>1,500</u>	<u>1,500</u>
		<u>1,500</u>	<u>1,500</u>
NET CURRENT ASSETS		361,379	432,575
NET ASSETS		<u>364,975</u>	<u>436,806</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		<u>364,975</u>	<u>436,806</u>
		<u>364,975</u>	<u>436,806</u>

Approved by the board and signed on their behalf

J Leader
Jean Leader - Chairman

6-1-25
Date

FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

FIVESTEPS COMMUNITY NURSERY

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Abdul Durojaiya - Treasurer
Tracey Nwabia

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As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

.....*J Leader*..... Date: *6-1-25*
Jean Leader - Chairman of the Trustees

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2024

Status

The organisation is a charity.

Registered Charity Number

800206

Principal Address

15 Lambourne Grove
Rotherhithe
London
SE16 2RR

Trustees

Jean Leader - Chairman
Abdul Durojaiye - Treasurer
Tracey Nwabia

Accountants

Charles Rippin and Turner
Middlesex House
130 College Road
Harrow
Middlesex
HA1 1BQ

Bank

The Co-operative Bank PLC
Delf House
Southway
Skelmersdale
WN8 6WT

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2024

1. ACCOUNTING POLICIES

Convention

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Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

Restricted and Unrestricted Funds

The trust holds no restricted funds.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

2. GRANTS

	2024	2023
	£	£
London Borough of Lewisham		
Nursery education grant	48,969	24,940
COVID grant	-	0
Fund raising	-	0
	<u>48,969</u>	<u>24,940</u>

3. CHILDCARE FEES

	2024	2023
	£	£
Fees received from parents	<u>140,114</u>	<u>160,853</u>

4. OTHER INCOME

	2024	2023
	£	£
Sundry income	-	-
Furlough	941	41
Bank interest receivable	3,017	476
	<u>3,958</u>	<u>518</u>

5. OCCUPANCY COSTS

	2024	2023
	£	£
15 Lambourne Grove		
Rent	7,000	7,078
Rates	1,111	-
Water	1,031	794
Light and Heat	8,776	7,129
Repairs and maintenance	1,600	1,785
Cleaning	5,220	-
	<u>24,738</u>	<u>16,785</u>

6. STAFF COSTS

	2024	2023
	£	£
Salaries	189,216	179,364
Tax & NI	30,764	28,688
Agency	909	1,231
Training	-	840
	<u>220,889</u>	<u>210,123</u>

7. CHILDCARE COSTS

	2024	2023
	£	£
Toy replacements and materials	2,089	2,502
Equipment renewals	520	1,780
Outings and transport	1,182	1,371
Legal and professional fees	2,464	1,541
Group activities	-	-
	<u>6,255</u>	<u>7,194</u>

8. ADMINISTRATION COSTS

	2024	2023
	£	£
Telephone	2,117	1,938
Provisions and fund raising	7,107	5,621
Insurance	1,271	1,212
Admin	295	373
Sundries	65	20
Accountancy	1,500	1,500
Post and stationery	-	-
	<u>12,355</u>	<u>10,664</u>

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	436,806	193,041	264,871	364,975
Restricted funds	-	-	-	-
Total	436,806	193,041	264,871	364,975

10 DEPRECIATION

	2024 £	2023 £
Fixtures and fittings	635	747
Plant and Machinery	0	0
	635	747

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2023	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2024	35,000	157	35,157
Depreciation			
At 1st April 2023	30,769	157	30,926
Charge for the year	635	0	635
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2024	31,404	157	31,561
Net book value			
At 31st March 2024	3,596	0	3,596
At 31st March 2023	4,231	0	4,231

12 CASH AT BANK AND IN HAND

	2024	2023
	£	£
Co-operative 65251124	195,595	69,866
Co-operative 65396144	166,238	363,221
Cash in hand	1,046	988
	<u>362,879</u>	<u>434,075</u>

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2024

	Restricted Funds £	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
INCOMING RESOURCES				
Fee income	-	140,114	140,114	160,853
Grant income	-	48,969	48,969	24,940
Furlough	-	941	941	41
Other income	-	3,017	3,017	476
Fund Raising	-	-	-	-
Total incoming resources	-	193,041	193,041	186,311
RESOURCES EXPENDED				
Occupancy costs	-	24,738	24,738	16,785
Staff costs/ Pension	-	220,889	220,889	210,123
Childcare costs	-	6,255	6,255	7,194
Administration expenses/ Telephone	-	12,355	12,355	10,664
Depreciation	-	635	635	747
Total resources expended	-	264,871	264,871	245,513
Net movement in funds	-	- 71,831	- 71,831	- 59,202
Total funds brought forward	-	436,806	436,806	496,008
Total funds carried forward	-	364,975	364,975	436,806

Five Step Community Nursery

Balance sheet at 31st March 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Tangible assets	11	3,596	4,231
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>362,879</u>	<u>434,075</u>
		<u>362,879</u>	<u>434,075</u>
CREDITORS			
Accruals		<u>1,500</u>	<u>1,500</u>
		<u>1,500</u>	<u>1,500</u>
NET CURRENT ASSETS		361,379	432,575
NET ASSETS		<u>364,975</u>	<u>436,806</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		<u>364,975</u>	<u>436,806</u>
		<u>364,975</u>	<u>436,806</u>

