



Madley Pre-School Annual Report 2023-2024

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 2023 to August 2024.

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. It also now operates an ‘Early Bird’ session, opening at 8:30am each morning to accommodate parents who may need to drop their children off slightly earlier.

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/ Safeguarding officer if Manager/Deputy is unavailable
- Michaela Byrne: Finance Administrator
- Fiona Batstone: Pre-School Manager
- Jane Mansfield: Committee member
- Becca Thomas: 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 background or 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 2023 – August 2024

There were 33 children on role at the start of the Autumn term, with 23 being of 'school leaver' age, this was unusually high and left only 10 spaces for 2 year-olds. Numbers were therefore quite healthy but would mean that when the 23 children left for school at the end of the year numbers would fall quite low and some targeted marketing needed to take place.

Building developments

No building work took place this academic year, however, plans to develop the outside area further were discussed and drawn up between staff and committee. The plan was to create a large sand pit and new larger guinea pig run that would give the animals more roaming space and make access for the children easier. A second phase to develop the 'side garden' into a "mini forest school" area with some low growing trees and natural ground growth of grass, herbs etc was also drawn up. Quotes were given from various companies, and we began to apply for some grant funding.

Teaching and Learning

Madley Pre-School follows the EYFS curriculum with a strong emphasis on Values education, in line with Madley Primary School. Staff promote independence and resilience with the children and encourage them to 'have a go' at new or different opportunities. Children are assigned a key practitioner to support them and their family throughout their time at Pre-School. Key practitioners begin by talking to parents at Transition days to ensure they have a good understanding of children's needs, interests, likes and dislikes. They then make careful observations and assessments of the children in order to plan a curriculum of exciting learning opportunities and activities that are appropriate to their age and stage of development. Staff plan children's Next steps by having daily reflections about the children's play and learning, these are then shared with parents. A loose theme is usually planned for each half term, with stories being at the heart of any theme, supported by creative, open-ended experiences and activities that give children a 'first hand' experience, where possible. Educational visits take place to enhance the children's learning and understanding. Visits are made both locally and, where possible, further afield. The school mini-buses are used whenever possible, and 2 members of staff own mini-bus licences. This academic year walks to and from the

park and around the village were frequent. Educational visits took place to the local church for Christmas and Easter craft activities, Madley Environmental Study Centre for Christmas walks, minibeast hunts and storytelling and Madley Plants to find out about growing vegetables and how to look after plants. Regular walks around the Primary school grounds also take place weekly, these increase throughout the summer term when staff know which Primary school the children will be attending. These walks and further 'organised' transition visits support a seamless transition into Madley Primary school. Staff also make contact with other local primary schools and arrange for teachers to visit the children in setting, giving them the opportunity to see the children playing in a familiar environment and also an opportunity to talk with their child's key practitioner about their individual development.

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.

Community Links

The Pre-School continued to open on two Saturdays a term for it's stay and Play sessions; "Petit Pois". These are open to existing and new/ past families as well as any members of the community that wish to attend. They have proved to be a lovely way for parents to meet up and talk to staff in an informal way, meet other parents, have a cup of tea whilst their children play and to see what the Pre-School has to offer. Staff kindly volunteer their time on these occasions.

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. No students took part in placements at Pre-School this year, however, a 2nd year sixth form student volunteered at the setting to gain work experience before embarking on a Speech and Language therapy degree. 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 Designated Safeguarding lead was also available throughout the year to liaise with Children's services when necessary.

The team of qualified practitioners are constantly developing their knowledge through local and national training courses and seminars.

Further training throughout the year was;

- Designated Safeguarding lead in early years settings
- Effective safeguarding practice
- Safeguarding and child protection
- Safeguarding children awareness
- Prevent Duty
- Child on child abuse
- Health and safety responsibilities
- Health and Safety awareness
- 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
- Mental Health awareness

The manager and deputy manager continued their 18 month NPQ in Early years Leadership and management throughout the year.

Madley Pre-School

Accounts

for the year ended 31 August 2024

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 2024 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

4 December 2024

Madley Pre-School

Trading and profit and loss account for the year ended 31 August 2024

	2024		2023	
	£	£	£	£
Income				
Sales		147,017		106,253
Fees receivable		143		307
Other sales income		3,949		5,224
		<u>151,109</u>		<u>111,784</u>
Expenses				
Wages and salaries	90,395		91,162	
Employer's NI contributions	4,120		1,919	
Staff pension costs	1,551		1,314	
Staff training	247		410	
Insurance	1,163		951	
Equipment	1,207		1,899	
Purchases	1,403		1,584	
Food	1,488		1,364	
Repairs and Maintenance	938		2,713	
Printing, postage and stationery	318		384	
Computer costs	2,241		2,674	
Legal and professional fees	4,670		3,579	
Accountancy	2,285		2,414	
Bank charges	58		-	
Sundry expenses	114		324	
Subscriptions	686		639	
Depreciation on FF & Equipment	168		193	
Depreciation on IT Equipment	590		880	
		<u>(113,642)</u>		<u>(114,403)</u>
Net profit/(loss)		<u>37,467</u>		<u>(2,619)</u>

Madley Pre-School

**Balance sheet
as at 31 August 2024**

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	2		2,512		3,270
Current assets					
Debtors	3	4,479		399	
Cash at bank and in hand		<u>64,386</u>		<u>35,192</u>	
		<u>68,865</u>		<u>35,591</u>	
Current liabilities (note 4)					
Other creditors		<u>2,401</u>		<u>7,352</u>	
Net current assets			<u>66,464</u>		<u>28,239</u>
Total assets less current liabilities			<u>68,976</u>		<u>31,509</u>
Capital account					
Brought forward at 1 September 2023			31,509		34,128
Profit/(loss) for the year			<u>37,467</u>		<u>(2,619)</u>
			<u>68,976</u>		<u>31,509</u>

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

Mrs S Johnson

Date: 4th December 2024

Madley Pre-School
Notes to the accounts
for the year ended 31 August 2024

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 2023	2,419	3,981	6,400
At 31 August 2024	<u>2,419</u>	<u>3,981</u>	<u>6,400</u>
Depreciation			
At 1 September 2023	938	2,192	3,130
Charge for the year	168	590	758
At 31 August 2024	<u>1,106</u>	<u>2,782</u>	<u>3,888</u>
Net book values			
At 31 August 2024	<u>1,313</u>	<u>1,199</u>	<u>2,512</u>
At 31 August 2023	<u>1,481</u>	<u>1,789</u>	<u>3,270</u>

Madley Pre-School
Notes to the accounts
for the year ended 31 August 2024

3. Debtors	2024	2023
	£	£
Trade debtors	4,479	399
	<u> </u>	<u> </u>
4. Current liabilities	2024	2023
	£	£
Taxes and social security costs	1,808	7,073
Other creditors	593	279
	<u> </u>	<u> </u>
	<u>2,401</u>	<u>7,352</u>