

**SCHOOL HOUSE BRACKNELL CHILDCARE TRUST,  
(FORMERLY ST MICHAELS SCHOOL, EASTHAMPSTEAD, CHILDCARE TRUST)  
(A COMPANY LIMITED BY GUARANTEE)**

Charity Registration No. 1013805 Company Registration No. 02548382 (England and Wales)

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**SCHOOL HOUSE BRACKNELL CHILDCARE TRUST,**

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 5 APRIL 2023

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**LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Directors</b>	Dr S Wells Mrs N Balamoan Mrs S Taylor (until May 2022) Mr K Smith Mrs C Millett Mrs J Miles (from March 2023)
<b>Finance Officer</b>	Mrs S Driscoll
<b>School House Manager</b>	Mrs A Payne
<b>Secretary</b>	Dr S Wells
<b>Charity number</b>	1013805
<b>Company number</b>	02548382
<b>Principal address</b>	School House Crowthorne Road Bracknell Berkshire RG12 7EH
<b>Registered office</b>	School House Crowthorne Road Bracknell Berkshire RG12 7EH
<b>Independent Examiner</b>	A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA 3 Wey Court, Mary Road, Guildford, Surrey GU1 4QU

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## **DIRECTORS' REPORT**

### **FOR THE YEAR ENDED 5 APRIL 2023**

The Directors present their report and accounts for the year ended 5 April 2023. The report is prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Trust's memorandum of association, the Charities Act 2011 and the Charities SORP (FRS 102).

#### **St Michael's School, Easthampstead, Childcare Trust**

The Trust is a company limited by guarantee not having a share capital. The Trust's objects are to advance education and relieve children in need of care by the provision of sessional day Pre-School for the children of the parish of Easthampstead and surrounding parishes in the Royal County of Berkshire. To provide recreational facilities with the object of improving the conditions of life of the children of the parish of Easthampstead and surrounding parishes.

#### **Our Vision**

- We will provide a stimulating, safe, secure, fun, and welcoming environment inside and out for all our children.
- We will provide appropriate, challenging, and open-ended learning opportunities, where every child, family and member of staff matters.
- We will be welcoming, friendly, respectful, thoughtful, and supportive in providing a safe place where we can grow and learn together.
- We will strive to work in partnership through a culture of listening, to enable everyone to achieve their true potential.

#### **Our values**

- Partnership and care
- Happiness and wellbeing
- Challenging
- Engagement – being involved, responsive, interested and interesting
- Commitment to excellence
- Respect
- Communication – being genuine, open, honest & sincere.
- Achievement
- Integrity

#### **Objectives**

In setting our objectives and planning our activities the Directors have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

In furtherance of these objects, School House offers a Breakfast Club for children aged 3-12, a Pre-School (PS) for 2 -5 year-olds, a Lunch Club for the Preschool Children and an After School Club (ASC) for 3-11 year-olds.

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Children are admitted to all settings on a first-come-first-served basis up to the maximum number allowed.

The Breakfast Club, which helps parents who work, provides a breakfast for children from St Michael's CofE School, Easthampstead and from School House

Pre-School children normally receive early education grant funding through Bracknell Forest Borough Council for up to 30 hours per week. Additional sessions can be purchased, if available.

A supervised Lunch Club is provided for children for a small fee.

The After School Club charges fees for each session.

All fees are determined by the need to meet the requirements of legislation for such things as minimum wage, child-adult ratios and the requirement of the Directors that these activities at least cover their costs.

In all settings and when the fees cannot be afforded, the Directors sympathetically consider any requests for reduced or waived fees or offer additional sessions free of charge if they consider a child will significantly benefit from attendance. Throughout 2022-23, School House has been supporting two children of a family in need by providing extra sessions free of charge in the Preschool.

### **Achievement and Performance**

School House was inspected by Ofsted in November 2018 and assessed overall as "Good". The "Personal development, behaviour and welfare" was assessed as "Outstanding". The Trust achieved a 5-star rating from Environmental Health for food preparation.

### **Breakfast Club**

The Breakfast Club, for children aged 3 -12 from Preschool and St Michael's School, runs from 7:45 till 8:40 daily. A healthy breakfast of toast, cereals, juice, milk, water, and fruit is offered. After breakfast, the children are free to participate, under the supervision of the staff, in a range of free play and structured activities.

With more parents returning to work, demand has gradually increased over the year with up to 17 children attending. Indeed, some children stay the whole day: Breakfast Club, Preschool and After School Club.

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### **Pre-School (PS)**

Preschool numbers have increased by 40% over the year as more parents return to work and other preschools in the area close due to inadequate Government funding. The Preschool is now full most days and there is a waiting list.

The Lunch Club is very popular with children bringing their own packed lunches. As only 20 children can be seated, it is full most days.

This year we were unable to have the “Present for Preschool” scheme. However, parents are asked regularly to help us with supplies for arts and crafts room and our messy play.

### **After School Club (ASC)**

The numbers attending the ASC has increased by 50% over the year. 30-40 children now attend each day.

### **Equipment and Facilities**

This year, many items to enhance children play have been purchased to support all seven areas of learning.

- New sensory toys
- iPad
- Tuff trays with stands
- Mud area equipment

During the summer, the landlord addressed the damp and mould problem on the rear wall.

### **Qualifications**

Members of staff are qualified as follows:

- One member of staff is Level 5 qualified in “Leadership for the Children and Young People’s Workforce - Early Years”,
- Four members of staff have qualified to Level 3 in “Early Years Care and Education”,
- One member has Level 2,
- One is non-qualified,
- One After School Club staff member has Level 3 in “Playwork”,
- One after school club staff member is to Level 3 in “Early Years Care and Education”, and,
- One has started Level 3 qualification in Early Years childcare completing in September 2024.
- Three members of staff have specific knowledge and responsibilities for SENCO (Special Educational Needs Coordinator), Safeguarding and Health and Safety.