Approved by the board and signed on their behalf

J Leader
Jean Leader - Chairman

6-1-25
Date

Accounts



Steps Community Nursery



ANNUAL REPORT
April 2022 - March 2023

MANAGEMENT COMMITTEE

Jean Leader	Chair
Abdul Durojaiye	Treasurer
Tracey Nwabia	Management member

NURSERY STAFF

Jean Williams	Manager
Lyndsey Craig	Manager
Helen Okai	Deputy Manager
Jennifer Henry	Nursery Practitioner
Towana Hall	Nursery Practitioner
Allison Pin	Nursery Practitioner- Room Leader
Karen Marshall	Admin/finance Officer
Frances Whelan	Cook
Hannah Nwabia	Cleaner

AGM REPORT 2022-2023

Chairs Report

2022-23 has come to an end. It has been a better year since the struggles through COVID, the nursery closures and the inadequate result from OFSTED.

This year the Staff pulled together and we achieved GOOD from OFSTED

Well done Staff.

At present we have 22 children and 9 members of staff. We have seen a great change in the take up of full time places, which causes a big dent in our finances and we are using our reserve funds to keep the nursery going. Parents are still working from home and share in the care of their children, therefore not requiring full time places.

We offer fulltime and part-time places, 2 years and 3 and 4 years free entitlement of 15 hrs and 30 hrs.

We have tried to keep our fees at an affordable cost to the families, but as the cost of living goes up so does our fees.

We continue to offer our children the Foundation Stage curriculum, concentrating mainly on the 3 prime areas and incorporating the specific areas.

We had many of our 3 and 4 year olds leave us in September and we are slowly getting more children into the nursery.

We continue to ensure the care, education, welfare and wellbeing of all the children in our care.

Jean Leader

Chair

Section 1 - The learning and development requirements

1.1. This section defines what providers⁵ must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure they are ready for year 1. The learning and development requirements are informed by the best available evidence on how children learn and reflect the broad range of skills, knowledge and attitudes children need as foundations for good

future progress. Early years providers must guide the development of children's capabilities with a view to ensuring that children in their care complete the EYFS ready to benefit fully from the opportunities ahead of them.

1.2. The EYFS learning and development requirements comprise:

- the seven areas of learning and development and the educational programmes (described below)
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the reception year
- the assessment requirements (when and how practitioners must assess children's achievements, and when and how they should discuss children's progress with parents and/or carers)

Development Matters⁶, non-statutory curriculum guidance for the EYFS, is available to support providers in their delivery of the EYFS learning and development requirements.

As this document is non-statutory, Ofsted and inspectorates of independent schools will not have regard to it in carrying out inspections and it is up to providers to decide how they approach the curriculum.

The areas of learning and development

1.3. There are seven areas of learning and development that must shape educational programmes in early years settings.

All areas of learning and development are important and inter-connected.

⁵ Providers offering care exclusively before and after school or during the school holidays for children who normally attend reception (or older) class during the school day (see paragraph 3.41) do not need to meet the learning and development requirements. However, providers offering care exclusively before and after school or during the school holidays for children younger than those in the reception class age range, should continue to be guided by, but do not have to meet, the learning and development requirements. All such providers should discuss with parents and/or carers (and other practitioners/ providers as appropriate, including school staff/teachers) the support they intend to offer.

⁶ <https://www.gov.uk/government/publications/development-matters--2> 8 1.4.

1.4. Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development

1.5. Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

COME TO 5 STEPS

Come to 5 Steps come to 5 Steps

And you'll have a lovely time

We do painting

We do drawing

And we have a story time

All the children come together

And play in harmony

Caring sharing, bringing,

Giving, showing kindness everywhere

Gentle hands and

Soft voices

**Are what we practice every day
So if you want to come to 5 Steps
Then you must be very kind**

British Values

British Values are a set of five values introduced to keep children safe and promote their welfare.

1. Democracy Making decisions together and listening to children's and parent's voices. At 5 Steps parent questionnaires are completed twice a year. Children are given opportunities to make decisions about choice of activities and resources they play with. This gives opportunities to develop enquiring minds in an atmosphere where questions are valued.

2. Rule of law Understanding that rules matter, as cited in Personal Social and Emotional Development. We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and the consequences when rules are broken.

3. Individual liberty Freedom for all, for example reflecting on their differences and understanding that we are free to have different opinions. Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We provide boundaries for young children to make choices safely, through our provision of a safe enabling

environment and effective teaching.

4. Mutual respect Treat others as you want to be treated.

Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

5. Tolerance of those of Different Faiths and Beliefs

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try foods from other cultures and we encourage parents and carers to participate and support.



Children Learn what they live

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

If children live with tolerance, they learn to be patient.

If children live with encouragement, they learn confidence.

If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

If children live with security, they learn to have faith.

If children live with approval, they learn to like themselves.

