

Madley Pre-School Annual Report 2021- 2022

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 2021 to August 2022 – 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 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 Pre-School opens Monday to Friday, term time only.

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 two Deputy Managers who share the role. The leadership/management oversight is provided by a Management Committee made up of elected volunteers.

Report on September 2021- August 2022

The Management Committee is structured as follows:

- Sally Johnson: Chairperson/Safeguarding officer for setting if Manager/Deputies are away
- Michaela Byrne: Finance Administrator
- Fiona Batstone: Manager
- Jane Mansfield: Staff Liaison
- Alison Green: Committee Member

Sadly, Gary Johnson (Finance lead) passed away in December 2021.

This full Committee has met on a frequent basis, usually once a term. However, a smaller management team including the Chair, Setting Manager and Finance administrator have met on a frequent basis; typically, once every half-term with additional meetings as required.

There were 26 children on role at the start of the Autumn term which increased to 32 by the start of the Summer Term. Numbers were therefore healthy 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 some financial stability and following building developments the year before, resources to furnish and enhance the newly created 'Snug' and terrace were purchased. This new space was proving to be an asset for taking smaller groups to play. It was also a great space for any new, younger children; giving them a quieter, cosier environment in which to build their initial attachments with staff and their peers, and allowing them to freely access the outdoor terrace as and when they wanted to. This 'freeflow' inside and out gives younger children safety and security and allows them to play in an area where they feel most comfortable, vital for their well-being and emotional development. The space was also being used for meetings with other professionals as and when needed.

With Covid-19 restrictions lifting Madley Pre-School were once again able to open their doors to parents and the wider community with their 'pop-up' Stay and Play "Petit Pois" sessions. These resumed half-termly on a Saturday morning and proved to be popular with existing families and also new families that were looking out for child care places in the not too distant future.

The weekly visits to The Residential home for the elderly were still on hold due to their safe guarding measures surrounding Covid, but these hoped to be resuming as soon as possible.

Visits to the Primary School were also able to resume and the Pre-School children were able to make greater use of the school grounds and small wooded forest school area.

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) is a key part in planning the children's learning opportunities and Learning experiences. The Pre-School curriculum focuses on encouraging independence and resilience. Staff work well with parents to establish a good understanding of the children's needs and interests when they first start. The children's interests are further followed through close observation of the children at play 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, stories and outdoor play 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.

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 Madley Primary School and other local schools were made in the summer term to aid the children's transition. We also worked closely with the reception class teacher and teaching assistants, who all made visits to the Pre-School to ensure that there was as smooth a transition as possible for those children starting school.

Staff undertake a 'Two year progress review' with all children who are aged two years when they join the setting. Staff work with parents to ensure that an overview of home/ Pre-School life is shared and work together to create 'Next steps' for the children.

As the children move through their Pre-School journey and prepare for Primary School a written report is given to parents and a copy is transferred to their chosen Primary School.

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

Staffing changes took place at the end of the summer term 2021 and the Manager, Rebecca Preece left to take up a new role in a different field of work. In September 2021 Rebecca was replaced by Fiona Batstone, who stepped up to become Manager. A new member of staff, Ashleigh Jenkins, was also employed as an Early Years Practitioner and Breakfast Club assistant. A further member of staff, Helen Lloyd, was employed to take on the role of 1:1 practitioner with a child with SEND. Towards the end of Helen's first year it seemed appropriate for her to begin some early Years training and she was enrolled on an Early Years Level 3 Apprenticeship.

It is essential to create a learning environment for the practitioners in the setting as well as the children. The Pre-School is used by local high schools, colleges, Worcester Universities as a placement for students to develop their knowledge about Early Years education. For the year 2020-2021 there were no students from these establishments. The team of qualified practitioners are constantly developing their knowledge through local authority training courses and seminars. The qualifications and ongoing training are as follows;

- Fiona Batstone – Manager – B'ED Degree in Primary Education – Designated Safeguarding Lead
- Charlotte Peace – Joint Deputy manager – Foundation Degree Arts in Early Years/ Level 3, NVQ in Early Years Children's Care, Learning and Development - SENCO
- Emma Gray – Joint Deputy Manager – Level 3, NVQ in Early Years Children's Care and Development - Forest School Leader L3 – Deputy Designated safeguarding Lead
- Hannah Crowther – Degree in horticulture – PGCE - Early Years Practitioner
- Ashleigh Jenkins – Early Year Practitioner – Level 3, NVQ in Early Years Children's Care and Development
- Helen Lloyd - unqualified practitioner

In June 2021 Helen Lloyd began a level 3 Apprenticeship in Early Years Educator.

