

## **Madley Pre-School Annual Report 2022-2023**

### **Purpose**

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 of September 2022 to August 2023.

### **Audience**

This report will be circulated to all committee members and discussed at the next committee meeting. It will be submitted to the Charities Commission alongside the audited accounts, and will be made available to Ofsted on request or as part of the documentation supporting an inspection.

### **Setting Overview**

Madley Pre-School is a small, rural setting set in the grounds of Madley Primary school in Herefordshire but is constituted as a separate charitable entity in terms of governance and management. It operates during term time only and is open 09:00 to 15:30 Monday – Friday. It also offers a Breakfast Club in conjunction with Madley Primary School, which operates out of Madley primary school but is run by Pre-School staff. This opens Monday – Friday 07:45 – 09:00.

Madley Pre-School can take a maximum of 24 children each day and is staffed by a number of early years practitioners led by the setting manager, who is supported by two Deputy Managers who share the role. A Management Committee made up of elected volunteers oversees the management of the setting.

**The Management Committee** - is structured as follows:

- Sally Johnson: Chairperson/ Safe guarding officer if Manager/Deputy is unavailable
- Michaela Byrne: Finance Administrator
- Fiona Batstone: Manager
- Jane Mansfield: Committee member
- Alison Green: Committee member

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 more frequent basis; typically once every half term with additional meetings as required.

### **Madley Pre-School Aims**

Madley Pre-School aims to develop independent and motivated learners who embrace a values-based culture. They provide opportunities for learning through play in a calm and multi-sensory environment both inside and out. Madley Pre-School is fully inclusive and welcomes all children to the setting, regardless of their needs.



## Ethos

Madley Pre-School shares the same Values-based approach as the primary school and works in close partnership with the school to ensure the best educational outcomes for all children and, a smooth transition for those children who go on to attend Madley Primary School. Madley Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The setting continues to hold a prestigious 'Values based setting' award, certified by Dr. Neil Hawkes.

## Report on September 2022 – August 2023

There were 32 children on role at the start of the Autumn 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 to their friends and families. This was ensuring sustainability and longevity.

No building work took place during this period. Madley Primary school donated a strip of land adjacent to the outside area to be used to further develop the outside learning. A fence was moved and repurposed to secure the area and provide gated access to the primary school. This created a natural area that could be utilised as a growing space and digging patch, with a patio area for water play and outdoor art activities. The addition of two guinea pigs made it a very welcoming garden where the children could extend their interest in the world around them; caring for the animals, looking for mini beasts, planting and harvesting vegetables for snack/ guinea pigs etc. An old storage shed was also repurposed into an 'Adventure Shed' where artefacts and collections of natural objects, and books about the natural world, wildlife and gardening could be looked at and shared.

## Teaching and Learning

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 and carers 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.

Educational visits related to the children's interests take place to enhance their learning and understanding. During this period visits were made within the local area eg church and park and to, Madley Environmental centre, Madley church, Madley plants and Wye Valley butterfly Farm. Visitors from Wye Valley Falconary and local nurses also supported the children's learning.

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 primary schools, took place in the summer term and visits



were made by Reception class teachers, to ensure that there was as smooth a transition as possible for those children starting school.

Parents are included in the sharing of learning and ideas, through regular Facebook posts, the Pre-School page on the school website and online Tapestry observations as well as regular newsletters. Parents are invited to Transition sessions before their child starts at Pre-School and staff work with parents throughout their learning journey to ensure that an overview of their home life is shared and considered when making the children's next steps. Staff undertake a 'Two year progress review' with all children who are two years old when they join the setting. As the children progress through their Pre-School journey and prepare for Primary school a written report is given to parents and a copy transferred to their chosen Primary school.

Madley Pre-School was inspected by OFSTED in June 23 and was judged as GOOD in all areas.