**If children live with acceptance and friendship,
they learn to find love in the world.**

ACKNOWLEDGEMENTS

**Early Years Service
(Education Dept. London Borough Lewisham)**

Voluntary & Statutory Nurseries

Early Years Training Provision

Pre-School Learning Alliance

NDNA

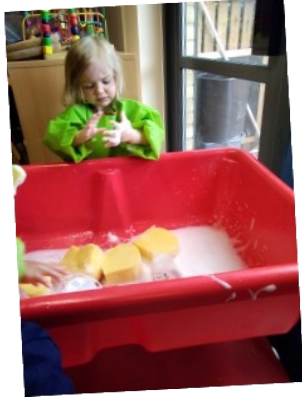
Charles Rippin & Turner - Accountants

The Management committee

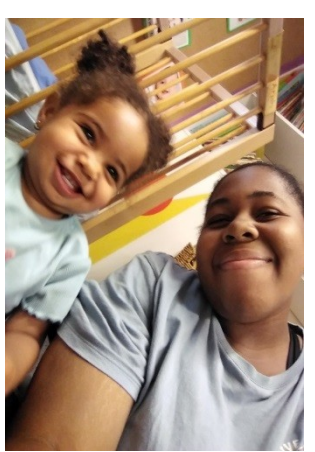
The staff

The Parents

The Children









Steps Nursery



FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2023

Status

The organisation is a charity.

Registered Charity Number

800206

Principal Address

15 Lambourne Grove
Rotherhithe
London
SE16 2RR

Trustees

Jean Leader - Chairman
Abdul Durojaiye - Treasurer
Tracey Nwabia

Accountants

Charles Rippin and Turner
Middlesex House
130 College Road
Harrow
Middlesex
HA1 1BQ

Bank

The Co-operative Bank PLC
Delf House
Southway
Skelmersdale
WN8 6WT

FIVESTEPS COMMUNITY NURSERY

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st MARCH 2023**

The Trustees present their report for the year ended 31st March 2023

OBJECTIVES AND ACTIVITIES

The charity's principal activity continues to be the provision of childcare facilities for the public benefit.

FINANCIAL REVIEW

The charity continued its charitable objectives. There was an increase in both grant funding and fees from parents and expenses stabilised.

FUNDRAISING POLICY

The charity is funded by fees charged in exchange for the provision of childcare facilities and grants issued by the London Borough of Lewisham.

STRUCTURE GOVERNANCE AND MANAGEMENT

The members of the Trustees who served during the year were:

Jean Leader - Chairman
Abdul Durojalya - Treasurer
Tracey Nwabia

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing trust deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

 Date: 12-01-24
Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	11	4,231	4,978
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	434,075	492,530
		<u>434,075</u>	<u>492,530</u>
CREDITORS			
Accruals		1,500	1,500
		<u>1,500</u>	<u>1,500</u>
NET CURRENT ASSETS		432,575	491,030
NET ASSETS		<u>436,806</u>	<u>496,008</u>
FUND BALANCES	9		
Restricted funds		436,806	496,008
Unrestricted funds		<u>436,806</u>	<u>496,008</u>

Approved by the board and signed on their behalf

J Leader
Jean Leader - Chairman

12-01-24
Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2023

	Restricted Funds £	Unrestricted Funds £	Total Funds 2023 £	Total Funds 2022 £
INCOMING RESOURCES				
Fee income	-	160,853	160,853	112,893
Grant income	-	24,940	24,940	67,720
Furlough	-	41	41	8,975
Other income	-	476	476	643
Fund Raising	-	-	-	1,008
Total incoming resources	-	186,311	186,311	191,240
RESOURCES EXPENDED				
Occupancy costs	-	16,785	16,785	15,458
Staff costs/ Pension	-	210,123	210,123	200,463
Childcare costs	-	7,194	7,194	7,625
Administration expenses/ Telephone	-	10,664	10,664	11,657
Depreciation	-	747	747	878
Total resources expended	-	245,513	245,513	236,081
Net movement in funds	-	59,202	59,202	44,842
Total funds brought forward	-	496,008	496,008	540,850
Total funds carried forward	-	436,806	436,806	496,008

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2023

1. ACCOUNTING POLICIES

Convention

These accounts have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005 (SORP 2005) and the Charities Act 2011. The principal policies which the partners have adopted within these conventions are set out below.

Revenue

Income comprises of both fees paid by the parents of children who attend the nursery and grants made by the local authority.

Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

Restricted and Unrestricted Funds

The trust holds no restricted funds.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

2. GRANTS

	2023	2,022
	£	£
London Borough of Lewisham		
Nursery education grant	24,940	34,720
COVID grant	-	33,000
Fund raising	-	1,008
	<u>24,940</u>	<u>68,728</u>

3. CHILDCARE FEES

	2023	2,022
	£	£
Fees received from parents	<u>160,853</u>	<u>112,893</u>

4. OTHER INCOME

2023	2,022
------	-------

	£	£
Sundry income	-	585
Furlough	41	8,975
Bank interest receivable	476	58
	<u>518</u>	<u>9,619</u>

5. OCCUPANCY COSTS

	2023	2,022
	£	£
15 Lambourne Grove		
Rent	7,078	6,417
Rates	-	406
Water	794	112
Light and Heat	7,129	5,282
Repairs and maintenance	1,785	3,242
Cleaning	-	-
	<u>16,785</u>	<u>15,458</u>

6. STAFF COSTS

	2023	2,022
	£	£
Salaries	179,364	165,426
Tax & NI	28,688	34,227
Agency	1,231	12
Training	840	797
	<u>210,123</u>	<u>200,463</u>

