

# **Madley Pre-School Annual Report 2020-2021**

## **Purpose**

The purpose of this report is to provide local and national stakeholders (including the Charities Commission and Ofsted) with an overview of the activities undertaken at Madley Pre-School in the period September 2020 to August 2021– the period of the current Management Committee.

## **Audience**

This report will be discussed at our next Committee meeting and will be submitted to the Charities Commission alongside the audited accounts, and will be available to Ofsted on request or as part of the documentation supporting an inspection.

## **Setting Overview**

Madley Pre-School is a small, rural setting offering a stimulating Early Years curriculum during the normal school day (09:00 to 15:30) and a breakfast club in conjunction with Madley Primary School (07:45-08:45) The Pre-School is located within the grounds of Madley Primary School, but is constituted as a separate charitable entity in terms of governance and management.

The setting can take a maximum of 24 children each day, and is staffed by a number of Early Years practitioners led by the Pre-School Setting manager. Whilst not part of the Primary School, the Pre-School shares the same values-based approach and works in close partnership with the school to ensure the best educational outcomes for children and a smooth transition for those children who go on to attend Madley Primary School.

The setting continues to hold a prestigious 'Values based setting' award certified by Dr. Neil Hawkes.

The setting is managed on a day-to-day basis by the Manager, supported by a Deputy Manager. The leadership/management oversight is provided by a Management Committee made up of elected volunteers.

## **Report on 2020-2021**

The Management Committee is structured as follows:

- Sally Johnson: Chairperson/Safe Guarding officer for the setting when Manager /Deputy are away
- Rebecca Preece: Setting Manager
- Michaela Byrne: Finance administrator
- Fiona Batstone: Deputy manager
- Gary Johnson: Finance lead
- Jane Mansfield: Staff liaison
- Alison Green: Committee member

In August 2021 Rebecca Preece resigned from her position as Manager and the role was taken on by the Deputy manager, Fiona Batstone.

This full Committee has met on a frequent basis, usually once a term. However, a smaller management team including the Chair, Setting Manager, Finance Lead and Staff Liaison has met on a frequent basis; typically, once every half-term with additional meetings as required. Committee and staff Zoom meetings were held during the period of National Lockdowns between January and March 2021.

There were 35 children on role during this period, with several on a waiting list to attend at a later date. Numbers were therefore increasing healthily and the Pre-School had a good reputation which encouraged parents to be recommending the setting by word of mouth. This was ensuring sustainability and longevity.

The increasing numbers gave more financial stability and favourable financial reserves allowed for further investment in the Pre-School building and environment. The decision was made to repair and replace the old doors and wooden outdoor steps and enhance the setting's indoor environment to create a more 'flexible' space by moving the office into a large cupboard to make way for a small room that was separated by French doors into the main room. This could be used as a quiet space for the growing number of younger children that are registered, as well as a room that could be used for other groups of children or for meetings with professionals/ parents. Whilst creating this room the builders also replaced the wooden outdoor access steps that were beginning to rot. The decision was made to make the top of the steps wider to create a large decked area immediately outside the new room, accessed by new glass French doors. These improvements allowed for children to have free flow access to both the indoor and outdoor areas at all times. This is a vital part of how young children learn and has been extremely well utilised, providing the opportunity for stimulating curriculum experiences that are reflected indoors and out. The environment has had a lot of positive feedback and will continue to attract new parents to the setting, ensuring that numbers are secure for the following years.

The setting had to cut back on its links with the local community due to the pandemic. The weekly visit to the Residential home for the elderly was put on hold, as was the community 'Pop-up café, Petit Pois' that was held on Saturday mornings. Visits to the Primary School were also scaled back as children were encouraged to be kept in 'bubbles'.

The committee made the decision to remain closed in January 2021, in line with the government's decision to close all schools until 8<sup>th</sup> March 2021. During this time staff were furloughed. They continued to be in contact with children and families by sending videos of them reading stories or suggesting learning activities on-line. The manager remained in contact with more vulnerable families by making telephone calls.

### **Teaching and Learning**

The Pre-school is an OFSTED registered Early Years setting that provides 24 spaces for children aged two to four years of age. We aim to develop independent and motivational learners who embrace a values based culture. We provide opportunities for learning through play in a calm and multi-sensory environment both inside and outside.

Children who attend our setting range from having special educational needs, children who are looked after by the local authority to children who need to access the National Educational Funding. We regularly work alongside other professionals such as; Social Workers, Speech Therapists, Physiotherapists and Health Visitors to deliver specialised individual education or care plans for specific children when required.

The Early Years Foundation Stage (EYFS, 2012), is a key part in planning the children's learning opportunities and Learning experiences. The children's interests are followed through observations and staff plan for the next steps of the children using the observations alongside daily reflections. The staff use a loose theme and offer books and stories to support the theme. Parents are included in the sharing of learning and ideas, through regular facebook posts and Tapestry observations as well as regular Newsletters. These have been very helpful during lockdown when ideas, challenges and stories read by staff were shared with parents and children.

The careful planning of these learning experiences throughout their time at the setting allows the children to have a seamless transition in to school and the completion of the Early Years Foundation Stage. Transition visits to other Primary Schools were difficult to undertake this year due to schools Covid restrictions. We worked closely with the reception teacher of Madley Primary School, who made several visits to see the children in our setting (mainly outdoors) to ensure that there was as smooth a transition as possible for those children starting school.

Every child has a formal written reflection on their development each term and their next steps are devised by the child's key worker alongside manager and these are then shared with parents and carers. A shared learning journey, Pre-School page on the school website, Facebook closed group, Twitter and newsletters are also used celebrate children's learning & development.

