



# Trustees' Annual Report for the period

Period start date: 05 April 2021  
 Period end date: 05 April 2022  
 From: To:

## 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		Michelle Scott
2	Donna Bellhouse			
3	Nicola Burgess			
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### 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 <small>(trust deed, constitution)</small>	Early Learning Alliance Constitution
How the charity is constituted <small>(trust, association, company)</small>	Unincorporated charity
Trustee selection methods <small>(appointed by, elected by)</small>	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 1 bank staff member 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)

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

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

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.

Summary of the main achievements of the charity during the year

We have seen an increase in demand for childcare places this year and had to close our waiting list for places in the 2023/2024 academic year by January 2024, leaving us with a healthy 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 CCLD

2 Key Workers 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.

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 12th November 2024

CHARITY NO. 1031336

**BRADWELL COMMON PRESCHOOL**

**ANNUAL ACCOUNTS**

**FOR YEAR ENDED**

**31<sup>ST</sup> MARCH 2024**

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 2024.

**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**

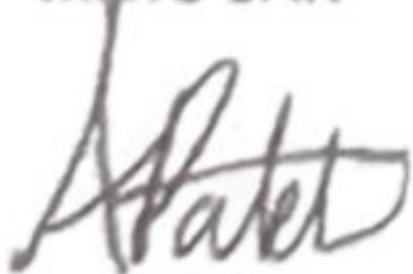
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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



19<sup>th</sup> September 2024

**Bradwell Common Preschool**

Charity registered number 1031336

Receipts and Payments Account for the year ended 31st March 2024

RECEIPTS	2024	2023
Income	93,258.00	64915
Fundraising	260.00	0
Parish Grant	0	900
Total Receipts	<u>93518</u>	<u>65815</u>

**PAYMENTS**

Wages, inclusive of taxes and pensions	70,134	68277
Rent	9282	9894
Insurance	650	598
Consumables, Refreshments & Equipment	1786	2364
Administration	204	630
Trips & Activities	1130	110
Christmas Party	61	134
Training & Courses	1576	827
Membership - Ofsted	50	50
Independent Examination	0	0
Professional Fees	100	100
Outsourcing of Services	0	0
Bad Debt Write Off	0	0

Total Payments	<u>84973</u>	<u>82984</u>
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Excess of Payments over Receipts	8545	-17169
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Opening Balances	15667	32835
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Closing Balances	<u>24212</u>	<u>15667</u>
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**STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MARCH 2024****ASSETS**

Debtors	0	148
Balance at Bank	5735	2573
Balance on Deposit	18477	12946
Cash in Hand	0	0
	<u>24212</u>	<u>15667</u>