7. CHILDCARE COSTS

	2023	2,022
	£	£
Toy replacements and materials	2,502	3,486
Equipment renewals	1,780	1,561
Outings and transport	1,371	714
Legal and professional fees	1,541	1,865
Group activities	-	-
	<u>7,194</u>	<u>7,625</u>

8. ADMINISTRATION COSTS

	2023	2,022
	£	£
Telephone	1,938	1,671
Provisions and fund raising	5,621	5,204
Insurance	1,212	2,328
Admin	373	705
Sundries	20	248
Accountancy	1,500	1,500
Post and stationery	-	-

10,664 11,657

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	496,008	186,311	245,513	436,806
Restricted funds	-	-	-	-
Total	496,008	186,311	245,513	436,806

10 DEPRECIATION

	2023 £	2,022 £
Fixtures and fittings	747	878
Plant and Machinery	0	0
	747	878

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2022	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2023	35,000	157	35,157

Depreciation

At 1st April 2022	30,022	157	30,179
Charge for the year	747	0	747
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0

At 31st March 2023	<u>30,769</u>	<u>157</u>	<u>30,926</u>
--------------------	---------------	------------	---------------

Net book value

At 31st March 2023	<u>4,231</u>	<u>0</u>	<u>4,231</u>
--------------------	--------------	----------	--------------

At 31st March 2022	<u>4,978</u>	<u>0</u>	<u>4,978</u>
--------------------	--------------	----------	--------------

12 CASH AT BANK AND IN HAND

	2023	2,022
	£	£
Co-operative 65251124	69,866	129,706
Co-operative 65396144	363,221	362,745
Cash in hand	988	80
	<u>434,075</u>	<u>492,530</u>

FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2023

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WN8 6WT

FIVESTEPS COMMUNITY NURSERY

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FOR THE YEAR ENDED 31st MARCH 2023**

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Signed on behalf of the trustees:

 Date: 12-01-24
Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	11	4,231	4,978
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	434,075	492,530
		<u>434,075</u>	<u>492,530</u>
CREDITORS			
Accruals		1,500	1,500
		<u>1,500</u>	<u>1,500</u>
NET CURRENT ASSETS		432,575	491,030
NET ASSETS		<u>436,806</u>	<u>496,008</u>
FUND BALANCES	9		
Restricted funds		436,806	496,008
Unrestricted funds		<u>436,806</u>	<u>496,008</u>

Approved by the board and signed on their behalf

J Leader
Jean Leader - Chairman

12-01-24
Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2023

	Restricted Funds £	Unrestricted Funds £	Total Funds 2023 £	Total Funds 2022 £
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Five Step Community Nursery

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3. CHILDCARE FEES

	2023	2,022
	£	£
Fees received from parents	<u>160,853</u>	<u>112,893</u>

4. OTHER INCOME

2023	2,022

	£	£
Sundry income	-	585
Furlough	41	8,975
Bank interest receivable	476	58
	<u>518</u>	<u>9,619</u>

5. OCCUPANCY COSTS

	2023	2,022
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Admin	373	705
Sundries	20	248
Accountancy	1,500	1,500
Post and stationery	-	-

10,664 11,657

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	496,008	186,311	245,513	436,806
Restricted funds	-	-	-	-
Total	496,008	186,311	245,513	436,806

10 DEPRECIATION

	2023 £	2,022 £
Fixtures and fittings	747	878
Plant and Machinery	0	0
	747	878

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2022	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2023	35,000	157	35,157

Depreciation

At 1st April 2022	30,022	157	30,179
Charge for the year	747	0	747
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0

At 31st March 2023	<u>30,769</u>	<u>157</u>	<u>30,926</u>
--------------------	---------------	------------	---------------

Net book value

At 31st March 2023	<u>4,231</u>	<u>0</u>	<u>4,231</u>
--------------------	--------------	----------	--------------

At 31st March 2022	<u>4,978</u>	<u>0</u>	<u>4,978</u>
--------------------	--------------	----------	--------------

12 CASH AT BANK AND IN HAND

	2023	2,022
	£	£
Co-operative 65251124	69,866	129,706
Co-operative 65396144	363,221	362,745
Cash in hand	988	80
	<u>434,075</u>	<u>492,530</u>

Accounts



Steps Community Nursery



ANNUAL REPORT

April 2021 - March 2022

MANAGEMENT COMMITTEE

Jean Leader	Chair
Abdul Durojaiye	Treasurer
Tracey Nwabia	Management member

NURSERY STAFF

Jean Williams	Manager
Lyndsey Craig	Manager
Helen Okai	Deputy Manager
Jennifer Henry	Nursery Practitioner
Mabel Oseyemi	Nursery Practitioner
Towana Hall	Nursery Practitioner
Allison Pin	Nursery Practitioner- Room Leader
Karen Marshall	Admin/finance Officer
Frances Whelan	Cook
Hannah Nwabia	Cleaner



AGM REPORT 2021-2022

Chairs Report

Another Year has come and gone, but the Nursery is still going on.

The Nursery was closed from January 2021 to March 2021 as there was another outbreak of COVID.

We reopened the nursery in April 21.

There has been a great loss in our revenue and we have a deficit of £45,000

The nursery now has 17 children on roll, 15 of which are full-time and 2 part time. We have 10 members of staff- 7 members of staff working with the children, 1 admin, 1cook and a cleaner.