In July 2021 Hannah Crowther left Madley Pre-School to continue her studies and pursue a career in Occupational Therapy.

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

- Working Together to Safeguard Children
 - Designated Safeguarding Lead in Early Years Settings
 - Signs of Safety Training for Multi-Agency Professionals
- Effective Safeguarding
- Preventing Radicalisation & Extremism Guidance
- The Prevent Duty in an Early Years Environment
- Peer-on-Peer Abuse
- Early Years Professional Development Programme – Building on Success
- Paediatric First Aid
- Level 2 Food Safety & Hygiene
- Supporting Children with SEND in Early Years
- Understanding Children with Autism
- Sign Along

Madley Pre-School
Accounts
for the year ended 31 August 2022

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 2022 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.

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

21 April 2023

Madley Pre-School

Trading and profit and loss account for the year ended 31 August 2022

	2022		2021	
	£	£	£	£
Income				
Sales		108,552		92,455
Fees receivable		132		211
Other sales income		1,119		800
Government grants		-		9,309
		109,803		102,775
Expenses				
Wages and salaries	82,684		71,548	
Employer's NI contributions	1,619		1,081	
Staff pension costs	860		754	
Staff training	342		(20)	
Rent, Rates, Light and Heat	-		1,953	
Insurance	787		686	
Equipment	860		2,596	
Purchases	1,575		1,694	
Food	1,503		1,077	
Repairs and Maintenance	45,252		7,335	
Printing, postage and stationery	303		821	
Advertising	150		-	
Telephone	338		614	
Cleaning	-		120	
Computer costs	1,468		659	
Legal and professional fees	1,616		2,179	
Accountancy	2,742		1,914	
Sundry expenses	63		334	
Subscriptions	464		696	
Depreciation on FF & Equipment	158		175	
Depreciation on IT Equipment	1,312		-	
		(144,096)		(96,216)
Net (loss)/profit		(34,293)		6,559

Madley Pre-School

Balance sheet as at 31 August 2022

	Notes	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	2		4,090		1,579
Current assets					
Debtors	3	10		-	
Cash at bank and in hand		35,381		76,753	
		<u>35,391</u>		<u>76,753</u>	
Current liabilities (note 4)					
Other creditors		5,353		9,911	
Net current assets			<u>30,038</u>		<u>66,842</u>
Total assets less current liabilities			<u>34,128</u>		<u>68,421</u>
Capital account					
Brought forward at 1 September 2021			68,421		61,862
(Loss)/profit for the year			(34,293)		6,559
			<u>34,128</u>		<u>68,421</u>

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

Mrs S Johnson

Date: 21st April 2023

Madley Pre-School
Notes to the accounts
for the year ended 31 August 2022

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
IT Equipment	-	33% 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

	Equipment	IT Equipment	Total
	£	£	£
Cost			
At 1 September 2021	2,166	-	2,166
Additions	-	3,981	3,981
At 31 August 2022	<u>2,166</u>	<u>3,981</u>	<u>6,147</u>
Depreciation			
At 1 September 2021	587	-	587
Charge for the year	158	1,312	1,470
At 31 August 2022	<u>745</u>	<u>1,312</u>	<u>2,057</u>
Net book values			
At 31 August 2022	<u>1,421</u>	<u>2,669</u>	<u>4,090</u>
At 31 August 2021	<u>1,579</u>	<u>-</u>	<u>1,579</u>

Madley Pre-School
Notes to the accounts
for the year ended 31 August 2022

3. Debtors	2022	2021
	£	£
Trade debtors	10	-
	<u> </u>	<u> </u>
4. Current liabilities	2022	2021
	£	£
Taxes and social security costs	5,196	9,787
Other creditors	157	124
	<u> </u>	<u> </u>
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