



# Trustees' Annual Report for the period

Period start date

Period end date

From

31 March 2022

To

31 July 2022

## Section A

### Reference and administration details

Charity name

Bradwell Common Pre-School

Other names charity is known by

Previously Bradwell Common Playgroup

Registered charity number (if any)

1031136

Charity's principal address

125 Bradwell Common Boulevard

Bradwell Common

Milton Keynes

Postcode

MK13 8DY

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michelle Scott	Chair		
2	Clare Kozanoglu	Treasurer		
3	Nicola Burgess	Secretary		Michelle Scott
4	Jenny Charles			
5	Donna Bellhouse			
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7				
8				
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13				
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17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(trust deed, constitution)

Early Learning Alliance Constitution

How the charity is constituted  
(trust, association, company)

Unincorporated charity

Trustee selection methods  
(how elected by)

Election at AGM from family and associate members

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Bradwell Common Pre-School is registered with OFSTED (reg.no.141875) and is a member of the Early Learning Alliance. The Pre-School has a safeguarding policy in place which includes carrying out DBS checks for new and existing members of staff, volunteers and trustees. The pre-school follows safer recruitment practices for all new staff and volunteers. Staff, volunteers and trustees are required to complete an annual declaration for disqualification by Association. All trustees give their time voluntarily and received no remuneration or benefits.

## Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

We are a local pre-school providing a safe, secure, fun and stimulating environment for children aged 2 yrs to 4 yrs To enhance the development and education of children under statutory school age by offering appropriate play, education and care facilities and adhering to the aims and objectives of the EYFS.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Offering fee paying and free (through government nursery funding) early years sessions  
Bradwell Common Pre-School is a friendly committee / parent-managed pre-school providing a varied, interesting and informative Early Learning Years Education and childcare for children between the age of two to four years from Bradwell Common catchment area.  
The Pre-School employs 5 part-time staff (Supervisor, Deputy Supervisor and 3 assistants) and has 2 x bank staff members to help cover sickness and holiday.  
The setting is open 38 weeks a year (term time only) to provide daily sessions of either 3, 5 or 6 hours from 9am to 12pm/2pm, dedicated to those children starting Primary school in September and also younger children from 2 years old, with the purpose of preparing them for the transition in to Primary school. The preschool is able to offer all day spaces to help assist parents with their childcare arrangements.  
We welcome all children within the age range regardless of personal circumstance, gender, faith, cultural background and lingual ability.  
We can offer places to 2 year old children whom are in receipt of 2 year old funding, plus 3 and 4 year old universal funding and extended entitlement.

#### Additional details of objectives and activities (Optional information)

We have had several students carry out their work placements with us from either secondary schools or the local college.  
All policies are up to date and are reviewed annually  
Stakeholders make regular donations to setting for healthy snacks for the children, plus help with resources and fundraising where they can.

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Due to Covid we have seen a slight decline in the last couple of years in the number of children applying for preschool. We have therefore disabled our catchment area policy to attract children from outside of the local area, which has resulted in an increase in applications. We now have a healthy waiting list and foresee all of our spaces being taken by January 2024 this year, with a waiting list for applicants to start in September 2024.

The children learn about and celebrated cultural events through crafts, singing and story-time.

We offer free play session and some key worker lead activities.

Supervisor has a level 4 and is continuing with her diploma.

All other staff including 1 bank staff member all have their level 3 CCLD. Staff complete regular training contributing to their continuous development programme.

All staff are signed up to our Nest pension scheme.

Wages have been taken in house to save money.

One member of staff has left our employment to continue full time employment in her first job which offers considerably more pay.

A member of bank staff has left to pursue full time employment elsewhere.

Our deputy supervisor has also retired

We have employed 2 new members of staff to fill these vacancies and an additional bank staff member.

New resources have been purchased to replace old resources due to age, wear and tear, with a recent successful Parish Council Grant application to assist with the cost of these.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

Pre-school have a reserve policy in place which currently has a shortfall, due to the annual increase in rent and food prices and the sharp increase in the National Living Wage, which are unfortunately not followed with increased NEF.

However, there has been a small increase in the NEF recently, the salaries of the new staff will not be quite as high as the long term, more experienced staff we have lost and the influx of applications will see an increase in revenue. All monies go back into the running of the setting and to pay for new resources.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income from NEF (funding)  
Charged sessions  
Fundraising  
Local Parish Council Grants

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *MScott*

Full name(s) Mrs Michelle Scott

Position (eg Secretary, Chair, etc) Chair

Date 14th September 2023

CHARITY NO: 1031336

**BRADWELL COMMON PRESCHOOL**

ANNUAL ACCOUNTS

FOR YEAR ENDED

31<sup>ST</sup> MARCH 2023

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRADWELL COMMON PRESCHOOL

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2023.

### **Respective responsibilities of trustees and examiner**

As the charities trustees you are responsible for the preparation of the annual accounts; you consider that the audit requirements of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

### **Basis of examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

Based on my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - a) to keep accounting records in accordance with Section 41 of the Act and
  - b) to prepare accounts which accord with the accounting records and
  - c) to comply with the accounting requirements of the Act have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Afreen Patel

30 Booker Avenue

Bradwell Common

Milton Keynes

MK13 8AR



09<sup>th</sup> September 2023

**Bradwell Common Preschool**

Charity registered number 1031336

**Receipts and Payments Account for the year ended 31st March 2023**

<b>RECEIPTS</b>	<b>2023</b>	<b>2022</b>
Income	64915	65996
Fundraising	0	525
Parish Grant	900	
<b>Total Receipts</b>	<u>65815</u>	<u>66521</u>

**PAYMENTS**

Wages, inclusive of taxes and pensions	68277	67909
Rent	9894	9771
Insurance	598	537
Consumables, Refreshments & Equipment	2364	1714
Administration	630	561
Trips & Activities	110	0
Christmas Party	134	181
Training & Courses	827	706
Membership - Ofsted	50	50
Independent Examination	0	0
Professional Fees	100	212
Outsourcing of Services	0	0
Bad Debt Write Off	0	0

<b>Total Payments</b>	<u>82984</u>	<u>81638</u>
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<b>Excess of Payments over Receipts</b>	-17169	-15117
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<b>Opening Balances</b>	32835	47953
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<b>Closing Balances</b>	<u>15667</u>	<u>32836</u>
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**STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MARCH 2023****ASSETS**

Debtors	148	7450
Balance at Bank	2573	2770
Balance on Deposit	12946	22090
Cash in Hand	0	526
	<u>15667</u>	<u>32836</u>