We are still struggling in filling our 32 place nursery as parents are continuing working from home and some are just requiring 2 to 3 days childcare.

We are also finding difficulties in recruiting qualified staff.

The Nursery continues to strive for the Best, ensuring the Welfare and Well-being of all our children

Jean Leader

Chair



FIVESTEPS COMMUNITY NURSERY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2022

The Trustees present their report for the year ended 31st March 2022

OBJECTIVES AND ACTIVITIES

The charity's principal activity continues to be the provision of childcare facilities for the public benefit.

FINANCIAL REVIEW

The charity continued its charitable objectives. There was an increase in both grant funding and fees from parents and expenses stabilised.

FUNDRAISING POLICY

The charity is funded by fees charged in exchange for the provision of childcare facilities and grants issued by the London Borough of Lewisham.

STRUCTURE GOVERNANCE AND MANAGEMENT

The members of the Trustees who served during the year were:

Jean Leader - Chairman

Abdul Durojaiya - Treasurer

Tracey Nwabia

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing body deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

.....*J. Leader*..... Date: *1-11-22*
Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	11	4,978	5,856
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>492,530</u>	<u>538,414</u>
		492,530	538,414
CREDITORS			
Accruals		<u>1,500</u>	<u>3,420</u>
		1,500	3,420
NET CURRENT ASSETS		491,030	534,994
NET ASSETS		<u>496,008</u>	<u>540,850</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		<u>496,008</u>	<u>540,850</u>
		496,008	540,850

Approved by the board and signed on their behalf

J Leader
Jean Leader - Chairman

1-11-23
Date

COME TO 5 STEPS

Come to 5 Steps come to 5 Steps

And you'll have a lovely time

We do painting

We do drawing

And we have a story time

All the children come together

And play in harmony

Caring sharing, bringing,

Giving, showing kindness everywhere

Gentle hands and

Soft voices

Are what we practice every day

So if you want to come to 5 Steps

Then you must be very kind



British Values are a set of five values introduced to keep children safe and promote their welfare.

1. Democracy

Making decisions together and listening to children's and parent's voices. At 5 Steps parent questionnaires are completed twice a year. Children are given opportunities to make decisions about choice of activities and resources they play with. This gives opportunities to develop enquiring minds in an atmosphere where questions are valued.

2. Rule of law

Understanding that rules matter, as cited in Personal Social and Emotional Development. We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and the consequences when rules are broken.

3. Individual liberty

Freedom for all, for example reflecting on their differences and understanding that we are free to have different opinions. Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching.

4. Mutual respect

Treat others as you want to be treated. Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

5. Tolerance of those of Different Faiths and Beliefs

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try foods from other cultures and we encourage parents and carers to participate and support.



Children Learn what they live

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

If children live with tolerance, they learn to be patient.

If children live with encouragement, they learn confidence.

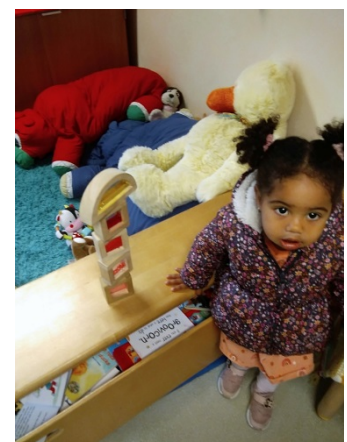
If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

If children live with security, they learn to have faith.

If children live with approval, they learn to like themselves.

**If children live with acceptance and friendship,
they learn to find love in the world.**



ACKNOWLEDGEMENTS

**Early Years Service
(Education Dept. London Borough Lewisham)**

Voluntary & Statutory Nurseries

Early Years Training Provision

Pre-School Learning Alliance

NDNA

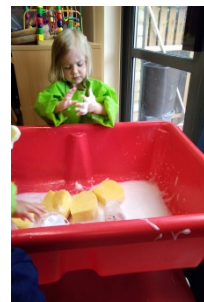
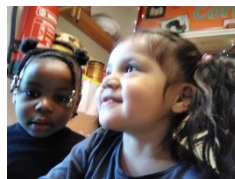
Charles Rippin & Turner - Accountants

The Management committee

The staff

The Parents

The Children





Steps Nursery



FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2022

Status

The organisation is a charity.

Registered Charity Number

800206

Principal Address

15 Lambourne Grove
Rotherhithe
London
SE16 2RR

Trustees

Jean Leader - Chairman
Abdul Durojaiye - Treasurer
Tracey Nwabia

Accountants

Charles Rippin and Turner
Middlesex House
130 College Road
Harrow
Middlesex
HA1 1BQ

Bank

The Co-operative Bank PLC
Delf House
Southway
Skelmersdale
WN8 6WT

FIVESTEPS COMMUNITY NURSERY

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st MARCH 2022**

The Trustees present their report for the year ended 31st March 2022

OBJECTIVES AND ACTIVITIES

The charity’s principal activity continues to be the provision of childcare facilities for the public benefit.