### **Staff Development**

It is essential to create a learning environment for practitioners in the setting as well as the children. The Pre-School is used by local High schools, colleges and Worcester University as a placement for students to develop their knowledge about Early Years Education. The Setting was visited by other local nurseries to make connections and share knowledge and ideas. The local Health visiting team and Nursery nurse visited to establish a connection and share information about the setting's families. The team of qualified practitioners are constantly developing their knowledge through local and national training courses and seminars. The qualifications and ongoing training are as follows;

Fiona Batstone – Manager – Designated safeguarding lead - B'Ed degree in primary education

Charlotte Peace – joint deputy manager – SENDCO – Ba Hons Integrated working with children and families

Emma Gray – joint deputy manager – deputy designated safeguarding lead – Forest school leader L3 - level 3 NVQ in Early Years children's care and development

Ashleigh Smith – Early years Practitioner – Level 3 NVQ in Early years children's care and development

Helen Lloyd – Apprentice working towards Level 3 NVQ in Early years Educator

Further training throughout the year was;

- Educating Safeguarding lead awareness
- Role of the designated safeguarding lead in education
- Effective safeguarding practice
- Safeguarding and child protection
- Safeguarding children awareness
- Keeping children safe in education
- Prevent Duty
- Child on child abuse



**Madley Pre-School  
Madley,  
Herefordshire  
HR2 9PH**



**Manager:  
Mrs Fiona Batstone**

- Safer recruitment in education
- Health and safety responsibilities
- Health and safety in the early years
- Fire safety awareness and warden duties
- Level 3 Paediatric First Aid
- Level 2 Food safety
- Providing a Healthy Food environment in Early Years setting
- Early years Professional Development programme – building on success
- HR seminar

Fiona and Emma began an 18 month NPQ in Early years Leadership and management in February 23.



**Madley Pre-School**

**Accounts**

**for the year ended 31 August 2023**

## **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 2023 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

30 November 2023

## Madley Pre-School

### Trading and profit and loss account for the year ended 31 August 2023

	2023		2022	
	£	£	£	£
<b>Income</b>				
Sales		106,253		108,552
Fees receivable		307		132
Other sales income		5,224		1,119
		111,784		109,803
<b>Expenses</b>				
Wages and salaries	91,162		82,684	
Employer's NI contributions	1,919		1,619	
Staff pension costs	1,314		860	
Staff training	410		342	
Insurance	951		787	
Equipment	1,899		860	
Purchases	1,584		1,575	
Food	1,364		1,503	
Repairs and Maintenance	2,713		45,252	
Printing, postage and stationery	384		303	
Advertising	-		150	
Telephone	-		338	
Computer costs	2,674		1,468	
Legal and professional fees	3,579		1,616	
Accountancy	2,414		2,742	
Sundry expenses	324		63	
Subscriptions	639		464	
Depreciation on FF & Equipment	193		158	
Depreciation on IT Equipment	880		1,312	
		(114,403)		(144,096)
<b>Net loss</b>		(2,619)		(34,293)

**Madley Pre-School**

**Balance sheet  
as at 31 August 2023**

		2023		2022	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	2		3,270		4,090
<b>Current assets</b>					
Debtors	3	399		10	
Cash at bank and in hand		35,192		35,381	
		<u>35,591</u>		<u>35,391</u>	
<b>Current liabilities (note 4)</b>					
Other creditors		<u>7,352</u>		<u>5,353</u>	
<b>Net current assets</b>			<u>28,239</u>		<u>30,038</u>
<b>Total assets less current liabilities</b>			<u>31,509</u>		<u>34,128</u>
<b>Capital account</b>					
Brought forward at 1 September 2022			34,128		68,421
Loss for the year			(2,619)		(34,293)
			<u>31,509</u>		<u>34,128</u>

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



**Mrs S Johnson**

**Date: 30th November 2023**

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2023**

**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
	£	£	£
<b>Cost</b>			
At 1 September 2022	2,166	3,981	6,147
Additions	253	-	253
At 31 August 2023	2,419	3,981	6,400
<b>Depreciation</b>			
At 1 September 2022	745	1,312	2,057
Charge for the year	193	880	1,073
At 31 August 2023	938	2,192	3,130
<b>Net book values</b>			
At 31 August 2023	1,481	1,789	3,270
At 31 August 2022	1,421	2,669	4,090

**Madley Pre-School**  
**Notes to the accounts**  
**for the year ended 31 August 2023**

<b>3. Debtors</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade debtors	399	10
	<u>          </u>	<u>          </u>
<b>4. Current liabilities</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Taxes and social security costs	7,073	5,196
Other creditors	279	157
	<u>          </u>	<u>          </u>
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