### **Staff Development**

We believe it is essential to create learning environment for the practitioners in our setting as well as the children. Our Pre-School is used by local high schools, colleges, Worcester Universities as a placement for students to develop their knowledge about Early Years education.

Our team of qualified practitioners are constantly developing their knowledge through local authority training courses and seminars. The qualifications and ongoing training are as follows;

- Rebecca Preece - Manager – Honours degree/ NNEB/Forest School L3/DSL
- Fiona Batstone – Deputy Manager – Early Years Teacher and Honours Degree/DSL
- Charlotte Peace – Early Years Practitioner (SENCO) - Level 3, NVQ in Early Years Childcare and Development, SENCO
- Hannah Crowther – Early Years Practitioner Teacher and Honours Degree, Forest School L3
- Emma Gray – Early Years Practitioner – Level 3, NVQ in Early Years Childcare and Development, Forest School Leader L3.

Furthermore, setting training and individual CPD attended was as follows;

- Two members of staff had successfully completed Elklan Level 3 Speech and Language course, this was then delivered to all staff members at staff meetings and the setting was awarded as an Elklan "Communication Friendly Setting" in January 2021.

- Adverse Childhood Experiences and Early Trauma
- Covid-19 awareness
- Preventing Radicalisation
- All about Two Year Olds
- Keeping Children safe in Education
- Online safety
- Prevent Covid-19 Safe guarding and Child Protection-The essentials
- Anti-Bullying assessment
- Safer recruitment
- Understanding the Curiosity Approach
- Level 2 Food hygiene and safety
- Effective Safe guarding
- Prevent Duty in an early Years environment

**Madley Pre-School**  
**Accounts**  
**for the year ended 31 August 2021**

## **Madley Pre-School**

### **Information**

#### **Accountants**

Apple Accountants  
7 Harrow Road  
Hereford  
HR4 0EH

#### **Business address**

Madley  
Herefordshire  
HR2 9PH

#### **Bankers**

Royal Bank of Scotland

# Madley Pre-School

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## **Madley Pre-School**

### **Report to the Proprietor on the Unaudited Accounts of Madley Pre-School**

In accordance with the engagement letter dated we have prepared for your approval the accounts of Madley Pre-School for the year ended 31 August 2021 as set out on pages 2 to 5 from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the The Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.cimaglobal.com](http://www.cimaglobal.com).

Our work has been undertaken solely to prepare for your approval the accounts of Madley Pre-School and state those matters that we have agreed to state to you in this report in accordance with the requirements of the The Chartered Institute of Management Accountants, as detailed at .

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Apple Accountants

7 Harrow Road  
Hereford  
HR4 0EH

26 April 2022

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2021

	2021		2020	
	£	£	£	£
<b>Income</b>				
Sales		92,455		91,960
Fees receivable		211		220
Other sales income		800		869
Government grants		9,309		13,320
		102,775		106,369
<b>Expenses</b>				
Wages and salaries	71,548		64,777	
Employer's NI contributions	1,081		-	
Staff pension costs	754		604	
Staff training	(20)		808	
Rent, Rates, Light and Heat	1,953		884	
Insurance	686		653	
Equipment	2,596		2,653	
Purchases	1,694		1,772	
Food	1,077		1,502	
Repairs and Maintenance	7,335		6,617	
Printing, postage and stationery	821		1,038	
Telephone	614		605	
Excursions	-		200	
Cleaning	120		1,632	
Computer costs	659		110	
Travelling and subsistence	-		108	
Legal and professional fees	2,179		2,174	
Accountancy	1,914		2,154	
Sundry expenses	334		942	
Subscriptions	696		616	
Depreciation on FF & Equipment	175		195	
		(96,216)		(90,044)
<b>Net profit</b>		6,559		16,325

## Madley Pre-School

### Balance sheet as at 31 August 2021

	Notes	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	2		1,579		1,754
<b>Current assets</b>					
Debtors	3	-		2,899	
Cash at bank and in hand		76,753		64,123	
		<u>76,753</u>		<u>67,022</u>	
<b>Current liabilities (note 4)</b>					
Trade creditors		-		213	
Other creditors		9,911		6,701	
		<u>9,911</u>		<u>6,914</u>	
<b>Net current assets</b>			<u>66,842</u>		<u>60,108</u>
<b>Total assets less current liabilities</b>			<u>68,421</u>		<u>61,862</u>
<b>Capital account</b>					
Brought forward at 1 September 2020			61,862		45,537
Profit for the year			6,559		16,325
			<u>68,421</u>		<u>61,862</u>

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

**Mrs S Johnson**

**Date: 26th April 2022**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2021**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

**1.2. Sales**

Sales represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings  
and equipment - 10% Reducing Balance

**1.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2. Tangible assets**

	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
At 1 September 2020	2,166	2,166
At 31 August 2021	<u>2,166</u>	<u>2,166</u>
<b>Depreciation</b>		
At 1 September 2020	412	412
Charge for the year	175	175
At 31 August 2021	<u>587</u>	<u>587</u>
<b>Net book values</b>		
At 31 August 2021	<u>1,579</u>	<u>1,579</u>
At 31 August 2020	<u>1,754</u>	<u>1,754</u>

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2021**

<b>3. Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	-	313
Other debtors	-	2,586
	<u>-</u>	<u>2,899</u>
	<u>-</u>	<u>2,899</u>
 <b>4. Current liabilities</b>	 <b>2021</b>	 <b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	213
Taxes and social security costs	9,787	6,553
Other creditors	124	148
	<u>9,911</u>	<u>6,914</u>
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**for the year ended 31 August 2021**

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