FINANCIAL REVIEW

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FUNDRAISING POLICY

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STRUCTURE GOVERNANCE AND MANAGEMENT

The members of the Trustees who served during the year were:

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As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

.....Date:

Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	11	4,978	5,856
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>492,530</u>	<u>538,414</u>
		<u>492,530</u>	<u>538,414</u>
CREDITORS			
Accruals		<u>1,500</u>	<u>3,420</u>
		<u>1,500</u>	<u>3,420</u>
NET CURRENT ASSETS		491,030	534,994
NET ASSETS		<u>496,008</u>	<u>540,850</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		<u>496,008</u>	<u>540,850</u>
		<u>496,008</u>	<u>540,850</u>

Approved by the board and signed on their behalf

.....
Jean Leader - Chairman

.....
Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2022

	Restricted Funds £	Unrestricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES				
Fee income	-	112,893	112,893	39,990
Grant income	-	67,720	67,720	46,144
Furlough	-	8,975	8,975	96,379
Other income	-	643	643	1,579
Fund Raising	-	1,008	1,008	-
Total incoming resources	-	191,240	191,240	184,092
RESOURCES EXPENDED				
Occupancy costs	-	15,458	15,458	15,892
Staff costs/ Pension	-	200,463	200,463	216,523
Childcare costs	-	7,625	7,625	5,035
Administration expenses/ Telephone	-	11,657	11,657	7,151
Depreciation	-	878	878	1,071
Total resources expended	-	236,081	236,081	245,673
Net movement in funds	-	-	44,842	-
Total funds brought forward	-	540,850	540,850	602,431
Total funds carried forward	-	496,008	496,008	540,850

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2022

1. ACCOUNTING POLICIES

Convention

These accounts have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005 (SORP 2005) and the Charities Act 2011. The principal policies which the partners have adopted within these conventions are set out below.

Revenue

Income comprises of both fees paid by the parents of children who attend the nursery and grants made by the local authority.

Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

Restricted and Unrestricted Funds

The trust holds no restricted funds.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

2. GRANTS

	2022 £	2,021 £
London Borough of Lewisham		
Nursery education grant	34,720	46,144
COVID grant	33,000	-
Fund raising	1,008	-
	<u>68,728</u>	<u>46,144</u>

3. CHILDCARE FEES

	2022 £	2,021 £
Fees received from parents	<u>112,893</u>	<u>39,990</u>

4. OTHER INCOME

	2022 £	2,021 £
Sundry income	585	254
Furlough	8,975	96,379
Bank interest receivable	58	1,325
	<u>9,619</u>	<u>97,958</u>

5. OCCUPANCY COSTS

	2022	2,021
	£	£
15 Lambourne Grove		
Rent	6,417	9,333
Rates	406	-
Water	112	480
Light and Heat	5,282	3,448
Repairs and maintenance	3,242	2,630
Cleaning	-	-
	15,458	15,892

6. STAFF COSTS

	2022	2,021
	£	£
Salaries	165,426	183,308
Tax & NI	34,227	33,215
Agency	12	-
Training	797	-
	200,463	216,523

7. CHILDCARE COSTS

	2022	2,021
	£	£
Toy replacements and materials	3,486	1,961
Equipment renewals	1,561	1,300
Outings and transport	714	294
Legal and professional fees	1,865	1,480
Group activities	-	-
	7,625	5,035

8. ADMINISTRATION COSTS

	2022	2,021
	£	£
Telephone	1,671	1,858
Provisions and fund raising	5,204	2,561
Insurance	2,328	500
Admin	705	97
Sundries	248	636
Accountancy	1,500	1,500
Post and stationery	-	-
	11,657	7,151

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	540,850	191,240	236,081	496,008
Restricted funds	-	-	-	-
Total	540,850	191,240	236,081	496,008

10 DEPRECIATION

	2022 £	2,021 £
Fixtures and fittings	878	1,034
Plant and Machinery	0	37
	878	1,071

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2021	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2022	35,000	157	35,157
Depreciation			
At 1st April 2021	29,144	157	29,301
Charge for the year	878	0	878
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2022	30,022	157	30,179
Net book value			
At 31st March 2022	4,978	0	4,978
At 31st March 2021	5,856	0	5,856

12 CASH AT BANK AND IN HAND

	2022	2,021
	£	£
Co-operative 65251124	129,706	175,401
Co-operative 65396144	362,745	362,687
Cash in hand	80	326
	<u>492,530</u>	<u>538,414</u>

FIVESTEPS COMMUNITY NURSERY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2022

The Trustees present their report for the year ended 31st March 2022

OBJECTIVES AND ACTIVITIES

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FINANCIAL REVIEW

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Tracey Nwabia

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The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

.....*J Leader*.....Date: *1-11-22*
Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	11	4,978	5,856
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>492,530</u>	<u>538,414</u>
		<u>492,530</u>	<u>538,414</u>
CREDITORS			
Accruals		<u>1,500</u>	<u>3,420</u>
		<u>1,500</u>	<u>3,420</u>
NET CURRENT ASSETS		491,030	534,994
NET ASSETS		<u>496,008</u>	<u>540,850</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		<u>496,008</u>	<u>540,850</u>
		<u>496,008</u>	<u>540,850</u>

Approved by the board and signed on their behalf

.....
Jean Leader - Chairman

1.11.23
Date

Accounts



5 Steps Community Nursery



**ANNUAL
REPORT**

April 2020 - March 2021

MANAGEMENT COMMITTEE

Jean Leader	Chair
Abdul Durojaiye	Treasurer
Tracey Nwabia	Management
member	

NURSERY STAFF

Jean Williams	Manager
Lyndsey Craig	Manager
Helen Okai	Deputy Manager
Jennifer Henry	Nursery
Practitioner	
Mabel Oseyemi	Nursery
Practitioner	
Sharmin Nahar	Nursery Practitioner
Allison Pin	Nursery
Practitioner	
Karen Marshall	Admin/finance Officer
Yasin Bojang	Cook
Hannah Nwabia	Cleaner



AGM REPORT 2020-2021

Chairs Report

This year has been a very stressful one with the pandemic of Covid, which has affected the whole world. The nursery has been closed most of this year, from April 2020 to August 2020.