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## **Financial Review**

Staff salaries for 2022/23 were increased by 6.6% in line with the National Living Wage. Small increases in fees paid by parents were also introduced.

- The Breakfast Club made a small loss of £538 on a turnover of £3,749. However, with increasing numbers attending, it is expected to make a profit in 2023/24.
- The Preschool (including the Lunch Club) made a profit of £7,424 on a turnover of £196,469. With a shortage of Preschool places in the area, and all places allocated until at least December, it is expected to remain profitable despite another year of Government underfunding.
- The After School Club made a profit of £599 on a turnover of £45,738. With numbers increasing, it is expected to turn a profit in 2023/24.

Parents continue to make “Voluntary Contributions” raising £7,259 over the year; an increase of £1,660 over last year.

Overall, School House made a profit of £7,508. Reserves now stand at £119,290.

Following excessive mould on the rear wall in the kitchen areas, the landlord agreed to damp proof the wall. To speed things along and ensure that the majority of the work coincided with the summer holidays, the Directors agreed to contract, manage and fund the work with the landlord reimbursing later. The work cost £22,271 and the landlord was invoiced in December. At the end of the financial year, following landlord banking problems, the invoice remained unpaid.

## **Business Improvements, Risks and Mitigations**

School House continues to market itself actively through its website, on social media and local listings to attract as many children as possible. The introduction of online applications has resulted in the recruitment of more children.

A meeting was held at the request of the Directors with their MP, Mr James Sunderland, about the Government’s financial settlement for 2023/24. The Government had announced an increase in the National Living Wage of 9.7% but only increased Preschool funding by 6.3%. Despite high inflation and energy costs, the MP was unable to persuade Government to increase funding. As such, finance will be tight in 2023/24. Fortunately, School House has relatively low overheads and good reserves.

The biggest financial risk to School House is if it must close at short notice. The liabilities for redundancy and reparations to the building and grounds have been assessed at £80,000 for which adequate reserves are held.

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### **Trust Structure, Governance and Management**

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Dr S Wells  
Mrs N Balamoan  
Mr K Smith  
Mrs C Millett  
Mrs J Miles (from March 2023)  
Mrs S Taylor (until May 2022)

Sue Taylor sadly died on May 17<sup>th</sup> 2022. She had been a long-term employee of School House and ran the After School Club for many years until her retirement. She then became a Director and provided valuable input to the overall management of School House. She will be missed.

None of the Directors has any beneficial interest in the company. All of the Directors are members of the company and guarantee to contribute £1 in the event of a winding up.

The Trust is managed by a Board of Directors appointed on an annual basis either by the Governors of St Michael's Voluntary Aided Primary School, Easthampstead or by the Board of Directors. Up to 15 Members of the Trust are also appointed by the Governors on an annual basis and who can attend the Annual General Meeting. However, they have not taken up this invitation in recent years. The Directors employ a paid School House Manager, to deal with the day-to-day management of the facility, a paid Finance Manager and a number of paid staff who work with the children. The Directors are unpaid.

There are no connected charities.

It is the policy of the Trust to provide induction for new trustees. Trustees are encouraged to attend training courses especially those provided by the Early Years Team of Bracknell Forest Council. Inset training days for staff are held termly and trustees are encouraged to attend. No specific training has been received by any trustees during the period of this report.

The Directors make financial decisions for capital investments, expensive repairs (typically >£500), staff salaries, the recruitment of senior staff, their management and appraisal, serious staffing issues and the negotiations with their landlord and the School Governing Body. The Directors delegate the day-to-day responsibility for running the Trust to its managers. This includes child placement management, recruitment of junior staff, staff management, their DBS clearance and appraisal, routine maintenance, purchasing of low value items, invoicing, banking, credit control, financial records, and publicity. The manager provides reports to the Board every term. Directors are encouraged to visit School House regularly and help out where they can.

In setting the pay and remuneration of staff, the Directors pay due regard to such things as the National Living Wage and salaries offered in job advertisements for similar businesses in the area.

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The Directors have assessed the major risks to which the trust is exposed and are satisfied that systems are in place to mitigate this exposure. The directors have paid due regard to guidance published by the charities commission in accordance with Section 17(5) of the 2011 Charities Act.

**Conclusion**

The Breakfast Club, Pre-School, Lunch Club and After School Club are thriving. They are an established and valued community facilities.

I would like to give my personal thanks to the other Directors who give so much of their own time to the benefit of School House and to all the staff who work so hard to make it the success it is.

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**Disclosures**

The following disclosures are made by the Board of Directors:

- (a) that the Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Generally Accepted Accounting Practice.
- (b) that company law requires the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.
- (c) that in preparing the financial statements the Directors are required to:
  - (i) select suitable accounting policies and then apply them consistently;
  - (ii) make judgements and accounting estimates that are reasonable and prudent;
  - (iii) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.
- (d) that the Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and that enable them to ensure that the financial statements comply with the Companies Act.
- (e) that the Directors are responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities; and
- (f) that, where appropriate, the Directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. It is important to bear in mind that legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

On behalf of the Board of Directors,



Stephen C Wells  
Director

Dated: 1<sup>st</sup> Aug 2023

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**Independent Examiner's Report to the Trustees of**

**School House Bracknell Childcare Trust**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 5 April 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA,  
FIPA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU  
Date: .....