We opened back our doors in September 2020. We have been struggling in filling our nursery places as most of our children left in August to go to school, other parents found alternative child care and others were working from home.

In August we lost 8 children as they graduated to school. Since then we have been recruiting but our numbers are still low, therefore our income for 2020-2021 is in deficit.

During the pandemic we were able to pay the staff wages from FURLOUGH, Government funding of 80% and the nursery was able to pay the other 20%.

The nursery now has 13 children on roll, 3 Staff members in Pre-School Room with 8 children and 3 Members of staff with 4 children 0-3 years.

Unfortunately there was another lock down in January 2021 and the nursery has been closed up to the end of March 2021

Jean Leader

Chair



COME TO 5 STEPS

Come to 5 Steps come to 5 Steps

And you'll have a lovely time

We do painting

We do drawing

And we have a story time

together

All the children come

And play in harmony

Caring sharing, bringing, giving

Kindness everywhere

There's no punching

There's no fighting

For we leave those things behind.

So if you want to come to 5 Steps

Then you must be very kind



Nursery Photograph's

Our new photographer, Early Years Photography, will be here on Friday 15th November from 9:30am to take individual pictures of all of our children. You will receive a reference number to view your child's images online and purchase the images you like. We can change outfits and include siblings as requested.

Family Photo's

My Family Tree



We want to make a book for every child

containing pictures of family and friends. These pictures help to boost children's confidence and self-esteem, by sharing them with friends and staff. Children enjoy staff asking questions about their pictures and they can give children comfort knowing they can pick up their book any time. Please email your pictures to jean@5steps.org.uk

Include names of people please and we will make your child a book. It will be kept in the book corner and yours to keep when your child leaves.

Spare clothes



Please ensure your child always has 1 or 2 sets of spare clothes on their peg- Make sure they are appropriate for the weather. Children do get messy or have accidents from time to time.

Mobile Phone Policy



Please adhere to our mobile phone policy. You must not enter the building while talking on your mobile phone. When you come to collect your children, they need your full attention. When staff see you, they may need to talk to you about your child's day, please be aware of how important this policy is.

Intercom System

Please remember the intercom is there for the safety of the children. Sometimes we are unable to open the door immediately as everyone may be out in the garden.

Please ring the buzzer, when it is answered please say your child's name and look in the camera. You will hear the door click then you can pull the door open.

Many Thanks, Jean and Lyndsey



Children Learn what they live

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

**If children live with tolerance, they learn to be
patient.**

**If children live with encouragement, they learn
confidence.**

If children live with praise, they learn to appreciate.

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faith.**

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ACKNOWLEDGEMENTS

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(Education Dept. London Borough Lewisham)**

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Pre-School Learning Alliance

NDNA

Charles Rippin & Turner - Accountants

The Management committee

The staff

The Parents

The Children



Steps Nursery

Signed Accounts 2021

FIVESTEPS COMMUNITY NURSERY

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st MARCH 2021**

The Trustees present their report for the year ended 31st March 2021

OBJECTIVES AND ACTIVITIES

The charity's principal activity continues to be the provision of childcare facilities for the public benefit.

FINANCIAL REVIEW

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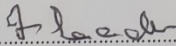
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Tracey Nwabia
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The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

 Date: 16-12-2021
Jean Leader - Chairman of the Trustees

Five Step Community Nursery
Balance sheet at 31st March 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	11	5,856	6,927
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	538,414	597,424
		<u>538,414</u>	<u>597,424</u>
CREDITORS			
Accruals		3,420	1,920
		<u>3,420</u>	<u>1,920</u>
NET CURRENT ASSETS		534,994	595,504
NET ASSETS		<u>540,850</u>	<u>602,431</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		540,850	602,431
		<u>540,850</u>	<u>602,431</u>

Approved by the board and signed on their behalf

J Leader
Jean Leader - Chairman

16-12-21
Date

FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2021

Status

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800206

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Accountants

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Bank

The Co-operative Bank PLC
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FIVESTEPS COMMUNITY NURSERY

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- Jean Williams - Nursery Manager

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing bust deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:

.....Date:

Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	11	5,856	6,927
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>538,414</u>	<u>597,424</u>
		538,414	597,424
CREDITORS			
Accruals		<u>3,420</u>	<u>1,920</u>
		3,420	1,920
NET CURRENT ASSETS		534,994	595,504
NET ASSETS		<u>540,850</u>	<u>602,431</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		<u>540,850</u>	<u>602,431</u>
		540,850	602,431

Approved by the board and signed on their behalf

.....
Jean Leader - Chairman

.....
Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2021

	Restricted Funds £	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES				
Fee income	-	39,990	39,990	203,687
Grant income	-	46,144	46,144	77,262
Furlough	-	96,379	96,379	-
Other income	-	1,579	1,579	2,645
Fund Raising	-	-	-	204
Total incoming resources	-	184,092	184,092	283,799
RESOURCES EXPENDED				
Occupancy costs	-	15,892	15,892	19,196
Staff costs/ Pension	-	216,523	216,523	242,456
Childcare costs	-	5,035	5,035	4,815
Administration expenses/ Telephone	-	7,151	7,151	16,702
Depreciation	-	1,071	1,071	1,223
Total resources expended	-	245,673	245,673	284,392
Net movement in funds	-	-	61,581	-
Total funds brought forward	-	602,431	602,431	603,024
Total funds carried forward	-	540,850	540,850	602,431

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2021

1. ACCOUNTING POLICIES

Convention

These accounts have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005 (SORP 2005) and the Charities Act 2011. The principal policies which the partners have adopted within these conventions are set out below.

Revenue

Income comprises of both fees paid by the parents of children who attend the nursery and grants made by the local authority.

Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

Restricted and Unrestricted Funds

The trust holds no restricted funds.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

2. GRANTS

	2021 £	2020 £
London Borough of Lewisham		
Nursery education grant	46,144	77,262
2 year old pilot scheme	-	-
Welfare Food	-	204
	<u>46,144</u>	<u>77,467</u>

3. CHILDCARE FEES

	2021 £	2020 £
Fees received from parents	<u>39,990</u>	<u>203,687</u>

4. OTHER INCOME

	2021 £	2020 £
Sundry income	254	1,110
Furlough	96,379	-
Bank interest receivable	1,325	1,535
	<u>97,958</u>	<u>2,645</u>

5. OCCUPANCY COSTS

	2021	2020
	£	£
15 Lambourne Grove		
Rent	9,333	9,146
Rates	-	-
Water	480	1,294
Light and Heat	3,448	3,365
Repairs and maintenance	2,630	5,391
Cleaning	-	-
	15,892	19,196

6. STAFF COSTS

	2021	2020
	£	£
Salaries	183,308	197,049
Tax & NI	33,215	36,699
Agency	-	8,188
Training	-	520
	216,523	242,456

7. CHILDCARE COSTS

	2021	2020
	£	£
Toy replacements and materials	1,961	1,880
Equipment renewals	1,300	1,830
Outings and transport	294	710
Legal and professional fees	1,480	395
Group activities	-	-
	5,035	4,815

8. ADMINISTRATION COSTS

	2021	2020
	£	£
Telephone	1,858	1,826
Provisions and fund raising	2,561	11,799
Insurance	500	-
Admin	97	361
Sundries	636	796
Accountancy	1,500	1,920
Post and stationery	-	-
	7,151	16,702

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	602,431	184,092	245,673	540,850
Restricted funds	-	-	-	-
Total	602,431 0	184,092	245,673	540,850

10 DEPRECIATION

	2021 £	2020 £
Fixtures and fittings	1,034	1,216
Plant and Machinery	37	7
	1,071	1,223

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2020	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2021	35,000	157	35,157
Depreciation			
At 1st April 2020	28,110	120	28,230
Charge for the year	1,034	37	1,071
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2021	29,144	157	29,301
Net book value			
At 31st March 2021	5,856	0	5,856
At 31st March 2020	6,890	37	6,927

12 CASH AT BANK AND IN HAND

	2021	2,020
	£	£
Co-operative 65251124	175,401	235,584
Co-operative 65396144	362,687	361,362
Cash in hand	326	479
	<u>538,414</u>	<u>597,424</u>

FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2021

Status

The organisation is a charity.

Registered Charity Number

800206

Principal Address

15 Lambourne Grove
Rotherhithe
London
SE16 2RR

Trustees

Jean Leader - Chairman
Abdul Durojaiye - Treasurer
Tracey Nwabia

Accountants

Charles Rippin and Turner
Middlesex House
130 College Road
Harrow
Middlesex
HA1 1BQ

Bank

The Co-operative Bank PLC
Delf House
Southway
Skelmersdale
WN8 6WT

FIVESTEPS COMMUNITY NURSERY

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st MARCH 2021**

The Trustees present their report for the year ended 31st March 2021

OBJECTIVES AND ACTIVITIES

The charity’s principal activity continues to be the provision of childcare facilities for the public benefit.

FINANCIAL REVIEW

The charity continued it's charitable objectives. There was a increase in both grant funding and fees from parents and expenses stabilised.

FUNDRAISING POLICY

The charity is funded by fees charged in exchange for the provision of childcare facilities and grants issued by the London Borough of Lewisham.

STRUCTURE GOVERNANCE AND MANAGEMENT

The members of the Trustees who served during the year were:

- Jean Leader - Chairman
- Abdul Durojaiya - Treasurer
- Tracey Nwabia
- Jean Williams - Nursery Manager

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing bust deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

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The Trustees report was approved by the Board of Trustees.

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Five Step Community Nursery

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Restricted funds			
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Five Step Community Nursery

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Five Step Community Nursery

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